

**NATIONAL GUARD OF ARIZONA**  
**HUMAN RESOURCE OFFICE**  
5636 East McDowell Road, Phoenix, AZ 85008-3495  
PHONE (602) 267-2783; DSN 853-2783  
WEBSITE: www.az.ngb.army.mil/hro  
**EXCEPTED**  
**TECHNICIAN VACANCY ANNOUNCEMENT**

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ANNOUNCEMENT NUMBER: 04-337T    OPENING DATE: 04 OCT 2004    CLOSING DATE: 18 OCT 2004

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**POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:**

**MILITARY PERSONNEL TECHNICIAN, GS-0204-07, TC9588000, MSgt**

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**APPOINTMENT FACTORS:**    OFFICER ( )    WARRANT OFFICER ( )    ENLISTED ( X )

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**SALARY RANGE:**

\$33,071 - \$42,993 PA

SUPERVISORY ( )    MANAGERIAL ( )

NON-SUPERVISORY/NON-MANAGERIAL ( X )

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**LOCATION OF POSITION:**

**HEADQUARTERS, AIR NATIONAL GUARD, PHOENIX, ARIZONA**

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**AREA OF CONSIDERATION:** This position is the Federal/Excepted Civil Service and is **open to current members of the Arizona Air National Guard**. Individual selected will receive a Permanent appointment subject to the completion of a one-year trial period. If a Permanent technician is selected, they will remain in that status. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will be required to take a pre-employment medical screening which will be paid for by the Agency. **PCS funds are not authorized.**

**NOTE: Previously certified and qualified applicants who applied under 04-250T and 04-307T will have their applications carried over and need not reapply.**

**NOTE: This position is being concurrently announced with AGR Announcement Number 04-337A**

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**NATIONAL GUARD REQUIREMENTS:** Excepted employees must wear the uniform prescribed by the Adjutant General. Acceptance of the position constitutes concurrence with this requirement. Once the selection is made, the candidate(s) must be a member of the Arizona ( AIR ) National Guard (HQ ANG), qualify for and be placed in the following compatible AFSC/MOS/AOC: 3S0X1

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

**KNOWN PROMOTION POTENTIAL: NONE**

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**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Ability to interpret and implement personnel rules, regulations, policies and procedures.
2. Ability to communicate effectively both orally and in writing with peers, supervisors, and base personnel at all levels.
3. Ability to establish and maintain working relationships with peers and management within the organization.
4. Ability to handle multiple tasking and prioritize appropriately.
5. Skill in use of personnel automated data systems (PDS) relative to area of assignment.
6. Skill in the use of Microsoft Office software applications to include Word, Excel, Access and PowerPoint.
7. Ability to effectively manage administrative programs.

**INSTRUCTIONS FOR APPLYING:** Individuals who meet the basic qualification requirements (General and Specialized Experience) may apply. **Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment) , or a Resume. OPTIONAL FORM 306 (DECLARATION FOR FEDERAL EMPLOYMENT) IS A REQUIRED FORM. FAILURE TO SUBMIT THIS FORM WILL CAUSE THE APPLICATION TO NOT BE CONSIDERED.** Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include; High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-1-R (Military Brief), 335-2-R (Knowledge, Skill and Ability Supplement), and 335-4-R (Applicant Research Questionnaire). Applications will be accepted without the AZNG Forms. However, applications may not receive an adequate evaluation if these forms are not submitted. Applications must arrive in the HRO Office by close of business on closing date shown on announcement. All applicants must be citizens (or owe allegiance to the U.S.). **USE OF GOVERNMENT RESOURCES (FAX, MAIL, ETC.) TO SEND APPLICATIONS IS PROHIBITED AND WILL NOT BE ACCEPTED BY THE HUMAN RESOURCES OFFICE. FAXED APPLICATIONS WILL NOT BE ACCEPTED.** For further information call 267-2783 or DSN 853-2783. **EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

**MINIMUM QUALIFICATION REQUIREMENTS:** Each applicant must fully substantiate on their application how they meet the requirements listed below in the Specialized Experience area; otherwise applicant will be considered unqualified for this position.

**SPECIALIZED EXPERIENCE:** Must have 12 months experience in administering and performing technical military personnel work in one or more of the following areas: military personnel staffing, military personnel status, or military personnel relations. Experience must reflect the ability to plan, organize, schedule, oversee, review and carry out the work of one or more distinct personnel programs or functions.

**BRIEF JOB DESCRIPTION:** This position is located in the Air National Guard Headquarters working directly for the Military Personnel Management Office (MPMO). The purpose of this position is to administer and perform technical personnel work in one or more of the three broad areas: military personnel staffing, military personnel status or military personnel relations. Serves as a key assistant to a program or functional military personnel officer in directing and overseeing a distinct personnel program or function, or in resolving highly technical case oriented problems for service organizations. Plans, organizes, schedules, oversees, reviews, and carries out the work of one or more distinct personnel programs or functions. Reviews the adequacy and acceptability of work performed by lower graded employees in the assigned function(s), as well as that submitted by military personnel clerks and technicians at units and organizations serviced. Reviews, interprets, evaluates, and implements Service, Major Command, National Guard, and state directives, regulations, policies, and procedures applicable to the work of the function/program. Provides authoritative assistance and guidance to state level management, organizational and unit commanders, subordinate employees, serviced units, military personnel, and their dependents. Disseminates state policy on handling various officer and enlisted personnel actions. Researches, interprets, and resolves the most difficult military personnel problems and questions, including those for which guidance is only partially relevant, or is incomplete. Reviews cases submitted by serviced organizations and units and determines the accuracy and adequacy of recommended solutions. Processes and accomplishes a variety of personnel actions of varying complexities associated with the assigned functional area or program.

**SELECTING SUPERVISOR:** 1LT TRENT CHAMPION