

**AIR NATIONAL GUARD**  
**MILITARY TECHNICIAN VACANCY**

HUMAN RESOURCES OFFICE  
NEW MEXICO NATIONAL GUARD  
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**ANNOUNCEMENT NUMBER: T-04-2057**

**CLOSING DATE: 21 October 2004**

**POSITION TITLE, SERIES, AND GRADES**

**SALARY RANGE**

<b>Training Technician</b>	<b>GS-1702-07</b>	<b>\$33,071 - \$42,993 per year</b>
<b>Training Technician</b>	<b>GS-1702-06</b>	<b>\$29,761 - \$38,694 per year</b>
<b>Training Technician</b>	<b>GS-1702-05</b>	<b>\$26,699 - \$34,714 per year</b>

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For a complete listing of current vacancy announcements, please visit our website:  
<https://www.nm.ngb.army.mil>

Those individuals who applied for Vacancy Announcement T-04-2048 will automatically be considered for this vacancy.

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**AREA OF CONSIDERATION:** All members of the New Mexico Air National Guard.

**APPOINTMENT FACTORS:** Excepted Federal Service – **Enlisted.**

**POSITION LOCATION:** Education and Training Office, Mission Support Flight, 150<sup>th</sup> Fighter Wing, New Mexico Air National Guard, Kirtland Air Force Base, New Mexico.

**OPENING DATE:** 30 September 2004.

**DATE VACANCY EXISTS:** Currently exists.

**POSITION NUMBERS:** 80297000, 80297000A, 80297000B.

POSITION POTENTIAL: The top grade of this position is GS-07. This position is also being advertised at the GS-06 and GS-05 levels to provide additional applicant competition. Upon meeting all legal and regulatory requirements, and upon recommendation of the supervisor, an individual selected at the GS-06 or GS-05 level may be promoted to the target grade of GS-07 without further competition.

APPOINTMENT REQUIREMENTS: Excepted Civil Service. Individual selected must be assigned to an enlisted position in the New Mexico Air National Guard. Individual must wear the uniform as prescribed by National Guard Bureau policies and the Adjutant General of New Mexico.

ACTIVE GUARD RESERVE (AGR) ANNOUNCEMENT: This position is also being advertised as Vacancy Announcement M-04-2050 AIR/AGR for presently employed AGR personnel who wish consideration with retention of AGR status.

RE-PROMOTION STATEMENT: New Mexico Air National Guard technicians who were previously downgraded from a grade equal to, or higher than that advertised at the target grade in this announcement, and who are still receiving pay retention benefits from that downgrade, may be considered for this position as an exception to competition. Technicians who desire re-promotion consideration must send a letter to the Human Resources Office, prior to the closing date of this announcement, requesting consideration for re-promotion.

PERMANENT CHANGE OF STATION (PCS) BENEFITS: PCS benefits are not authorized.

LOWEST PAY GRADE ACCEPTED: Applicants must indicate on their application the lowest pay or grade that will be accepted.

EQUAL OPPORTUNITY: The New Mexico National Guard is an Equal Opportunity Employer. Selection for a position will be made without regard to race, religion, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization, non-disqualifying physical handicap, age (except military requirement for excepted technicians) or any other non-merit factor. Under Public Law 90-486, veterans' preference is not applicable.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determination for reasonable accommodation will be made on a case-by-case basis.

INSTRUCTIONS FOR APPLYING: Individuals who think that they meet the basic qualification requirements may apply. Application will be made by resume, Optional Form 612, Standard Form 171, or in any other written format. Permanent presently employed technicians of the New Mexico National Guard may submit AGONM Form 300. Although the federal government does not require a standard application form for most jobs, we do need certain information to evaluate your qualifications and determine if you meet legal requirements for federal employment. If your application does not provide all the information requested in the job vacancy announcement, you may lose consideration for a job. Applications will be accepted only if they are received in the Human Resources Office by close of business on the closing date of the vacancy announcement; received postmarked (or other common carrier receipt mark) on or before the closing date of the vacancy announcement; or delivered to the Human Resources Office representative during her/his regularly scheduled Thursday trip to the New Mexico Air National Guard Headquarters Building. Assurance of a legible postmark or other carrier receipt mark is the responsibility of the applicant.

It is a violation of 18 USC 1719 to use government postage to send applications and violators may be subject to disciplinary action and fine as prescribed by law. Applications submitted by facsimile equipment (FAX) will be accepted for consideration. The New Mexico National Guard is not responsible for monitoring the quality or completeness of the FAX. Technicians who wish to be considered for technician positions while absent, (deployment, service schools, extended illness, etc.), may request that their supervisor submit their applications during the period of absence. It is recommended that the technician who anticipates an absence furnish the supervisor with a written request and a sufficient supply of applications to cover the period of absence. It is a regulatory responsibility of the supervisor to ensure that the applications are submitted to the Human Resources Office on, or before, the closing date of the announcement.

**EVALUATION METHOD:** All applicants will be initially screened against mandatory qualifications. If more than ten applicants are qualified, applicants will be evaluated on the basis of relevant experience, training and education, awards, and performance appraisals to determine the ten best qualified. Rating and ranking to determine best qualified will be conducted by a panel of representatives who have technical expertise in the career field of the position being filled and a staff representative of the Human Resources Office. The evaluation will be based on the knowledge, skills, and abilities (KSAs) considered necessary for successful performance in the position.

**MILITARY COMPATIBILITY:** Individual selected must be assigned, prior to appointment, to a compatible Duty Air Force Specialty Code of: 3S0X1 or 3S2X1.

**BASIC QUALIFICATION REQUIREMENTS:** The basic qualification requirements are indicated below. These qualification requirements must be met, in addition to any military requirements, in order to be found qualified for and selected to this position.

**GENERAL EXPERIENCE:** Progressively responsible clerical experience or other work which demonstrated the ability to acquire and to apply a practical knowledge and understanding of the program objectives, policies, procedures, and requirements relating to the work of the position.

**SPECIALIZED EXPERIENCE:**

**GS-07:** Must have twelve months' experience that has demonstrated the following knowledge, skills, and abilities:

1. Knowledge of training objectives, policies, procedures, and regulatory requirements.
2. Ability to develop, administer and evaluate education/training programs.
3. Ability to secure facilities and coordinate training.
4. Ability to gather data and compile plans and reports.
5. Ability to coordinate and control testing programs.

**GS-06:** Must have nine months' experience that has demonstrated the following knowledge, skills, and abilities:

1. Knowledge of training objectives, policies, procedures, and regulatory requirements.
2. Ability to develop, administer and evaluate education/training programs.

3. Ability to gather data and compile plans and reports.
4. Ability to coordinate and control testing programs.

**GS-05:** Must have six months' experience that has demonstrated the following knowledge, skills, and abilities:

1. Ability to develop, administer and evaluate education/training programs.
2. Ability to gather data and compile plans and reports.
3. Ability to coordinate and control testing programs.

**EDUCATION SUBSTITUTION:** Military education, related to the position, may be substituted for specialized experience on a day-for-day basis for qualification at the GS-06 and GS-05 levels. Certificates/diplomas must be submitted with application for award of credit. Civilian education, above the high school level, may be substituted for specialized experience on a case-by-case basis. Transcripts or equivalent must be submitted for award of credit.

**QUALITY AND TYPE OF EXPERIENCE:** The required amount of experience/education will not in itself be accepted as proof of qualification. The quality, type and scope of the experience/education must be of such nature as to demonstrate that applicants are fully qualified to perform the duties at the level for which they apply.

**DOCUMENTATION:** Applicants must explain in detail, in the application, how the specialized experience was acquired, including applicable dates. Applicants should include, with application, any training completion certificates/transcripts in the areas covered in the KSAs.

**SUMMARY OF DUTIES:** Accomplishes formal training actions through the Pipeline Management System. Monitors the Extension Course Institute/Career Development Course program. Ensures Unit Training Managers, Additional Duty Training Managers, supervisors, trainers, certifiers, and trainees are familiar with the concepts, scope, objectives and procedures pertaining to on-the-job training. Consults with and assists various personnel involved with the military training program. Implements and distributes periodic changes in training and assignment requirements from USAF. Performs in-processing and out-processing actions for personnel departing for, and returning from schools. Prepares and processes computer inputs to the data base for data elements related to OJT training schools and correspondence courses. Maintains administrative suspense, publication files and records within the section. Provides safeguards for CDC test materials. Accomplishes Community College of the Air Force registration and enrollments for assigned members. Administers and directs the base level Defense Activity for Non-Traditional Education Support (DANTES) programs. Maintains liaison with higher headquarters; local schools, colleges and universities; the state Department of Education, etc.