



## HOW TO APPLY FOR A DELAWARE NATIONAL GUARD TECHNICIAN POSITION

DELAWARE NATIONAL GUARD  
HUMAN RESOURCE OFFICE  
MAJOR JOSEPH R. BIDEN III  
NATIONAL GUARD RESERVE CENTER  
1 VAVALA WAY  
NEW CASTLE, DELAWARE 19720-2417

<https://states.gkoportal.ng.mil/states/DE/hro/SitePages/Home.aspx>

UPDATED: 9 November 2017

Thank you for your interest in the Delaware National Guard full-time Technician program. We advertise two different types of Technician positions: Federal and State. Our State positions are advertised in a normal Adobe PDF format; however, our Federal positions are advertised on USAJobs. If you choose to apply for a Federal position advertised on USAJobs, please follow the directions under "How to Apply" on the announcement. For technician positions, please see the following steps below to ensure that your application is complete.

### STATE POSITIONS

**\*\*COMPLETE APPLICATIONS MUST BE PROVIDED TO HRO ELECTRONICALLY BY THE CLOSING DATE OF THE ANNOUNCEMENT; INCOMPLETE OR LATE APPLICATIONS WILL NOT BE CONSIDERED FOR THE POSITION\*\***

#### STEP 1 - Check to see if you fall into the Area(s) of consideration

Before applying for the position, please verify that you fall into the area or one of the areas of consideration that the specific TVA is considering. You can find this information in the "Areas of Consideration" block of the announcement. The area(s) with a check mark in the box to the left are the area(s) being considered for that specific announcement.

#### STEP 2 - Resume

When submitting a Resume you can use any resume template format, however, please ensure that you provide the following information within your resume:

Vacancy Information:

- Technician Vacancy Announcement Number (TVA#), title and grade(s) for which you are applying.

Personal Information: *\*Always make sure this information is current before submitting.\**

- Full name (First MI. Last), mailing address (w/zip code) and day/evening telephone numbers (w/ area code)

Work Experience: For each paid/non-paid, military/civilian, full/part time position held that specifically relates to the job for which you are applying (do not provide copies of job descriptions)

- Job title
- If past or current job experience was/is a Federal position, please note the Pay Series, Occupational Code, Pay Grade & Step (i.e. GS-0081-06, Step 1 or WG-4749-05, Step 3)
- Duties/Accomplishments
- Number of hours per week
- Employer's name/address
- Supervisor's name/phone number

## How to Apply for a Delaware National Guard Technician Position

- Start/end dates of employment (\*month/year\*)
- Indicate if your current supervisor may be contacted

### Education:

- High School name, city, state, and zip, date of diploma or GED
- College and/or Universities attended; city, state, and zip
- Major field(s) of study
- Type and year of degree(s) received. If no degree received, show total credit hours received in semester hours

### Other Qualifications:

- Job-related training courses (title/year)
- Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, typing speed, etc.)
- Job-related certificates and licenses
- Job-related honors, awards, and special accomplishments (e.g., publications, membership in professional or honor societies, leadership activities, public speaking, performance awards, etc.; do not send copies of documents unless specifically requested)

## STEP 3 - Required Forms

Complete and submit the following forms: (found on DENG website under Join -> Career Opportunities -> Full-Time or on the HRO-State Personnel Branch GKO SharePoint page)

### DNG 51R: Application for Technician Vacancy Military Affiliation Information (**Required**)

- If you have never served in the US Military, only fill out TVA #, Job Title, and Name. Under Military Occupation input NPS (Non-Prior Service) to indicate no prior military service.
- Prior Service (PS) personnel must fill out as much information as possible.

### SF 181: Ethnicity and Race Identification (**Optional**)

- The Delaware National Guard is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to political, religious or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, age, non-disqualifying physical challenges (applicable only to competitive appointments) or any other factor not job related.

## STEP 4 - Miscellaneous Documents Required Specific to the TVA

**\*\*Check the “Significant Information Pertaining to this Position” section of the announcement to make sure you turn in ALL required documents\*\***

Education: College transcripts/certificates (If applicable; if Education is required for experience.)

Certificates/Licenses: Training certificates (training related to the position),

Civilian/Military license (if applicable)

## How to Apply for a Delaware National Guard Technician Position

Military verification: most current vMPF RIP (Air) or ERB/PQR (Army), EPR/OPR, DD214s, Conditional Release forms, etc. (Documents that show current/previous held Grade/Rank, MOS/AFSC, etc.)

Commissioning: If you are applying for an Officer/Warrant Officer position and you are not currently a WO/OFF, documentation from the military personnel office must be submitted indicating eligibility for placement in a position requiring Officer or Warrant Officer status.

Security Clearance: If applicable

**It is the responsibility of the applicant to ensure that complete applications have been provided in a timely manner. Applications must be emailed to the address below by close of business on the closing date of the TVA: [nq.de.dearnq.list.hro-state@mail.mil](mailto:nq.de.dearnq.list.hro-state@mail.mil)**

If you have any questions or need assistance with completing an application for a State position, you may contact the Human Resource Office – State Personnel Branch:

Ms. Danielle Martin, HR Specialist	(302) 326-7836
Mr. DJ Susi, State Personnel Manager	(302) 326-7113

### **FEDERAL POSITIONS**

**\*\* APPLICATIONS MUST BE RECEIVED BY 2359 (11:59 PM) ON THE CLOSING DATE OF THIS ANNOUNCEMENT. FAILURE TO PROVIDE COMPLETE INFORMATION MAY HINDER YOUR CONSIDERATION FOR THIS POSITION. \*\***

### **METHODS OF SUBMISSION**

To apply for this position, you must provide both of the following parts:

1. Your responses to the Occupational Questionnaire, and
2. Your resume and any other documents specified in the Required Documents section of this job announcement. (Name on resume must match current military ID or driver's license)

### **TO APPLY ONLINE**

- The complete application package must be submitted by 11:59PM (EST) on Closing Date to receive consideration.
- To begin, click Apply Online to create a USAJOBS account or log into your existing account. Follow the prompts to select your USAJOBS resume and/or other supporting documents and complete the occupational questionnaire.
- Click Submit My Answers button to submit your application package.
- It is your responsibility to ensure that your responses and appropriate documentation are submitted prior to the closing date.
- To verify your application is complete, log into your USAJOBS account, <https://my.usajobs.gov/Account/Login>, select the Application Status link and then select the More Information link for this position. The 'Details' page will display the status of your application, the documentation received and processed, and any correspondence the agency has sent related to this application. Your uploaded documents may take several hours to clear the virus scan process.
- To return to an incomplete application, log into your USAJOBS account and click Update Application in the vacancy announcement. You must re-select your resume and/or other documents from your USAJOBS account or your application will be incomplete.

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### Required Forms

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- If you have never served in the US Military, only fill out TVA #, Job Title, and Name. Under Military Occupation input NPS (Non-Prior Service) to indicate no prior military service.
- Prior Service (PS) personnel must fill out as much information as possible.

OF 306: Declaration for Federal Employment (**Required**)

SF 181: Ethnicity and Race Identification (**Optional**)

- The Delaware National Guard is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to political, religious or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, age, non-disqualifying physical challenges (applicable only to competitive appointments) or any other factor not job related.
- **NOTE:** Fax and paper applications are no longer accepted, unless the member is deployed and unable to complete online.

### EXCEPTION TO POLICY

DEANG & ARNG military members **DEPLOYED** may submit their applications by email or fax. OPM Form 1203FX, resume, and other documents must be submitted by the vacancy closing date to the following: E-mail: [ng.de.dearnq.list.staff-hro-rp@mail.mil](mailto:ng.de.dearnq.list.staff-hro-rp@mail.mil) or Fax (302)326-7119 / DSN: 440-7119, ATTN: HRO-RP

**\*\*Federal Law prohibits use of U.S. Government postage paid envelopes for mailing applications. Applicant is responsible for his/her own postage. Applications received in U.S. Government postage paid envelopes WILL NOT BE CONSIDERED. \*\***

Please click on one of the following links for access to all of the required documents.

Internet: <https://www.de.ng.mil/join/careers/>

or

GKO: <https://states.gkoportal.ng.mil/states/DE/hro/resume/SitePages/Home.aspx>

If you have any questions or need assistance you may contact the Human Resource Office, Recruitment and Placement personnel:

SSgt Gabrielle Rieker, HR Specialist	(302) 326-7110
SGT Jerry Flowers, HR Specialist	(302) 326-7838
MSgt Olivia Short, HR Staffing Supervisor	(302) 326-7116

FAX: 7119      DSN    440