

NGFTS

National Guard Full-Time Support



HUMAN
RESOURCES
INFORMATION
LETTER



Oklahoma National Guard Human Resources Office

Joint Force Headquarters, Oklahoma National Guard
Oklahoma City, Oklahoma 73111-4398

No. 06-03
DATE: 14 March 2006

HRO Application Guide

Subject: Technician vacancy announcement guide

References:

OMD TPR 335

Collective Bargaining Agreements for the Oklahoma
Army and Air National Guard

Eligibility: Current National Guard (NG) Technicians, members of the Oklahoma Army and Air National Guard and prospective employees

Effective Date: 14 March 2006

Use: In order to assist applicants to gain a better understanding of the qualification process for the Oklahoma National Guard technician program for employment this guide is being developed. The intent of this guide is not to guarantee that you will be considered qualified for all announcements, but to assist you in presenting your work experience, education (military and/or civilian) and achievements in a manner that is consistent with this and other federal agencies. The key to a strong package is attention to the technician vacancy announcement. Review the vacancy announcement carefully. The announcement summarizes the general and specialized experience, educational, work and licensing requirements and lists both the general and specialized qualifications essential to the position. Individuals must meet these mandatory qualifications and indicate how they meet these qualifications. Failure to do so will result in the application being rated as non-qualified. This Information Letter does not change the other requirements in OMD TPR 335 or the Collective Bargaining Agreements for the Oklahoma Army and Air National Guard. The HRO Application Guide can be found on the OKHRO website at <http://www.ok.ngb.army.mil/OKHRO> in the Library or in the Staffing Section.

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