

**Employment and Staffing**

**Qualification Requirements**

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**FOR THE GOVERNOR:**

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*The Adjutant General*



**OFFICIAL:**

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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 provides instruction and guidance concerning qualification determinations for California National Guard technicians.

**Applicability.** California National Guard Full-time Personnel Regulation (CNGFPR) applies to all

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**Content** (listed by paragraph number)

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**1. Purpose.**

This full-time personnel regulation establishes the policy and guidance determining qualification requirements for the California National Guard Technician Program.

## 2. References.

5 CFR 338, Qualification Standards for General Schedule Positions (OPM Operating Manual), National Guard Bureau Qualification Standards for Excepted Service Positions, OPM Federal Wage System Operating Manual.

## 3. Responsibilities.

- a. The Adjutant General (TAG). Exercise statutory authority to administer the employment programs within their states in accordance with 32 USC 709.
- b. Human Resource Officer (HRO). On behalf of The Adjutant General provides the day-to-day administration of employment programs within their respective states. The HRO has the responsibility for managing and administering employment programs within the framework of statutory and regulatory authorities.

## 4. Implementation.

This regulation serves as a guide to broad policies and program management responsibilities.

- a. Determining the appropriate qualification standard:
  - (1) For Dual Status (DS) military technician positions, the applicant must meet qualifications (to include compatibility) established by the National Guard Bureau Qualification Requirements for Excepted Service Positions.
  - (2) For Non-Dual Status (NDS) technician positions, the applicant selected must meet the qualification standard established by the Office of Personnel Management for that position (pay plan, series and grade).
- b. Citizenship:
  - (1) Any individual may be appointed to a DS position if the individual is a citizen or owes permanent allegiance to the United States and meets the military membership requirements. Resident aliens may be appointed to a DS position only if they are military members of the California National Guard and they meet all military requirements.
  - (2) Only a United States citizen or national may be appointed to NDS "competitive service" positions. This requirement applies to all types of appointments, including reinstatements, transfers, and special appointing authorities.
  - (3) The citizenship requirement must be met as of the effective date of the personnel action.
- c. Age:
  - (1) DS technicians must meet the age requirements for National Guard membership.
  - (2) NDS technician positions do not possess an age requirement. Discrimination against an NDS employee on the basis of age is prohibited by law.
- d. Appointments. The HRO ensures that individuals who are appointed meet the qualification requirements in the National Guard Bureau Qualification Requirements for Excepted Service Positions (for DS technicians); Office of Personnel Management Operating Manual-Qualification Standards for General Schedule Positions (for NDS General Schedule technicians); or OPM Federal Wage System Operating Manual (for NDS Federal Wage System technicians).

## 5. Job Analysis Process.

A selecting official may choose to "modify" the DS qualification standards and/or modify the DS/NDS Knowledge/Skills/Abilities (KSAs) prior to advertising a vacant position. Modifications must be based on valid job requirements as described on the position description, including any amendments. Education requirements may not be modified. Education requirements are determined by OPM. The CNG Form 690-16, Qualification Standard – Job Analysis Worksheet, has been created to document modifications to previously established qualification standards and/or KSAs.

## 6. In-service Placement.

In-service placement considerations must meet minimum qualification requirements based on education (including superior academic achievement) and/or experience as specified in the appropriate qualification standard. To qualify, the employee must usually have the same level and type of experience or education that is required for initial appointment. However, there are some special provisions:

- a. Minimum educational requirements. When there is a change to or addition of minimum educational requirements to an occupational series, Federal employees currently classified to that series do not have to meet the new educational requirements.
- b. The "add-on rule". If an employee qualified for his or her current position by meeting the provisions of the appropriate standard, either an OPM or NGB standard or an agency-modified standard, the agency need only add on the difference between the length of experience required for the current position and the length of experience required for

the proposed position. The "add-on rule" can be used even when the current and proposed positions are classified in different series, if the level and quality of the experience required for the two series are not significantly different. If a minimum educational requirement has been established or changed for an employee's former series, the "add-on rule" can be used to return the employee to that series only if:

(1) The employee has maintained current occupational knowledge through employment or education and meets any licensure or certification requirements.

(2) Comparison of the position descriptions or other documentation of work performed shows clearly that the employee's former position included all the basic duties of the position to be filled and provided the knowledge, skills, and abilities necessary to perform the duties of the new position. This is particularly important when a minimum educational requirement has been added to an occupational series that did not have one when the employee served in it. In that instance, some positions formerly classified in the series may not have required full occupational knowledge and are now classified in a different series.

(3) If an employee has been placed in a position based on waiver of qualification requirements, the "add-on rule" does not apply, since the waiver provisions are normally applicable to that position only.

c. Modifying experience requirements for certain in-service placement actions:

(1) The California National Guard may determine that an individual can successfully perform the work of a position even though that person may not meet all the requirements in the qualification standard to a grade not higher than a grade previously held when the applicant's background includes related experience that provided the Knowledge, Skills and Abilities (KSAs) necessary for successful job performance. This authority should be used only when there is a reasonable likelihood that the employee will successfully make the transition to the new position, and cannot be used for directed reassignments to positions in which an employee obviously would not be able to perform the work.

(2) This authority is not to be used for placement to a higher grade, except where the employee previously held a position at that grade or higher grade levels.

(3) This authority can be used to place an employee in a position with greater promotion potential than the position currently or previously held. The experience accepted as qualifying should equip the employee to meet the critical elements set out in the performance standard for the position. This provision does not authorize the California National Guard to disregard minimum educational, licensure, or certification requirements in qualification standards.

(4) The use of a modified standard should be documented sufficiently to show that it was intentional, and that the assignment did not result from misinterpretation of the OPM or NGB qualification standard. When an employee has been placed in a position based on modification of a qualification standard under this provision, the "add-on rule" may be applied in any subsequent in-service placement action.

## **7. Temporary Promotion.**

a. It is the policy of the California National Guard that each technician position be filled by an available best qualified individual. This includes filling a position by temporarily promoting a current technician. The HRO is responsible for assuring proper evaluation and certification using the appropriate qualification standard.

b. A temporary promotion is the most appropriate means of recruiting temporary services of a technician for a higher graded position. Selections for temporary promotions must meet the minimum qualifications for the position and at the grade level, before action can be approved by HRO.

c. When reviewing and evaluating an individual's qualifications for temporary promotion, it is agency policy not to refer to the individual's current position description. The Official Personnel Folder (OPF) will not be used in the qualification process as the information is dated.

d. When requesting a temporary promotion via SF-52, Request for Personnel Action, a current OF-612 (Optional Application for Employment) or resume must be submitted to the HRO. Individual technicians are responsible for furnishing specific information relative to their personal qualifications and eligibility for specific positions. The application or resume is the basic document used to determine an individual's qualifications for a position. The application must reflect the applicant's current and past employment information and dates, as well as military duty assignments, qualifications, education and training. Positions with education or other special documentation requirements require the necessary documentation (i.e. transcripts, flight hours, driver license) with the application. Complete and accurate data is essential to ensure fair evaluation of candidates for excepted service positions. Incomplete applications will delay the effective date of the temporary promotion until the necessary documentation is provided.

e. Technicians may be detailed to higher graded duties and responsibilities if they do not meet the established qualification requirements.