



HOW TO APPLY FOR A DELAWARE NATIONAL GUARD TECHNICIAN POSITION

DELAWARE NATIONAL GUARD
HUMAN RESOURCE OFFICE
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Thank you for your interest in the Delaware National Guard full-time Technician/Employee 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 State employee 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 PVA 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:

- Position Vacancy Announcement Number (PVA#), 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 (detailed)
- Number of hours per week
- Employer's name/address
- Supervisor's name/phone number (if can be contacted)

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- **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 (**Copies of the certificate/license MUST be included to be credited**)
- 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 **State Employment Application**, which can be found on the DENG website under Join -> State Employee Positions -> Apply Here box

Complete and submit the following form: (found on DENG website under Join -> Full-time Positions --> Scroll to bottom of page for application forms)

DNG 51R: Application for Technician Vacancy Military Affiliation Information (**Required - Dual-Status positions only**)

- If you have never served in the US Military, only fill out PVA #, 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.

STEP 4 - Miscellaneous Documents Required Specific to the PVA

****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 drivers license

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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 (1730) on the closing date of the PVA: ng.de.dearnng.list.hro-state@army.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 by email or the below phone numbers:

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