



CALIFORNIA MILITARY DEPARTMENT INSTRUCTION

NGCA-JSD-MP
DISTRIBUTION: TA

CMDI 1418.22
02 March 2018

MERIT PLACEMENT PLAN (MPP)

1. Purpose. This California Military Department Instruction (CMDI) establishes policy and provides guidance for merit placement of Title 32 (T32) military technician and Title 5 (T5) civilian employees in the California National Guard (CNG).
2. Superseded. CMDI 1400.02, Merit Placement Plan (MPP), 1 August 2016 is replaced by this CMDI.
3. Applicability. This instruction applies to all T5 and T32 California Air National Guard (CA ANG) and California Army National Guard (CA ARNG) technicians and employees; and to commanders, managers and supervisors (military or civilian) with authority or responsibility over T5 and/or T32 personnel management. From this point forth the term “civilian” will cover T5 employees and the term “technicians” will cover T32 military technicians. The term “employee” will cover both T5 civilians and T32 military technicians unless specifically stated.
4. Policy.
 - a. The proponent of this instruction is the Human Resources Office (HRO) and as such, has the authority to approve exceptions to this guidance when they are consistent with controlling laws, regulations, and rules.
 - b. Vacancy announcements shall be posted on the USA Jobs website, www.usa.jobs.gov to maximize recruiting efforts and remain competitive with other Federal agencies.

c. Positions shall be filled by the best qualified individuals available and those employees shall have an opportunity to develop and advance to their fullest potential

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ENCLOSURE A
RESPONSIBILITIES

1. The Adjutant General (TAG) is the appointing authority for the California National Guard T5 and T32 employment program and is the highest level of authority in the state concerning the overall application of the MPP.
2. HRO has delegated responsibility by TAG for the total management of the T5 and T32 employment program and is responsible to ensure that the requirements of this CMDI are carried out. HR staff will:
 - a. Develop, maintain, evaluate, and revise the MPP as necessary.
 - b. Enforce compliance of the MPP and merit placement principles based on law, rule, and regulation.
 - c. Provide information, guidance, and assistance to managers, supervisors, and employees concerning their responsibilities regarding merit placement.
 - d. Validate that candidates are properly evaluated and certified for placement or promotion.
 - e. Ensure that all information related to the merit selection process (crediting plan for job qualification, promotion, interview, selection, etc.) is held in strict confidence.
 - f. Maintain necessary records.
3. Managers and supervisors will:
 - a. Use merit principles and comply with the guidance in this CMDI.
 - b. Confirm that employees under their supervision are aware of this CMDI.
 - c. Verify that actions effected within their area of responsibility are based on merit and are without discrimination.
 - d. Encourage subordinates under their supervision to develop themselves for promotional opportunities.
 - e. Safeguard that all information related to the merit selection process (interview, selection, etc.) is held in strict confidence.
 - f. Validate that T32 employees under their supervision meet the military compatibility requirements upon selection.

4. Individual employees are responsible for:
 - a. Pursuing developmental opportunities in preparing to assume higher level duties.
 - b. Familiarizing themselves with the provisions of the MPP.
 - c. Carefully reviewing the requirements and information in vacancy announcements, and applying for the vacancies for which they believe they are qualified.
 - d. Affirm that application forms and/ or resumes contain accurate, complete, and current information concerning experience, qualifications, training, and self-development activities.
 - e. Furnishing requested information relative to their personal qualifications and eligibility for specific positions.
 - f. Ensuring that they are in a compatible military assignment (T32 only).

ENCLOSURE B
MANAGEMENT RIGHTS

1. Management retains the right to:

a. Select or non-select from among any group of certified candidates. If no selection is made when there are five or more certified candidates, a statement addressing the reason(s) each certified applicant was non-selected must be provided to HRO with the returned Certificate of Eligibles (COE).

b. Fill vacant positions utilizing any process prescribed herein. This includes, but is not limited to, reemployment priority lists, transfers, management directed reassignments, details, position changes resulting from Reduction-in-Force (RIF), placement of an individual exercising restoration, reemployment or reinstatement rights, or dual employee / Active Guard-Reserve (AGR) announcements.

ENCLOSURE C
KEY STAFF

1. A Key Staff position is a T32 only, managerial position whose incumbent is a member of the immediate staff of TAG or who reports directly to or under the direction of TAG. Title 5 positions are not covered under Key Staff provisions.

a. Key Staff positions must serve as head or deputy of a major organization within a state; or direct a specialized program of marked difficulty, responsibility and statewide significance.

b. Key Staff positions are intended to be unique within the organization.

c. These positions may be exempted from the normal merit placement announcement procedures contained elsewhere in this CMDI because of their special importance to the overall effectiveness of the CNG and their unique military qualifications.

d. The Adjutant General has the authority to non-competitively assign military employees, AGR service members, and traditional service members in order to accommodate either an overarching military consideration or military assignment at the key staff level. The Adjutant General has the authority to select National Guard members for assignment to Key Staff positions as military technician, and members may be selected from three personnel sources: military technician, Active Guard Reservists (AGR), or traditional State National Guard members. The Adjutant General may not delegate this selection authority.

2. The Adjutant General may request a Key Staff position be filled by referral of all qualified employees or by use of competitive procedures. Formal vacancy announcement procedures are not required.

a. Referral List: Action will be taken to ensure that every effort is made to reach all potential candidates based on the criteria provided by TAG (i.e., military rank, military assignment, and occupational series). The HRO will review personnel folders (technician and military) to determine those candidates having the necessary qualifications for the position. A list of eligibles will be established based on the results and submitted to the selecting official.

(1) Technician, AGR, and military personnel folders must be screened to identify candidates who meet the qualifications for the Key Staff position.

(2) A list of qualified military candidates for Key Staff positions must be provided to TAG for final selection.

b. Competitive Procedures: A vacancy announcement may be used adhering to normal merit promotion / placement procedures in accordance (IAW) with this CMDI.

c. Key Staff positions will be filled solely on the basis of merit. Any qualified military employees (based on TAG's criteria) will be provided the maximum opportunity to compete for placement opportunities.

d. Employees who occupy Key Staff Positions shall not be excluded from consideration and selection for promotion to vacancies for which they are qualified and available.

e. Key Staff positions should be limited where the incumbent is a member of the immediate staff of TAG or serves under the direct supervision of the Joint Chief of Staff, ANG Director of Staff, ARNG Chief of Staff, Executive Support Staff Officer (ESSO), or Air Commander.

f. The provisions covering Key Staff positions will not be used to fill entry level, clerical, or administrative positions.

g. A T32 military technician placed in a Key Staff position, must be serving in a "permanent" excepted service appointment (Tenure Group 1 or 2); does not permanently enter into another special career status; and is eligible for promotion consideration to other position vacancies for which qualified. Employees on time-limited appointments (e.g. indefinite) are not eligible for consideration, selection, or assignment to Key Staff positions.

h. A T32 military technician when assigned to a Key Staff position is the sole incumbent of the position. State HROs are prohibited from assigning an AGR and a DS employee to the same Key Staff position (e.g. an AGR officer and a DS technician assigned to the Chief of the Joint Staff position). Additionally, a DS military technician assigned to a Key Staff position, must hold the military grade specified for that position (32 U.S.C. § 709(b)(3)).

i. Title 32 military technician placed in Key Staff positions must maintain absolute compatibility between their fulltime position and their military duty assignment. It is the responsibility of the HRO to ensure that Key Staff position incumbents meet the compatibility requirements described in TPR 303, Chapter 1, Section 1-1.b. No military grade inversion may result from the placement of a DS military technician in a Key Staff position (TPR 303, Chapter 2, Section 2-1.c.). A General Officer may be selected as a GS-15 military technician in a Key Staff position only as Director of Joint Staff or Joint Task Force Commander.

3. Table C1 lists approved Key Staff positions. These positions will be reviewed annually by NGB-J I-TN and adjusted accordingly. Title 32 military technicians currently serving in positions previously identified as Key Staff positions, but not listed in the table, may continue to serve in these positions.

TABLE C1 - KEY STAFF LIST

Joint Forces Headquarters - State

Position	Service
Chief of the Joint Staff	Army or Air
Vice Chief of the Joint Staff	Army or Air
Deputy United States Property & Fiscal Officer (USPFO)	Army or Air
State Public Affairs Officer (PAO)	Army or Air
State Chief Counsel / Staff Judge Advocate	Army or Air
State Chaplain	Army or Air
Senior Enlisted Advisor (SEA)	Army or Air
J1 thru J7	Army or Air
Human Resources Officer	Army or Air
Plans, Operations, and Mission Support Officer	Army or Air
International Partnership Specialist	Army or Air

Air National Guard

Position	Service
Air Commander	Air Force
Vice Air Commander	Air Force
Wing Chief of Staff	Air Force
ESSO	Air Force
Comptroller	Air Force
Community Program Manager	Air Force
Director of Operations	Air Force
Director of Support	Air Force
Director of Logistics	Air Force
Human Resources Officer (Military)	Air Force
GSU Detachment Commander	Air Force

Army National Guard

Position	Service
Command Administrative Officer	Army
Secretary of the General Staff (Management Analyst)	Army
G1 thru G7	Army
Command Warrant Officer	Army
Construction and Facilities Maintenance Officer	Army
State Aviation Officer	Army
Brigade / Division Commander	Army
Brigade / Division Administrative Officer	Army

ENCLOSURE D
COMPETITION AND EXCEPTIONS TO COMPETITION

1. Competitive procedures apply to all promotions under Title 5, CFR, Section 335, and to the following actions.

a. Temporary Promotions over 120 days to a higher graded position (Enclosure P, Temporary Promotion).

b. Details for more than 120 days to a higher graded position or to a position with known promotion potential (Enclosure O, Details).

c. Selection for training which is a part of an authorized training agreement, and a part of a promotion program, or required before an employee may be considered for a promotion (Enclosure N, Trainee and Upward Mobility).

d. Reassignment or demotion to a position with more promotion potential than the position last held in a permanent position.

e. Transfer to a higher graded position or position with more promotion potential than permanent position previously held.

f. Reinstatement to a permanent or temporary position at a higher grade or with more promotion potential than the last grade held in a permanent position.

2. Non-Competitive Actions. Non-competitive personnel actions are not authorized for the placement of T32 employees into T5 civilian positions; and, are not authorized for the non-competitive placement of T5 civilian employees into T32 military technician positions. The following actions are exempt from competition:

a. Promotion due to issuance of new classification standards or the correction of a classification error.

b. Placement of over-graded employees entitled to grade retention as a result of RIF or reclassification.

c. Promotion when competition was held previously held (i.e., position advertised with stated promotion potential).

d. Re-promotion to a grade or an intervening grade or position from which an employee was demoted without personal cause and not at his/ her request.

e. Promotion resulting from an employee position being reclassified at a higher grade because of classification review or inclusion of additional duties and responsibilities.

- f. Reassignment to a position having no higher promotion potential.
- g. Position change required by RIF.
- h. Temporary promotion of 120 days or less.
- i. Selection of a former employee from the Reemployment Priority List (RPL) for a position at the same or lower grade than the last grade held.
- j. Employment and reemployment of an employee, who performed duty with a uniformed service, whether voluntary or involuntary, or made full/partial recovery from a compensable injury, provided the employee meets all the requirements and has valid restoration rights.
- k. Temporary Appointment not to exceed 1 year.
- l. Detail to higher grade or to a position with known promotion potential for 120 days or less.
- m. Placement as a result of priority consideration when a candidate was not previously given proper consideration in a competitive action.
- n. Reinstatement of a previously employed permanent (excepted service) employee.
 - (1) Prior career/ permanent (Tenure 1) employees may be reemployed without competition to a position at the same or lower grade as the position from which separated (subject to HRO approval).
 - (2) Prior career conditional/ permanent (Tenure 2) employees may be reemployed to a position without competition within 3 years of separation at the same or lower grade as the position from which separated (subject to HRO approval).
 - (3) There is no time limit on the reinstatement eligibility of a person who completed the competitive service requirement for career tenure. Title 5 competitive employees who have completed less than 3 years of the competitive service requirement and are career-conditional have reinstatement rights within 3 years of separation.
 - (4) Preference eligibles who served in a position as a Tenure 1 or 2 employee for any period of time have lifetime eligibility to any position which he/she is qualified for.
 - (5) To establish your reinstatement eligibility, you must provide a copy of your separation SF-50, Notification of Personnel Action, showing tenure group, along with your application to the agency. Reinstatement eligibility does not guarantee you a job offer.

ENCLOSURE E
GRADE RETENTION

1. The provisions of this enclosure apply to employees entitled to grade retention under Section 5362 of Title 5, United States Code. This provision of the MPP does not apply to employees entitled solely to pay retention.
2. It is TAG's intent to provide aggressive priority placement assistance to those employees in grade retention status.
3. Placement Actions:
 - a. Separate retained grade rosters for ARNG and ANG employees who are placed in lower graded positions as the result of RIF or reclassification actions will be maintained by HRO.
 - b. These employees will be afforded priority placement for a period of two (2) years to equal or intervening grade positions for which they meet the full employee and military qualifications.
 - c. Such priority placement efforts will precede normal vacancy publication actions under the MPP. Upon receipt of a request to publish a vacancy announcement, HRO will:
 - (1) Review the retained grade roster.
 - (2) Determine if qualified employees are available within the commuting area.
 - (3) If only one qualified employee is identified from the retained grade roster, a reassignment offer will be made and an information copy of the offer will be forwarded to the supervisor who requested the announcement.
 - (4) If more than one qualified employee is identified within the commuting area, an "over-graded employee" certificate of all eligible employees will be forwarded to the selecting supervisor for selection.
 - (5) Reassignment offers will be made to qualified employees outside the commuting area if no qualified employees are identified within the commuting area. Information copies of the offers and employee responses will be furnished to the supervisor who requested the announcement. Offers outside the commuting area may be made to equal or intervening grade positions.
 - (6) If no qualified employees are identified from the retained grade roster, the vacancy announcement will be processed in accordance with this instruction.

d. Grade and pay retention will be terminated if an employee refuses an offer to a position within the commuting area equal to the employee's retained grade.

e. Over-graded employee's names will be removed from the over-graded roster at the expiration of the two (2) year grade retention period.

f. Acceptance or declination of a position at an intervening grade will not affect grade retention. (Example: An employee in a retained grade of WG-12 in a WG-10 position who is offered and declines a WG-11 position.)

g. Acceptance or declination must be in writing and received within 10 days.

ENCLOSURE F
TEMPORARY AND TIME-LIMITED APPOINTMENTS

1. Temporary Appointments: A temporary appointment may be made outside competitive procedures if the duration of the appointment is not to exceed one year. Selections for temporary appointments must meet the minimum qualifications for the position and at the grade levels for which employed.
 - a. Normally, temporary appointments for short periods of time will be filled at less than the journeyman level.
 - b. The HRO may adjust the grade level for which a temporary appointment is requested.
 - c. Temporary appointments may be terminated with no notice when the position or the employee's services are no longer needed.
 - d. A temporary appointment does not confer permanent status.
 - e. Temporary appointees are not eligible for coverage under the retirement system and do not accrue military leave. Temporary employees will begin to accrue military leave upon completion of one year of employee service.
 - f. Temporary employees who are expected to work at least 90 days or have been appointed for at least 90 days are eligible for health insurance.
 - g. Title 32 military technician temporary appointments may be extended annually up to a maximum time limit of four years.
 - h. Title 5 civilian employee's temporary appointment may be extended up to a maximum time limit of four years.
2. Time-Limited Appointments: Commonly referred to as an indefinite appointment this type of appointment is for an unlimited/unspecified time, preferably when there is a need for the position to extend beyond one year.
 - a. Competitive procedures must be used when filling a position on a time-limited/indefinite basis.
 - b. A time-limited appointment with indefinite tenure (Tenure 3) does not confer permanent status.
 - c. Time-limited appointments may be terminated when the position or the employee's services are no longer required.
 - d. All terminations of employees on time-limited appointments with indefinite tenure require a thirty (30) day written notification by the HRO to the employees.

e. Time-limited employees with indefinite tenure may be promoted, reassigned, or changed to a lower grade, to other positions.

f. Time-limited employees with indefinite tenure may be converted to permanent status in the same position if/when the original vacancy announcement included a statement to that effect.

g. Time-limited employees with indefinite tenure pay into the retirement system, receive annual, sick, and military leave, and are eligible to participate in federal health and life insurance programs.

3. Temporary Supervisors: Management may non-competitively assign/appoint an employee to a supervisory position temporarily on the condition that there are no other equally qualified individuals in the work center or unit. However, it is suggested that competitive procedures are used to recruit from qualified individuals for selection, and advancement should be determined solely on the basis of relative competencies, and fair and open competition assures that all receive equal opportunity.

ENCLOSURE G
POSITION ANNOUNCEMENT PROCEDURES

1. A request for a position announcement may be submitted as soon as a projected vacancy is known.
2. As current on-board T5 Competitive Service employees separate from their respective positions and the positions become vacant, those positions are directly converted into T5 Excepted Service positions. Such positions will be advertised as T5 Excepted Service positions.
3. The Selecting Official will submit when requesting that a position be filled, a CNG Form 690-1 (Appendix A to Enclosure G), Vacancy Announcement Request, through normal channels, to HRO utilizing Defense Civilian Personnel Data System (DCPDS). The following information is required:
 - a. Position Title, Series, Grade(s), Position Description Number, Location, paragraph and line number for Army positions, and Functional Account Code (FAC) and position number for Air Force positions.
 - b. Type of appointment (T5 or T32).
 - c. Requested area of consideration (see Enclosure J for a description of the areas of consideration).
 - d. Recommended selective placement factors: full justification must be submitted if selective placement factors are used.
 - e. Whom the position is vice, reason for vacancy (promotion, resignation, etc.) and effective date the position will be vacant.
 - f. Title, Name and e-mail address of Selecting Official. Selection authority must be delegated to the lowest level of supervision consistent with good management practices. Must provide alternate Selecting Official and HRO Remote Designee contacts.
 - g. Duration of Announcement.
 - h. Position Sensitivity (Security Clearance Level).
 - i. Certification of available funds (ANG only).

APPENDIX A TO ENCLOSURE G
EMPLOYEE VACANCY ANNOUNCEMENT REQUEST (CNG FORM 690-1)

You may also refer to the following link: https://calguard.ca.gov/wp-content/uploads/sites/62/2018/01/CNG_Form_690_1-Vacancy-Announcement-Request.pdf

VACANCY ANNOUNCEMENT REQUEST			
CNG VA#		USA JOBS VA#	
I. POSITION INFORMATION			
1. Position Title		2. Position Description #	3. FAC or PAKA
4. Pay Plan	5. Occupational Series	6. Grade(s) Advertised	7. MPCN or LINE NR.
8. Name and Location of Position	8a. Hierarchy Info: Tech Supv:	9. Appointment Type: <input type="checkbox"/> PERMANENT <input type="checkbox"/> INDEFINITE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> TEMPORARY PROMOTION/NTE _____ YRS/MOS	
	Tech Senior Rater:	<input type="checkbox"/> T32 Exc Svc/Mil Tech <input type="checkbox"/> T5 Excepted Service-Merit Promotion (Internal) <input type="checkbox"/> T5 Excepted Service-Public (External)	
10. Duty Location (City, State)		11. Vice (Name and/or Action Vacating Position)	
12. Security Clearance Requirement <input type="checkbox"/> NONE <input type="checkbox"/> NATIONAL AGENCY CHECK <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET <input type="checkbox"/> TOP SECRET SBL/SCI		13. Position Requires Travel <input type="checkbox"/> Infrequent/ Rare <input type="checkbox"/> Some, 1 to 5 days per month <input type="checkbox"/> Frequent, More than 5 days per month	
14. Remarks/Special Instructions			15. Number of Vacancies
14a. Subject Matter Expert (SME) to assist with staffing issues, if applicable (name, phone & email):			_____
16. Salary: \$ _____ to \$ _____			17. Advertise Concurrent w/ AGR VA # _____
II. RECRUITMENT INFORMATION			
1. Area of Consideration <input type="checkbox"/> Area I-Current CNG Employees <input type="checkbox"/> Area II-Current CNG Military Members <input type="checkbox"/> Area III-All Sources (Military) <input type="checkbox"/> Area IV-Red Employees/US Citizens/ Reemployment Eligibles (External)		For HRG use only - Area I Check all that apply <input type="checkbox"/> Permanent <input type="checkbox"/> Indefinite <input type="checkbox"/> Temporary	2. Work Schedule <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME
4. Applications will be Accepted Only from Grades (Circle Each Grade that applies) Enlisted E1, E2, E3, E4, E5, E6, E7, E8, E9 Enlisted Eligible Warrant Officer W1, W2, W3, W4, W5 Warrant Officer Candidate/Eligible Officer O1, O2, O3, O4, O5, O6 Officer Candidate/Eligible Title 5 (T5)-Civilians/US Citizens		3. Subject to Night and/or Rotating Shifts <input type="checkbox"/> YES <input type="checkbox"/> NO	
7. Payment of Recruitment/Relocation Incentive <input type="checkbox"/> YES <input type="checkbox"/> NO		5. Applications to be accepted for: <input type="checkbox"/> 14 Days <input type="checkbox"/> Other _____ (Minimum 5 days/ max 10 days (T5 only)) <input type="checkbox"/> 21 Days <input type="checkbox"/> Open until filled (days - max 1 year)	
9. Position Title of Selecting Official		6. Automatic Extension If the VA has 5 or less Applicants on the workday before it closes, do you wish HR to extend the vacancy announcement 7 days (max 14)? <input type="checkbox"/> YES <input type="checkbox"/> NO	
		8. Payment of PCS Costs may be Authorized <input type="checkbox"/> YES <input type="checkbox"/> NO	
		10. E-mail Address for Draft VA and Certificate of Eligibles	

CNG FORM 690-1 (27 December 2017), Vacancy Announcement Request

ENCLOSURE H
VACANCY ANNOUNCEMENT CONTENTS

1. Vacancies will be announced on www.usajobs.gov website when a position is not filled as an exception to competition.
2. Vacancy announcements will contain the following information as a minimum:
 - a. Title, series, grade, and salary range of the position.
 - b. Type of appointment (T32 Excepted Service or T5 Excepted Service).
 - c. Military grade requirements (if applicable).
 - d. Area of Consideration.
 - e. Compatibility requirements (Specialized Skill Identifier – SSI, Military Occupational Specialty - MOS, and/ or Air Force Specialty Code - AFSC).
 - f. Organization and geographical location of the position.
 - g. Information regarding known promotion potential, if applicable.
 - h. Summary of duties (obtained directly from the introduction to the position description).
 - i. Minimum specialized experience qualification requirements.
 - j. Opening and closing dates and how to apply.
 - k. Equal employment opportunity statement.
 - l. Selective Placement Factors and/ or Key Requirements, if any.
 - m. Assessment Questionnaire.
 - o. Number of positions being announced, if more than one.
 - p. Availability of Permanent Change of Station (PCS) reimbursement (if applicable).
 - q. Required Security Clearance
 - r. Frequency of Travel.
 - s. Veterans' preference requirements (T5 Only).

ENCLOSURE I
AREA OF CONSIDERATION

1. An area of consideration is the area (geographically, organizationally, or functionally) in which an intensive search for candidates is made.

a. Areas of consideration must be sufficiently broad to ensure the availability of high quality candidates and sufficient applicant pool taking into account the nature and level of the positions covered.

b. The area of consideration for each specific vacancy announcement will be deemed most appropriate by nominating supervisor and HRO.

c. Depending on the circumstances, the area of consideration may be expanded or restricted. The area of consideration may be further established using the following:

(1) Current CNG Employees

(a) Resumes are only accepted from individuals who are current/onboard employees of the California ARNG and/ or ANG regardless of where they reside.

(b) In order to maximize promotional opportunities for employees within the California National Guard program, and target current T5 and T32 employees, the area of consideration will normally be current CNG employees.

(2) Current CNG Members (California National Guard membership status is required).

(a) Resumes are only accepted from individuals who are current military members of the California ARNG or ANG regardless of where they reside.

(b) In order to maximize promotional opportunities for employees within the California National Guard program, and target CNG guardsmen and airmen, the area of consideration will normally be current CNG Members.

(3) All Sources –Military (nationwide) Applications accepted from any interested individual or military member. The area of consideration may be limited to Regular Air Force /Regular Army, Reserves, or National Guard nationwide (T32 only).

(4) Federal Employees/US Citizens/Reemployment Eligibles (Public). Applications will be accepted from current Federal Employees (both excepted and competitive service), Reemployment Eligibles and/or any interested individual with U.S. citizenship.

2. Title 5 Excepted Service Vacancy Announcements.

- a. T5 civilian vacancies may be advertised and open to the public (External) or to employees of the agency only (Internal).
- b. The mandatory DoD Priority Placement Program (PPP) a tool to match displaced employees with vacant positions will be used for all T5 civilian vacancies.
- c. The PPP list must be reviewed and cleared before proceeding with action to fill the vacancy.
- d. If a PPP match is found in the Automated Stopper and Referral System (ASARS), an employment offer will be made to the well qualified candidate, and the vacancy request or vacancy announcement will be cancelled.
- e. Exceptions to PPP policy are as follows: A planned management action to upgrade an encumbered position, which does not create a new vacancy; job swaps if both employees accept the management directed reassignment; career promotions (if employee has already competed for the job); non-competitive temporary promotions NTE 120 days.

3. Military Grade (T32 only).

- a. Supervisors may choose to select a specific military grade or range of military grades from which to accept applications.
- b. The military grade restrictions will be determined based on employee compatibility considerations and military position available.
- c. Military grade criteria are applied based on the military grade of the applicant on the day the announcement closes.
- d. For T5 employees this portion of the area of consideration does not apply.

ENCLOSURE J
OPEN AND CLOSING DATES FOR EMPLOYEE VACANCY ANNOUNCEMENTS

1. Vacancy announcements will be advertised for the following minimum lengths of time:
 - a. Current CNG Members or Current CNG Employees: 14 calendar days.
 - b. All Sources (Military): 21 calendar days.
 - c. Open until Filled. Minimum 1 year (May be extended at yearly increments)
2. Title 5 positions will be announced for a minimum period of 5 days, not to exceed a total of 10 days.
 - a. Written justification must accompany CNG FORM 690-1 (see Appendix A to Enclosure G) to exceed the open period of 5 days.
 - b. There must be a reasonable expectation of the receipt of a sufficient pool of qualified applications (usually 5 or more) and HRO must concur.
 - c. Final approval authority lies with the Director of Human Resources.

ENCLOSURE K
QUALIFICATION STANDARDS

1. Title 5/Title 32 Excepted Service

a. Qualification requirements provided by NGB and selective placement factors (if used) will serve as the basis for determining eligibility.

b. National Guard Bureau standards may be modified by the selecting official with HRO concurrence using a job analysis procedure.

c. Office of Personnel Management (OPM) qualification standards and selective placement factors (if any) must be used if/when there is not an NGB qualification standard established for the T5 Excepted service position.

2. Title 5 Competitive Service (For Career Promotions)

a. T5 competitive service employees selected from certificate of eligibles issued by the Office of Personnel Management (OPM), which include a career promotional opportunity, must complete all experience, training, and/or education requirements outlined in the OPM qualification standards.

b. Additionally, selective placement factors (if any), proof of competitive status, time-in-competitive appointment restrictions and time-in-grade requirements (5 CFR §300.604) will serve as the basis for determining eligibility for advancement to the next higher grade level.

ENCLOSURE L
APPLICATION PROCEDURES

1. The resume is the required document used to determine an individual's qualifications for a position.

a. The resume must reflect the applicant's current and past civilian employment information and dates (month/year), as well as military duty assignments, qualifications, education, and training (if applicable).

b. Complete and accurate data is essential to insure fair evaluation of candidates for both excepted and competitive service positions.

c. Individuals applying for a to vacancy announcements must:

(1) Carefully review the qualification requirements for the vacancy and match their own experience, education, training and other related factors to those in the announcement prior to submitting their resumes. Resumes should only be submitted if the minimum qualification requirements and selective placement factors are met.

(2) Include all experience (with percentages of time for each duty), education, training, awards, special qualifications, and other information which is directly related to the position that one is applying to. Copies of position descriptions or photographs will not be accepted. Resumes should be written in the applicants own words and not a duplication of verbiage found in the position description.

(3) Submit resumes and any required supporting documents (transcripts, flight hour logs, SF-50, Report of Individual Person (RIP), etc.) via www.usajobs.gov Specific instructions and requirements will be listed on the vacancy announcement.

(4) Resumes emailed, mailed, faxed, or hand carried to the HRO will not be considered. The HRO may grant exceptions for extenuating circumstances, such as deployed applicants and/or technical difficulties.

(5) Resumes must be received not later than (NLT) the closing date of the announcement. Resumes received after the closing date will not be accepted.

d. Provide the resume (or other written format) and address the following information or it may not be rated:

(1) Job title on announcement and announcement number.

(2) Grade.

- (3) Name.
- (4) Social Security Number.
- (5) Mailing Address.
- (6) Phone number (daytime and evening).

(7) Work Experience related to the job for which you are applying, including job title (if federal, include series and grade), date experience was obtained (from mm /yy to mm / yy).

- (8) Salary (optional)
- (9) Hours per week.
- (10) Employer's name and address.
- (11) Supervisor's name and phone number.
- (12) Description of duties and accomplishments for each position.

e. If an applicant fails to give complete details, it may cause him/ her to be rated ineligible. The description of duties and responsibilities may be verified with former employers.

f. If an applicant fails to provide the required Veterans' preference documentation with his/her resume then he/she may not receive the claimed Veteran's preference.

ENCLOSURE M
CONSIDERATION OF ABSENT EMPLOYEES

1. Permanent and Time-limited employees who are absent due to mobilization or compensable injury may be considered for merit promotion during their absence.
2. Employees in an Absent-Uniformed Service (AUS) or Leave-Without-Pay (LWOP) status may apply for employee positions via www.usajobs.gov or email to ngcahrjobstech@ngb.army.mil (if unable to access the USA Jobs website).
3. Employees may entrust another individual (e.g. family member or friend) to submit their application and documentation to HRO in their absence.
4. It is the employee's responsibility to ensure that all required documentation is received by the closing date of the vacancy announcement.

ENCLOSURE N
TRAINEE AND UPWARD MOBILITY POSTIONS

1. Trainee and upward mobility positions may be used under the following circumstances:

a. Fully Qualified/Trainee Positions. Positions may be announced for consideration of applicants qualified at the trainee level, as well as, fully qualified applicants, when the qualification requirements make it difficult to find fully qualified applicants for the position (e.g., GS 07/ 09/ 11).

b. Trainee Only Positions: A position may be open for consideration of "Trainee Applicants Only" when it is desirable to fill a position at a lower grade (to provide entry level grades, or intermediate grades, for employment or promotional opportunity). The CNG Form 690-1 should reflect the lowest grade and highest grade advertised and should also state "Trainee Preferred" in the remarks section.

2. Determination of Trainee Grades. The specific trainee grades and qualifications to be announced for an employee position will be determined by HRO as follows.

a. General Schedule (GS) Positions: Selection of the trainee grades and required qualifications for GS positions are determined by the occupational series, qualification standards, Position Classification Standards, and normal career pattern for that series (one grade interval or two grade interval positions).

b. Wage Grade (WG) Positions: Selection of the trainee grade and qualifications for WG positions are determined by the occupational series, journeyman level of the position, qualification standards, Position Classification Standards, and normal career pattern.

3. Promotion of a Trainee.

a. An employee selected through merit placement procedures to fill a position at less than the authorized target grade, who completes all necessary training programs, and meets both the qualifications and legal requirements for the position, may be non-competitively promoted upon recommendation and certification of fully acceptable performance by the immediate supervisor of the position.

b. Title 5 competitive service positions require the completion of one year Time-in-Grade (TIG) prior to promotion to a higher grade regardless of qualifications. Additionally, T5 competitive service has a Time-After-Competitive appointment restriction for new employees appointed into the competitive service, which prohibits promotion, reassignment, transfer or reinstatement of a former employee to a higher grade or different position

within the first 90 days of original competitive appointment. The SF-50, Notification of Personnel Action, and/ or original announcement will normally indicate requirements that must be completed for non-competitive promotion.

c. A Statement of Difference (SOD) and Individual Development Plan (IDP) are required for all trainee positions. Supervisors must establish these items at the time the position is filled.

d. Promotion of a trainee to the next trainee level or the target position is not automatic with the completion of time-in-grade or on the job training to meet qualification requirements.

e. The immediate supervisor and higher supervisors in the organization must assure the trainee level has been adequately mastered through actual performance (not just passage of time) and higher trainee level or target level duties are available and essential as identified on NGB Form 650 (IDP).

f. If incumbent is not promoted to the trainee level or target level because the trainee level has not been mastered, he / she should be reassigned (or other appropriate action taken) unless the supervisor is satisfied that the trainee level will be mastered.

ENCLOSURE O
DETAILS

1. Managers may detail employees for any legitimate management purpose, for example, to handle unexpected workloads or special projects, to fill in during another employee's absence, or for training.
2. Employees being detailed to another position do not have to meet NGB / OPM staffing qualification requirements. However, employees must meet any special certification or licensing requirements necessary to perform the position (example motor vehicle license).
3. Details to higher graded positions may not exceed 120 cumulative calendar days during any 12 month time frame, and may not be used in conjunction with a temporary promotion action. See Enclosure D for exceptions to competition.
4. Details to a position of the same grade or lower will normally be accomplished in increments not to exceed 120 calendar days. At the completion of the 120 calendar day detail, managers may detail the employee for an additional 120 calendar day period. Good judgment should be exercised when extending a detail to lower grade duties.
5. Details may be to either an official position description or a list to duties developed by the supervisor that was coordinated and approved by the HRO Position Classification Specialist.
6. Details exceeding 30 calendar days must be documented on an SF-52, Request for Personnel Action, and filed in the employees Official Personnel Folder.
7. Details between T32 positions and T5 positions are not authorized.
8. Details outside of the commuting area are discouraged and may result in temporary relocation or Temporary Duty (TDY) entitlements

ENCLOSURE P
TEMPORARY PROMOTIONS

1. A temporary promotion is the most appropriate means of meeting a situation requiring the temporary service of an employee in a higher graded position, with classification review/ verification.

a. A temporary promotion may be used when an employee has to perform the duties of a position during the extended absence of the incumbent; to fill a position that has become vacant until a permanent appointment is made; to assume responsibility for an increased workload for a limited period; or to participate in a special project which will last for a limited period.

b. Temporary promotion to an established position not only gives better recognition of management's needs and the employee's new responsibilities, but also compensates the employees more adequately for the higher graded work performed.

2. A temporary promotion is not appropriate, however, for training or evaluating an employee in a higher-grade position. It may not be used to give an employee a trial period before permanent promotion; to decide among candidates for permanent promotion; or to train an employee in higher graded positions.

3. An employee selected for a temporary promotion must be informed in advance of the promotion, and the circumstances that make it a temporary promotion, rather than a permanent promotion.

a. The employee must be informed in terms that leave no doubt of the temporary nature of the action and of all conditions relating to it, including its expected duration.

b. Assurance must be given that the employee will return to the original position from which promoted when there is no longer a need in the higher grade, or when the expected period has ended.

c. The temporary promotion will be documented to show that the employee has full knowledge of the action taken, and the conditions under which the temporary promotion was made. The employee must sign CNG Form 690-7 (Appendix A to Enclosure P), Conditions of Temporary Promotion.

4. An employee may be temporarily promoted for the expected duration of the need of his/ her services in the higher grade not to exceed five years under competitive merit placement procedures. Non-competitive temporary promotions will last for 120 days or less, as listed in Enclosure D. Prior time served on a detail to higher graded positions or temporary promotion during the proceeding twelve months or 52 weeks is included when computing the period.

5. Upon expiration of Temporary Promotion, the employee will be returned to his/her original position and grade as if he/she had not been promoted with no change in pay, unless permanently promoted to the position. If the temporary promotion is made permanent immediately following the expiration or termination of temporary promotion, the agency may not return the employee to the lower grade.
6. A temporary promotion may be made permanent if competitive procedures were used originally, and the vacancy announcement stated that it could lead to a permanent promotion without further competition.
7. Temporary promotions require HRO approval, prior to placing an employee on the higher graded position and assigning them the higher graded duties. Temporary promotions may not be made retroactively
8. Temporary promotions between T32 positions and T5 positions are not authorized.

ENCLOSURE Q
CERTIFICATION

1. HRO will screen all properly received resumes in the area of consideration to ensure that candidates meet the basic eligibility requirements as indicated on the vacancy announcement after the vacancy announcement has closed. Candidates meeting the basic eligibility requirements on the vacancy announcement will be referred to the selecting supervisor on a Certificate of Eligibles (COE).
2. Priority consideration must be afforded to all qualified onboard/current CNG Army employees, and will be forwarded to Selecting Official before any other certificates of eligibles in Area 2 or 3 are issued.
 - a. This requirement is not applicable to ANG employees/employees.
 - b. The only exception to this requirement is the referral of qualified Veteran's preference eligibles (T5 only).
 - c. When selecting officials request to extend the applicant pool beyond Area 1 (current employees), full justification will be furnished to HRO for the request. The HR Staffing Specialist will contact the Labor Relations Specialist prior to granting a request to extend the area of consideration.
3. The COE will list the eligible candidates with an appropriate eligibility rating or category ranking.
 - a. For T5 Applicants Only: Using Category Rating procedures applicants are placed in one of three predefined quality categories and ranked according to preference eligibility and non-preference eligibility. All qualified preference eligibles are placed ahead of non-preference eligible. Veteran's preference will be considered for vacancies under merit promotion when an agency accepts resumes from individuals outside its own workforce. Veteran's preference does not apply to internal placement actions.
 - b. All qualified resumes will be forwarded for review and selection, unless there is a need to further reduce the number of qualified candidates. There is no limit to the number of resumes which may be referred to a selecting official; however a "cut-off" number may be established (e.g., 15).
 - c. The selecting official may select or non-select any candidate on the COE. However, a non-preference eligible may not be selected over a preference eligible.
4. Category Rating (T5 only): Applicants who possess specified competencies are ranked above those who do not; but, no one is rated ineligible solely for failure to possess all defined competencies. Under category rating the selecting official may choose from among a group of "highly qualified" candidates, rather

than limiting their choice to just three names or the "top three. The following are the three rating categories:

a. Highly-Qualified: The numeric value rating normally ranges from 90-100 points. This higher numeric value group is applied for those candidates who possess the type and quality of experience that substantially exceeds the minimum qualifications of the position, including all selective placement factors. The candidates are considered as highly proficient and fully competent to effectively perform all the job requirements; and, can successfully perform in the position almost immediately, or with a minimum amount of training and/or orientation.

b. Well-Qualified: The numeric value group normally ranges from 80-89 points. This next lower numeric value group is used for those candidates that meet the minimum qualifications of the position and are proficient in most, but not all, of the requirements of the position. Candidates may require some training and/or orientation in order to satisfactorily perform the duties of the position.

c. Qualified: The numeric value group normally ranges from 70-79 points. This lowest group is used for those candidates who meet the minimum qualifications of the position and are proficient in some, but not all, of the position's requirements. Candidates will require extensive training and/or orientation in order to satisfactorily perform the position's duties.

5. The category rating procedure will be used by the HR Staffing Specialist and must be applied consistently and equitably to applicants and are based on job-related series' qualifications and competency criteria identified in the job analysis and crediting plan (T5 only).

6. Preference eligibles with at least 10 percent compensable service connected disability rating must be listed in the highest category group regardless of the category originally assigned to in the rating process. Preference eligibles that do not have 10 percent or more disability rating are listed in a category based on job related assessment and ranked ahead of non-preference eligibles.

7. Selecting officials must take prompt action to begin evaluation/ and or selection procedures. See Enclosure S, for T32 Evaluation Procedures.

a. Selections must take place within 30 calendar days from the issuance of any COE unless a justified written request is approved by HRO. Any extension request must be received by HRO before the close of business on the 30th calendar day, with justification outlining reasons for the delay.

b. Failure to complete a timely selection action may result in the COE becoming unavailable for viewing due to expiration, as well as the automatic closing of the COE by HRO.

ENCLOSURE R
SELECTION PROCEDURES

1. Management retains the right to select or non-select from any list of properly certified candidates. Selections for positions announced for dual employee / AGR consideration may be made from either the employee or the AGR COE. Dual announcements (e.g. Employee / AGR) will be advertised on separate vacancy announcements, except Army/Air combined vacancy announcements (considered Joint Staff), and will be documented individually.
2. Selecting officials will review each application and may select from the referral list or interview candidates upon receipt of the COE. Selecting officials have latitude to consider using a review panel to assist in, or to evaluate the qualified applications using the evaluation procedures.
3. Selecting officials shall use an Interview Board or Review Panel, as well as the evaluation procedures contained in Enclosure S (T32 only) if more than three (3) qualified resumes are received for a military employee vacancy announcement.
4. Selecting officials are not required to use evaluation procedures contained in Enclosure S for T5 excepted service vacancy announcements.
5. Interviews: After receiving the applications/ resumes of the highly qualified candidates, the selecting supervisor may interview all candidates, those with the highest scores (e.g., 90-100)
 - a. If the supervisor interviews one candidate in a certain category or group, he/ she must interview all candidates of that category/group or conduct more than one board to assist with refining the list of candidates.
 - b. A selection interview allows the selecting official or review panel to:
 - (1) Evaluate the applicant's motivation, level of interest, and oral communication skills.
 - (2) Provide the applicant with an opportunity to gain specific, detailed, information regarding the position.
 - (3) Provide the applicant with the opportunity to furnish additional information that may not be contained in the application.
 - c. Interview Questions: If an interview process is used, questions should be asked to solicit job related information to assist in evaluating the candidate's competencies to perform the duties of the position. Standard questions that may be asked are met:

(1) Questions which will assist the applicant in describing experience, education, training, achievements, and suitability that relates to the requirements for the position.

(2) Questions about willingness to accept working conditions, such as shift work, travel, hours of duty, etc.

(3) Open-ended questions which allow the applicant to demonstrate his/ her interest and potential motivation if selected for the position.

(4) Questions regarding marital status, religion, or sexual orientation are prohibited.

7. Selecting officials are responsible for determining the employment status from the individual's application and/ or interview.

a. Selecting officials must contact HRO to confirm that a candidate is being transferred from another CNG unit, State National Guard or federal agency. This prompts HRO to coordinate a transfer request and ensure employee's benefits and pay is not interrupted.

b. Selecting officials are also responsible for determining if the individual possesses the appropriate security clearance and is MOS/ AFSC compatible with the position.

c. If a selecting official finds that a disabled veteran with a 30% or more disability does not meet the physical requirements for the position he/she may request to disqualify or pass over the candidate to select a non-preference eligible through HRO. A valid reason for the disqualification and/or pass over must be provided through HRO to OPM. HRO must notify OPM and the disabled veteran of the reasons for the determination. The disabled veteran has 15 days to respond to OPM. OPM has the authority to make the final determination on a disabled veteran's ability to perform the position's duties.

d. If the selecting official desires to disqualify or pass over a preference eligible for qualifications, physical, suitability or security requirements one may contact HRO to discuss any concerns or objections. The Director of the Human Resources Office has the authority to make the final approval/disapproval for pass overs or disqualifications of preference eligibles for qualifications, security or suitability reasons. The preference eligible may request a copy of the agency's reason for the pass over.

8. Job Offer and Acceptance: After a selecting official has determined the best qualified candidate; they will contact the individual and tentatively offer the position. Tentative offers may be made verbally or in writing.

a. The HRO does not provide formal job offer letters to selectees; however, the selecting official may provide a final offer letter upon receiving an HRO approved start date (via email) for selectee.

b. Selecting officials will notify the individual of the approved start date provided by HRO.

c. The HRO will notify those candidates not selected via email from USA Jobs.

d. Individuals should have a reasonable amount of time to accept or decline the tentative job offer. The selecting official may set a job offer acceptance due date (e.g. 1 week, etc.).

e. Applicants that accept a tentative job offer must be available to work within a reasonable amount of time (as determined by the selecting official such as three weeks, etc.). Applicants unable to report to work may have the job offer void by the selecting official.

f. Applicants that cannot meet a requirement of the position (i.e. compatible military membership, FM Certification) within a reasonable amount of time (as determined by the selecting official) may be bypassed for a more available applicant.

g. The selecting official may offer the position to another applicant, if the individual declines the position in writing (email is also acceptable). Declination documentation must be forwarded to HRO.

9. Documentation: Following selection, the selecting official must provide HRO via DCPDS and/ or USA Staffing (USAS), complete copies of:

a. The signed COE (must be returned via USAS)

b. CNG Form 690-5 (Candidate Selection Worksheet - see Appendix A to Enclosure R), if applicable.

c. CNG Form 690-6 (Competency Category Worksheet - see Appendix B to Enclosure R), if applicable.

d. All evaluation process and interview notes along with any other documents needed to support and process the personnel action(s). For example, SF-52 and/ or CNG Form 690-2 (Nomination for Employee Employment - see Appendix C to Enclosure R).

10. Military Compatibility (T32 only).

a. The selecting supervisor will ensure that the selectee is qualified for assignment to a compatible military position prior to completion of selection documentation.

b. This includes military grade, military duty assignment title, and unit of assignment must be entered on CNG Form 690-2. Additional documentation may be attached (e.g. DD-4, Form 2096, etc.).

11. Investigation, Suitability, and Fitness Requirements.

a. Current investigative procedures used for CNG military members are sufficient in meeting the investigation, suitability, and fitness determination prescribed by law.

b. Security clearance must be verified upon placement (if applicable).

c. The agency must ensure investigative requirements are met if the duties and responsibilities of a T32 "military" employee requires a higher level of investigation, outside the scope of military requirements.

d. Title 5 civilian employees (with no military affiliation), are subject to investigative requirements. The minimum level of investigation required, upon initial entry into civil service, is the National Agency Check (NAC), however other positions may require higher level clearances.

12. Final Approval.

a. All appointment, promotion, conversion, and reassignment actions offered under the provisions of the MPP are to be made tentative awaiting final approval from HRO.

b. Under no circumstances will a selecting official start a new employee without prior HRO approval.

c. The HRO reviews all documentation to ensure proper selection procedures were followed and the personnel action meets legal and regulatory requirements.

13. Non-Selection.

a. Selecting officials must provide a statement addressing the reason(s) each certified candidate was non-selected to HRO with the returned COE if no selection is made and there are five (5) or more certified candidates.

b. The HRO will advise each applicant of the reason for his/ her non-selection via email through USA Staffing and USAJobs.gov.

APPENDIX A TO ENCLOSURE R
CANDIDATE SELECTION WORKSHEET (CNG FORM 690-5)

You may also refer to the following link: https://calguard.ca.gov/wp-content/uploads/sites/62/2018/01/CNG_Form_690-5-Candidate-Selection-Worksheet.pdf

CANDIDATE SELECTION WORKSHEET		
1. Candidates Name	2. Phone Number	
	a. Home or Cell	b. Work
3. Address	4. Position Title	5. Announcement Number
6. Selection Procedure: <input type="checkbox"/> APPLICATION ONLY <input type="checkbox"/> PERSONAL INTERVIEW <input type="checkbox"/> PHONE INTERVIEW		
SELECTION EVALUATION		
<i>Instructions: List the competencies utilized on the vacancy announcement. For each competency listed, the interviewer must annotate the evaluation for the candidate as superior, above average, or average. Comments either positive or negative should be entered after each competency. Additional competencies may be continued on another page.</i>		
1. Competency: Comments:		<input type="checkbox"/> SUPERIOR <input type="checkbox"/> ABOVE AVERAGE <input type="checkbox"/> AVERAGE
2. Competency: Comments:		<input type="checkbox"/> SUPERIOR <input type="checkbox"/> ABOVE AVERAGE <input type="checkbox"/> AVERAGE
3. Competency: Comments:		<input type="checkbox"/> SUPERIOR <input type="checkbox"/> ABOVE AVERAGE <input type="checkbox"/> AVERAGE
4. Competency: Comments:		<input type="checkbox"/> SUPERIOR <input type="checkbox"/> ABOVE AVERAGE <input type="checkbox"/> AVERAGE

APPENDIX C TO ENCLOSURE R
NOMINATION FOR EMPLOYEE EMPLOYMENT (CNG FORM 690-2)

You may also refer to the following link: https://calguard.ca.gov/wp-content/uploads/sites/62/2018/01/CNG_Form_690-2-Nomination_for_Federal_Employment.pdf

NOMINATION FOR FEDERAL EMPLOYMENT			
NAME		SSAN	DOB
VA #	<input type="checkbox"/> PERMANENT <input type="checkbox"/> INDEFINITE <input type="checkbox"/> TEMPORARY NTE _____		
POSITION TITLE	PAY PLAN, SERIES, GRADE	POSITION DESCRIPTION NUMBER	PARA/LINE or FAC/MPOR
IN-DAY ORGANIZATION	MILITARY GRADE/TITLE	MOS/AFSC	MILITARY UIC / PAS CODE
PROPOSED EFFECTIVE DATE	VICE	PRIOR FEDERAL/MILITARY SERVICE <input type="checkbox"/> Yes (ATTACH SF344/DO234) <input type="checkbox"/> No	CURRENTLY AN EMPLOYEE (AGR)? <input type="checkbox"/> Yes (check Emp or AGR) <input type="checkbox"/> No
NAME OF POSITION'S ORGANIZATION	ADDRESS	UNIT POC/TELEPHONE/E-MAIL	
REMARKS		EMPLOYEE HIERARCHY INFORMATION EMP SUPP/RATER: EMP SENIOR RATER:	
TO BE COMPLETED BY NOMINATING SUPERVISOR			
I certify that this Position Description is an accurate statement of major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.			
NAME/TITLE	SIGNATURE	DATE	TELEPHONE
TO BE COMPLETED BY COMMANDER/DIRECTOR			
NAME	SIGNATURE	DATE	
CERTIFICATION OF FUND AVAILABILITY			
NAME/TITLE	SIGNATURE	DATE	
DIRECTORATE FOR HUMAN RESOURCES OFFICE USE ONLY			
NOA	AUTH 1	AUTH 2	EFFECTIVE DATE
POSITION TITLE	PP/SERIES/GRADE/STEP		PAY
POSITION DESCRIPTION # / SEQ	REQUIRED APPT DOCS:		Pay Table _____ PRD _____
REMARKS FOR SF50 (DCPDS Code)		STAFFING NOTES:	
		CLASS NOTES:	
DIRECTORATE FOR HUMAN RESOURCES APPROVALS			
OFFICE	Name	DATE	

CAL NG Form 690-2 (4 December 2017) Previous Editions Obsolete

ENCLOSURE S
EVALUATION PROCEDURES

1. Where there are more than three (3) qualified applicants, selecting official must refine eligible candidates by establishing an interview board or review panel.
 - a. The COE will list the final rating scores of each candidate, as a result of self-assessment through USA Staffing or the Staffing Specialist's final rating.
 - b. CNG Form 690-5 (Candidate Selection Worksheet) and CNG Form 690-6 (Competency Category Worksheet) will be used to assist with the evaluation process and to document specific interview notes.
2. Selecting officials must evaluate all candidates unless the individuals have withdrawn from consideration (must be in writing - email is acceptable).
3. Selecting officials may consider personal interviews (to include phone interviews or web conference) or use a review panel.
4. Selecting officials may consider giving due weight to performance appraisals and incentive awards.
5. Experience as described on the application / resume will be evaluated in terms of type and quality relative to the requirements of the position.
 - a. Length of service will only be used when there is a clear relationship to quality of performance or when necessary to break ties (when all other ratings are equal).
 - b. Experience will be rated according to the following categories:
 - (1) Superior Level Experience. Candidate possesses type and quality of experience that substantially exceeds the basic requirements of the position, including selective placement factors, and could be expected to perform effectively in the position almost immediately or with a minimum of training and/or orientation.
 - (2) Above Average Level Experience. Candidate possesses type and quality of experience that exceeds the basic requirements of the position and could be expected to perform effectively in the position within a reasonable period of time (e.g., 3 to 6 months).
 - (3) Average Level Experience. Candidate satisfies the basic requirements of the position, but:

(a) Type and quality of experience beyond that which is basically required is minimal.

(b) Extensive additional training and/ or orientation would be required to enable the candidate to satisfactorily perform the duties of the position.

6. Experience ratings will be converted to numeric ratings according to the point values below based on the number of factors. To obtain an applicant's total score simply add the number for each rating. Each factor is weighted equally.

ENCLOSURE T
RELEASE

1. Current supervisors must release and employee promptly from his/ her present position after selection for promotion / placement.
2. The gaining supervisor will arrange a release date with the losing supervisor.
3. Normally, release will be made at the beginning of the next pay period following a two week "transition" period.
4. The "transition" period allows the necessary time to out-process the losing organization, conduct training, and for the losing supervisor to issue a close out performance appraisal and make workload adjustment to cover the absence.
5. The effective date of a permanent change of station (PCS) action will typically be at least three pay periods after selection in order for the employee to properly arrange the PCS.
6. Major deviations to these timelines will be requested in memorandum format by the gaining organization to HRO for consideration.

ENCLOSURE U
PLACEMENT/PROMOTION RECORDS

1. Complete placement/ promotion records will be maintained by HRO to:
 - a. Provide a clear record of the action taken.
 - b. Evaluate the merit placement program.
 - c. Provide proof that merit placement actions are being made on a fair and equitable basis in accordance with the MPP.
2. Records Required. Sufficient records are required to allow reconstruction of the placement/ promotion actions. As a minimum, the following information and forms will be retained:
 - a. Vacancy Announcement request (CNG Form 690-1, Vacancy Announcement Request).
 - b. Copy of the Vacancy Announcement.
 - c. Copy of each qualified application received.
 - d. CNG Form 690-5 (Candidate Selection Worksheet), if applicable.
 - e. CNG Form 690-6 (Competency Category Worksheet), if applicable.
 - f. COE signed by the selecting supervisor.
 - g. Copy of each letter of declination or withdraw by applicants.
 - h. Copy of each non-selection letter sent by the HRO to qualified applicants.
3. When selection is made from the AGR Certificate (for Dual ANG Employee/ AGR announcements), the selecting supervisor must return the technician COE, stating that he selected a candidate from the AGR announcement, along with one of the following (if applicable).
4. Duration.
 - a. Normally, records are maintained for a minimum of two (2) years.
 - b. Copies of resumes, COE, and all letters are stored in USA Staffing indefinitely.

c. If a grievance is pending, the HRO will maintain records until the grievance is resolved,.

4. Privacy Protection.

a. Information relating to individual placement actions or to the candidates will not be discussed with or shown to unauthorized individuals.

b. Supervisors and personnel specialists participating in merit placement actions will not disclose the details of their work to unauthorized persons.

ENCLOSURE V
DIRECT HIRE AND SPECIAL APPOINTMENT AUTHORITIES

1. A Direct Hire Authority permits hiring without regards to competitive procedures, merit principles and other hiring provisions. Previously approved provisions such as Expedited Hiring Authority and Direct Hire authority for T32 or T5 Competitive Service employees and positions no longer apply.
2. There are currently two authorized Excepted Service Schedules which provides special hiring provisions. Schedule A and D authorities are as follows:
 - a. Schedule A, 5 CFR 213.3102 (i) (2). This authority is used to non-competitively appoint and fill specific positions for 30 days where a critical hiring need exists.
 - (1) A critical hiring need is for a particular position or group of positions that an agency must fill on an interim basis or short-term basis.
 - (2) Appointments under this authority may be extended for one additional 30 day time period.
 - (3) Appointments may not be used to extend the service limit of any other appointing authority.
 - (4) An agency may not employ the same individual under this authority for more than 60 days in any 12 month period.
 - (5) Positions under this authority are excepted from the Competitive Service.
 - (6) When requesting that a position be filled based on critical need, the Selecting Official will submit a CNG Form 690-2 (Appendix C to Enclosure R), Nomination of Federal Employment (along with supporting documents), through normal channels, to HRO utilizing Defense Civilian Personnel Data System (DCPDS). The following information is required:
 - (a) Position Title, Series, Grade(s), Position Description Number, Location, paragraph and line number for Army positions, and Functional Account Code and position number for Air Force positions.
 - (b) Justification for Critical Hiring Need Appointment. Include supporting documents which demonstrate the reason why other hiring authorities are not practical.
 - (c) Specify the duration for which the critical need is expected to exist.
 - b. Schedule A, 5 CFR 213.3102(u). This excepted authority is used to appoint persons with disabilities.

Severe physical disabilities include but are not limited to blindness, deafness, paralysis, missing limbs, epilepsy, dwarfism, etc.

(1) In order to be eligible for non-competitive appointment under Schedule A the documentation of the disability is required. In addition, upon hiring, the individual with a disability should complete the Standard Form 256. The SF-256 includes the legal definition of disability and list various disabilities.

(2) Eligible individuals may qualify for conversion to permanent status after two years of satisfactory service.

c. Schedule A, 5 CFR 213.3102(11). This excepted authority is used to appoint readers, interpreters, and personal assistants for employees with severe disabilities as reasonable accommodations.

d. Schedule D, 5 CFR 213.3402. This authority is used to fill positions with individuals that are attending a qualifying educational institutions or individuals who have recently graduated from an educational program. Appointments made under this provision are subject to the basic qualifications standards established by OPM for the occupation and grade level unless otherwise stated. Schedule D positions are subject to 5 CFR 362 requirements and the following constitute the Pathways Programs:

(1) Presidential Management Fellows Program. This program permits the hiring of "Fellows" at the GS-09, GS-11 or GS-12 level (or equivalent under another pay and classification system such as the FWS) depending on the candidates qualifications and positions' requirements. A Presidential Management Fellow (PMF) is an individual who, within the previous 2 years, completed an advanced degree from a qualifying educational institution. Appointments under this authority may not exceed 2 years except as provided in 5 CFR 362.

(2) Recent Graduates Program. This program permits the hiring of individuals who have recently graduated from qualifying educational institutions or programs. To be eligible, applicants must apply within two years of degree or certificate completions (except for veterans who are precluded from doing so due to their military service obligations, who will have up to six years after degree completion to apply).

(a) Initial appointments of recent graduates at any grade level, not to exceed GS-09 (or equivalent level under another pay and classification system, including the Federal Wage System (FWS)), depending on the candidates' qualifications, and the position's requirements except that:

(b) Initial appointments to positions for science, technology, engineering, or mathematics (STEM) occupations may be made at the GS-11 level, if the candidate possesses a Ph.D. or equivalent degree directly related to the STEM position the agency is seeking to fill.

(c) Initial appointments to scientific and professional research positions at the GS-11 level for which the classification and qualification criteria for research positions apply, if the candidate possesses a master's degree or equivalent graduate degree directly related to the position the agency is seeking to fill.

(d) Initial appointments to scientific and professional research positions at the GS-12 level for which the classification and qualification criteria for research positions apply, if the candidate possesses a Ph.D. or equivalent degree directly related to the position the agency is seeking to fill.

(e) Recent graduates must sign a participant agreement that sets forth the expectations for the program.

(f) Recent graduates may be non-competitively converted to permanent appointment after successful completion of a 1 year program.

(3) Internship Program. This program allows the hiring of students enrolled in a wide variety of educational institutions, from high school to graduate school level, with opportunities to work in agencies and explore Federal careers while still in school and while getting paid for the work performed.

(a) Initial appointments of interns under this authority at any grade level, depending on the candidates' qualifications.

(b) Students eligible for the Internship Program include students currently enrolled in accredited high school, college; professional, technical, vocational and trade school; advanced degree programs; or other qualifying educational institution pursuing a qualifying a degree or certificate.

ENCLOSURE W
APPOINTMENT AND PROMOTION OF SERIES GS-1102 CONTRACTING
PERSONNEL

1. The HRO must ensure all personnel actions, for Contracting Personnel in GS-1102 positions are correctly processed and fully comply with the applicable series' qualification standards, the CNG MPP, and Labor Agreements.
2. Each current on-board GS-1102 employee is reassigned from his or her abolished position description directly to the new position description of equivalent series and grade, when applicable.
3. Position reassignments for GS-1102 employees are not processed as promotions.
4. As applicable, employees must meet the Series GS-1102 qualification standards for each grade.
5. Position Description pen/ink modifications, amendments, renumbering, exceptions or Statements of Difference (SOD) are not authorized, for any reason, on the GS-1102 position descriptions.
6. All T5 and T32 candidates and incumbents must meet the GS-1102 qualifications prior to initial appointment, reassignment, or promotion. Additionally, T32 technicians must achieve and maintain military compatibility requirements (Service, Unit of Assignment, Rank, and Skill).
7. The NGB Office of Principal Assistant Responsible for Contracting (NGB-OPARC), Acquisition Career Program Advocate is the only verified approval authority on all GS-1102 appointments for initial hires, reassignments, and promotions. The OPARC authority applies to all NG Contract Program developmental GS-1102-07 through GS-1102-11 position descriptions; and, all of the NG Contract program GS-1102-12 and GS-1102-13 position descriptions.
8. The approval process, for hiring/appointing each new GS-1102 Contract Specialist, begins after the vacant position announcement is closed.
 - a. The HRO verifies qualified and eligible applicants through review of applicant packages.
 - b. The HRO provides the completed authenticated position certificate and applicant packages to the contract specialist supervisor who interviews, selects, and nominates, in-writing, with a certification statement that the selected candidate meets the appropriate GS-1102 qualification standard for hire consideration.

c. The contract supervisor submits the nomination letter, along with the candidate's application package, to the United States Property & Fiscal Office (USPFO) for concurrence and endorsement to the HRO.

d. The USPFO returns the completed candidate selection package and endorsed certificate to the HRO.

10. The HRO must submit a formal GS-1102 candidate hire request package to NG-J1-TNS, via encrypted email, to request verification and approval on initial hire, promotion, and reassignment actions for GS-1102 employees from NG-OPARC

11. The HRO must ensure that all email requests are sent as encrypted email messages because the applicable documents contain privacy act information.

12. The employee's initial hire request package must include the following documents.

a. The applicable position description's job analysis and crediting plan.

b. Contract position vacancy announcement, and the certificate of eligibles – numeric value groups – with the applicable position description.

c. A nomination letter signed by the Contract Supervisor with endorsement signatures from the USP&FO and the HRO.

d. The candidate's current resume.

e. An official copy of the candidate's college transcripts that reflects the university logo.

f. A Defense Acquisition Workforce Certificate that confirms the candidate's completed and awarded certification as required for the vacant position.

g. The candidate's military and/or civilian training certificates of completed relevant program courses, if not reflected on the certificate.

h. HRO statement - verified compliance with the NG Military Compatibility Program with stated award of the candidate's compatible military skill and compatible unit of assignment (T32 only).

13. For those GS-1102 employees who are appointed to the Developmental Position Descriptions, their non-competitive promotions require approval from the NG-OPARC prior to final personnel processing actions.

a. The approval request process begins when the contract supervisor reviews the employee's position record and verifies the employee's completed education, confirms the employee's awarded certification for the higher-graded position, and certifies that the employee is competent in performing the specialized experience factors required for the promotion.

b. The supervisor nominates and certifies, in-writing, that the employee meets the GS-1102 qualifications for promotion to the next grade.

c. The supervisor's signed nomination letter, with the employee's record summary, is submitted to the USP&FO for concurrence and endorsement to the HRO.

d. The USP&FO returns the completed candidate selection package and endorsed certificate to the HRO.

14. For GS-1102-12 and GS-1102-13 Contract Program positions, the competitive procedures are always applied. Using the NG GS-1102 qualification requirements, each position is advertised and competed as either temporary (NTE) appointments, temporary promotion; permanent initial hire appointments; or, permanent merit promotion appointments for applicable employees, in accordance with the State's Merit Promotion and Placement Plans.

15. The HRO reviews the applicants' packages and verifies qualified candidates after each merit promotion job announcement is closed.

a. The HRO provides the position certificate and applicant packages to the contract specialist supervisor who interviews, selects, and nominates, in-writing, with a certification statement that the selected candidate meets the Series GS-1102 qualifications for promotion consideration.

b. The contract supervisor submits the nomination letter, along with the candidate's application package, to the USP&FO for concurrence and endorsement to the HRO.

c. The completed candidate selection package and certificate is returned to the HRO.

16. For developmental position promotions, temporary (NTE) promotions, or competitive promotions under merit principles, the HRO reviews, endorses, and submits the formal GS-1102 promotion request package to NG-J1-TN, via encrypted email messages, for further verification processing to the NG-OPARC

17. Each temporary NTE promotion, merit promotion, or developmental promotion request package must include the following documents.

- a. A nomination letter signed by the Contract Supervisor with endorsement signatures from the USP&FO and the HRO.
- b. The candidate's current resume.
- c. An official copy of the candidate's college transcripts that reflects the university logo.
- d. A Defense Acquisition Workforce Certificate that confirms the candidate's completed and awarded certification level as required for the promotion.
- e. The candidate's military and/or civilian training certificates of completed relevant program courses, if not reflected on the certificate.
- f. Verified award of the compatible military skill (T32 only).
- g. The applicable position description.
- h. Must include the contract position's merit promotion vacancy announcement with its certificate results if the promotion request is not based on a developmental position description.

18. The NG-OPARC will process a final determination on each request package in regard to hiring new GS-1102 employee; or, promoting on-board GS-1102 employees to higher-graded GS-1102 positions.

19. Upon completion of NG-OPARC reviews and determinations, the office will email the results directly to the HRO for further dissemination to the appropriate supervisors, with courtesy copies to NG-J1-TN POCs.

20. It is imperative to hold in-abeyance all final personnel record actions and hold final notifications until receipt of the NG-OPARC determination.

21. The HRO is not authorized to process direct reassignments from abolished position descriptions into new or re-described GS-1102 position descriptions if the employees were improperly hired to GS-1102 positions or were improperly promoted in GS-1102 positions, due to:

- a. Incomplete or missing record information;
- b. Undocumented specialized experience requirements;
- c. Incompatible and uncorrected military skill assignments; and/or,
- d. The employee failed to complete the positive education requirements and certification levels as required by the GS-1102 graded position.

22. The HROs can bring the reassignment and qualification requirement concerns to satisfactory resolutions in one of three ways:

a. Laterally reassign the employee to a different position using the same grade that the employee is qualified to hold;

b. Reassign the employee to a lower-graded position that he or she is qualified to hold; or,

c. If all efforts to reassign the employee were unsuccessful, the HRO must issue a 30-day notice of separation from employment.

23. For questions or concerns in regard to filling GS-1102 positions, send emails directly to the HRO Staffing INBOX address is: ng.ca.caarng.list.hr-jobstech@mail.mil

ENCLOSURE X
CORRECTIVE ACTIONS

1. National Guard Bureau (NGB) or the Officer of Personnel Management (OPM) may direct corrective actions for procedural, regulatory, or program violations.

a. A procedural violation occurs when a placement action does not meet the requirements of the State Merit Placement Plan. An employee may remain in the position only if reconstruction of the action shows that he/ she could have been selected if proper procedures had been followed at the time the action was taken, or if the NGB or appropriate OPM office gives approval.

b. A regulatory violation occurs when the employee did not meet the qualification or regulatory requirements at the time of placement. An employee may be retained in the position only if he/ she now meets all requirements and if the NGB or appropriate OPM office gives approval.

c. A program violation occurs when the State's Merit Placement Plan, guidelines, or practices do not conform to NGB, DOD, or OPM requirements. Generally, an employee may be retained in the position if there was no accompanying procedural or regulatory violation involved.

2. If the corrective action taken requires the position to be vacated, the erroneously placed employee should be returned to his or her former position or placed in a like position for which qualified. All candidates who were not given proper consideration should be considered before new recruiting efforts are initiated.

3. If the corrective action did not include vacating the position, candidates who were not given proper consideration because of the violation may be given priority consideration for appropriate vacancies.

4. Corrective actions are intended to redress an improper personnel action or other violation under this part. Any corrective action regarding an individual must be directly linked to the loss of a specific opportunity or benefit.

ENCLOSURE Y
VETERANS' PREFERENCE AND EMPLOYMENT

1. Veteran Employment: Use of Veterans' Recruitment Appointment (VRA) and Veteran's Employment Opportunity Act (VEOA) is not authorized for T5 Excepted Service hiring actions.
2. Veterans' Preference in Appointments. Veterans' Preference allows agencies to give qualified, eligible Veteran's advantage over others in competition for most Federal jobs.
 - a. A Veteran must have been discharged or released from active duty in the Armed Forces under honorable conditions (i.e. with an honorable or general discharge) in order to receive Veteran's preference,
 - b. Applies to permanent and temporary T5 positions.
 - c. Applies to competitive examinations, appointments, reemployments, and RIF retention.
 - d. Preference cannot be given without required documentation.
 - e. Veteran's Preference does not apply to T32 military technician employment.
 - f. Preference does not apply to the following internal personnel actions:
 - (1) Promotions
 - (2) Reassignments
 - (3) Change to lower grade
 - (4) Transfers
 - (5) Reinstatements
3. Exceptions. A Veteran must be eligible under one of the preference categories, with the following exceptions:
 - a. Military retirees at the rank of O-4 or higher are not eligible for preference in appointment, unless they are disabled. (This does not apply to Reservist who will not begin drawing military retired pay until age 60).
 - b. For Non-disabled Veterans, National Guard or Reserve active duty for training does not qualify as "active duty" for preference.

c. For disabled Veterans, active duty includes training service in Reserves or National Guard.

4. Preference Categories. Veterans must also be eligible under one of the preference categories:

- a. Tentative Preference (TP) (5 points)
- b. Compensable Disability Preference (CP) (10 points)
- c. 30% Compensable Disability Preference (CPS) (10 points)
- d. Disability Preference (XP) - Includes Purple Heart recipients (10 points)
- e. Derived Preference (XP) (10 points)
- f. Sole Survivorship Preference (SSP) (No points)

5. Required Documentation to Determine Eligibility. Eligible Veterans should claim preference on their application/resume and submit one of the following documents:

- a. DD Form 214 - Member 4 Copy for Five-Point Preference
- b. SF-15 - Application for 10-Point Veterans' Preference
- c. Medical documentation and/or VA Award Orders for 10 point Disability Preference

6. The applicant must provide the correct documentation to receive Veterans' preference.

7. The T5 Excepted Service position announcements must specify the Veterans' preference categories and the required documentation for each.

8. Under category rating, Veterans' preference points are not assigned. Instead, the rights of Veterans are protected by placing them ahead of non-preference eligible within their respective categories.

9. Granting preference. HRO shall grant Veteran's preference as follows:

a. Grant Veteran's preference to applicants who meet the category of preference eligible under 5 USC 2108 (3) (A) and (B) (e.g. 5 points).

b. Grant Veterans' preference to applicants who meet the category of preference eligible under 5 USC 2108 (3) (C) through (G) (e.g. 10 points).

ENCLOSURE Z
REFERENCES

1. Title 5, Code of Federal Regulation (CFR), Section 213, 302, 335
2. National Guard Bureau (NGB) Employee Personnel Regulation (TPR) 300, 1 July 1991, "Merit Placement for National Guard Employees"
3. NGB-J 1 -TN, 9 August 2007, Key Staff Positions (TN-07-46)
4. U.S. Office of Personnel Management Vet Guide
5. National Guard Bureau (NGB), Interim Post Conversion Guidance for Title 5 National Guard Personnel, Sep 2017
6. Department of Defense Priority Placement Program Handbook, July 2011

GLOSSARY
PART I - ABBREVIATIONS AND ACRONYMS

AGR	Active Guard Reserve
AFSC	Air Force Specialty Code
ANG	Air National Guard
ARNG	Army National Guard
CA ANG	California Air National Guard
CA ARNG	California Army National Guard
CFR	Code of Federal Regulation
CMD	California Military Department
CMDI	California Military Department Instruction
CNG	California National Guard
COE	Certificate of Eligibles
DCPDS	Defense Civilian Personnel Data System
DEU	Delegated Examining Unit
DoD	Department of Defense
DS	Dual Status
ESSO	Executive Support Staff Officer
FPR	Federal Personnel Regulation
GS	General Schedule
HRO	Human Resources Office
IAW	In Accordance With
MPP	Merit Placement Plan
MTP	Military Technician Program
MOS	Military Occupational Specialty
NDS	Non Dual Status
NGB	National Guard Bureau
NLT	No Later Than
NTE	Not to Exceed
OPARC	Office of the Principal Assistant Responsible for Contracting
OPM	Office of Personnel Management
PPP	Priority Placement Program
RIF	Reduction in Force
RIP	Report of Individual Person
RPL	Reemployment Priority List
SSI	Specialized Skill Identifier
T5	Title 5
T32	Title 32
TAG	The Adjutant General
TIG	Time in Grade
TPR	Technician Personnel Regulation
USAS	United States of America - Staffing
USPFO	United States Property & Fiscal Office
WG	Wage Grade

GLOSSARY
PART II – DEFINITIONS

Appointment: Any personnel action that brings an individual onto the rolls (the staffing of an agency).

Competitive Service: All civilian positions in the Federal Government that are not specifically excepted from the civil service laws by or pursuant to statute, by the President, or by the OPM under Rule VI, and that are not in the Senior Executive Service.

Competitive Service Position: A position in the competitive service.

Detail: A temporary assignment of an employee to a different position for a specified period, with the employee returning to his or her regular duties at the end of the detail.

Dual Status Technician: A person employed as an employee under the provisions of Section 709(b), Title 32, United States Code. As a condition of employment, DS technicians must be members of the National Guard and hold the military grade of officer, warrant officer, or enlisted. Dual Status technicians must occupy a compatible military position and unit of assignment as specified by the appropriate NGB Compatibility Listing. Dual Status technicians are appointed to the excepted service and outside the competitive service of the U.S. Government.

Excepted Service: Unclassified service, unclassified Civil service or positions outside the competitive service and the senior executive service. Excepted Service positions have been excepted from the requirements of the competitive service by law, Executive order or OPM regulation (All T32 and T5 within the CNG are excepted service).

Excepted Service Position: A position in the excepted service (5 USC 2103 and 5 CFR part 213).

Grade Retention: The right of an employee to retain for 2 years, for pay and benefits purposes, the grade of the position in which he or she was reduced.

Indefinite Appointment: One given a non-permanent employee who is hired for an unlimited period of time.

Indefinite Tenure: The period of time an employee may reasonably expect to serve under his or her current appointment. Excepted Service employees serving under indefinite appointments, that is appointments without specific time limitation but not actually (or potentially) permanent, are categorized in Tenure Group 3.

Permanent Employee: An employee who is hired to perform non-time limited work in a position authorized by the NGB.

Position Description (PD): A statement of duties and responsibilities comprising the work assigned to a civilian employee.

Preference Eligible: Veterans, spouses, widows, or mothers who meet the definition of “preference eligible” in 5 USC 5108.

Priority Placement Program (PPP): An administrative program governed by DoD policy and procedures. The DoD PPP provides the principal mechanism for placing affected employees elsewhere in DoD. The Automated Stopper and Referral System (ASARS) matches the skills of displaced employees with vacant positions at other DoD activities in the authorized areas.

Promotion: A nature of action used to document personnel actions that change an employee to a position at a higher grade level within the same job classification system and pay schedule or to a position with a higher rate of basic pay in a different job classification system and pay schedule.

Reassignment: The change of an employee from one position to another without promotion or change to lower grade.

Reemployment: The entitlement of an employee to return to permanent or non-temporary employment after assignment to other civilian employment (in other agencies or overseas).

Reemployment Priority List (RPL): A list of career/permanent or career conditional employees an agency has separated because of (1) reduction in force or (2) compensable injury or disability where recovery takes more than one year from the time the employee began receiving compensation.

Reinstatement: Non-competitive reemployment in the competitive or excepted service as a career or career-conditional employee of a person formerly employed who had a competitive status, completed the probation period or was serving probation when separated.

Restoration Rights: The entitlement of employees who leave their civilian or military technician positions for military duty to return to those positions after separated from duty and the entitlement of an employee to return to his or her position after recovery from compensable injury.

Selection: The determination by the supervisor of the best qualified employee available and the individual's acceptance of the job offer.

Selective Placement Factors: Specific knowledge, skills, and abilities (KSAs) or qualifications are essential for satisfactory performance on the job. Elements, to be valid, must be job related, reflected in duties/ responsibilities of the

position, essential to assure referral of qualified candidates, and measurable. Selective placement factors cannot be narrow (i.e., eliminating applicants who could perform the duties or learn readily during normal orientation), or become part of the minimum standard. As such, these factors constitute a mandatory part of the requirements for the position. Use of selective placement factors must be fully justified.

Temporary Employee: A non-permanent employee who is hired for a limited time period to perform work expected to last less than one year in duration.

Title 5 (T5) Employee: A National Guard civilian employee hired or converted under Title 5 provisions.

Title 32 (T32) Technician: A National Guard employee hired under Title 32 provisions. A T32 military technician is required to wear the military uniform as a condition of employment.

Transfer: A change of an employee, without a break in service of one full workday, from a position in one agency to a position in another agency that can be filled under the same appointing authority.

Veteran: A person who was separated with an honorable discharge or under honorable conditions from active duty in the Armed Forces performed during one the periods described in 5 USC 2108.

Veteran's Preference: An applicant's category of entitlement to preference in the Federal service based on qualifying active military disability or service that terminated honorably.