



# Merit Placement/Promotion

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Supervisory Development Course  
California National Guard  
CAJS-J1-HR-PS



# Introduction -

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- Discuss the essential elements and requirements of the Merit Placement/Promotion process
- Presenter: TSgt Latesha Williams
- Reference(s): CNG FPR 335, CNG FPR 338



# Agenda -

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- Employment Status Definitions
- Qualification Standards & Knowledge, Skills, and Abilities (KSA)
- Modification of Excepted Service Quals & KSA Development
- Selective Placement Factors
- Vacancy Announcement (VA)
- VA Publication
- Application Process
- Selection Process
- Release



## Employment Status Definitions -

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- Dual Status (DS) – Positions/ employees who as a condition of employment must maintain compatible military membership and assignment in the National Guard
- Non-Dual Status (NDS) – Positions/ employees who are not required to be members of the National Guard.



## Employment Status Definitions (cont.) -

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- Permanent – Technician employees with benefits and career status. Tenure 1 and 2 employees.
- Indefinite – Employees whose positions are non-permanent and hired for an unlimited period of time. Tenure 3 employees.



## Employment Status Definitions (cont.) -

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- Temporary – Employees whose positions are of a temporary nature with work & funding expected to last for less than one year. Not eligible for benefits. Tenure 0 employees.



## Employment Status Definitions (cont.) -

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- Full-time – Work schedule consisting of 40 hours per week. Receive full leave accrual and benefits (if applicable).
- Part-time – Work schedule consisting of 16 hours minimum to 32 hours maximum per week. Receive leave and benefits (if applicable) on a pro-rated basis.



# Qualification Standards & KSA's -

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- NGB Excepted Service Qualification Standards
- OPM Qualification Standards for General Schedule Positions
- Knowledge, Skills, and Abilities





# Modification of Excepted Service Qualification Standards -

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- May be modified by a job analysis, Qualification Standard Job Analysis Worksheet, CNG 690-16
- Applies to the specific PD at a specific location
- Cannot waive any education requirements
- Cannot change In-service Placement Rules



# Modification of Excepted Service Qualification Standards -

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- Selecting Official must review the Position Description.
- Identify four or five major job areas which any applicant must have experience with to meet a minimum qualification level.
- These job areas become the “modified” specialized experience.
- Cannot change time amounts (i.e. 36 months for a GS-11)



# Modification of Excepted Service Qualification Standards -

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- Identify the KSAs used to refine a list of eligible candidates as they relate to each modified specialized experience.
- Are mandatory when there are more than three qualified applicants on a certificate of eligibles for each position announced.
- May also be used by the HRO to refine a list of minimally qualified applicants (more than 10).



## Selective Placement Factors -

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- Job requirements which are identified as mandatory to possess and are specific to a position description (i.e. Aircraft Flight Training or Experience).
- Security clearance requirements (i.e., National Agency Check, Secret Security Clearance).
- Physical requirements (continuous lifting, color vision, etc.).



# Vacancy Announcement

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- CNG Form 690-1 is used to announce technician position on USA Jobs.
- Used only for Technician Positions (Permanent, Temporary, Indefinite). AGR require SF 52.
- When announced Air/Army/Civilian (NDS), one form is required for each type.
- Must be fully completed and signed (missing/incomplete information could delay the process).

Other considerations before posting:

- CNG Technician Overgrade List
- CNG Reemployment Priority List



## VA Publication -

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- Technician Vacancy Announcements can be found at [www.usajobs.com](http://www.usajobs.com) .



# Application Process

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- Application Procedures
  - Online resume, SF-171, OF-612, and/or faxed resume
  - Beginning/Ending Dates
  - College Transcripts (if applicable)
  - All other documents required for the position (flight records, certifications, etc)
  - Questionnaire must be completed for each applicant (USA Staffing will not load resume without it).
- \* Temporary Hire packets require resume or OF 612 and are reviewed manually (Questionnaire not applicable).



## Application Process (cont.)

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- Must be sent electronically or by fax to USAJobs by midnight (eastern) on the closing date
- Applications mailed to HRO will not be accepted and will be returned to sender
- The fax number for applications is:  
**1-478-757-3144**





# Selection Process -

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- Certificate of Eligibles (COE) contains listing of all minimally qualified applicants
  - COE will be sent via email with a secure web link
  - User Name and Password required to view COE
- Selections must take place within 30 calendar days from the issuance of any COE unless a justified written request is approved by the HRO. Failure to complete a timely selection action will result in the automatic closing of the Certificate by the HRO with no action.
- CNG Form 690-2/SF-52 must be attached if selection made.



## Selection Process (cont.)

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- Priority Consideration - Selecting officials will afford priority consideration to current permanent technicians of the California National Guard when selecting from an advertised vacancy.

# Selection Process (cont.) -

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## Interview Options:

- You can evaluate each application/resume FIRST using the KSA Evaluation procedures to determine the top three who you can then interview OR
- You may interview all applicants on the certificate and do the KSA Evaluation (during or after interview)
- If interviews are used, all under consideration (top three or all) at that time must be interviewed.
- Telephone Interviews are okay, but give everyone the opportunity for a person-to-person interview.
- Travel & Transportation for Interview Purposes: A Travel Order may be requested for the candidates who are outside of the local or state area.



## Selection Process (cont.)-

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### Interview Questions

- Ask open ended questions to allow applicant to demonstrate his/her interest and potential motivation.
- Should pertain to the experience, education, and/or training that relates to the KSA's required for the position.



## Selection Process (cont.)

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### Testing Policy

- There are no approved written tests which can be administered locally by a selecting official.
- Do not ever administer a test!!!



## Selection Process (cont.)

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### Telephone Reference Checklist -

- Supervisors are strongly encouraged to use the telephone reference checklist to avoid future problems.

# Selection Process (cont.)

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## Selection/Non-Selection -

- Management has the right to select or non-select.
- Selection can be made of any top three rated candidates (using the KSAs).
- All selections are tentative, pending approval from the Directorate for Human Resources.
- Supervisors (or Remote Designee) will receive notice as to actual start/effective dates for new appointments.
- If no selection is made and there were 5 or more names on the certificate, a statement of why each person was not selected is required.
- If any candidate has withdrew from consideration or declined an offer a statement from the candidate is required.



## Release -

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- Allow time for prospective employees to give proper notice at their current employment.
- Current technicians working in other units, directorates, office sections or wings must coordinate the release date with losing and gaining supervisor.
- Current technicians entitled to PCS need a minimum of three pay periods.





# Summary -

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# Questions?

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