

**STATEWIDE  
NATIONAL GUARD OF ARIZONA  
HUMAN RESOURCE OFFICE  
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495  
PHONE (602) 629-4800; DSN 853-4800  
WEBSITE: <http://dema.az.gov/>**

**TITLE 32 EXCEPTED  
TECHNICIAN VACANCY ANNOUNCEMENT**

**NATIONAL GUARD MEMBERSHIP IS REQUIRED:** This is an excepted service position that requires membership in a compatible military assignment in the National Guard. Selectee will be **required to wear the military uniform.**

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**ANNOUNCEMENT NUMBER: 19-392T      OPENING DATE: 18-Sep-19 CLOSING DATE: 9-Oct-19**

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

Training Technician, GS-1702-09, E-1/PVT - E-9/SGM, MPCN: TBD

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**APPOINTMENT FACTORS: OFFICER       WARRANT OFFICER       ENLISTED**

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**KNOWN PROMOTION POTENTIAL: NONE**

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**SALARY RANGE:**

\$53,187.00-\$69,140.00 PA

**SUPERVISORY       MANAGERIAL**

**NON-SUPERVISORY/NON-MANAGERIAL**

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**LOCATION OF POSITION:**

Arizona Training Center (AZTC), Florence, Arizona

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**APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed postmarked no later than the closing date.** The Human Resources Office will not accept applications that are mailed at government expense, exceptions to hard-copy delivery may be considered on case-by-case basis. Please contact 602-629-4826/4834 for consideration. Faxed applications will not be accepted.

**AREA OF CONSIDERATION:**

This position is in the Federal/Excepted Civil Service and is **open to current members in the Arizona Army National Guard.** Individual selected will receive an **Indefinite Appointment** and may be converted to permanent based on availability of funds or position no longer being encumbered. 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 require a military medical records screening if applicable, to be completed prior to appointment, and/or may be required to take a pre-employment medical screening examination dependent on the position type and military medical records screening results.

**INSTRUCTIONS FOR APPLYING:** Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application documents 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). 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.

Applicants **MUST** submit a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement) or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the Optional Form 612. Applicant **MUST** submit complete ERB and/or other documentation to verify possession of MOS.

**EVALUATION PROCESS:** Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending

dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

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**CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a current member of the Arizona Army National Guard, in a military unit supporting AZTC and be able to qualify for the following MOS: 00F**

- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.
- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Military Uniform must be worn.
- Applicants must maintain membership and employment in the National Guard in the military grade listed in this announcement.

**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.

**Relocation Incentive may be offered:** YES  NO   
**PCS may be offered:** YES  NO

**NOTES:**

Note: This position is subject to rotating shifts, night shifts, and weekends/holidays.

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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. Knowledge of a wide range of military training and operations management concepts, regulations, policies, and procedures for the purpose of providing the command and staff comprehensive guidance.
2. Develops and implements training and operations management policies and procedures.
3. Knowledge of training and operations functions to direct and conduct subordinate unit inspections and assistance visits and evaluate the results.
4. Knowledge of subordinate unit training and operations functions and reports within the command sufficient to review trends, validate analysis, provide or implement recommendations that result in the enhancement of operational readiness.

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**SPECIALIZED EXPERIENCE:** Must possess at least 12 months experience of the lower grade or 24 months experience equivalent experiences that demonstrated the particular knowledge, skills, and abilities (Competencies/KSAs) to successfully perform the duties of the position. Knowledge of Army or Air Force vision, values, organization, policy, and mission is mandatory. Knowledge in training centers, training programs, schools, and units for these systems. Have experiences in conducting and developing education and training programs. Also, experienced in conducting, supervising, or developing education or training programs. Knowledge in the Army or Air Force education and training policy requirements. Experienced in managing programs to include developmental education, voluntary education, advanced academic education, promotion testing, and libraries. Knowledge is mandatory of audio-visual presentations, educational tests and measurements, and instructing techniques. Knowledge is mandatory of Army or Air Force education and training programs in regard to their principles, policies, and procedures. Experienced in performing interviews and counseling techniques; training techniques and instruction methods; task analysis procedures, learning processes, curriculum development, training evaluations, and education and training systems and products. Must have effective writing skills; editing practices; instructional media applications, training reports, program and curriculum validation, and training implementation procedures. Experiences in training program management; scheduling training events and facilities; conducting assistance visits and training meetings; work center and individual job qualification standard development; education institution registration requirements; military personnel classification system and policies; communicative interpersonal skill applications; and distance learning concepts. Experienced and effective communicator. Abilities and experiences in presenting professional courses and briefings; and proficient capabilities in writing reports and records.

**BRIEF JOB DESCRIPTION:** This position is located at the AZTC, Florence, Arizona. The purpose of the position is to develop training and safety plans and procedures for the command. Provides staff planning and assistance to insure that required training, safety and readiness objectives are achieved and mobilization planning requirements are accomplished. Training activities at this level are concerned with the training of military personnel in a wide variety of occupations including clerical, trades and labor, administrative, technical, and/or professional skills. Prepares plans and reports pertaining to readiness and mobilization. Provides guidance and assistance to units in preparation of readiness reports. Receives and consolidates unit readiness feeder reports. Evaluate the organizational readiness report and prepare recommendations for improvements/modifications of the battalion training program. Directs scheduling and coordination for the use of training sites and facilities. Ensures the arrangement for equipment and supplies needed for training activities. Develops and implements Risk Management plans and programs for the command. Performs other duties as assigned.

**SELECTING OFFICIAL:** MSG Rigoberto Andrade

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