



# District of Columbia Air National Guard

## Dual Technician Announcement

### Announcement Number: Tech 12-055/AGR 12-347



<p><b>APPLICATION MUST BE FORWARDED TO:</b></p> <p style="text-align: center;">Human Resource Office DC National Guard 2001 East Capitol Street Washington, DC 20003-1719</p> <p style="text-align: center;">APPLICATION MUST BE RECEIVED BY <span style="color: red;">N/A</span></p>	<p><b>OPENING DATE:</b> 17 Jul 2012</p>	<p><b>CLOSING DATE:</b> OUF</p>
<p><b>Position Location:</b> 113th FSS, DCANG Joint Base Andrews, MD</p>	<p><b>Position Title, Series, Grade, Salary Range</b> <u>Human Resources Assistant (Mil), D1062000</u> GS-0203-06 - \$37,983-\$49,375</p> <p><b>Maximum Military Rank:</b> TSgt</p> <p><b>Selectee will be assigned to a compatible military position.</b> <b>Military Duty Assignment: 3S0X1</b></p>	
<p><b>AREA OF CONSIDERATION:</b></p> <p style="text-align: center;"><b>TECHNICIAN/AGR: Group III</b> (Individuals who possess the necessary qualifications for military membership in the DCANG)</p> <p style="text-align: center;"><b>AGR Resource Available</b></p>		
<p><b>Permanent Change of Station:</b> Relocation expenses will not be paid to Technicians</p>		
<p><b>Special Remarks:</b> <a href="http://www.113wg.ang.af.mil/">http://www.113wg.ang.af.mil/</a></p>		
<p><b>INSTRUCTION FOR APPLYING:</b> 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. <b><u>No binders please.</u></b></p> <p style="text-align: center;"><b><u>If you are applying under the Technician Job Announcement the following documents are required:</u></b></p> <ol style="list-style-type: none"> <li>1.) You must submit one of the following documents: Resume.</li> <li>2.) KSA's - Knowledge, Skills, and Ability questions must be addressed by element on a separate paper.</li> <li>3.) Current Unit assignment, AFSC and Military grade must be included on application or a separate paper.</li> </ol> <p style="text-align: center;"><b><u>If you are applying under the AGR Job Announcement the following documents are required:</u></b></p> <ol style="list-style-type: none"> <li>1.) NGB34-1, dated Nov 2010, Application for Active Guard/Reserve (AGR) Position with original signature. No binders please.</li> <li>2.) Current RIP (Report of Individual Performance) from vMPF (Please do not submit a Data Verification Brief (DVB))</li> <li>3.) DD 214 (if applicable)</li> <li>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.)</li> <li>5.) Email address; additional point of contact number(s) for member (separate paper)</li> <li>6.) KSA's Questions (Knowledge, Skills, and Ability questions must be addressed by element on a separate paper.</li> <li>7.) Security Clearance (Current favorable adjudicated letter from your unit security manager within 30 days) (Please do not submit a JPAS print out)</li> </ol>		
<p><b>Condition of Employment:</b> <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><b>Electronic Funds Transfer:</b> Selectee is required to participate in electronic funds transfer/direct deposit.</p>		
<p><b>Technician Employment Questions:</b> SPC Inga Respass, Human Resources Specialist at 202-685-9763 or DSN 325-9763. Or SPC Tiffanne May, Human Resources Specialist at 202-685-9775 or DSN 325-9775.</p>		
<p><b>AGR Employment Questions:</b> MSgt Stepfaine Lee can be reached at 202-685-9772 or DSN 325-9772.</p>		
<p><b>Evaluation Process:</b> Applications will be evaluated solely on information supplied in the application (Resume and KSA's). Experience will be evaluated based on relevance to the position for which application is made, and whether it is full-time or part-time.</p>		
<p><b>Equal Employment Opportunity:</b> 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><b>For Military Members:</b> 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>		

This announcement must be posted on unit bulletin boards until the day following the closing date.



# The District of Columbia Air National Guard



Is an Equal Opportunity Affirmative Action Employer

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**Position:** Human Resources Assistant (Mil), GS-0203-06

**Brief Description of Duties:** Provides technical assistance to all reporting officials. Quality reviews reports for compliance with current directives and standards. Assists in the management of the military awards and decorations program. Coordinates, monitors, and ensures accountability of annual tour participation. Ensures accuracy of information input in the Defense Enrollment Eligibility Reporting System (DEERS), and the Real Time Automated Personnel Identification System (RAPIDS). Participates in development of procedures and establishment of policy for building, updating, auditing, and for accountability and disposition of automated and manual records. Authenticates prior and non-prior service enlistments, and prepares and processes enlistment and appointment documents. Participates in processing activities for accessions. Determines eligibility for officer appointments, requests waivers, schedules interviews, and prepares and accession and gain of each officer. Performs personnel relocation actions pertaining to voluntary and involuntary reassignments, separations, retirements, conditional release programs, separations based upon Medical Evaluation Board/disability separations and retirements, Stop Loss waiver requests, Selective Retention separations, and inter and intra service transfers. Provides input in development of plans for administration of contingencies and mobilization, maintaining accountability for all assigned deployed personnel, and Partial Mobilization (PM) management of activation orders in the event of Presidential Reserve Call Up (PRC), and in coordinating with wing Plans Office to support all unit deployments and wartime tasking. 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-0203-06

**General Experience:** Clerical or administrative experience, education, and/ or training which has provided the candidate with the ability to search for and compile information/ data, process documents, and provide information about regulations, procedures, and programs.

**Specialized Experience:** Must demonstrate nine **(09) months** experience in which the following Knowledge, Skills, and Abilities (KSA's) as described below have been attained. KSA's Questions (Knowledge, Skills, and Ability questions must be addressed by element on a separate paper.)

**Knowledge, Skills and Abilities (KSA's) Statements: GS-06**

- A. Knowledge of applying a comprehensive body of military human resources rules, guidelines, and instructions to provide technical support in the assigned program area and to research, study and analyze all aspects of the assigned military function(s).
- B. Knowledge of the mission of the wing and other units serviced.
- C. Ability to analyze information, to determine its relevance, and to provide options to management, supervisors or military members regarding appropriate course of action.
- D. Ability to communicate effectively, both verbally and in writing.

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