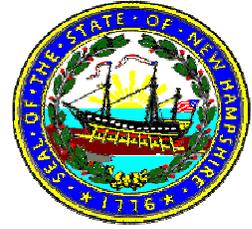




**NEW HAMPSHIRE ARMY NATIONAL GUARD
TECHNICIAN VACANCY ANNOUNCEMENT
Human Resource Office (NHAG-HR)
State Military Reservation
4 Pembroke Road
Concord, NH 03301-5652**



PLEASE POST IN A PROMINENT LOCATION

PLEASE SEND APPLICATIONS TO ADDRESS AS ABOVE

ANNOUNCEMENT DATE 13 October 2004

ANNOUNCEMENT NUMBER NH04-085(A)

POSITION TITLE, SERIES/GRADE (S)

Administrative Support Technician (OA)
GS-0303-06

MAXIMUM MILITARY GRADE AVAILABLE SSG

POSITION DESCRIPTION NUMBER 80284

SALARY RANGE

GS-06 starts at \$31,395 per year
Promotion rules apply for technicians currently on board.

AREA OF CONSIDERATION

AREA I all excepted permanent enlisted technicians of the NHNG
AREA II all enlisted members of the New Hampshire National Guard
AREA III all individuals eligible to become enlisted members of the NH National Guard

CLOSING DATE

AREA I 27 October 2004
AREA II/III 03 November 2004

DUTY LOCATION

157th ARW Recruiting Office
302 Newmarket St
Pease ANGB NH 03803-0157

TYPE OF APPOINTMENT

Indefinite Enlisted Technician

FOR ADDITIONAL INFORMATION

Contact MSgt John Symington at DSN 684-9348, commercial (603) 225-1332, or e-mail John.Symington@nh.ngb.army.mil NH National Guard job postings are available at www.nhpeas.ang.af.mil/hro/jobs or all states at <http://www.neguard.com/jobs/Docs/statepoc.htm>

INSTRUCTIONS FOR APPLYING

Applicants may choose to submit an [OF 612](#), or a resume.

APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCE OFFICE (NHAG-HR) NO LATER THAN 1600 HOURS (4:00PM) ON THE CLOSING DATE INDICATED ABOVE.

YOUR RESUME OR APPLICATION SHOULD CONTAIN AS A MINIMUM

- announcement number
- title and grade(s) of the position you are applying for
- full name, mailing address (with zip code), day and evening phone numbers (with area code)
- social security number
- current military grade/rank
- current status with the New Hampshire National Guard i.e. current permanent technician, AGR, temporary technician, ADSW
- current or prior technicians must include a copy of your most current Standard Form 50 which annotates your technician status and grade
- * full country of citizenship
- * high school name, city and state; colleges or university name, city and state; majors, type and year of any degrees received

- * personal military experience (DD Form 214)

***AREA II/III applicants only**

MAIL RESTRICTION: Applications submitted at government's expense will not be considered. This includes those submitted in government envelopes or postage.

EXCEPTED SERVICE REQUIREMENT: Technicians in the excepted service are required to wear the military uniform appropriate to their service and federally recognized grade when performing technician duties and are required to comply with the uniform standards of the service.

NATIONAL GUARD MEMBERSHIP IS REQUIRED

EQUAL EMPLOYMENT OPPORTUNITY

The NH 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 non-membership in an employee organization or any other non-merit factor.

OTHER PERTINENT DATA

This vacancy will be processed in accordance with NHNG TPR 335 & Article 16 of the Labor Management Agreement.

THE FILLING OF THIS POSITION IS SUBJECT TO THE AVAILABILITY OF MANPOWER SPACE.

REIMBURSEMENT FOR PERMANENT CHANGE OF STATION (PCS) EXPENSES ARE NOT AUTHORIZED

Selected individual must enroll in the Direct Deposit/Electronic Funds Transfer Program. The Federal Financial Management Act of 1994, SEC 402, Electronics Payments, requires direct deposit to a financial institution for all Federal wage or salary payments.

If you are a male born after 31 December 1959, and you desire employment with the Federal Government, you must be registered with Selective Service.

DEFINITION OF "INDEFINITE" STATUS: An indefinite position is a temporary position hired for an unlimited period of time. Although the incumbent does not achieve permanent status, he or she does qualify for retirement, wage increases, leave, and health & insurance (FEHB/FEGLI) benefits.

OTHER REQUIREMENTS: In order to comply with the NGB compatibility criteria, selected individual will be immediately assigned 3A0XX.

Desired Experience: Computer knowledge of Word, Excel, PowerPoint etc

MINIMUM QUALIFICATIONS REQUIREMENT (S)

*** Each applicant must fully substantiate on their application how they meet the requirements listed below otherwise, the applicant will be found unqualified for this position.**

GENERAL EXPERIENCE: Administrative or clerical experience, education, or training which demonstrates the candidates ability to perform the duties of the position.

SPECIALIZED EXPERIENCE: 9 Months experience which describes...

Knowledge of specialized procedures and technical application of the administrative work

Skill in gathering information, compiling data and preparing reports

Specific knowledge of regulations and procedures related to the type of work perform by the function

Skill in communicating both orally and I writing

BRIEF JOB DESCRIPTION This position is located within an Air National Guard unit. Its primary purpose is to serve as the focal point, local authority and expert source for information for all administrative functions of the unit. These functions include correspondence and messages; records documentation management; printing and duplication; publication and forms management; reference library; special orders; receipt, storage and control of classified documents; on the job training programs for both technicians and unit military personnel; and Personnel Concepts III (PCIII) program. Performs other duties as assigned.

FOR THE ADJUTANT GENERAL:

DEBORAH L. CARTER, LT COL, NHANG
Director of Human Resources