

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

TECHNICIAN VACANCY ANNOUNCEMENT

Pennsylvania Army and Air National Guard

**Announcement
Number**

329-04

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| <p>APPLICATIONS MUST BE FORWARDED TO:</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> PENNSYLVANIA NATIONAL GUARD Dept of Military & Veterans Affairs ATTN: TAGPA-HRO-ST Annville, Pennsylvania 17003-5002 </div> <p>Comm: 717-861-8108/8340 DSN: 491-8108/8340 Comm FAX: 717-861-8216 DSN FAX: 491-8216</p> <p style="text-align: center;">TECHNICIAN VACANCIES 1-800-TECH-AGR</p> <p>APPLICATIONS MUST BE RECEIVED BY:</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 5px 0;"> 15 October 2004 </div> <p style="text-align: center;">IN ORDER TO RECEIVE CONSIDERATION</p> | <p>OPENING DATE</p> <p style="text-align: center; font-size: 1.2em;">1 Oct 04</p> | <p>CLOSING DATE</p> <p style="text-align: center; font-size: 1.2em;">15 Oct 04</p> | <p>POSITION TITLE, PDCN, GRADE, & SALARY RANGE</p> <p>HUMAN RESOURCES SPECIALIST (MILITARY) 80527E00 GS-0201-09 \$42,066.00 - \$54,687.00</p> | | | | | | |
| <p>POSITION LOCATION</p> <p>Pennsylvania Air National Guard 111th Fighter Wing 1151 Fairchild Street Willow Grove ARS, Pennsylvania 19090-5300</p> | <p>APPOINTMENT STATUS</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/></td> <td style="width: 50%; border: none;">Officer</td> </tr> <tr> <td style="border: none;"><input checked="" type="checkbox"/></td> <td style="border: none;">Excepted (Dual Status)</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;">Competitive (Non-Dual Status)</td> </tr> <tr> <td style="border: none;"><input checked="" type="checkbox"/></td> <td style="border: none;">Enlisted</td> </tr> </table> | <input type="checkbox"/> | Officer | <input checked="" type="checkbox"/> | Excepted (Dual Status) | <input type="checkbox"/> | Competitive (Non-Dual Status) | <input checked="" type="checkbox"/> | Enlisted |
| <input type="checkbox"/> | Officer | | | | | | | | |
| <input checked="" type="checkbox"/> | Excepted (Dual Status) | | | | | | | | |
| <input type="checkbox"/> | Competitive (Non-Dual Status) | | | | | | | | |
| <input checked="" type="checkbox"/> | Enlisted | | | | | | | | |
| <p>AREAS OF CONSIDERATION (Applicants will not be considered if the category requirement is not met.)</p> <p><input checked="" type="checkbox"/> CATEGORY I – RESTRICTED. Qualified, currently employed technicians working at the location specified in the job announcement at which the vacancy exists.</p> <p><input type="checkbox"/> CATEGORY I – UNRESTRICTED. Qualified, currently employed technicians of the Pennsylvania National Guard.</p> <p><input type="checkbox"/> CATEGORY II – Qualified members of the Pennsylvania Army or Air National Guard or other individuals who are willing to become members of the PA National Guard.</p> <p style="text-align: center;">(Applicants will be referred in sequential order: Category I – Restricted; Category I – Unrestricted; Category II.)</p> | | | | | | | | | |
| <p><input type="checkbox"/> DEVELOPMENTAL POSITION</p> <p>If appointment is made below the target grade, non-competitive promotion action may be taken after certification by the supervisor that the trainee has adequately mastered the next higher level and that mandatory qualifications have been fulfilled.</p> | | | | | | | | | |
| <p><input type="checkbox"/> PRE-EMPLOYMENT / BASELINE PHYSICAL SCREENING N/A</p> <p>Individual(s) nominated must successfully complete either a pre-employment physical or baseline initial employment physical examination in accordance with 5 CFR, Part 339 and Technician Personnel Regulation (TPR) 335.</p> | | | | | | | | | |
| <p>SELECTIVE PLACEMENT FACTORS / POSITION SENSITIVITY</p> <p style="text-align: center;">Must possess or qualify for appropriate security clearance for the position.</p> | | | | | | | | | |
| <p>REPROMOTION CONSIDERATION (Applies to <u>technician</u> applicants only.)</p> <p>Technicians who have been demoted from this or a higher grade previously held in the same occupational series without personal cause and who are not in a grade retention status will be given consideration for repromotion. Technicians who believe they are entitled to such consideration should forward a description of the circumstances with their application. Technicians eligible for repromotion will be considered prior to using competitive promotion procedures, except when another technician has a statutory or regulatory right to be placed in or considered for the position.</p> | | | | | | | | | |
| <p>NATIONAL GUARD MEMBERSHIP STATUS</p> <p>Employment in this position requires concurrent military assignment to a compatible military position in the Pennsylvania <u>AIR</u> National Guard in one of the following military occupational specialty (MOS) codes or Air Force specialty codes (AFSC):</p> <p>ENLISTED: AFSC 3S0X1</p> <p>EMPLOYMENT IN THIS POSITION ALSO REQUIRES MEETING CONDITIONS OF EMPLOYMENT OUTLINED IN NGB TPR 300 (302.7).</p> | | | | | | | | | |
| <p>APPLICATION PROCEDURES</p> <p>Individuals who meet the basic qualification requirements may apply by submission of a completed, originally signed and currently dated OF 612 (Optional Application for Federal Employment) or a RESUME. Pamphlet OF 510 (Applying for a Federal Job) may be used as a guideline. In addition, a HRO FM 6 (Military Service Background) is required by every applicant. Applicants who are not in a full-time unit support status (i.e. technician or AGR) must also submit a SF 181 (Race/National Origin Identification) with their application. All forms are available at National Guard installations, from the Human Resources Office (HRO), and online. Completed applications must be forwarded to the HRO address indicated above. A separate application is required for each announcement for which you are applying. Do not attach position descriptions (PD's). Applications received after the closing date specified above will not be considered. AGR application forms (HRO FM 55 / NGB 34-1) will not be accepted when applying for technician announcements.</p> | | | | | | | | | |

The Pennsylvania National Guard is an Equal Opportunity Affirmative Action Employer

BRIEF DESCRIPTION OF DUTIES

Plans, directs, controls, and provides advisory services on all aspects of the Career Enhancement program for Active Guard Reserve (AGR), unit drill status guardsmen, full time technicians, and potential members. Develops internal policies and procedures governing administration of the following programs: Officer Performance Report/Enlisted Performance Report (OPR/EPR) and officer/enlisted promotions and enlisted demotions. Monitors monthly reports on performance raters and changes of raters to maintain an accurate record. Provides administrative control, management, development, and advisory service for military awards and decorations. Reviews Line of Duty (LOD) determinations for administrative accuracy, tracks progress, and initiates incapacitation pay requests (if applicable). Manages and provides guidance and technical expertise of various special programs to include Deserving Airman Promotion Program, Reserve Officers Personnel Management Program, Exceptional Promotion Program, and Extensions/Reenlistment Program. Administers the test program, which includes the AFOQT, Defense Language Aptitude Battery Test, Defense Language Proficiency Test, and Air Force Classification Test. Performs other duties as required.

EVALUATION FACTORS

A. Candidates will be evaluated on the basis of appropriate education, experience, training, self-development activities, and special awards. Candidates are considered on the basis of available information on their current application and supporting information which has been provided to this office. To insure full consideration, applicants are urged to submit information about their training, self-development, outside experience, activities, and awards. National Guard military (part-time) service is considered as full-time experience when evaluated against the qualification requirements for a technician position. The applicant is credited with the actual number of months the member has been in the National Guard.

B. Ineligible / not qualified applicants will be notified by letter from the HRO.

QUALIFICATIONS – GENERALIZED EXPERIENCE

Experience, education, and/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.

QUALIFICATIONS – SPECIALIZED EXPERIENCE

Application must indicate **24 months** of experience and/or training which demonstrate knowledge, skills, and abilities in areas directly related to the position.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA's)

1. Knowledge of military HR policies, rules, guidelines, instructions, etc.
2. Knowledge of overall requirements, objectives, practices, and peculiarities of the assigned program area.
3. Knowledge of the mission and the unit.
4. Knowledge of automated systems, personal computers, and software employed in assigned program area.
5. Knowledge and skill in application of analytical and evaluative techniques.
6. Ability to plan, organize work, administer, communicate effectively (both orally and in writing), meet deadlines, gather, analyze data/products, and summarize facts.

DUAL ANNOUNCED WITH AGR ANNOUNCEMENT #2004-39

FOR ALL EMPLOYEES AND APPLICANTS FOR EMPLOYMENT. CONSIDERATION FOR PLACEMENT AND EVALUATION OF QUALIFICATIONS WILL BE MADE ON A FAIR AND EQUITABLE BASIS WITHOUT REGARD TO POLITICAL AFFILIATION, RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, MARITAL STATUS, OR AGE, AND WITH PROPER REGARD FOR THEIR PRIVACY AND CONSTITUTIONAL RIGHTS. **ALL** QUALIFIED APPLICANTS ARE ENCOURAGED TO APPLY.