

<b>TECHNICIAN VACANCY ANNOUNCEMENT REQUEST</b>			
CNG VA# _____		USA JOBS VA# _____	
I. POSITION INFORMATION			
1. Position Title		2. Position Function Code	3. FAC or PARA
4. Pay Plan	5. Occupational Series	6. Grade(s) Advertised	7. MPCN or LINE NR
8. Name and Location of Position Organization		9. Appointment Type:	
		<input type="checkbox"/> PERMANENT <input type="checkbox"/> INDEFINITE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> TEMPORARY PROMOTION NTE _____ YRS/MOS	<input type="checkbox"/> DUAL STATUS <input type="checkbox"/> NON-DUAL STATUS ON-BOARD <input type="checkbox"/> NON-DUAL STATUS DEU <input type="checkbox"/> NDS - STATUS CANDIDATES ONLY (i.e. VEOA, Reinstatement Eligible)
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 SBI/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
16. Salary: \$ _____ to \$ _____			17. Advertise Concurrent w/ AGR VA # _____
II. RECRUITMENT INFORMATION			
1. Area of Consideration <input type="checkbox"/> STATUS CANDIDATES <input type="checkbox"/> ALL SOURCES <input type="checkbox"/> CNG PERMANENT TECHNICIANS <input type="checkbox"/> CURRENT CNG MEMBERS/TECHNICIANS		2. Work Schedule <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME	3. Subject to Night and/or Rotating Shifts <input type="checkbox"/> YES <input type="checkbox"/> NO
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 Non-Dual Status Technician		5. Compatible AFSC/MOS	6. Applications to be accepted for <input type="checkbox"/> 14 Days <input type="checkbox"/> 21 Days <input type="checkbox"/> Specify Other: (Max 90) _____ Days
7. Payment of Recruitment/Relocation Incentive / Advance in Hiring Rate may be Authorized <input type="checkbox"/> YES <input type="checkbox"/> NO		8. Payment of PCS Costs may be Authorized <input type="checkbox"/> YES <input type="checkbox"/> NO	
9. Position Title of Selecting Official		10. E-mail Address for Draft VA and Certificate of Eligibles	

<b>III. SUPERVISORS CERTIFICATION</b>			
I certify that this position description is an accurate statement of the 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 Number
<b>IV. COMMANDERS/DIRECTORS AUTHORIZATION</b>			
I certify that this position description is an accurate statement of the 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 Number
<b>V. COMPTROLLERS CERTIFICATION OF FUNDING AVAILABILITY</b>			
I certify that funds are available for this action.			
Name/Title	Signature	Date	Telephone Number
<b>VI. DIRECTORATE FOR HUMAN RESOURCES USE ONLY</b>			
I certify that the information entered on this form is accurate and that the vacancy announcement is in compliance with statutory and regulatory requirements.			
1. Classification Remarks:			
HR SPECIALIST (CLASSIFICATION)		Signature	Date
HR SPECIALIST (CLASSIFICATION)		Signature	Date
2. Received by Staffing on (date)		3. Selecting Official Clearance of Draft VA on (date)	
4. VA Posted on Calguard Website (date)			
5. Staffing Remarks:			
HR SPECIALIST (STAFFING)		Signature	Date
HR SPECIALIST (STAFFING)		Signature	Date

## **INSTRUCTIONS**

### **Section I (Position Information)**

Block 1. Position Title: Exactly as listed in box 15 of the OF-8 (Position Description)

Block 2. Position Number: Position Description Number from box 1 of the OF-8 and Sequence Number (unique position identification number) located on the manning document as part of the "CPCN" field. An example of both is 90002000-268246.

Block 3. FAC or PARA: Functional Account Code (ANG Only) or Paragraph Number (ARNG Only)

Block 4. Pay Plan: Exactly as listed in box 15 of the OF-8 (Position Description)

Block 5. Occupational Series: Exactly as listed in box 15 of the OF-8 (Position Description)

Block 6. Grade(s) Advertised: As listed in box 15 of the OF-8 (Position Description) and all trainee grades (if desired)

Block 7. MCPN or LINE NR: Manpower Position Control Number (ANG Only) located on manning document or Line Number (ARNG Only) located after paragraph number on manning document

Block 8. Name and Location of Position Organization: List the name of the organization and its location.

Block 9. Appointment Type: Select only one from each column; Employment Status (PERMANENT, INDEFINITE, TEMPORARY, or TEMPORARY PROMOTION) and Position Type (DUAL STATUS – requires compatible military membership; NON-DUAL STATUS ON-BOARD – only current career or career conditional non-dual status employees of the California National Guard may apply; NON-DUAL STATUS DEU – a non-dual status position which may be filled by any US citizen through the Delegated Examining Unit); Non-dual Status Candidates Only – May be filled by current Non-Dual status employees with career/career conditional status, federal employees, reinstatement eligibles and VEOA eligible candidates.

Block 10. Duty Location: List the city and state of the actual worksite (may be different from the location of the position's organization).

Block 11. Vice: List the name of the last occupant and the personnel action which vacated the position, e.g. SSG Smith, Reassigned. If the position has been vacant for more than 3 months or if it is a new position, "vacant" may be annotated.

Block 12. Security Clearance Requirement: Select the appropriate security clearance requirement based on the duties and responsibilities in the position description.

Block 13. Position Requires Travel: Select the approximate number of days spent traveling during a typical month in the performance of official duties

Block 14. Remarks/Special Instructions: Include any other position requirements, e.g. licenses, physical requirements, lifting, color vision; special remarks or instructions.

Block 15. List the number of position vacancies.

Block 16. List the salary range for the grade(s). (For Staffing Use Only)

Block 17. List the AGR Vacancy Announcement number for dual announcements. (For Classification Use Only)

### **Section II (Recruitment Information)**

Block 1. Area of Consideration: Select the area where applications will be accepted from (ALL SOURCES – Applications will be accepted from all individuals meeting the criteria in Section II, Block 4; or CURRENT CNG MEMBERS/TECHNICIANS – Applications will be accepted only from current technician/military members of the California National Guard who meet the criteria in Section II, Block 4); CNG Permanent Employees – Applications accepted only from current permanent technicians; Status Candidates – Applications accepted from Non-Dual Status employees with competitive status, VEOA Eligible, Federal Employees, and Reinstatement Eligible.

Block 2. Work Schedule: Select the normal work schedule (FULL-TIME 40 hours per week; or PART-TIME 32 hours or less per week)

Block 3. Position Subject to Night and/or Rotating Shifts: Select if the position is required to work nights or perform rotating shifts as part of a normal work schedule.

Block 4. Applications will be accepted Only from Grades: Applications will only be accepted from applicants who meet the criteria identified. Include all military grades under consideration.

Block 5. Compatible AFSC/MOS: List the applicable AFSC(s)/MOS(s) that are compatible with the position.

Block 6. Applications to be accepted for: Select the period of time which applications will be accepted. (ALL SOURCES – 21 Days, CURRENT CNG MEMBERS – 14 Days)

Block 7. Payment of Recruitment/Relocation incentive: Whether payment of Recruitment/ Relocation incentives will be considered.

Block 8. Payment of PCS costs: Decision whether Permanent Change of Station costs will be paid to eligible employees IAW JTR Vol. II. PCS costs will not be paid with a negative annotation in this block.

Block 9. Position Title of Selecting Supervisor: Position Title of the selecting official (as listed on box 15 their OF-8 (Position Description)

Block 10. Email Address for Draft VA and Certificate of Eligibles: The selecting officials e-mail address where a draft VA will be sent for review prior to publishing and the Certificate of Eligibles link will be forwarded.