



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 follow the following steps below to ensure that your application is complete.

Step 1:

Submit either a **Resume** or a completed **OF 612** (Optional Application for Federal Employment). If submitting a Resume please be sure to provide all of the following information requested below. Either a Resume or an OF 612 is required: (continue on plain bond paper if necessary)

- **Job Information:**
 - Technician Vacancy Announcement Number (TVA#) or Vacancy ID Number (VIN) (for USAJobs), title and grade(s) for which you are applying
- **Personal Information:**
 - Full name, 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
 - If ever employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates (month/year) of employment in grade
- **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
- **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:

Complete and submit the following forms:

- **DNG 51R:** Application for Technician Vacancy Military Affiliation Information (Required)
- **OF 306:** Declaration for Federal Employment (Required)
- **DNG 87R:** KSAs (Form optional)
 - **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 can be presented in essay, short paragraph or bullet formats. 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:

Submit other application materials as necessary:

- If using education to qualify, submit copies of college transcripts

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 insure 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

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

TSgt Brad Shermer, Staffing Specialist (302) 326-7128

SSgt Hiecee Desillarico, HRD Specialist (302) 326-7112

SMSgt Marcia Price, Supv, HR Specialist (302) 326-7124

FAX: 7119

DSN: 440