

A guide to Completing and Submitting an Application for a Federal Technician Position (as of May 2008)

I. Background of the Technician Program

The Guard Technician Program is Federal Civil Service employment and is based in Federal Law, the National Guard Technician Act of 1968 (PL 90-486). Positions are available in the General Schedule (GS) and Federal Wage System (WG/WL/WS) areas. General Schedule positions are administrative in nature (white collar) whereas Wage Schedule positions are maintenance oriented (blue collar). Federal Technician positions have qualifications standards directed by the Office of Personnel Management (OPM) and the National Guard Bureau (NGB). These standards cannot be changed. If you are interested in applying for a Federal Civil Service position within the Rhode Island National Guard (Army or Air), you must “sell yourself”. It is **YOUR** responsibility to demonstrate through the use of your written application to the Human Resources Office that you qualify IAW the OPM/NGB qualification standards for the position and should receive an interview.

II. Basic Information Listed on Position Vacancy Announcements

- a. **Vacancy Announcement number:** This number is located at the top right of the announcement.
- b. **Opening/Closing Dates:** The application must be received NLT 17:30 hrs on the date the vacancy announcement closes or mailed with a post mark on/before the closing date and received NLT 3 business days after the closing date in order to be considered for the position. Also located at the top right corner of the announcement.
- c. **Position (Title/Series/Grade):** Job vacancy name. Located on the left side of the announcement.
- d. **Location:** Work location within our agency.
- e. **Area of Consideration:** The area of consideration for each position will be that determined by the Human Resources Officer to ensure the receipt of sufficient highly qualified candidates. The grade and type of the position, availability of candidates, position qualifications, budgetary limitations, and compatibility requirements are considered in determining the area of consideration. The area of consideration may preclude an applicant from being considered for the position.

Examples of areas of consideration are:

“All excepted service technicians in the Rhode Island ARNG, ANG, or ARNG/ANG.”

“All members of the Rhode Island ARNG, ANG, ARNG/ANG.”

“Individuals who are not members of the Rhode Island National Guard but who are eligible to become members in an available military grade and compatible military assignment for the position.”

“RIARNG or RIANG base or activity where the vacancy exists.”

“All competitive technicians of the Rhode Island Guard (for competitive positions).”

“Applicants from outside the organization; this includes individuals on OPM certificates and those eligible for reinstatement due to prior competitive status.”

“Any other source as determined appropriate by The Adjutant General.”

- f. **Type of Appointment:** There are two main types of initial Dual Status Excepted Service appointments our agency makes (indefinite and temporary). Temporary appointments are time limited appointments with a not to exceed (NTE) date determined by the appointing authority. Indefinite appointments are initial appointments into Federal Technician service as a

nonpermanent employee that is hired for an unlimited period of time. Permanent employees are those whose appointments are not designated as temporary by law and do not have definite time limitation of one year or less. This is in keeping with the National Guard Technician Act of 1968, PL 90-486. Initial appointments in our agency are indefinite positions, and may be converted to permanent status positions at a future date.

- g. Military Requirement:** Officer, Warrant Officer, Enlisted, Officer/Warrant Officer, Warrant Officer/Enlisted, Officer/Warrant Officer/Enlisted. Position compatible MOS/AFSC requirements. Specific position requirements or availability of military positions may prohibit some applicants.
- h. Salary:** Range of salary for the applicable position from initial step rate to the highest step rate. This is the range of pay for the position advertised. Initial appointments with our agency start at step 01. The range advises all applicants (non-current employees and current employees) of future salary progression within the position from an initial appointment.
- i. Qualification Requirements:** Established by OPM/NGB and are used in determining applicant qualification. More detail provided in the Application Process section below.
- j. Application procedures:** Vary between current full-time (indefinite/permanent) technicians within the RI National Guard Agency and those applicants that are not current full-time employees. Application forms are available on the RI Guard website at <http://www.riguard.com> and can be downloaded or you may visit USAJOBS at <http://www.usajobs.gov> and download the federal forms. Forms are available in hard copy from the RI National Guard Human Resources Office as well.

1. Current Technicians of the RI National Guard will submit the following forms when applying for a technician vacancy:

TAGRI-HR Form 300

NGB Form 300-1 (unless the form on file in the HR office is less than one year old)

Updated application - If the application on file in your OPF does not reflect your current position and experience in the position, education, and training, you must complete an updated application. If the current application does not address the qualifications requirements for the position you will not qualify for the position. Submitting a new application is highly encouraged.

Optional Form (OF) 306 - Declaration for Federal Employment.

2. All other applicants will submit the following forms when applying for a technician vacancy:

TAGRI-HR Form 300

NGB Form 300-1 (unless you have a form on file in the HR office is less than one year old)

Application – OF-612, Resume, OF 171, or an OF 612 and a Resume.

Optional Form (OF) 306 - Declaration for Federal Employment.

III. The Application Process

1) Review the vacancy announcement:

You can generate and submit a solid application if “attention to detail” is used when you review the technician vacancy announcement. The vacancy announcement summarizes the general and specialized experience, the minimum or required education, work and licensing requirements and lists the Knowledge, Skills, and Abilities (KSAs) essential to the position. **Individuals must meet the mandatory qualifications and indicate how they meet these qualifications.** Failure to do so results in the return of the application for non-qualification. In order to qualify you, we must be provided information on your education, work experience, and personal background. This

information is used to determine your qualification for the technician vacancy. Some vacancies require official documentation issued to our office in order to support your qualification for a vacancy announcement.

2) Decide how you will apply:

There are three ways you can apply for a technician position.

1) Preferred method: Use the Optional Form 612 (OF-612). The Application for Federal Employment OF-612 is a two-paged form with 18 questions on citizenship, veteran's preference (not applicable to National Guard technicians), experience, education and skills.

2) Use the Standard Form 171 (SF-171). The SF-171 form is optional.

3) Write a Resume – The resume should be in the basic format below and must include all information listed or the resume is disqualified:

*You can combine the methods if you feel this would provide a clearer overall picture and support your qualification for the position (example: submitting an OF-612 and a resume).

SAMPLE RESUME FORMAT

Announcement Number: (Example: 02-155)
Job Title and Grade: (Example: Computer Specialist)

Name: (Last name, first name, full middle name) **Military Rank/Grade:**
Unit: **Military Membership Status:** (Current active member, or not)

Other names ever used (maiden, etc):

Mailing address:
Day/Evening phone numbers: use area codes (include pagers/cell phones)

E-mail address:

Country of Citizenship: **Date of Birth:**

Federal Civil Service:
If you have prior Federal Civil Service or are a current Civil Service Employee, list the title, series, grade and inclusive dates of your highest grade held. Example: Military Personnel Technician, GS-0204-07, 11 Jan 82 – 30 Nov 83.

Education:
High School: Name, city and state of last high school attended, and year of graduation or GED
College/University: Name, city, and state, Major(s), type of degree and year granted. If no degree was earned, show number of semester or quarter hrs completed.

Work Experience:
Include the following information for any paid or non-paid work experience that is related to the job for which you are applying. Include your experience as a traditional guard member. List each job separately.

- Job Title: (if Federal Civil Service, include Pay Plan, Series, and Grade)
- Employer or Organization, name and address:
- From: YYYYMMDD To: YYYYMMDD
- Supervisor's name and phone number:
- Starting and ending dates of employment:
- Average number of hours per week (or month):
- Current Salary:
- Indicate if we may contact your current supervisor.

Job Description or Summary of Duties: Describe the work you did, skills acquired (typing, computer input, etc.) and any current certifications or licenses held (A&P, CPA, engineering certifications, etc.).

Other Qualifications:

1. Job related training courses (title and date).
2. Job related skills (other languages, computer hardware/software, tools, machinery, and typing speed).
3. Job related certificates and licenses, i.e. valid driver's license, (current only).
4. Job related honors, awards, and special accomplishments, leadership activities, public speaking, or Incentive awards, (give dates but do not send documents unless requested).
5. Job appraisal ratings for the past three years.

Signature

Date

Resume Format – cont'd

Applicants must sign their resume certifying to the accuracy of all information provided. (If you make a false statement in any part of your application, you may not be hired, or you may be terminated from the technician program after you begin work. Also, you may be fined or incarcerated.)

- If you are male, over age 18 and born after Dec 31, 1959, you must be registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.
- If you are receiving a Federal annuity (military or civilian) your salary or annuity may be reduced if you take a Federal job.
- Also, if you take a Federal job, you must pay delinquent debts, or your agency may garnish your salary.
- Veteran's preference in hiring does not apply to the National Guard.
- Military awards cannot be used in determining qualification for a technician position. Don't submit them with your application or attempt to use them as qualifying experience.

IV. Review your application prior to submission

a. General and Specialized Qualification Requirements: Each position requires a minimum number of months of specialized experience (paid or unpaid) in order to be minimally qualified for the position. The experience listed will be used to determine qualifications. It is important to give a complete and detailed description of specific duties, responsibilities, and accomplishments for each position held applicable to the job. Use complete dates to indicate the amount of experience, i.e, YYYYMMDD to YYYYMMDD. If you held a position where you performed more than one type of work, you should estimate the percentage of time you spent performing each type of work. Use your own words to describe your work experience rather than past job descriptions. While it is important that you provide as much information about your qualifications as possible, it is equally important to keep your application free of unnecessary materials.

DO NOT:

- **DO NOT** submit position descriptions stated on the vacancy or the official position description OF-08.
- **DO NOT** submit letters of recommendation, achievement, or letters to the HRO or members of the board. NGB 300-1 is used in the event of board procedures.
- **DO NOT** submit military awards earned/received. These are not applicable to the qualification process.
- **DO NOT** use appraisals or standards as proof of experience.
- **DO NOT** submit a copy of the vacancy announcement. Your application should contain the required administrative data.
- **DO NOT** misrepresents, state unfounded, and or false qualifications in your application. This may prevent you from being qualified for the position. You can be terminated from technician employment for this if you were selected for the position under false pretences.

DO:

- **DO** list job related training courses (title and YYYYMMDD, length of the course).
- **DO** list job related skills (other languages, computer hardware/software, tools, machinery, typing speed, possess valid drivers license).
- **DO** list job-related certificates and professional licenses (current only) that are related to your qualification for the position.

- **DO** list job-related honors, awards, and special accomplishments (civilian leadership activities, public speaking, and Incentive awards) (indicate dates but do not submit documents unless requested).
- **DO** list appraisal ratings for the past three years.
- **DO write legibly when filling out your application or resume! You can also use a typewriter or computer to generate your application. If the staffer can't read your hand written application, they won't be able to qualify you!**

If additional space is required to complete any item on the application, a sheet of 8 ½" X 11" paper can be used and typed out or hand written (legibly). Remember to include your name and announcement number on each sheet.

b. Rating Factors – Knowledge, Skills, and Abilities (KSAs): Members who meet the general and specialized qualifications requirements will be further evaluated based on the KSAs, which are considered essential to perform the duties and responsibilities of this position. KSAs must be addressed by the applicant and must be submitted with the application or answered within the application in order to be considered for the position. It is recommended to complete separate sheets addressing KSAs so that the members' experience is clearly explained rather than co-mingled with your statements for experience.

Example of KSA #1:

- Civilian experience: Enter when, where, job title, complete description of work experience that provided that KSA.
- Active duty experience: Enter when, where, job title, complete description of work experience that provided that KSA.
- National Guard traditional experience: Enter when, where, job title, complete description of work experience that provided that KSA.

Remaining KSAs (same format)

c. Substitution of Education for Specialized Experience: Certain positions allow for substitution of education for experience. Appropriate "official" college transcripts will be sent to the HR office from the institution attended. Some position may have a mandatory requirement to provide official transcripts/licenses as part of the application process.

d. Other Qualification Requirements: If required on the vacancy announcement, applicants for the position must also list and certify other characteristics required such as engineering certifications, typing speed, valid drivers license, CDL, etc.

V. Take a second look at your application

Get a second set of eyes to review your application (not the selecting official). Utilize the checklist included in this guide.

VI. Submit of your Application

Make sure you mail or hand-carry your application in order for it arrive at HR office. If you mail your application, it **must be post marked by the closing date and be received by the HR office NLT 3 business days after the closing date of the announcement.** If hand carried, the application **must be received by the HR office NLT 1730 hrs on the closing date of the announcement.**

Applications submitted via government fax machine or in a postage paid government mailer or envelope will not be accepted. Feel free to contact the HRO staff at any point during the application process at the following telephone numbers:

Staffing Specialist	DSN 247-4295 or COMM (401) 275-4295
Staffing Assistant	DSN 247-4157 or COMM (401) 275-4157

Hiring Process:

Upon receipt, all applications are placed in the position vacancy announcement file. One week after the closing date, it will be reviewed by the Personnel Staffing Specialist to determine minimum qualifications. This one week period is to allow for deployed service members that have their applications received by the HR office. Qualified candidates packages will be forwarded to the selecting official to conduct the selection process in accordance with the Merit Placement Plan and Labor-Management Contract of our agency. A personal interview will be conducted using standardized questions used for all qualified applicants. Some positions require a Qualifications board IAW Merit Placement Plan and or Bargaining unit contract requirements of our agency. Should there be a number of qualified candidates that have applied for the position; a panel may be appointed/convened to evaluate the most qualified candidates. In the case of General Schedule (GS) positions, a panel will be convened if there are more than ten (10) qualified applicants. For Federal Wage Survey (FWS) positions, a panel will be convened if there are 6 or more qualified applicants. The top five candidates following the panel will be submitted to the selecting official for the selection process.

Applications of all non-selected qualified applicants will be returned with notification of non-selection and will not be transferred to another vacancy file.

Applications of all applicants found not to meet the qualifications standards for the position will be returned with a non-qualification notification. Applicants have the ability to refute their non-qualification status with the Staffer. But only the information submitted on the original application can be considered in this discussion. No additional supporting documentation or changed application will be considered. This is in an effort to clarify areas or portions of your application that were not clear or misconstrued by the staffer during the qualification process.

A new application must be submitted for each vacancy announcement.

If selected for the position, you will receive written notification from the HR office **only!** Only the HR office may notify you of your selection/employment offer. You will also receive a response notification on which you will acknowledge receipt of your selection and offer of employment with our agency. This notification along with a Background Criminal Investigation (BCI) form, and Welfare to Work form (if not already a full-time technician with the agency). The BCI form must have items 2 thru 9 filled out and item 11 must be signed by the applicant and returned to the HR office. Failure to do so will cause a delay in your appointment into the agency.

Appointments of current Federal Technicians from other agencies (Other National Guard Agencies, DoD, etc.) will be coordinated between the HR offices of the involved agencies.

Applicants that have been selected for dual status positions and are not current military members of the Rhode Island Army or Air National Guard must become military members prior to appointment to their technician position as well.

Conditions of Employment:

After an applicant is selected for a position and prior to the applicant being placed in the technician position, he or she must become a member of the Rhode Island Air or Army National Guard.

1. Wearing of the military uniform is required IAW the National Guard Technician Act of 1968 (PL 90-486).
2. Requirement to participate in the Direct Deposit / Electronic Fund Transfer Program.
3. Applicant **will not** be approved for appointment until the appropriate physical examination is completed (if required for appointment) as well as submission and clearance of a Background Criminal Investigation (BCI).
4. Assignment to a compatible military position is mandatory.
5. Some Dual Status Excepted Service Technician positions may require a pre-employment medical screening prior to appointment (typically FWS positions).

Vacancy Announcement Applicant Checklist (not to be submitted with application, keep with your copy of the submitted application).

Check-Off	Questions for Review
<input type="checkbox"/>	Neat and carefully prepared package? No binders or covers.
<input type="checkbox"/>	Is the position open to your military rank or category (officer, WO, enlisted)? (Enlisted applying for officer positions must provide evidence of eligibility – degree, age, OCS/ROTC, and qualifications)
<input type="checkbox"/>	Are you within the area of consideration?
<input type="checkbox"/>	Is the job title and announcement number on your application?
<input type="checkbox"/>	If applicable, did you include your series and grade beside your job title in the WORK EXPERIENCE section? (i.e. WG-8852-10, etc.)
<input type="checkbox"/>	Clear and detailed description of duties and responsibilities with time frames and % of work performed relating to the position if not directly related?
<input type="checkbox"/>	Customized application to specific jobs rather than your entire work history?
<input type="checkbox"/>	Have you spelled out all acronyms and abbreviations to ensure they are understood by all audiences? This will aide in presenting your qualifications.
<input type="checkbox"/>	Did you address each area of the specialized experience?
<input type="checkbox"/>	Did you address all Knowledge, Skills, and Abilities (KSAs) within the application or on a separate sheet of paper with FROM and TO dates and job title?
<input type="checkbox"/>	Did you include your AFSC (Air NG) or MOS (Army NG) for drill status experience or previous military experience? (Part time, National Guard experience counts as full time experience (ex 12 drills = 1 yr experience) (From and To dates, job title, and duties for each AFSC/MOS is required.
<input type="checkbox"/>	If your experience encompassed more than one job function, did you list the percentage of time in each function?
<input type="checkbox"/>	Did you list all colleges and universities attended? Did you request an official transcript be sent from the issuing institution to the HRO office for use in your qualification or mandatory application requirement? (List semester or quarter hrs)
<input type="checkbox"/>	Did you list dates for each period of experience? (From and To dates)
<input type="checkbox"/>	Did you list other qualifications and dates? (Incentive awards, appraisal ratings for the past three years, valid licenses, certifications, etc.) Military awards cannot be used in determining qualification for a position.
<input type="checkbox"/>	Does your resume/application have an original signature and date?
<input type="checkbox"/>	Make sure your application is received by the HRO NLT 1730 hrs on the closing date of the announcement and make copies for your records.