



## 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 Word.doc 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:
  - 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.
  - 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.
  - Work Experience (for each paid or non-paid position held related 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
    - § May we contact your current supervisor? Yes or No (If we need to contact your current supervisor before making an offer, we will contact you first.)
  - 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 51-R (Application for Technician Vacancy Military Affiliation Information)
  - OF 306 (Declaration for Federal Employment)
  - DNG 87R (KSA Optional Form)
    - § 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 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.

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

MSgt Marcia Price, Staffing Specialist  
(302) 326-7124

Or

SrA Hiecee Desillarico, Staffing Assistant  
(302) 326-7112

FAX: 7119  
DSN: 440

ATTN: Human Resource Office  
Joint Force Headquarters  
Delaware National Guard  
First Regiment Road  
Wilmington DE 19808-2191