

# Guide for Technician Job Applications

## The Application Process – Five Critical Steps

### **Step 1: Do your homework.**

The key to a strong applicant package is attention to the technician vacancy announcement. Review the vacancy announcement carefully. You may request a copy of the Position Description for the position for which you are applying from the Human Resources Office. The announcement summarizes the general and specialized experience, the minimum education, work and licensing requirements if applicable. Individuals must meet the mandatory qualifications and your application must show how your experience meets the qualification requirements. Failure to do so will result in the application being considered as not qualified. In order to hire you, we must be provided information on your work experience and education.

### **STEP 2: Decide how you will apply.**

#### **+ TWO APPLICATION OPTIONS (Focusing on experience, training and/or education)**

- **Option 1: Create a Resume within USAJOBS** – The resume should be in the basic format below and must include all information listed or the resume will be disqualified:
- **Option 2: Write a Resume to be uploaded thru USAJOBS** – The resume should be in the basic format below and must include all information listed or the resume will be disqualified:

### **STEP 3: Ensure that your application addresses the Qualification Requirements**

**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 job held that is applicable to the position you are applying for. Use complete dates to indicate the amount of experience, i.e. 28 December 2000 to Present or 30 Jan 2013. 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 a job description. It is important that you provide as much information about your qualifications as possible.

Example of experience you need to capture on your resume:

- Civilian experience: Enter when, where, job title, complete description of work experience related to the general/specialized experience.
- Active duty experience: Enter when, where, job title, complete description of work experience related to the general/specialized experience.

- National Guard traditional experience: Enter when, where, job title, complete description of work experience related to the general/specialized experience.

**Substitution of Education for Specialized Experience:** Certain positions allow for substitution of education for experience. If you are using education to qualify for a position OR education is a mandatory requirement to meet qualifications, **YOU MUST** submit copies of college transcripts when required. Submitting a certificate or a degree will not suffice. Do not include copies of Certificates of Training unless specifically requested in the vacancy announcement or if it directly related to the position applying for.

**STEP 4:** Get a second set of eyes to review your package. Utilize the checklist in the end of this guide

**STEP 5:** Must apply for the position on USA Jobs using procedures listed in the vacancy announcement (i.e. Apply Online or Fax) by 11:59 PM EASTERN STANDARD TIME on the closing date of the vacancy announcement.

## ***SAMPLE RESUME FORMAT***

**Announcement Number:** (Example: 14-55)

**Job Title and Grade:** (Example: Computer Specialist)

**Name:** (Last name, first name, full middle name)

**Military Rank:**

**Unit:**

**Mailing address:**

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

**Country of Citizenship:**

### **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: Human Resources Assistant (Military), GS-0203-07, 11 Jan 2012 – 30 Nov 2013. (Attach the SF50).

### **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. List each job separately.

- Job Title: (if Federal Civil Service, include Pay Plan, Series, and Grade)
- Employer or Organization, name and address:
- 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 certifications or licenses earned (A & P, CPA, engineering certifications, etc.). Do not cut and paste the duties from the position description or vacancy announcement.

### **Military Experience:**

Include all military experience that is pertinent to the position for which you are applying:

- Duty title of position.
- Organization
- Commander's name and phone number:
- Starting and ending dates of assignment.
- MOSs/AFSCs. Description and duties performed.

- Indicate if we can contact your current commander.
- Description of duties.
- Complete a separate experience block for each period of military service related to the position.

**For help putting your military experience into civilian words, use the following websites:**

Joint Services Transcript: <https://jst.doded.mil/smart/signIn.do>

Verification of Military Education and Training:

<https://milconnect-pki.dmdc.osd.mil/milconnect/protected/portlet/dodtap>

Community College of the Air Force: <https://www.my.af.mil/afvecprod/afvec/Home.aspx> (select CCAF view progress report)

**NOTE:** Be specific and always include dates and complete details of all job related experience.

**Other Qualifications:**

- Job related training courses (title plus to and from dates).
- Job related certificates and licenses, i.e. valid driver's license, (current only).
- Job related honors, awards, and special accomplishments, leadership activities. Job related skills (other languages, computer hardware/software, tools, machinery, and typing speed).

**If you make a false statement in any parts of your application, you may not be hired, or you may be fired after you begin work. You may also be fined, or incarcerated depending on the seriousness of the infraction.**

**Hiring Process:**

All applications are recorded and placed in the position vacancy announcement file when properly applied through USAJOBS or the Faxing Center. After the closing date, applications are reviewed by the Human Resources Specialists to determine minimum qualifications. Qualified candidates are referred to the selecting official for personal interviews in accordance with the Merit Placement Plan and Labor-Management Contract.

**Area 1-** Current permanent and indefinite bargaining unit technicians of the Nebraska Air or Army National Guard

**Area 2-** All Drill Status/M-Day members and temporary technicians of the Nebraska Air or Army National Guard

**Area 3-** Current military service members who are willing and eligible to become members of the Nebraska Air or Army National Guard

**Area 4-** All qualified candidates eligible and willing to become a member of the Nebraska Air or Army National Guard. Selected individual must become a member of the respective NE NG prior to the effective date of hire

NOTE: A new application must be submitted for each vacancy announcement.

## Dos and Do Nots

- **DO NOT** submit position descriptions.
- **DO NOT** submit letters of recommendation or achievement.
- **DO NOT** use appraisals or standards as proof of experience.
- **DO NOT** assume a compatible MOS/AFSC qualifies you for the job.
- **DO** list job related training courses (title and to and from date).
- **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)
- **DO** list job-related honors, awards, and special accomplishments (leadership activities, public speaking) (indicate dates but do not submit documents unless requested)
- **DO** include MOS/AFSC actual duties performed
- **DO** double check that all required documents are submitted.
- **DO** submit SF-50
- **DO** include both military and full-time experience as separate entries (Monday- Friday Human Resource Specialist, UTA's Commander 1167<sup>th</sup>)

## ***Vacancy Announcement Application Checklist***

<b>Check-Off</b>	<b>Questions for Review</b>
<input type="checkbox"/>	Is the job title and announcement number on your application?
<input type="checkbox"/>	Is the position open to your military rank or category (officer, warrant officer, enlisted)? (Enlisted applying for officer positions must provide evidence of eligibility – degree, age, and qualifications)
<input type="checkbox"/>	Are you within the area of consideration?
<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"/>	Have you shown work experience (paid or nonpaid) that is directly related to the position you are applying for? Experience should be clear and detailed of the duties and responsibility you have held.
<input type="checkbox"/>	Did you include your drill status experience or previous military experience? Please include AFSC (Air NG) or MOS (Army NG). <b><u>(Part time, National Guard experience counts as full time experience (ex 12 drills = 1 yr experience))</u></b> . (From and To dates, job title, and duties for each AFSC/MOS is required.
<input type="checkbox"/>	Are all acronyms and abbreviations that are not commonly known to all audiences spelled out?
<input type="checkbox"/>	Did you address each area of the specialized experience in your work experience sections?
<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 provide college transcripts? Transcripts are required when substituting education for experience or when specific degrees are required for professional positions.
<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, valid licenses, certifications, etc. if applicable)
<input type="checkbox"/>	Did you verify your answers are true and accurate? (last question on assessment questionnaire)
<input type="checkbox"/>	Make sure you apply for the position by the closing date of the announcement. 11:59 PM EASTERN STANDARD TIME (EST)

**NOTE: Basic Information Listed on Position Vacancy Announcements.**

- **Announcement number:** This number is used to track announcements and applications.
- **Closing Date:** The application must be received by 11:59 PM EST to be considered for the position.

- **Position Title, Series & Grade:** Technician position name, pay plan, occupation code, and grade of the position.
- **Location:** Work location.
- **Salary:** Range of salary for the applicable position from initial step rate to the highest step rate.
- **Area of Consideration (AOC):** The area of consideration for bargaining unit positions consists of Area One applicants, Area Two applicants, Area Three applicants and Area Four Applicants. **Area 1-** Current permanent and indefinite bargaining unit technicians of the Nebraska Air or Army National Guard, **Area 2-** All Drill Status/M-Day members and temporary technicians of the Nebraska Air or Army National Guard **Area 3-** Current military service members who are willing and eligible to become members of the Nebraska Air or Army National Guard **Area 4-** All qualified candidates eligible and willing to become a member of the Nebraska Air or Army National Guard. Selected individual must become a member of the respective NE NG prior to the effective date of hire NOTE: The AOC for non-bargaining unit positions varies depending upon availability of man-years, funding, and other factors.
- **Order of Referral:** Area 1 candidates for bargaining unit jobs are referred first. Area 2 candidates are referred after Area 1 candidates are considered. Area 3 candidates are referred after Area 1 and Area 2 candidates are considered. Area 4 candidates are considered after Area 1, Area 2 and Area 3 candidates are considered. Trainee candidates are referred after fully qualified candidates.
- **Appointment Factors:** Dual Status positions require military membership in the Nebraska Air or Army National Guard in the appropriate military grade, i.e. Officer, Warrant Officer or Enlisted.
- **Compatible Military Assignments:** These are military career fields that National Guard Bureau dictates as appropriate military assignments for incumbents of the technician position. Possession of one of the compatible MOS's/AFSC's does not necessarily qualify the applicant for the technician position.
- **Qualification Requirements:** Dual Status Technician positions have qualifications standards directed by the National Guard Bureau. The U.S. Office of Personnel Management (OPM) establishes qualification requirements for Non-Dual Status positions. These standards are very specific; therefore, you should pay special attention to them. It is YOUR responsibility to prove to the Human Resources Office through your application that you qualify for a job and should receive an interview.

## **Basic Employment Conditions.**

- Dual Status (DS) Technician employment in the Nebraska National Guard is federal employment in the Excepted Service under Title 32 U.S.C. 709. Military membership in the Nebraska National Guard is required. Employment in this program does not confer Career status for other federal employment. DS Technicians must wear the military uniform appropriate to the duties being performed.
- Non-Dual Status (NDS) Technician employment under Title 32 U.S.C. 709 is generally limited to a small number of positions. These positions are in the competitive service and do not require military membership.
- An applicant does not have to currently be assigned to one of the compatible military career fields to be considered for a position; however compatibility requirements must be met prior to appointment to the position. Candidates who are not current members of the Nebraska National Guard must become members prior to appointment.
- General Schedule positions are administrative in nature and are paid according to a national pay schedule with locality adjustments for high cost areas.
- Wage Schedule positions are maintenance oriented and are paid according to the prevailing rate of the local market. The rates are determined by Department of Labor wage surveys.
- If you are male, over age 18 and born after December 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 accept a Federal job.
- Also, if you accept 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.
- Technicians are paid through the Direct Deposit / Electronic Fund Transfer Program.