

CALIFORNIA NATIONAL GUARD

FULL-TIME PERSONNEL HANDBOOK 335-1 SUPERVISOR'S HANDBOOK TO TECHNICIAN ANNOUNCEMENT, SELECTION AND PLACEMENT PROCEDURES

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California National Guard Jobs:

<http://www.calguard.ca.gov/cahr/Pages/jobmain.aspx>

Chapter 1

General

1.1 Purpose. This handbook prescribes general procedures for administering and managing technician job announcements, selection and placement in the California National Guard (CNG) (Title 32). For more detailed information, refer to CNG Fulltime Personnel Regulation (FPR) 335 Merit Placement http://www.calguard.ca.gov/cahr/Documents/Pubs/FPR/CNGFPR_335.pdf

1.2 Responsibilities:

1.2.1 The Human Resources Office (HRO). The HRO is responsible for development and management of the technician program, policies, and procedures.

1.2.1.1 Receives and processes requests for technician vacancy announcements (VA). Develops and posts job announcements.

1.2.1.2 Reviews and rates all applications to ensure eligibility of applicants.

1.2.1.3 Receives and reviews all “Nomination for Technician Employment” appointment application packages.

1.2.1.4 Ensures compliance with directives and instruction.

1.2.2 Supervisors and Remote Designee. Supervisors are responsible for the management and accountability of technicians under their authority. The remote designee is the primary point of contact for communications with HRO concerning technicians within the unit or wing.

1.2.2.1 Responsible for understanding and complying with the policies and procedures of technician programs.

1.2.2.2 Responsible for managing job supervision of the technician within the unit or wing.

1.2.2.3 Responsible for identifying unit needs for technician employment.

1.2.2.4 Generates or receives unit vacancy announcement requests, appointments, and actions (both pay and non-pay), and forwards locally approved actions to HRO for final disposition.

1.2.2.5 Making final selection of qualified applicants.

1.2.2.6 Ensures selected dual-status applicant militarily affiliated to the CNG prior to technician employment.

Chapter 2

Vacancy Announcement

2.1 Advertising Positions. The unit or wing may announce any position being filled as a permanent, indefinite, or temporary appointment. They may also announce positions as a Temporary Promotion not-to-exceed (NTE) up to 5 years (with competition). Although temporary appointments or technician promotions NTE 120 days do not have to be announced, it is an option if there is an small applicant pool. Temporary appointments may be non-competitively recruited, however the appointee must qualify for the position being filled.

2.2 Request for Vacancy Announcement. The [CNG Form 690-1](#), Technician Vacancy Announcement Request, must be completed and approved by the selecting official and director/commander before submission to HRO Staffing for processing. The [CNG Form 690-1](#) includes a set of instructions on how to complete the request for a vacancy announcement and may be found at www.calguard.ca.gov/cahr/Documents/Pubs/forms/CNG_Form690-1.pdf

2.3. Vacancy Announcement Publication. The HRO will forward a draft of the proposed announcement to the selecting official annotated on the request prior to publication. Upon approval of the draft, HRO will post the VA to the CNG Full-time Job Announcements Website located at: <http://www.calguard.ca.gov/cahr/Pages/jobmain.aspx>

2.4. Applicants. While the announcement is open, any interested individual may apply by submitting an [OF 612 , Optional Application for Federal Employment](#) or a résumé that complies with [OF 510, Applying for a Federal Job](#). Applicants must attach their OF 612 or résumé to an email directed to ngcahrjobstech@ca.ngb.army.mil. The announcement may required additional documentation, such as transcripts, or flight hour logs, or a SF-50, so encourage applicants to read the VA carefully and comply precisely. Applications must be received no later than midnight Pacific Standard Time (PST) of the VA closing date.

Chapter 3

Selection Procedures

3.1 Certificate of Eligibles. The HRO Staffing Team will evaluate each application after the announcement closes. The names of candidates whose applications are rated “minimally qualified” will be placed on the Certificate of Eligibles.

3.1.1 The Certificate of Eligibles, applications, and supporting documents will be emailed directly to the email address of the selecting official indicated on the [CNG Form 690-1](#). The remote designee will receive a courtesy copy by email to ensure all parties are aware of the issued certificate.

3.1.2 The selecting official must make a selection within 30 days from issuance of any Certificates of Eligibles unless a written request for extension is approved by HRO Staffing.

Failure to complete a timely selection action may result in the automatic closing of the certificate.

3.2 Candidate Selection. Upon receipt of the Certificate of Eligibles, the selecting official or review panel will:

3.2.1 Review each application for potential selection, i.e., [OF 612](#), résumé, and other supporting documents.

3.2.2 If the Certificate of Eligibles lists **four (4) or more** candidates, a Knowledge, Skills and Abilities (KSA) Evaluation is required to reduce the list to the **top three applicants**. The KSA evaluation process used to determine the three best qualified applicants consists of the following:

3.2.2.1 Rate each applicant on a [CNG Form 690-5, Candidate Selection Worksheet](#) using the KSAs as published on the vacancy announcement as criteria. Contact HRO Staffing if a copy of the KSAs are needed.

3.2.2.2 Use [CNG Form 690-6, Knowledge, Skills, and Abilities Category Worksheet](#) after completing the Candidate Selection Worksheet to determine numerical scores for all qualified applicants. The applicants with the three highest numerical scores are determined to be the top three. The selecting official or review panel must provide HRO Staffing with copy of the evaluation process ([CNG Form 690-5](#) and [CNG Form 690-6](#)) used to obtain the numerical scores.

3.2.3. Once the three best applicants have been determined, the selecting official or review panel may make a selection by application review or by interviewing each applicant. **If one applicant is interviewed, all three applicants must be interviewed.** Telephone or face-to-face interviews may be used, however, the method should be consistent if possible. Interviews allow the selecting official or review panel to:

- Evaluate the applicant's motivation, level of interest, and oral communication skills.
- Provide the applicant with an opportunity to gather specific, detailed information regarding the position.
- Provide the applicant with the opportunity to furnish additional information that may not be on the application.

3.2 3.1. Interview questions should solicit job related information to evaluate the candidate's KSAs to perform the position duties. **Do not ask personal questions (questions about family, marriage, religion, politics, or his/her personal life is an invasion of privacy and unnecessary in the job interview).**

3.2.4 Selecting officials must ensure that the selected applicant is or will be assigned to a compatible military position prior to appointment (see paragraph 4.4). The official must also ensure that the chosen applicant possesses the military rank as advertised on the vacancy announcement prior to the effective date of the advertised appointment, reassignment, or promotion.

3.2.6 If there are **five or more** applicants and no selection is made, a written statement citing the reason(s) each applicant was non-selected must be submitted to HRO along with the Certificate of Eligibles.

3.3 Tentative Job Offer. Selecting officials may contact the selectee and provide a **tentative** offer upon completion of interviews and evaluation. If discussed, however, appointment incentives, such as Permanent Change of Station (PCS), advanced-in-hire appointments, or retention and/or recruitment incentives must include the caveat: “pending official approval by HRO.”

3.3.1. Selecting officials may offer the position to another applicant only when a selectee declines the position in writing.

3.4 Announcement Closeout. Selecting supervisors indicate selection/non-selection, sign, and return the Certificate of Eligibles with all required documents (such as the [CNG Form 690-5](#) and [CNG Form 690-6](#)) to HRO. Complete a [Request for Personnel Action \(SF-52\)](#) to affect the action if the selectee is a current technician. See Chapter 4, Placement Action, if the selectee is new to the technician program.

Chapter 4

Placement Action

4.1 Nomination for Technician Employment. Selecting supervisors must complete the, [Nomination for Technician Employment \(CNG Form 690-2\)](#) and the supporting forms in order to appoint a new technician. Forward these documents to HRO through the remote designee to ensure accuracy and completeness. Appointment documents and forms can be found at: <http://www.calguard.ca.gov/cahr/Pages/hroformsappointment.aspx>

4.2 Accelerated Appointment Process. Use the accelerated process to speed up new hires. The accelerated process requires the following forms:

- [CNG Form 690-2, Nomination for Technician Employment](#)
- [Form I-9, Employment Eligibility Verification](#)
- [OF 612, Optional Application for Federal Employment](#) **or** a current résumé
- [OF 306, Declaration of Federal Employment](#)

*Note. Benefit forms (if applicable) are not required at the time of appointment but must be submitted to HRO as soon as possible to meet eligibility requirements.

4.3 Requests for Personnel Action. Submit a [Standard Form 52 \(SF 52\)](#), to initiate the action when selecting current CNG technicians or employees from another federal agency (including technicians from another state’s National Guard). This includes any action resulting from a

vacancy announcement, such as promotions, conversions, change to lower grade, reassignment, and changes of appointing office (CAO). Ensure the [SF 52](#) has complete organization information, clearly identifying the “to” and “from”, plus all authorized signatures.

4.4 Compatibility. The National Guard Technician Act of 1968 (P.L. 90-486) established a legal requirement for excepted dual status technicians in the Federal Civil service to be members of the National Guard and to have a military assignment which is compatible and qualified with their full-time position.

4.4.1 Compatibility requirements for dual-status technicians employed at the units or wings:

- Must maintain military membership with the CNG.
- May not permit military grade inversion (i.e. an E-5 may not supervise an E-6).

However, members of like rank may supervise one another regardless of time-in-grade (TIG)(i.e. an O-3 may supervise another O-3).

- Technicians must be militarily assigned a duty AFSC/MOS compatible to their assigned technician position description per the [National Guard Bureau Competency Table](#) (temporary appointments are exempt from this criteria).

4.4.2 See [CNG FPR 303 Military Technician Compatibility](#) for detailed CNG compatibility policy.

4.5 Release. If the appointee is currently employed by another CNG unit/wing or another federal agency, ensure the effective date has been coordinated between the losing and gaining units or agencies to allow a transition period before submitting to HRO.

4.6 Appointment Effective Date. Technicians are normally appointed on the first day of the next pay period following receipt of appointment package by HRO. However, allow up to 10 days processing time for this to occur. **IMPORTANT: A technician may not start work until official notification of the approved official start date has been issued by HRO Staffing.** The HRO will not backdate appointments to pay employees who started work prior the official HRO issued start date.

Chapter 5

Resources

Organizations:

CNG Human Resources Office
Office of Personnel Management

www.calguard.ca.gov/cahr
www.opm.gov

Benefits:

Federal Employee Health Benefits
Federal Employee Group Life Insurance

www.opm.gov/insure/health
www.opm.gov/insure/life

Retirement
Thrift Savings Plan

www.opm.gov/retire
www.tsp.gov

Pay:

DFAS - My Pay
Federal Pay and Leave

www.dfas.mil/mypay
www.opm.gov/oca

Jobs:

CNG Fulltime Vacancy Announcements

www.calguard.ca.gov/cahr/pages/jobmain.aspx

Points of Contact:

HRO Staffing Team

ngcahrjobstech@ca.ngb.army.mil

Commercial: (916)854-3385

DSN: 466-3384

CAGNET: 6-3844

CNG Fulltime Personnel Regulations and Forms:

<http://www.calguard.ca.gov/cahr/Pages/Publications.aspx>