

# DUAL STATUS FEDERAL TECHNICIAN VACANCY ANNOUNCEMENT - BARGAINING UNIT

<b>NGDE-HR-RP</b> <b>250 Airport Road</b> <b>New Castle, DE 19720-1502</b>	<b>ANNOUNCEMENT #</b> <b>TVA #63-16-1705786</b>	<b>OPENING DATE:</b> <b>14-May-2016</b>	<b>CLOSING DATE:</b> <b>16-Jun-2016</b>
<b>WORKING LOCATION:</b> 166 MOF New Castle, DE 19720	<b>MIL GRADE LIMIT(s):</b> Min: E-4/SrA Max: E-7/MSgt	<b>SELECTION METHOD:</b>  <b>PANEL</b>	<b>SALARY RANGE:</b>  <b>\$42,215.00 - \$55,625.00</b> <b>\$52,338.00 - \$68,035.00</b>
<b>POSITION TITLE:</b>  <b>Production Controller</b>	<b>PD NUMBER(s):</b>  <b>D0752000</b>	<b>OCCUPATIONAL</b>  <b>1152</b>	<b>PAY PLAN &amp; GRADE:</b>  <b>GS-07/09</b>

## APPOINTMENT FACTORS

<p style="text-align: center;"><u><b>AREAS OF CONSIDERATION</b></u></p> <ul style="list-style-type: none"> <li>▪ <b>AREA I</b> - All presently employed Delaware Air National Guard permanent federal technicians.</li> <li>▪ <b>AREA II</b>- All currently active members of the Delaware Air National Guard</li> <li>▪ <b>AREA III</b>- All other applicants eligible for membership in the Delaware National Guard</li> </ul>	<p style="text-align: center;"><u><b>APPOINTMENT STATUS</b></u></p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><b>OFFICER</b></td> <td style="text-align: center;"><b>WARRANT</b></td> <td style="text-align: center;"><b>ENLISTED</b></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">Managerial</td> <td style="text-align: center;">Supervisory</td> <td style="text-align: center;"><b>Neither</b></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td colspan="3"><b>Army National Guard:</b> <input type="checkbox"/> <b>Air National Guard:</b> <input checked="" type="checkbox"/></td> </tr> <tr> <td colspan="3"><b>Permanent:</b> <input checked="" type="checkbox"/> <b>Indefinite:</b> <input type="checkbox"/> <b>Temporary:</b> <input type="checkbox"/></td> </tr> </table>	<b>OFFICER</b>	<b>WARRANT</b>	<b>ENLISTED</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Managerial	Supervisory	<b>Neither</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Army National Guard:</b> <input type="checkbox"/> <b>Air National Guard:</b> <input checked="" type="checkbox"/>			<b>Permanent:</b> <input checked="" type="checkbox"/> <b>Indefinite:</b> <input type="checkbox"/> <b>Temporary:</b> <input type="checkbox"/>		
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## SELECTIVE PLACEMENT FACTORS

<p><b><u>MILITARY REQUIREMENTS:</u></b> This is a dual-status position. As a condition of initial appointment and continued retention, the selected applicant must be an actively participating member of the Delaware Army or Air National Guard as appropriate.</p> <ul style="list-style-type: none"> <li>▪ Military uniform is required to be worn. Acceptance of this position constitutes concurrence with this requirement and is a condition of continued employment.</li> <li>▪ Applicants are responsible to ensure they meet all military requirements, including ASVAB and PUHLES. Please contact an Army/Air Recruiter or Retention Manager to ensure that you meet mandatory MOS/AFSC entry level requirements.</li> <li>▪ Be advised that if selected for a military technician position where membership in a reserve component is a condition of employment and you are receiving a bonus, your bonus will be terminated and may or may not be subject to recoupment.</li> <li>▪ <b><u>OTHER:</u></b> The compatible <b>MOSS</b> are: 2R1X1 (Must be at least 3 level qualified)</li> </ul>
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<p><b><u>EVALUATION METHOD:</u></b> All applicants will be evaluated against the mandatory qualifications identified on this announcement IAW the NGB Qualifications Standard and/or the OPM Qualifications Standards as appropriate. Evaluation is based on the information provided by the applicant to determine if the individual possesses the minimum knowledge, skills, and abilities necessary to perform the duties and responsibilities of the position. National Guard or Reserve M-Day experience is considered part-time and credit is awarded based on actual days the applicant performed duty in a relevant SSI/MOS/AFSC.</p> <p><b><u>QUALIFICATION REQUIREMENTS:</u></b> The basic qualification requirements are indicated on the reverse of this announcement. These requirements must be met in addition to all military requirements and selective placement factors indicated in order to be considered qualified for this position. Applicants selected for a position at a trainee level will be promoted non-competitively upon completion of the established individual development plan (IDP) along with the recommendation of the supervisor.</p> <p><b><u>EQUAL OPPORTUNITY:</u></b> 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.</p> <p><b><u>APPLICATION PROCEDURES:</u></b> All interested applicants for this position must submit a <b>Resume, OF 306, DNG Form 51, DNG Form 87-R</b> (form is optional, information is required), <b>SF 181</b> (Optional), &amp; <b>supporting/miscellaneous documents</b>. Documentation from the military personnel office must be submitted indicating eligibility for placement in a position requiring Officer/Warrant Officer status. Candidates must describe on the application all knowledge, skills, abilities, experience, education, and self-development as pertains to the requirements of this position. <b><u>DO NOT attach position descriptions. COMPLETE applications must be provided to HRO by close of business (COB) on the closing date of the announcement; INCOMPLETE or LATE applications WILL NOT be considered.</u></b> Applications can be hand-carried, mailed, faxed or emailed to: <a href="mailto:ng.de.dearng.list.staff-hro-rp@mail.mil">ng.de.dearng.list.staff-hro-rp@mail.mil</a>. Use this guide to follow the proper steps in submitting a complete application: <a href="http://delawarenationalguard.com/wp-content/uploads/2015/03/How-to-Apply-for-a-DENG-Technician-Position.pdf">http://delawarenationalguard.com/wp-content/uploads/2015/03/How-to-Apply-for-a-DENG-Technician-Position.pdf</a></p> <p><b><u>REMARKS:</u></b> Permanent Change of Station Costs will not be paid. Enrollment in Electronic Fund Transfer (Direct Deposit) pay is a condition of employment. A pre-placement physical/examination is required for employment.</p>
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MICHAEL J. FEELEY Col, DE ANG Human Resource Officer	<b>DISTRIBUTION:</b> 1 – Requesting Official      1 – DENG Website 1 – Union Official
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**PRODUCTION CONTROLLER**  
**D0752000**

*(A complete position description is on file in the HRO.)*

- Coordinates and develops operational and maintenance requirements for all assigned aerospace vehicles and related support and training equipment into long range, quarterly, monthly and weekly plans to produce a schedule which makes efficient use of resources. Ensure the Maintenance Control Supervisor and the Chief of Maintenance are advised of maintenance capability, problem areas, and adherence to schedules. Compiles and publishes required maintenance plans in a timely manner to project aircraft, equipment and personnel utilization.
- Schedules and conducts daily maintenance planning meeting to refine and incorporate unscheduled maintenance requirements into the Weekly to Daily Maintenance Plans and workload requirement. Coordinates with Training Management to minimize impact of training schedule in accordance with pertinent ANG directives. Initiates and maintains maintenance operating instructions establishing procedures for the assignment and application of job control numbers.
- Pre plans requirements to support operational launch schedules, emergency war orders (EWO) and contingency plans. Designates and schedules aerospace vehicles for maintenance training purposes. Plans and schedules time compliance technical order (TCTO) accomplishment. Schedules and insures that life support and critical items are replaced in accordance with the time change program. Performs the aerospace vehicle distribution function in accordance with directives.
- Represents the Chief of Maintenance in coordinating actions such as aircraft and equipment utilization, sortie rates, flying hours and simulator utilization with the Air Commander, Operations, and other members of the flight scheduling committee.
- In coordination with maintenance supervisors, develops work packages for major, intermediate level maintenance such as battle or crash damage.
- Performs the following documentation functions: review, filing, maintenance and disposition of historical documents for assigned equipment. Manages documents for TCTO reports, time change forecast, mechanized reports, master ID number files and flight status register. Submits request for parts or kits for TCTO and time change items to the maintenance supply liaison for processing to Base Supply.
- Makes required inputs to the automated data system and retrieves data and/or computer generated products as required.
- Conducts training of assigned military personnel.
- Performs other duties as assigned

**The basic qualification requirements are indicated below. These requirements must be met in addition to all military requirements and selective placement factors indicated in order to be considered qualified for this position.**

## **QUALIFICATION REQUIREMENTS**

**GENERAL EXPERIENCE:** Experience, educations, or training which indicates the candidate can reason in quantitative terms, communicate orally and in writing in a clear and concise manner, understanding the terminology and data pertaining to repair operations and process characteristics of the production activity

**SPECIALIZED EXPERIENCE (GS-07):** Twelve (12) months of specialized experience must include the following KSAs: **(Each KSA should be addressed separately in writing as it applies to the duties and responsibilities listed above.)**

- a. Ability to communicate both orally and in writing.
- b. Knowledge and experience of the functions and procedures of production control.
- c. Experience assisting and maintaining work flow.

**SPECIALIZED EXPERIENCE (GS-09):** Twenty-four (24) months of specialized experience must include the following KSAs: **(Each KSA should be addressed separately in writing as it applies to the duties and responsibilities listed above.)**

- a. Knowledge of and skill in preparing job or work orders; scheduling various phases of projects into the production facility; following up to see if work is progressing as planned and arranging for adjustments in materials, machine processes, and work sequencing allowing for changes.
- b. Knowledge of and skill with current automation support programs to input data, provide status of equipment, and monitor job order status, monitor work priorities, requisition repair parts, track repair parts status, etc.
- c. Ability to communicate both orally and in writing.
- d. Skills in scheduling the work flow of more than one area to include coordinating products or materials from support activities.
- e. Knowledge of the organization and work procedures of the production activity.
- f. Ability to exercise considerable initiative in taking prompt and decisive action to prevent or alleviate delays due to conflicts in scheduling, lack of materials, or faulty work processes

**OTHER REQUIREMENTS:** Must have a valid state civilian and military driver's license for continued employment.

### **\*\*QUALITY OF EXPERIENCE\*\***

Length of time is not itself qualifying. The applicant's experience will be evaluated on the basis of duties performed rather than strictly on the rank of the individual. The applicant's record of experience, training, and education must show possession of the knowledge, skills, and abilities needed to fully perform the duties of the position.

### **MILITARY REQUIREMENTS:**

This is a Dual Status position. As a condition of initial appointment and continued retention, the selected applicant must be an actively participating member of the Delaware Air or Army National Guard.

- **Military uniform is required to be worn.** Acceptance of this position constitutes agreement with this requirement and is a condition of continued employment.

- **Be advised** that if selected for a military technician position where membership in a reserve component is a condition of employment and you are receiving a bonus, your bonus will be terminated and may or may not be subject to recoupment.

- **Compatibility:** If selected, the individual must be qualified for, or assigned to, a compatible military position in one of the following DMOS/DAFSC specialties **prior to actual placement in the position:**

**AFSC:** 2R1X1

- **Applicants are responsible to ensure they meet all military requirements ASVAB and PHULES.** Please contact an Army/Air Recruiter or Retention Manager to ensure that you meet mandatory MOS/AFSC entry level requirements

### **Military Grade Limitations:**

- **Maximum:** E-4/SrA

- **Minimum:** E-7/MSgt

**Other:**

- Participate in Direct Deposit is mandatory.
- A pre-employment physical may be required.
- Must have or be able to obtain a Security Clearance.
- Must have or be able to obtain a valid Civilian and Military driver's license.

**All applicants will be evaluated against the mandatory qualifications identified on this announcement IAW the NGB Qualification Standard and/or the OPM Qualification Standards as appropriate. Evaluation is based on the information provided by the applicant to determine if the individual possesses the minimum knowledge, skills, and abilities necessary to perform the duties and responsibilities of the position. National Guard or Reserve M-Day experience is considered part-time and credit is awarded based on actual days the applicant performed the duty in a relevant SSI/MOS/AFSC.**

**To apply for this position, please follow these 4 steps to ensure that your application is submitted correctly:**

**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#), 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.)

**- 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).

- **\*\*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**

**- Other Qualifications**

**STEP 2- Other Required Forms**

- **OF 306** - Declaration For Federal Employment:

<http://www.delawarenationalguard.com/join/careers/pdf/Of306.pdf>

- **DNG 51R** - Application for Technician Vacancy Military Affiliation Information

<http://www.delawarenationalguard.com/join/careers/pdf/DNG%2051R.pdf>

**STEP 3 - MISCELLANEOUS DOCUMENTS **\*\*Provide the following:****

- Education/Training Certificates/Licenses that apply to the position in which you are applying.
- Military verification
- Commissioning data (if applicable)
- Security Clearance (if applicable)

**STEP 4 - SUBMIT **\*\*Submit your application by:****

- **Hand-carrying to:** Delaware National Guard, Joint Force Headquarters, Human Resources Office - Room 1
- **Mail to:** Delaware National Guard, NGDE-HR-RP, 250 Airport Road, New Castle, DE 19720-1502

**\*\*Please call our office within 2 days of mail out to verify that your application was received.\*\***

- **Email to:** [ng.de.dearnng.list.staff-hro-rp@mail.mil](mailto:ng.de.dearnng.list.staff-hro-rp@mail.mil)

**\*\*If you do not receive a reply confirmation within 2 days of emailing, please call our office to verify that your application was received.\*\***

- **FAX to:** (302) 326-7119 / DSN: 440-7119

**\*\*Please call our office within an hour of faxing to verify that your application was received.\*\***

**\*\*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.\*\***

- 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:

<http://www.delawarenationalguard.com/join/careers/pdf/DEL87R.pdf>

- 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):

<http://www.delawarenationalguard.com/join/careers/pdf/sf181.pdf>

**Please follow all instructions carefully. Errors or omissions may affect your qualifications.** Once the application process is complete, a review of your application will be made to ensure you meet the job requirements. You will be rated based on your resume, and/or education, and answers to the knowledge, skills and abilities. Once that all the applications have been reviewed a letter will be sent out notifying you of your qualifications status. Candidates will be referred for selection based on **Grade** and **Area of Consideration**.

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**The following Web addresses are provided for your reference to explore the major benefits offered to most Federal employees.**

Main site for new federal employees - [http://www.opm.gov/insure/new\\_employ/index.asp](http://www.opm.gov/insure/new_employ/index.asp)

- **Flexible Spending Accounts** - This Program allows you to pay for certain health and dependent care expenses with pre-tax dollars. <https://www.fsafeds.com/fsafeds/index.aspHealth>

- **Insurance** - The FEHB Program offers over 100 optional plans. <http://www.opm.gov/insure/health/index.asp>
- **Leave** - Most Federal employees earn both annual and sick leave. <http://www.opm.gov/oca/leave/index.asp>  
**Life Insurance** - The FEGLI Program offers Basic Life Insurance plus three types of optional insurance. <http://www.opm.gov/insure/life/index.asp>
- **Long Term Care Insurance** - The FLTCIP provides long term care insurance for Federal employees and their parents, parents-in-law, stepparents, spouses, and adult children. <http://www.ltcfeds.com/>
- **Retirement Program** - Almost all new employees are automatically covered by the Federal Employees Retirement System (FERS). FERS is a three-tiered retirement plan. The three tiers are: Social Security Benefits, Basic Benefit Plan, Thrift Savings Plan. <http://www.opm.gov/retire/index.asp>

**\*\*If you are a male applicant who was born after 12/31/59 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency.\*\***

**\*\* The Human Resource Office is unable to furnish applicants with copies of their applications after they have been submitted. Please make copies of your application prior to submitting it to the Human Resource Office. \*\***

**\*\* NOTE: 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. \*\***