

**Employment and Staffing**

**Volunteer Service**

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**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 specifies nomination and processing procedures in paragraphs 4 and 5. Paragraph 6 was changed from “maintained” to “retained” and added the period that the records are retained.

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**1. Purpose.**

This technician personnel regulation establishes the volunteer service plan, policy and guidance for the California National Guard Technician Program.

**2. References.**

Section 3111 of Title 5, United States Code (USC); Section 8101 of Title 5, USC; and Part 308 of Title 5, Code of Federal Regulations (CFR), establish the statutory and regulatory authority for the volunteer service.

### **3. General Information.**

a. The service of volunteers is limited to activities that would not otherwise be performed by a technician and which will not replace the hiring of or result in the displacement of technicians.

b. Volunteers are not considered to be Federal employees for any purpose other than injury compensation or laws related to the Tort Claims Act. A volunteer is not subject to the provisions of law relating to Federal employees, including those relating to hours of work, rates of compensation, leave, unemployment compensation, and Federal employee benefits.

c. The individual generally initiates volunteer service. However, if a manager or supervisor is interested in establishing a volunteer service program in the organization he/she may initiate contact with local institutions to solicit applications.

d. Volunteer service under 5 USC 3111 is limited to services performed by a student with the permission of the school where the student is enrolled as part of a program established for providing educational experience for the student. Other volunteer service under 5 USC 8101 may be used in limited situations (e.g. in military museums, or family support programs); such service is uncompensated.

### **4. Documentation of Initial Service.**

Although volunteers are not Federal employees their service, like any other type of work experience, may be creditable as "related experience" under examination/rating schedules. The Guide to Processing Personnel Actions states that agencies are responsible for determining how to document volunteer service; a "Notification of Personnel Action" (SF-50) cannot be used to document volunteer appointments. The CNG Form 690-42, Nomination and Documentation of Volunteer Service, has been created to nominate and authorize volunteer service with the California National Guard Federal technician program. The appropriate management official will prepare the CNG Form 690-42, Documentation of Volunteer Service and forward to the Directorate for Human Resources, ATTN: CAJS-J1-HR-CS Box 37, 9800 Goethe Road, Sacramento, CA 95826-9101 for review and final approval.

### **5. Completing the CNG Form 690-42 Nomination and Documentation of Volunteer Service.**

Supervisors requesting to hire a volunteer must fill out and submit a CNG Form 690-42 and provide a current resume and college transcript/enrollment verification (for student volunteers) a minimum of two weeks prior to the requested start date. The supervisor must state what the specific duties and responsibilities will be for the volunteer and certify that stated duties and responsibilities will not be the same as those performed by a technician, replace the hiring of, or displace a current technician. The Directorate of Human Resources will review the nomination and resume of the volunteer and notify the supervisor of the approval and the official start date or disapproval of the request. If the volunteer's duties will be substantially changed beyond what is on the current CNG Form 690-42, then a new CNG Form 690-42 with a new resume and college transcript/enrollment verification (for student volunteers) must be submitted as previously outlined in this paragraph.

### **6. Documentation of Completion of Service.**

Upon completion of the period of volunteer service the appropriate management official will complete the CNG 690-42 and forward a copy to Office of the Adjutant General, ATTN: CAJS-J1-HR-CS Box 37, 9800 Goethe Road, Sacramento, CA 95826-9101. Records of the completed volunteer service will be retained in the Directorate for Human Resources for no more than two years from the end date of the period of volunteer service. After the two year period has been completed, the package will be destroyed.