

**Employment and Staffing**

**Understudy and Directorate Management Intern Programs**

**FOR THE GOVERNOR:**

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**Applicability.** California National Guard Full-time Personnel Regulation (CNGFPR) applies to all California Army and California Air National Guard technicians and to commanders, managers and supervisors (military or civilian) with authority or responsibility over technician personnel management.

**Proponent and Exception Authority.** The proponent of this handbook is the Joint Force Headquarters, J-1, Directorate for Human Resources. The proponent has authority to approve exceptions to this regulation when they are consistent with controlling laws and regulation.

**Supplementation.** Supplementation of this regulation is prohibited.

**Suggested Improvements.** Users of this regulation are invited to send comments and suggested improvements to Joint Force Headquarters, Directorate for Human Resources, 9800 Goethe Road, Sacramento, CA 95826-9101.

**Distribution.** Distribution of the regulation is Army - A and Air Force - F.

**History.** None

**Summary.** This regulation establishes Management Intern and Understudy Programs for California National Guard technicians. This regulation also replaces any Technician AGR Administrative Instruction (TAAI) concerning this subject published before 15 October 2007.

**Content** (listed by paragraph number)

Paragraph

Purpose .....	1
References .....	2
Program Oversight and Evaluation .....	3
Understudy Program .....	5
Maintenance Officer Intern Program .....	4

**1. Purpose.**

This regulation establishes the guidelines regarding the California National Guard Management Intern and Understudy Programs. Only Intern programs approved in this regulation may be utilized by the military technician program. Additional intern programs may be developed and added to this publication.

**2. References.**

- 5 CFR 536.104(a) (6)
- CNG FPR 511.

### **3. Program Oversight and Evaluation.**

The Directorate for Human Resources has full oversight and evaluation authority over these programs and may require reporting documentation. Additional Intern Programs may be developed by organizations and considered by the Directorate for Human Resources for implementation at any time. Organizations considering developing an Intern program must provide a memorandum to the Directorate for Human Resources addressing as a minimum the following: position descriptions involved, qualifications for each level, recent efforts to recruit the position or similar positions in the organization/state, education/training to be provided (formal and informal), and requirements for non-competitive advancement at each level. Final approval is the Director/Deputy Director for Human Resources.

### **4. Understudy Program.**

a. The use of the understudy program is intended to provide management the authority to establish a temporary position designed to ensure program continuity when it becomes necessary to provide a transitional period for a technician who has been selected for a key managerial position. When using this authority, management may select, through merit placement procedures, a fully qualified individual who will understudy (learn program nuances, personal contacts, etc.) the current incumbent for a short period of time immediately prior to his/her established departure date.

b. When the SF-52, Request for Personnel Action, requesting the vacancy announcement is forwarded to HRO the justification for use of understudy authority must be included. Requesting organization will coordinate with the classification specialist in preparing a Statement of Difference (SOD) which will correctly describe the duties and responsibilities.

c. Approval by the Human Resources Directorate is mandatory before the personnel action is effective.

d. The Directorate for Human Resources will:

(1) Establish a temporary position to accommodate the understudy for a short period of time immediately prior to the incumbent's established departure date.

(2) Prepare a Statement of Difference (SOD) which describes the duties and responsibilities of the understudy position.

(3) Ensure the duty description is consistent with duties performed, and the final grading is **less** than the full performance level of the job being understudied. This is necessary because the two positions cannot have the same level of program authority.

(4) Ensure the understudy position is filled as required by the State Merit Placement Plan and the person selected meets the officially established qualification standards for the target position.

(5) Ensure that, if the individual selected for the understudy position is at a lower grade than the position to be filled, the "understudy" does not assume full performance level duties (or be promoted) until the target job is vacated. The grade-controlling duties, i.e., major program issues and final decision making authority, cannot be shared between the principal and the understudy.

### **5. Maintenance Officer Intern Program (ARNG).**

a. The Maintenance Officer Intern Program provides a mechanism to train and qualify officers, or Officer Candidates, for assignment to leadership positions in CA ARNG Maneuver Area Training Equipment Site (MATES) or Combined Support Maintenance Shop (CSMS). Vacancies in the program will be announced through normal merit placement procedures.

b. Within 30 days of selection, persons selected as interns will be required to sign a training agreement, and will enter into a three-year training program developed by the Shop Officer/Foreman and Superintendent. The program will be tailored to the individual, based upon the interns' background, education, and work experience, and will be in consonance with advertised position descriptions.

c. Upon selection, the interns will be appointed at the grade of WG-09. Upon completion of 12 months experience, as evidenced by the degree of expertise acquired in functional section assignments, interns may be non-competitively promoted to WG-10, if recommended by supervisor. Upon completion of 24 months satisfactory participation the trainee may be non-competitively promoted to WG-11, if recommended by supervisor. Program selectees who provide evidence of prior related training and experience may receive non-competitive accelerated promotion, if recommended by the supervisor. Upon completion of three years rotational assignment and full qualification, the intern will be eligible for non-competitive promotion to a Wage Supervisory position, thru Grade WS-11, as one becomes available at any CA ARNG MATES or CSMS. Compatibility of military assignment and grade comparability rules has been waived for officers/officer candidates to hold these positions while in this formal intern program.

d. Responsibility for training supervision and evaluation of training rests with the foreman/shop officer of the CSMS or MATES, with oversight from Deputy Surface Maintenance Manager.

e. In the event of circumstances beyond the control of the trainee which may prevent the timely completion of this program, the Deputy Surface Maintenance Manager may extend the training period.

f. Termination from the training program will result from any of the following:

(1) Failure to complete required officer training, or to be appointed as a commissioned officer if exercising a Certificate of Eligibility.

(2) Failure to maintain commissioned status once achieved.

(3) Two consecutive unsatisfactory Quarterly Progress Reviews or three unsatisfactory Quarterly Progress Reviews during the three year training program.

(4) Failure to comply with the training agreement.

(5) Removal for cause.

g. In the event termination should occur; an effort will be made to place tenured employees in a position for which he or she is otherwise qualified.

h. Appropriate credit may be given for documented technician or college level courses that are the equivalent of those required. Management reserves the right to update training requirements as necessary.

I. Specific training requirements may be amended based on availability and approval of the Deputy Surface Maintenance Manager. Training to be completed over the course (three years) of the Intern Program is:

#### UNITED STATES ARMY ORDNANCE CENTER AND SCHOOL

Army Ordnance Officer Basic Course **or** successful completion of any Officer Basic Course in addition to completion of the Army Maintenance Management Course at Army Logistics Management College, Ft. Lee, VA.

#### OFFICE OF PERSONNEL MANAGEMENT (OPM) COURSES

Leadership Foundations Seminar

Conflict Resolution Skills: Effective Approaches to Resolving Conflict in the Workplace

Team Building and Team Leadership

Supervisory Leadership Seminar (Split Program) (Week 1: Supervision)

Supervisory Leadership Seminar (Split Program) (Week 2: Leadership)

Ethics and Public Service Values

#### ARMY COMBAT READINESS UNIVERSITY

Supervisor's Safety Course

Composite Risk Management (CRM) Basic Course

#### NATIONAL GUARD – PROFESSIONAL EDUCATION CENTER

Surface Maintenance Supervisor's Course

#### CALIFORNIA NATIONAL GUARD DIRECTORATE FOR HUMAN RESOURCES

Introduction to Supervision

#### CALIFORNIA ARMY NATIONAL GUARD ENVIRONMENTAL OFFICE

First Responder Course

#### OCCUPATIONAL SAFETY AND HEALTH (OSHA), REGION IX

OSHA 511 – OSHA Standards for General Industry

OSHA 2015 – Hazardous Materials

#### ON THE JOB TRAINING (OJT)

OJT with rotational assignments within each functional area of the maintenance activity of assignment.