



## 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**. 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 BY THE CLOSING DATE OF THE ANNOUNCEMENT; INCOMPLETE OR LATE APPLICATIONS WILL NOT BE CONSIDERED FOR THE POSITION\*\***

#### 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**

**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:**

Delaware National  
Guard Joint Force  
Headquarters ATTN:

NGDE-HR-RP  
First Regiment Road  
Wilmington, DE 19808-2191

[NGDESTAFFHROPSS@NG.ARMY.MIL](mailto:NGDESTAFFHROPSS@NG.ARMY.MIL)

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## **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.
- You are encouraged to apply online. Applying online will allow you to review and track the status of your application.
- NOTE: If you applied online and your application is complete, do NOT fax the paper application (1203FX) as this will overwrite your prior online responses and may result in you being found ineligible.

### **TO FAX DOCUMENTS**

- If you completed the occupational questionnaire online and are unable to upload supporting document(s):

- 1. To fax your documents, you must use the following cover page <http://staffing.opm.gov/pdf/usascover.pdf> provide the required information. The Vacancy ID is 1727013
- 2. Fax your documents to 1-478-757-3144.
- If you cannot complete the Application Package online, you may fax all of your materials. The complete application package must be submitted by 11:59 PM (EST) on the closing date to receive consideration. Keep a copy of your fax confirmation in the event verification is needed.

### **TO APPLY BY FAX**

- To complete the occupational questionnaire and submit via fax:
- Click the following link to view and print the occupational questionnaire View Occupational Questionnaire
- Print the 1203FX form, follow the instructions and provide your responses to the occupational questionnaire items <http://www.opm.gov/forms/pdfimage/opm1203fx.pdf>
- Fax all six pages of the completed 1203FX form along with any supporting documents to 1-478-757-3144. Your 1203FX will serve as a cover page for your fax transmission.

**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.\*\***

The following documents are **REQUIRED**:

- Current RESUME
- OF 306 - Declaration for Federal Employment
- DNG 51R - Application for Technician Vacancy Military Affiliation Information  
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.
- DNG Form 87R - Knowledge, Skills, & Abilities Form  
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.
- SF 181 - Ethnicity & Race Identification Form (optional)

Please click on the following link for access to all of the required documents. The tab labeled "Quick Links" has all of the required documents listed.

<http://delawarenationalguard.com/join/full-time/>

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

SPC Taylor Young, HR Specialist (302) 326-7110

SGT Rosette Steward, HR Specialist (302) 326-7128

MSgt Olivia Short, HR Staffing Specialist (302) 326-7116

FAX: 7119

DSN 440