



# District of Columbia Air National Guard

## Dual Technician/AGR Announcement



**Announcement Number: Tech 04-044/AGR 04-150**

<p><b>APPLICATION MUST BE FORWARDED TO:</b></p> <p style="text-align: center;">Human Resource Office DC National Guard 2001 East Capitol Street Washington, DC 20003-1719</p> <p style="text-align: center;"><b>APPLICATION MUST BE RECEIVED ON OR BEFORE CLOSING DATE BY 1630HRS</b></p>	<p><b>OPENING DATE:</b> 29 June 2004</p>	<p><b>CLOSING DATE:</b> Open Until Filled</p>
<p><b>Position Location:</b> 113<sup>th</sup> MXS, DCANG Andrews AFB, Maryland</p>	<p><b>Position Title, Series, Grade, Salary Range</b> Secretary (OA), 80032000 GS-0318-05 - \$27,597 - \$35,881</p> <p><b>Maximum Military Rank:</b> SSgt</p> <p>Selectee will be assigned to a compatible military position.</p> <p><b>Military Duty Assignment: 3A0XX</b></p>	
<p><b>AREA OF CONSIDERATION:</b></p> <p style="text-align: center;"><b>TECHNICIAN:</b> GROUP III</p> <p style="text-align: center;">(Individuals who possess necessary qualifications to become military members of the DCANG)</p> <p style="text-align: center;"><b>AGR: Current On-Board</b></p> <p><b>Permanent Change of Station:</b> Relocation expenses only applies to AGR</p>		
<p><b>Special Remarks:</b> <a href="http://dcng.ngb.army.mil/">http://dcng.ngb.army.mil/</a></p>		
<p><b>INSTRUCTIONS FOR APPLYING:</b> This office will not accept applications mailed at the government's expense. Electronic or fax applications will not be accepted. Failure to submit all documents will result in your application not being considered for employment. Applications must contain current unit assignment, AFSC/SSI and military grade. All submitted documents must be current. <b><u>No binders please.</u></b></p> <p style="text-align: center;"><b><u>If you are applying under the Technician Job Announcement the following documents are required:</u></b></p> <ol style="list-style-type: none"> <li>1.) OF612, SF171 or a Resume</li> <li>2.) KSA's – Knowledge, Skills, and Ability questions must be addressed by element on a separate paper.</li> </ol> <p style="text-align: center;"><b><u>If you are applying under the AGR Job Announcement the following documents are required:</u></b></p> <ol style="list-style-type: none"> <li>1.) NGB34-1, dated Oct 2002</li> <li>2.) Report of Individual Performance (RIP) (Current within one year)</li> <li>3.) DD 214 (If Applicable)</li> <li>4.) Weight Standard Letter</li> <li>5.) KSA's – Knowledge, Skills, and Ability questions must be addressed by element on a separate paper.</li> </ol>		
<p><b>Condition of Employment:</b> National Guard Membership: Prior to appointment to this position, selectee must be a member of the District of Columbia Air National Guard.</p> <p><b>Electronic Funds Transfer:</b> Selectee is required to participate in electronic funds transfer/direct deposit.</p>		
<p><b>Technician Employment Questions:</b> SPC Valarie Robinson, Technician Staffing Specialist can be reached at 202-685-9780 or DSN 325-9780.</p>		
<p><b>AGR Employment Questions:</b> MSgt Stefaine Bowman, AGR Staffing Specialist can be reached at 202-685-9772 or DSN 325-9772.</p>		
<p><b>Evaluation Process:</b> Applications will be evaluated solely on information supplied in the application (OF612, SF171, resume and NGB34-1). Experience will be evaluated based on relevance to the position for which application is made, and whether it is full-time or part-time.</p>		
<p><b>Equal Employment Opportunity:</b> All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, age physical handicap, or membership/non-membership in an employee organization, in conformance with NGB Regulation 690-600 and ANGR 40-1613.</p>		



# The District of Columbia Air National Guard



Is an Equal Opportunity Affirmative Action Employer

**Technician Announcement Number:** 04-044

**AGR Announcement Number:** 04-150

**Position:** Secretary (OA), GS-0318-05, 80032000

**Brief Description of Duties:** Receives visitors and telephone calls and exercises judgement in screening those which can be handled personally or be referred to other staff personnel or divisions. Schedules appointments and makes arrangements for time, participants, and location of meetings in accordance with instructions from supervisor. Receives incoming correspondence, screens material prior to distribution, establishes controls, and follows up for the supervisor. Reviews outgoing correspondence for proper format, conformance with general policy and procedural instructions, grammar, accuracy and inclusion of necessary attachments. Maintains office files of correspondence, directives, regulations, and other convenient information. Arranges for travel, arranges visit schedules, notifies organizations and officials to be visited, makes reservations, and submits travel vouchers and reports. Performs other duties as assigned.

**Qualifications:** GS-05

**General Experience:** Experience performing a combination of the following tasks: typing (letters, forms); general clerical (answering the telephone, receiving visitors, composing correspondence, filing, reviewing outgoing correspondence for grammar, format, etc).

**Specialized Experience:**

Must demonstrate **Six (06) months** experience in which the following Knowledge, Skills, and Abilities (KSA's) as described below have been attained.

**Knowledge, Skills and Abilities (KSA's) Statements**

- A. Knowledge of the organization and function, sufficient to refer visitors, telephone calls and mail.
- B. Skill in operating a computer. Knowledge of grammar, spelling, punctuation, and required formats.
- C. Ability to keep supervisor's calendar, to arrange meetings and conferences, reserving conference rooms and notifying all participants; making travel arrangements, typing travel vouchers and reports.
- D. Ability to establish a filing system, to classify, retrieve, and dispose of materials.

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

**Current Unit assignment, AFSC/SSI and Military grade must be included on application.  
Incomplete applications will not be considered for employment.**