



District of Columbia Air National Guard Technician Announcement



Announcement Number: Tech 12-054/AGR 12-346

<p>APPLICATION MUST BE FORWARDED TO: Human Resource Office DC National Guard 2001 East Capitol Street Washington, DC 20003-1719</p> <p>APPLICATION MUST BE RECEIVED BY: N/A</p>	<p>OPENING DATE: 10 Jul 2012</p>	<p>CLOSING DATE: OUF</p>
<p>Position Title, Series, Grade, Salary Range Supv Human Resources Specialist, D1620000 GS-0201-11, \$62,467 - \$81,204</p> <p>Maximum Military Rank: CMSgt</p> <p>Selectee will be assigned to a compatible military position.</p> <p>Military Duty Assignment: 3S000</p>		
<p>Position Location: 113th FSS, DCANG Joint Base Andrews, Maryland</p>	<p style="text-align: center;">Appointment Status</p> <p><input checked="" type="checkbox"/> Excepted <input checked="" type="checkbox"/> Enlisted <input type="checkbox"/> Officer <input type="checkbox"/> Competitive</p>	
<p>AREA OF CONSIDERATION:</p> <p style="text-align: center;">TECHNICIAN: Group III</p> <p>(Individuals who possess the necessary qualifications for military membership in the DCANG)</p> <p style="text-align: center;">AGR: Group I (Current On-Board AGR)</p> <p>Permanent Change of Station: Relocation expenses will not be paid to Technicians.</p> <p>Special Remarks: http://www.113wg.ang.af.mil/ *Projected Vacancy*</p> <p>INSTRUCTION FOR APPLYING: This office will not accept application mailed at government expense. Electronic or fax application will not be accepted. Failure to submit all documents will result in your application not being considered for employment. Applicant's application must contain current unit assignment, AFSC and military grade. All submitted documents must be current. <u>No binders please.</u></p> <p style="text-align: center;"><u>If you are applying under the Technician Job Announcement the following documents are required:</u></p> <ol style="list-style-type: none"> 1.) Resume 2.) KSA's - Knowledge, Skills, and Ability questions must be addressed by element on a separate paper. 3.) Current Unit assignment, AFSC and Military grade must be included on application or a separate paper. <p style="text-align: center;"><u>If you are applying under the AGR Job Announcement the following documents are required:</u></p> <ol style="list-style-type: none"> 1.) NGB34-1, dated Nov 2010, Application for Active Guard/Reserve (AGR) Position with original signature. No binders please. 2.) Current RIP (Report of Individual Performance) from vMPF (Please do not submit a Data Verification Brief (DVB)) 3.) DD 214 (if applicable) 4.) Recent Fitness Test from AFFMS (Per AFI 36-2905, current as of the last day of the month, 12 calendar months following previous test. Per ANGI 36-101, Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program.) 5.) Email address; additional point of contact number(s) for member (separate paper) 6.) KSA's Questions (Knowledge, Skills, and Ability questions must be addressed by element on a separate paper. 7.) Security Clearance (Current favorable adjudicated letter from your unit security manager within 30 days) (Please do not submit a JPAS print out) <p>Condition of Employment: <u>National Guard Membership:</u> Prior to appointment to this position, selectee must be a member of the District of Columbia Air National Guard.</p> <p>Electronic Funds Transfer: Selectee is required to participate in electronic funds transfer/direct deposit.</p> <p>Technician Employment Questions: SPC Tiffanne May Human Resources Specialist at 202-685-9775 or DSN 325-9775. SPC Inga Respass, Human Resources Assistant can be reached at 202-685-9763 or DSN 325-9763.</p> <p>AGR Employment Questions: MSgt Stepfaine Lee can be reached at 202-685-9772 or DSN 325-9772.</p> <p>Evaluation Process: Applications will be evaluated solely on information supplied in the application (resume). Experience will be evaluated based on relevance to the position for which application is made and whether it is full</p> <p>Equal Employment Opportunity: All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, age physical handicap, or membership/non-membership in an employee organization, in conformance with NGB Regulation 690-600 and ANGR 40-1613.</p> <p>For Military Members: Acceptance of this position will cause termination of Federal Bonuses pursuant to respective Selected Reserve Incentives Programs (SRIP). This termination may be with or without recoupment of payment already made.</p>		
<p>This announcement must be posted on unit bulletin boards until the day following the closing date.</p>		



The District of Columbia Air National Guard



Is an Equal Opportunity Affirmative Action Employer

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Position: Supv Human Resources Specialist, GS-0201-11, D1620000

Brief Description of Duties: Directly supervises and provides technical and administrative supervision to the Personnel Systems, Customer Service, Career Enhancements, Employments, Relocations, and Readiness functions of the MPF. Plans, organizes and directs the activities of military human resources programs, ensuring that the Military Personnel Flight complies with legal and regulatory requirements and meets customer needs. Administers, plans, and coordinates the activities of personnel assigned to the MPF performing customer service duties in the areas of Personnel Systems, Customer Service, Career Enhancement, Employments, Relocations, and Readiness. Executes management policies by developing and implementing internal procedures and plans of action, establishing conformance to those policies. Takes action to solve problems, increase effectiveness, handle special projects, correct unsatisfactory conditions, etc. Serves as the Test Control Officer. Monitors the classification system to ensure all personnel identified for upgrade meet the mandatory requirements for award of the AFSC. Performs the full scope of supervisory functions including the assignment of duties, interview and selection of employees. Schedules and approves leave, ensures orientation of new employees, provides training, evaluates performance, initiates action to re-describe positions, recommends awards when appropriate, approves within grade increases, and resolves disciplinary problems. Incumbent may be required to prepare for and support the mission through the accomplishment of duties pertaining to military training, military readiness, force protection and other mission related assignments including, but not limited to, training of traditional Guard members, CWDE/NBC training, exercise participation (ORE/ORI/UCI/MEI/OCI/IG, etc.), mobility exercise participation, FSTA/ATSO exercise participation, SABC training, LOAC training, weapons qualification training, participation in military formations, and medical mobility processing within the guidelines of NGB/ARNG/ANG/State/TAG rules, regulations and laws. Performs other duties as assigned.

Qualifications: GS-11

General Experience: Experience, education, or training which provided the candidate with a good understanding of administrative methods for accomplishing the work of an organization. This experience must reflect the ability to analyze problems, come up with practical solutions, and to communicate effectively with others.

Specialized Experience: Must demonstrate Thirty-six (36) months experience in which the following Knowledge, Skills, and Abilities (KSA's) as described below have been attained.

Knowledge, Skills and Abilities (KSA's) Statements - (GS-11)

- A. Ability to plan and organize work.
- B. Ability to supervise one or more employees.
- C. Ability to communicate orally
- D. Ability to communicate in writing

**Current Unit assignment, AFSC and Military grade must be included on application.
Incomplete applications will not be considered for employment.**