



How to Apply for a Delaware National Guard Technician Position



Thank you for interest in the Delaware National Guard full-time Technician program. We advertise two different types of Technician positions: *Federal* and *State*. Most of our positions are advertised in a normal Adobe PDF format; however, some of 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 all other technician positions, please see the following steps below to ensure that your application is complete.

STEP 1 - 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#) and/or Vacancy ID Number (VIN) (for USAJobs), 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)
- Social Security Number. (Please note that giving your SSN is voluntary, however we cannot process your application without it)
- Country of Citizenship

➤ **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
- Duties/Accomplishments
- Number of hours per week
- Employer's name/address
- Supervisor's name/phone number
- Start/end dates of employment (***month/year***)
- Salary
- Indicate if your current supervisor may be contacted
- ****If you were ever employed by the Federal Government, please identify the highest Federal civilian grade held, job series, and dates (month/year) of employment. If you are not a current federal employee in the Delaware National Guard, please provide a copy of your last or most recent SF50 for verification.****

➤ **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 2 - Required Forms

Complete and submit the following forms: (found on DENG website or under “How to Apply” of USAJobs TVA)

- **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.
- **OF 306:** Declaration for Federal Employment (**Required**)
- **DNG 87R:** Knowledge, Skills, and Abilities (KSAs) (**Required**)
 - **The form itself is optional;** you may also address KSAs on plain paper if preferred. Failure to provide this information may affect your eligibility for consideration for this position.
 - **KSA responses:** Detailed relevant experience and length of time performing the relevant tasks is critical for qualification to perform the position.
- **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 3 - Miscellaneous Documents

- **Education:** College transcripts/certificates (**If applicable**; required if applying for an Officer position or if Education is required for experience.)
- **Certificates/Licenses:** Training certificates (training related to the position), Civilian/Military license (**if applicable**)
- **Military verification:** most current vMPF RIP (Air) or ERB/PQR (Army), EPR/OPR, 214s, 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**

****COMPLETE applications must be provided to HRO by the closing date of the announcement; INCOMPLETE or LATE applications WILL NOT be considered.****

It is the responsibility of the applicant to ensure that complete applications have been provided in a timely manner.

Applications can be hand delivered, faxed, mailed or emailed to the address below:

State of Delaware
 Delaware National Guard
 Joint Force Headquarters
 ATTN: NGDE-HR-RP
 250 Airport Road
 New Castle, DE 19720-1502

usarmy.de.dearnng.list.ngde-staff-hro-pss@mail.mil

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

SrA Rebekah Cox, HR Staffing Specialist	(302) 326-7128
SSG Carol Newman, HR Specialist	(302) 326-7112
CMSgt Marcia Price, HR Staffing Specialist	(302) 326-7124
FAX: 7119	DSN: 440