

**HING Full-Time Personnel Regulation Number 335**

**Technician/Civilian Employees**

# **Merit Placement Plan**

**Joint Force Headquarters  
Hawaii National Guard  
3949 Diamond Head Road  
Honolulu, Hawaii 96816-4495  
3 July 2018**

**UNCLASSIFIED**

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NGHI-HRO

3 July 2018

MEMORANDUM FOR RECORD

SUBJECT: Hawaii National Guard Full-Time Personnel Regulation 335 Merit Placement Plan

1. Purpose. This Hawaii National Guard (HING) Full-Time Personnel Regulation 335 establishes policy and provides guidance for merit placement of Title 32 Dual Status Military Technicians (T32) and Title 5 National Guard Employees (T5) in the HING.
2. Superseded. This regulation supersedes the Full-Time Support Personnel Regulations Number 335-1-1, Merit Placement Plan for Hawaii National Guard Federal Technician Positions, dated 1 December 1988.
3. Applicability. This instruction applies to all T32 Technicians and T5 Employees; and to Commanders, Managers and Supervisors (military or civilian) with authority or responsibility over T5 and/or T32 personnel. The term "Civilian" will cover T5 National Guard Employees and the term "Technicians" will cover T32 Dual Status Military Technicians. The term "Employee" will cover both T5 and T32 employees unless specifically stated.
4. Policy.
  - a. The proponent of this instruction is the Human Resources Office (HRO) and as such, has the authority to approve exceptions to this guidance when they are consistent with controlling laws, regulations, and rules.
  - b. Vacancy announcements shall be posted on the USA Jobs website, [www.usajobs.gov](http://www.usajobs.gov) to maximize recruiting efforts and remain competitive with other Federal agencies.
  - c. Positions shall be filled by the best qualified individuals available and those employees shall have an opportunity to develop and advance to their fullest potential.

NGHI-HRO

SUBJECT: Hawaii National Guard Full-Time Personnel Regulation 335 Merit Placement Plan

d. This regulation is approved for public release and will be available on the HING website.

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## CHAPTER 1 GENERAL PROVISIONS

1. The Adjutant General (TAG) is the appointing authority for the Hawaii National Guard T5 and T32 Employment Program and is the highest level of authority in the State concerning the overall application of the Merit Placement Plan (MPP).
2. The HING Human Resources Officer has delegated responsibility by TAG for the management of the T5 and T32 Employment Program and is responsible to ensure that the requirements of this regulation are properly executed. HRO staff will:
  - a. Develop, maintain, evaluate, and revise the MPP as necessary.
  - b. Enforce compliance of the MPP and merit placement principles based on law, rule, and regulation.
  - c. Provide information, guidance, and assistance to managers, supervisors, and employees concerning their responsibilities regarding merit placement.
  - d. Validate that candidates are properly evaluated and certified for placement or promotion.
  - e. Ensure that all information related to the merit selection process (crediting plan for job qualification, promotion, interview, selection, etc.) is held in strict confidence.
  - f. Maintain necessary records.
3. Managers and Supervisors will:
  - a. Use merit principles and comply with the guidance in this regulation.
  - b. Confirm that employees under their supervision are aware of this regulation.
  - c. Verify that actions affected within their area of responsibility are based on merit and are without discrimination.
  - d. Encourage subordinates under their supervision to develop themselves for promotional opportunities.
  - e. Safeguard that all information related to the merit selection process (interview, selection, etc.) is held in strict confidence.

f. Validate that T32 technicians under their supervision meet the military compatibility requirements upon selection.

4. Individual employees are responsible for:

- a. Pursuing developmental opportunities in preparing to assume higher level duties.
- b. Familiarizing themselves with the provisions of the MPP.
- c. Carefully reviewing the requirements and information in vacancy announcements, and applying for the vacancies for which they believe they are qualified.
- d. Affirm that application forms and/or resumes contain accurate, complete, and current information concerning experience, qualifications, training, and self-development activities.
- e. Furnishing requested information relative to their personal qualifications and eligibility for specific positions.
- f. Ensuring that they are in a compatible military assignment (T32 technicians only).

5. Management retains the right to:

- a. Select or non-select from among any group of certified candidates. If no selection is made when there is any number of certified candidates, a statement addressing the reason(s) each certified applicant was non-selected must be provided to HRO with the returned Certificate of Eligibles (COE).
- b. Fill vacant positions utilizing any process prescribed herein. This includes, but is not limited to, reemployment priority lists, transfers, management directed reassignments, details, position changes resulting from Reduction-in-Force (RIF), placement of an individual exercising restoration, reemployment or reinstatement rights, or dual employee/Active Guard Reserve (AGR) announcements.

6. Complete merit promotion records are required to be maintained by the HRO for the following reasons:

- a. Provide an audit record of the action taken.
- b. Evaluate the merit placement and promotion program.

c. Provide proof that merit placement actions are being made on a fair and equitable basis in accordance with this plan

7. Sufficient records are required to allow reconstruction of the placement actions for inspections and grievances. As a minimum, the following information and forms will be retained for each merit promotion file:

a. The request (recruit/fill action) from the supervisor requesting the announcement be advertised (SF 52- B, Request for Personnel Action).

b. The Job Opportunity Announcement (JOA).

c. A list of all applicants names, both qualified and nonqualified.

d. Qualification sheets and documentation used to evaluate applications.

e. The signed Certificate of Eligibles from the Hiring Manager.

f. Record of the Priority Placement Lists being cleared.

g. Copies of all resumes and applications submitted.

h. Request for superior qualifications, special needs, and/or incentives.

8. Retention periods may change occasionally because of statutory, legal, financial, or administrative requirements. The records must be retained in the local files area (for up to two years (5 CFR 335.103). If disputed, case files are retained by the HRO until claim is settled.

9. Information relating to individual placement actions or to the applicant such as how many applied or who qualified will be discussed only with or shown to authorized individuals. Supervisors and personnel specialists participating in merit placement actions will not disclose the details of the applications and the contents of the certificate of eligibles to unauthorized persons. Applicants who call the HRO for information pertaining to the advertised position will be given information on their application only.

10. HRO will review the Merit Placement Plan annually in order to support specific procedures, and to ensure proper administration, use and control.

11. Prohibited Personnel Practices. There are 13 prohibited personnel practices, including reprisal for whistleblowing, which are defined by law [T5 United States Code, Section 2302(b)]. Generally stated, 2302(b) provides that any employee who has

authority to take, direct others to take, recommend, or approve any personnel action, shall not, with respect to such authority engage in the following:

- a. Discriminate against an employee or applicant based on race, color, religion, sex, national origin, age, handicapping condition, marital status, or political affiliation;
- b. Request or consider employment recommendations based on factors other than personal knowledge or records of job-related abilities or characteristics;
- c. Coerce the political activity of any person; or take any action as a reprisal for the refusal of a person to engage in such political activity;
- d. Deceive or willfully obstruct anyone from competing for employment;
- e. Influence anyone to withdraw from competition in an effort to improve or injure the employment prospects of any person;
- f. Give an unauthorized preference or advantage to anyone so as to improve or injure the employment prospects of any particular employee or applicant;
- g. Engage in nepotism (i.e., hire, promote, or advocate the hiring or promotion of relatives);
- h. Engage in reprisal for whistleblowing – generally, a person with personnel authority cannot take or fail to take a personnel action with respect to an employee or applicant because of a disclosure of information by the employee or applicant that he or she reasonably believes evidences a violation of a law, rule or regulation; gross mismanagement; gross waste of funds; an abuse of authority; or a substantial and specific danger to public health or safety. The prohibition does not apply, however, if the disclosure is barred by law or is specifically required by Executive Order to be kept secret in the interest of national defense or the conduct of foreign affairs, except when such a disclosure is made to the Special Counsel, the Inspector General, or a comparable agency official;
- i. Take or fail to take a personnel action against an employee or applicant for exercising an appeal, complaint, or grievance right; testifying for or assisting another in exercising such a right; cooperating with or disclosing information to the Special Counsel or to an Inspector General; or refusing to obey an order that would require the individual to violate a law;
- j. Discriminate based on personal conduct which is not job-related and does not adversely affect the on-the-job performance of an employee, applicant, or others;



k. Knowingly take or fail to take, recommend, or approve a personnel action if taking or failing to take such an action would violate an applicable veterans' preference requirement;

l. Take or fail to take a personnel action, if taking or failing to take the action would violate any law, rule or regulation implementing or directly concerning merit system principles at 5 U.S.C. § 2301.

m. Implement or enforce any nondisclosure policy, form, or agreement, if such policy, form, or agreement does not contain the following statements:

“These provisions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by existing statute or Executive order relating to:

(1) Classified information;

(2) Communications to Congress;

(3) Reporting to an Inspector General of a violation of any law, rule, or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety; or,

(4) Any other whistleblower protection.”

“The definitions, requirements, obligations, rights, sanctions, and liabilities created by controlling Executive orders and statutory provisions are incorporated into this agreement and are controlling.”

## **CHAPTER 2 COMPETITION AND EXCEPTIONS TO COMPETITION**

1. Competitive procedures apply to all promotions under Title 5, CFR, Section 335, and to the following actions.

a. Temporary Promotions over 120 days to a higher graded position (Chapter 10, Temporary Promotion).

b. Details for more than 120 days to a higher graded position or to a position with known promotion potential (Chapter 10, Details).

c. Selection for training which is a part of an authorized training agreement, and a part of a promotion program, or required before an employee may be considered for a promotion (Chapter 6, Trainee and Upward Mobility).

d. Reassignment or demotion to a position with more promotion potential than the position last held in a permanent position.

e. Transfer to a higher graded position or position with more promotion potential than permanent position previously held.

f. Reinstatement to a permanent or temporary position at a higher grade or with more promotion potential than the last grade held in a permanent position.

2. Non-Competitive Actions. Non-competitive personnel actions are not authorized for the placement of T32 technicians into T5 civilian positions; and, are not authorized for the non-competitive placement of T5 civilian employees into T32 technician positions. The following actions are exempt from competition:

a. Promotion due to issuance of new classification standards or the correction of a classification error.

b. Placement of over-graded employees entitled to grade retention as a result of Reduction in Force (RIF) or reclassification.

c. Promotion when competition was held previously (i.e., position advertised with stated promotion potential).

d. Re-promotion to a grade or an intervening grade or position from which an employee was demoted without personal cause and not at his/ her request.

e. Promotion resulting from an employee position being reclassified at a higher grade when authorized by an NGB-J1-TNC classification action, position description release, or delegation.

f. Reassignment to a position having no higher promotion potential.

g. Position change required by Reduction in Force (RIF).

h. Temporary promotion of 120 days or less.

i. Selection of a former employee from the Reemployment Priority List (RPL) for a position at the same or lower grade than the last grade held.

j. Detail to a higher grade position or a position with known promotion potential, of 120 days or less. Prior service during the preceding 12 months under noncompetitive details to higher grade positions and noncompetitive time-limited promotions count toward the 120 day total.

k. Promotion or placement of T32 or T5 employees entitled to noncompetitive priority consideration as corrective action for failure to be given proper consideration under the requirements of this plan.

l. Placement of T32 or T5 employees who have eligibility for special consideration for re-promotion. These employees are those who are receiving grade or pay retention benefits due to involuntary placement in lower grade or declination of functional transfer.

m. Placement as a result of priority consideration when an applicant was not previously given proper consideration in a competitive action.

n. T32 or T5 employees that enter active duty have five (5) years of cumulative time from the date they left their position to be restored in the HING Employee Program.

o. T32 or T5 employees that fail to receive proper consideration under a previous recruitment (promotion or reassignment action), however improper personnel action occurred. The employee will be considered for the next appropriate and bona fide vacancy, i.e., at the same grade of the position previously denied and one for which the employee is fully qualified and available.

p. T32 or T5 employees are entitled to only one consideration for each failure to receive proper consideration under this provision, unless otherwise directed. The Selecting Official is not required to select a T32 or T5 referred under this provision.

q. Other types of actions not specified above which are permitted by regulation and are consistent with the spirit and intent of the merit principles delineated in Title 5, United States Code.

r. Temporary T32 technicians and T5 employees are accepted for a specified period not to exceed 1 year appointments and may be extended annually up to a maximum time limit for 4 years.

s. Detail to higher grade or to a position with known promotion potential for 120 days or less.

t. Placement as a result of priority consideration when a candidate was not previously given proper consideration in a competitive action.

u. Reinstatement of a previously employed (excepted service) employee.

(1) Prior Career Permanent (Tenure 1) employees may be reemployed without competition to a position at the same or lower grade as the position from which separated (subject to HRO approval).

(2) Prior Career-Conditional (Tenure 2) employees may be reemployed to a position without competition within 3 years of separation at the same or lower grade as the position from which separated (subject to HRO approval). Creditable service is defined as completion of 3 years of total service as described at 5 CFR 315.201(b).

(3) There is no time limit on the reinstatement eligibility of a person who completed the competitive service requirement for career tenure. Title 5 competitive employees who have completed less than 3 years of the competitive service requirement and are career-conditional have reinstatement rights within 3 years of separation.

(4) Preference eligibles who served in a position as a Tenure 1 or 2 employee for any period of time have lifetime eligibility to any position which and/or is qualified for.

(5) To establish reinstatement eligibility, an applicant must provide a copy of their separation SF-50, Notification of Personnel Action, showing tenure group, along with application to the agency. Reinstatement eligibility does not guarantee a job offer.

### **CHAPTER 3 VACANCY PROCEDURES**

1. Position Announcement Procedures. A request for a position announcement may be submitted as soon as a projected vacancy is known. As current on-board T5 Competitive Service employees separate from their respective positions and the positions become vacant, those positions are directly converted into T5 Excepted Service positions. Such positions will be advertised as T5 Excepted Service positions.

2. The Selecting Official will submit when requesting that a position be filled, a request for personnel action (RPA), Vacancy Announcement Request, through supervisory channels, to HRO utilizing Defense Civilian Personnel Data System (DCPDS). The following information is required:

a. Position Title, Series, Grade(s), Position Description Number, Location, paragraph and line number for Army positions, and Functional Account Code (FAC) and position number for Air Force positions.

b. Type of appointment (T5 or T32).

c. Requested Area of Consideration.

d. Recommended selective placement factors: full justification must be submitted if selective placement factors are used.

e. Whom the position is vice, reason for vacancy (promotion, resignation, etc.) and effective date the position will be vacant.

f. Title, name and e-mail address of Selecting Official. Selection authority must be delegated to the lowest level of supervision consistent with good management practices. Must provide alternate Selecting Official and HRO Remote Designee contacts.

g. Duration of announcement.

h. Position sensitivity (Security Clearance Level).

i. Certification of available funds.

j. Justification to advertise at lower required grade i.e. career ladder or training.

3. Vacancies will be announced on [www.usajobs.gov](http://www.usajobs.gov) website when a position is not filled as an exception to competition.

4. Vacancy announcements will contain the following information as a minimum:
  - a. Title, series, grade, and salary range of the position.
  - b. Type of appointment: T32 Excepted Service (indefinite or permanent) or T5 Excepted Service (term, indefinite, or permanent).
  - c. Military grade requirements (if applicable).
  - d. Area of Consideration. (see paragraph 5 below.)
  - e. Compatibility requirements for T32 technicians only. (Specialized Skill Identifier – SSI, Military Occupational Specialty - MOS, and/or Air Force Specialty Code - AFSC).
  - f. Organization and geographical location of the position.
  - g. Information regarding known promotion potential, if applicable.
  - h. Summary of duties (obtained directly from the introduction to the position description).
  - i. Minimum specialized experience qualification requirements.
  - j. Opening and closing dates and how to apply.
  - k. Equal employment opportunity statement.
  - l. Selective Placement Factors and/or Key Requirements, if any.
  - m. Assessment Questionnaire.
  - n. Number of positions being announced, if more than one.
  - o. Availability of Permanent Change of Station (PCS) reimbursement (if applicable).
  - p. Required Security Clearance
  - q. Frequency of Travel.
  - r. Veterans' preference requirements (T5 positions only).

## 5. Areas of Consideration (AOC).

a. The area of consideration to compete the position must be sufficiently broad to ensure the availability of a reasonable number candidates, taking into account the nature and level of the position to be filled, merit principles, affirmative action goals and objectives and applicable regulations and requirements of negotiated agreements. The AOC is identified in the USAJOBS Job Opportunity Vacancy Announcement (JVOA). The AOC may be expanded beyond the minimum area, at any time during the recruitment process, to meet the recruitment need with the issuance of an amended or new JOAJVA. Job Opportunity Vacancy Announcements will normally remain open for receipt of applications a minimum of 5 15 working days. Areas of consideration will be considered in the following order, based on mission requirements and/or TAG requirements.

(1) HING (Army/Air/Both)

(2) Statewide

(3) Nationwide

(4) When applicable, as specified AOC (specific directorate, AASF #1, USPFO, Surface Maint, etc....) Justification must be provided on the request for announcement.

## b. Categories (CAT) for T5 Excepted Service.

(1) CAT 1: Current on board T5 and T32 employees in the HING. (No Veterans' Preference).

(2) CAT 2: M-Day Soldiers (Veterans' Preference)

(3) CAT 3: Current on board T5 and T32 employees in the State of Hawaii

(4) CAT 4: Current U.S. Armed Forces within the State of Hawaii

(5) CAT 5: People in the State of Hawaii

(6) CAT 6: U.S. Citizens

## 7. T32 excepted service vacancy announcements.

a. Supervisors may choose to select a specific military grade or range of military grades from which to accept applications.

b. The military grade restrictions will be determined based on employee compatibility considerations and military position available.

c. Military grade criteria are applied based on the military grade of the applicant on the day the announcement closes.

8. Open and Closing Dates for Employee Vacancy Announcements.

a. T32 technician vacancy announcements will be advertised for a minimum of 14 calendar days to a maximum one (1) year.

b. T5 civilian positions will be announced for a minimum period of five (5) calendar days, not to exceed a total of 30 calendar days.

(1) Written justification must accompany the RPA to exceed the maximum open period of 30 calendar days.

(2) There must be a reasonable expectation of the receipt of a sufficient pool of qualified applications (usually 3 or more) and HRO must concur.

(3) Final approval authority for the announcement period days will be the HING Human Resources Officer.

9. Instructions for preparation of Standard Form (SF) 52 in the Defense Civilian Personnel Data System (DCPDS).

a. Fill position: To advertise a job vacancy using merit promotion procedures.

b. Cancel and establish: Used to cancel a position that is no longer needed and/or valid, and establish another position in its place.

c. Personnel Actions:

(1) Promotion

(2) Temporary Promotion (NTE)

(3) Leave Without Pay (LWOP)

(4) Return to Duty (RTD)



- (5) Appointment
- (6) Temporary Appointment (NTE)
- (7) Extension of Temporary Appointment (NTE)
- (8) Detail NTE
- (9) Extension of Detail NTE
- (10) Reassignment
- (11) Change to Lower Grade
- (12) Retirement
- (13) Termination Appointment (NTE)

d. Part A, Requesting Office of SF 52.

Item	Instructions
Action Requested	Enter either a position action or personnel action from the list from position actions above. If there is a time limit involved in the action (i.e., temporary appointment, temporary promotion, etc.) must specify a not to exceed (NTE) date.
Request Number	N/A
For additional information call	Enter the name and telephone number of the person most familiar with the action requested who can provide additional information if required. This is normally the first line supervisor.
Proposed Effective Date	Enter date on which action is desired. For promotion, reassignments or change to lower grade use the beginning date of the next pay period; in separation action, show last date the technician will be on the job.

Action Requested By	Enter the signature and title of person requesting the action (normally the first line supervisor).
Action Authorized By	Enter the signature and title of person requesting the action (normally the first line supervisor).
Action Approved By	Enter the signature and title of person authorized to approve the request.

e. Part B, For Preparation of SF 52.

1. Name	Last, first, middle. Please show full middle name.
2. Social Security Number	Full 9 digit social security number.
3. Date of Birth	Enter in MM-DD-YY format (e.g. 10-24-96). Do not use military date format.
4. Effective date	Leave blank; the actual effective date will be established by HRO.
5. A to 6-E	Leave blank. These items are coded First Action and Second Action in HRO.
7. From (Position Title and Number)	Enter official title and position number (obtained from official position description) of vacant position (.i.e., for a promotion, reassignment, resignation, termination, retirement, detail change to lower grade and temporary promotion). Also would be the "cancel" position of a cancel and establish action.
8, 9, 10. Pay Plan, Occupation Code, grade or level.	Enter pay plan, occupational code, and grade as reflected on official position description. (e.g., WG-8852 10 or GS-0301-11).
11. Step or Rate	Leave blank.
12. Salary	Leave blank.
13. Pay Basis	Leave blank.
14. Name and Location of Position's Organization	Name and location of organization from which individual action is being accomplished.
15. To (Position Title and Number)	Enter official title and position number (obtained from official position description) of vacant position (i.e., for a

	promotion, reassignment, resignation, termination, retirement, detail change to lower grade and temporary promotion). Also would be the “cancel” position of a cancel and establish action.
16, 17, 18. Pay plan, Occupation Code, and grade or level.	Enter pay plan, occupational code, and grade as reflected on official position description, (e.g., WG-8852 10 or GS-0301-11).
19 – 21.	Leave blank.
22. Name and Location of Employing Office.	Enter: HIARNG or HIANG unit, UIC/PAS code, and full time manning document number.
23 – 33.	Leave blank.
34. Position Occupied	Competitive (1) or Excepted (2) Only.
35 – 39	Leave blank.
40 – 51	Leave blank.

f. Part C, Reviews and Approval of SF 52 for local use of review and approval.

g. Part D, Remarks by Requesting Office of SF 52.

(1) For a “Recruit- Fill Position” enter the following information:

(a) Area of Consideration.

(b) Minimum/Maximum Military grade available/duty MOS or AFSC.

(c) Length of time to be advertised (minimum of 15 days for T32 technicians and 5 days for T5 employees).

(d) VICE (Employee that vacated position).

(e) Position Title, Pay Plan, Series, and Grade (i.e. IT SPEC, GS-2210-11).

(f) Supervisor with email and phone number.

(g) Security Clearance Required.

(h) Other requirements specific to position (i.e. drug test, physical, certifications, education, etc.)

(i) Expected Travel.

- (j) Position number or para line number.
- (2) For “Reassignment”, “Appointment”, “Promotion”, “Change to Lower Grade”, etc.
- (3) Military Unit.
  - (a) DMOS/Primary AFSC.
  - (b) Para/line or PAS number.
  - (c) Military grade or rank.
- h. Part E, Employee Resignation/Retirement is used for resignation and retirements only. Ensure it is signed and forwarding address and phone number is listed.
- i. Part F, Remarks for SF-50: May use for any information not identified above.

## **CHAPTER 4 APPLICATION PROCEDURE**

1. The resume is the required document used to determine an individual's qualifications for a position.

a. The resume must reflect the applicant's current and past civilian employment information and dates (month/year), as well as military duty assignments, qualifications, education, and training (if applicable).

b. Complete and accurate data is essential to ensure fair evaluation of candidates for both excepted and competitive service positions.

c. Individuals applying for vacancy announcements must:

(1) Carefully review the qualification requirements for the vacancy and match their own experience, education, training and other related factors to those in the announcement prior to submitting their resumes. Resumes should only be submitted if the minimum qualification requirements and selective placement factors are met.

(2) Include all experience (with percentages of time for each duty), education, training, awards, special qualifications, and other information which is directly related to the position that one is applying to. Copies of position descriptions or photographs will not be accepted. Resumes should be written in the applicants own words and not a duplication of verbiage found in the position description.

(3) Submit resumes and any required supporting documents (transcripts, flight hour logs, SF-50, Report of Individual Person (RIP), etc.) via [www.usajobs.gov](http://www.usajobs.gov). Specific instructions and requirements will be listed on the vacancy announcement.

(4) Resumes emailed, mailed, faxed, or hand carried to the HRO will not be considered. The HRO may grant exceptions for extenuating circumstances, such as deployed applicants and/or technical difficulties.

(5) Resumes must be received not later than (NLT) the closing date of the announcement (Eastern Standard Time). Resumes received after the closing date will not be accepted.

d. Include the following information on the resume. Information not included will not be rated.

(1) Job title on announcement and announcement number

- (2) Grade
- (3) Name
- (4) Mailing Address
- (5) Phone number (daytime and evening)
- (6) Work Experience related to the job for which you are applying, including job title (**if federal, include series and grade**), date experience was obtained (from mm /yy to mm / yy).
- (7) Salary (optional)
- (8) Hours per week
- (9) Employer's name and address
- (10) Supervisor's name and phone number
- (11) Description of duties and accomplishments for each position.

e. If an applicant fails to give complete details, it may cause him/ her to be rated ineligible. The description of duties and responsibilities may be verified with former employers.

f. If an applicant fails to provide the required Veterans' preference documentation with his/her resume then he/she may not receive the claimed Veteran's preference.

## 2. Consideration of Absent Employees.

a. Permanent and Time-limited employees who are absent due to mobilization or compensable injury may be considered for merit promotion during their absence.

b. Employees in an Absent-Uniformed Service (AUS) or Leave-Without-Pay (LWOP) status may apply for employee positions via [www.usajobs.gov](http://www.usajobs.gov).

c. Employees may entrust another individual (e.g. family member or friend) to submit their application and documentation to HRO in their absence.

d. It is the employee's responsibility to ensure that all required documentation is received by the closing date of the vacancy announcement.

3. IAW DOD Instruction 1402.01 "Employment of Retired Members of the Armed Forces" a retired member of an Active Duty component cannot be hired for civilian positions in the competitive and excepted service within 180 days of retirement. Retired AGR members are included in this restriction.

a. Waivers may be submitted to HRO when it is determined the retired military member is better qualified than any in-service candidate.

b. There must be sufficient evidence to support recruitment was conducted to seek highly qualified candidates and how the retired member's KSAs are clearly superior to other available candidates, to include how the other candidates' KSAs fall short of the retired member.

c. Waivers must be approved prior to the appointment of a retired military member. The law requires that waiver requests must contain verification of full consideration was given to eligible NG Employees, the vacancy was publicized to give interested candidates opportunity to apply, and that unfair advantage was not given to the retired military member (e.g., qualification requirements written to favor the retired member or a position has not been held pending retirement of the member).

d. This supports the intent of merit system principles and also avoids the appearance of preferential treatment for a select group of applicants.

## **CHAPTER 5 SELECTION PROCEDURES**

1. Title 5 employees and Title 32 technicians excepted service qualification standards.

a. Qualification requirements provided by National Guard Bureau (NGB) and selective placement factors (if used) will serve as the basis for determining eligibility.

b. Based on an approved job analysis, HRO may modify standards.

c. Office of Personnel Management (OPM) qualification standards and selective placement factors (if any) must be used if/when there is not an NGB qualification standard established for the T5 Excepted service position.

2. Title 5 Competitive Service Qualification Standards (For Career Promotions).

a. T5 competitive service employees selected from certificate of eligibles issued by the Office of Personnel Management (OPM), which include a career promotional opportunity, must complete all experience, training, and/or education requirements outlined in the OPM qualification standards.

b. Additionally, selective placement factors (if any), proof of competitive status, time-in-competitive appointment restrictions and time-in-grade requirements (5 CFR §300.604) will serve as the basis for determining eligibility for advancement to the next higher grade level.

3. Promotion without further competition qualification standards (Career Ladder Announcements).

a. T5/T32 Employee who was appointed from a civil service register, by delegated examining authority, by direct hire, by noncompetitive appointment or noncompetitive conversion, or under competitive procedures of this plan for an assignment intended to prepare the employee for the position being filled – the intent must be made as a matter of record and Career Ladders documented.

b. T5/T32 Employees appointed less than the authorized grade (trainee position) will be placed on a Career Ladder and Individual Development Plan (IDP) at appointment. An IDP, updated resume, and current performance appraisal are mandatory documents for all Career Ladder promotion consideration actions by the HRO.

c. Before a T32 Trainee Position is advertised, HRO must receive and approve written justification from the Selecting Official. A Statement of Difference (SOD) is required for all Below Target Grade positions (if applicable). If an SOD is needed, the



State Classification Specialist will draft an SOD for each trainee grade no more than three grades below the Target Grade. Supervisors must review and certify each SOD prior to the position being announced. If approved, Supervisor will work on the IDP with the HRO Human Resources Development Specialist (HRDS). Supervisor will create and submit a generic Individual Development Plan (IDP) for each authorized developmental level below the target grade of a position prior to advertising the JVA (see paragraphs (e) through (g)).

d. Before a T5 Trainee Position is advertised, HRO must receive and approve written justification from the Selecting Official. A SOD is required for all positions announced below the Target Grade. If an SOD is needed, the State Classification Specialist will draft an SOD for each trainee grade no more than three grades below the Target Grade. Supervisors must review and certify each SOD prior to the position being announced. The T5 SOD will be submitted to NGB-J1-TNC for approval. If approval is not attained, a T5 Trainee Position may not be advertised and the position will be announced no lower than the Target Grade.

e. SODs will not be used for:

- (1) Supervisory positions, whether GS or Wage Supervisor;
- (2) Small Shop Chief Positions;
- (3) GS positions above the GS-11 level;
- (4) Instructor positions;
- (5) Inspector positions;
- (6) Positions in the GS-2181 series (Aircraft Pilot);
- (7) Positions in the WG-2610 series (Electronics Integrated Systems); above-journey level Wage Grade-type positions.

f. Prior to advertising any Career Ladder Position, Managers and Supervisors will work in conjunction with the HRDS to establish draft IDPs. An IDP is required for all T32 and T5 Employees employed below the full performance level for their target grade. The IDP shall identify all training and certification requirements necessary to progress from the advertised developmental trainee level to the next higher developmental level and/or the full performance level for that position. A draft IDP shall be submitted with the signed SOD(s) to the HRO Human Resources Development Specialist and Classification Specialist. If the SODs and IDP signed by the Supervisor are approved

by the HRDS and Classification Specialist, then a job vacancy announcement (JVA) shall be drafted and published.

g. Once a Career Ladder appointment is made, the IDP will be a joint effort between Supervisor and Employee addressing the new employee's skills and expertise in relation to current or future job requirements. IDPs may need to be modified after identifying individual training and development needs of the selected candidate.

h. An IDP provides an opportunity for the Supervisor and Employee to identify, review and discuss appropriate training and other developmental activities and develop a strategy for achieving both organizational and personal developmental goals. Managers and supervisors are encouraged to use IDPs for all employees, to include those newly assigned as well as seasoned technicians. NGB Form 650 will be used to identify formal and informal training opportunities to achieve performance goals.

i. A SOD is meant to only lower a position's grade level temporarily. It is not meant to permanently reduce the full performance level of a position. As a result, T32/T5 employees on a Career Ladder will be given a reasonable period of time not-to-exceed one year to satisfy the training and certification requirements necessary for promotion to the next higher developmental level and/or the full performance level. If progress toward that end is not made within the reasonable period of one year, or if employee's performance proves deficient or inadequate within that period, then the employee will be placed on a Performance Improvement Plan (PIP). Upon expiration of the time period set for improvement by the PIP, a determination shall be made by the Supervisor as to whether the employee should be recommended for promotion to the next higher developmental level or reassigned to another equally graded position (without promotion potential) where the employee's skills could be better utilized by the agency. If an equally graded position is not available, all efforts shall still continue to be made by the employee's immediate supervisor to train and mentor the employee until requirements are met for promotion to the next developmental level or full performance level. If the employee is still within the term of a probationary period and shows no progress toward the next developmental level and/or full performance level, then termination may also be considered. Extenuating circumstances that delay an employee's progress, such as deployments or the unavailability of training courses, may serve as reasons for extending the reasonable developmental period beyond one year.

#### 4. Conditions of Employment.

a. Conditions of employment are those requirements of the position which are necessary in order to perform the duties of position (e.g., security, medical/physical requirements and education requirements). In addition, positions may have established requirements which must be met for continued retention (e.g., developmental training).

When either conditions of employment or requirements for continued position retention have been established, they must be included in the vacancy announcement.

b. Security requirements. T5/T32 Employee is subject to the background checks and personnel security requirements in accordance with State and NGB Publications. In addition prior to appointment, individuals will undergo a background check to validate suitability for employment with the federal government as permitted by law. Items checked include, but are not limited to all criminal history record information, employment history, education and fiscal accountability/responsibility. IAW 5 CFR 302.203, the following, among others, may be included as disqualifying reasons:

- (1) Dismissal from employment for delinquency or misconduct;
- (2) Criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct;
- (3) Intentional false statement or deception or fraud in examination or appointment;
- (4) Habitual use of intoxicating beverages to excess;
- (5) Reasonable doubt as to the loyalty of the person involved to the Government of the United States;
- (6) Any legal or other disqualification which makes the individual unfit for service; or
- (7) Lack of United States citizenship.

c. A T5 Employees (with no military affiliation) is subject to background checks and investigative requirements. The minimum level of investigation required, upon initial entry into civil service, is the National Agency Check (NAC), however other positions may require higher level clearances.

d. Training/Certification requirements. All applicants for a position with a designated developmental training requirement must be informed in advance that failure to complete the required certifications/course(s) will be cause for removal from the position. An example of required developmental training is proponent course(s) at the National Guard Professional Education Center. The HRO will require the applicant to submit a written statement to the effect that they understand they must either satisfactorily complete the appropriate certification/courses(s) or corrective action will be taken.

e. Medical/physical requirements IAW DoDI 6055.05-M, paragraph C1.3.3.1, all Federal Wage System (FWS) and identified General Schedule (GS) selectees, prior to appointment, will meet any medical standards or physical requirements designated for

the position. Conditional appointment pending the completion of medical/physical requirements, may be authorized only by the HRO.

5. Certification: HRO staff will screen all properly received resumes in the area of consideration to ensure that candidates meet the basic eligibility requirements as indicated on the vacancy announcement after the vacancy announcement has closed. Candidates meeting the basic eligibility requirements on the vacancy announcement will be referred to the selecting supervisor on a Certificate of Eligibles (COE).

6. Priority consideration will be afforded to all qualified onboard/current HING employees and will be forwarded to Selecting Official before any other COE in Area 2 or 3 are issued.

a. The only exception to this requirement is the referral of qualified Veteran's preference eligibles (T5 only).

b. When selecting officials request to extend the applicant pool beyond Area 1 (current employees), full justification will be furnished to HRO Staffing for the request. The HR Staffing Specialist will review and grant a request to extend the area of consideration if applicable.

7. All qualified resumes will be forwarded for review and selection, unless there is a need to further reduce the number of qualified candidates. There is no limit to the number of resumes which may be referred to a Selecting Official; however a "cut-off" number may be established (e.g., 15).

8. The Selecting Official may select or non-select any candidate on the COE. However, a non-preference eligible may not be selected over a preference eligible.

9. Preference eligibles with at least 10 percent compensable service connected disability rating must be listed in the highest category group regardless of the category originally assigned to in the rating process. Preference eligibles that do not have 10 percent or more disability rating are listed in a category based on job related assessment and ranked ahead of non-preference eligibles.

10. Selecting Officials must take prompt action to begin evaluation and/or selection procedures.

a. Selections must take place within 30 calendar days from the issuance of any COE unless a justified written request is approved by HRO. Any extension request must be received by HRO before the close of business on the 30th calendar day, with justification outlining reasons for the delay.

b. Failure to complete a timely selection action may result in the COE becoming unavailable for viewing due to expiration, as well as the automatic closing of the COE by HRO.

c. The JVA COE is deemed valid for the selection process six (6) months after the closing date of the JVA. TAG may approve the extension of a JVA COE beyond the initial six (6) months after the closing date with appropriate written justification from the Selecting Official.

11. Selection Procedures: Management retains the right to select or non-select from any list of properly certified candidates.

12. Selections for positions announced for dual employee/AGR consideration may be made from either the employee or the AGR COE. Dual announcements (e.g. Employee/AGR) will be advertised on separate vacancy announcements, except Army/Air combined vacancy announcements (considered Joint Staff), and will be documented individually.

13. Selection Board:

a. A Selection Board is required to assist Selecting Officials in the evaluation of qualified applications using the evaluation procedures. Responsibilities of the Selection Board is to fill all HING Vacancies by selection from among the best qualified candidates available, based on application of merit principles without regard to such factors as: political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, non-disqualifying physical handicap, or age. All qualified applicants will receive equitable consideration for positions filled under competitive processes. Board will not violate any law, rule, or regulation implementing or directly concerning the Merit Principles

b. Selecting Official will determine the Selection Board composition and must have one (1) subject matter expert as a voting member.

c. All Selection Board Members must be approved by the HRO prior to convening the board.

d. The Selection Board President will be the senior military member on the board. When a T5 Civilian is on the Selection Board as a voting member, the conversion of their GS grade to a military equivalent grade will be used to determine their seniority.

e. Make every effort to ensure the Selection Board reflects the diverse makeup of the referred Applicants (to include gender [male/female]). If there is an ethnic minority applicant, the Selection Board must include a voting ethnic minority panel member. If

the Selecting Official is not able to meet diversity requirement, prior to convening the board, Selecting Official must provide the HRO a written justification prior to conducting any interviews.

f. Selection Board will consist of a panel of either Three (3) or Five (5) Voting Members who are either senior or equal in military grade and employee pay grade to the position being filled.

g. The same Board Members must be present for all candidates being considered.

h. One (1) Board recorder serving in a non-voting administrative role is required for all selection board process. Board Recorder responsibilities will include notifying applicants (Date time group, location, uniform, any special accommodation); maintaining an applicant communication log; submitting board questions for HRO Approval; ensuring Board Members are trained and certified by HRO; preparing selection board member packets (Include the 5 x Mandatory Pre-Interview Questions); Interview Certificate Statement memorandum; completing the Consolidated Score Sheet; and returning documents to HRO.

#### 14. Conduct of the Selection Board:

a. Recommend the best-qualified and most suitable candidate to assist the HING in enhancing readiness and mobilization.

b. Highest level of integrity, no biases (mitigate perceived or actual biases whenever possible) or preconceived notions.

c. Do not disclose the identity of board members, interview questions, or board decisions prior/during/after the board process.

d. Accept no additional documentation from any applicant during the board selection process not previously received and approved by HRO prior to the Job Vacancy Announcement (JVA) closing date.

e. Make no commitments or violate confidentiality of nominations process.

f. Boards are conducted in closed session using a structured directive interview style.

g. All interview questions must be submitted to HRO Staffing and State Equal Employment Manager (SEEM).

h. The Board will recommend candidates in order of preference through full time supervisory chain who will concur or non-concur. If non-concur, supervisory chain must provide written justification for all disagreements with selection board recommendation and forward the JVA packet for HRO action.

i. A second COE will be provided after the Selecting Official Board's review and interview process completes on the initial COE.

j. The Adjutant General reserves the right to select any qualified candidate on the certification list.

k. Selection is official after TAG approval and HRO formal notification.

#### 15. Interview Process:

a. All qualified who is a current HING employee will be interviewed. If there is only one (1) qualified candidate on the COE, the Selecting Official may elect to select the qualified candidate without conducting an interview only after HRO approval.

b. If the sole qualified candidate is not a current HING employee, the selecting official must conduct an interview.

c. If one candidate in a certain category or group is interviewed, all candidates of that category/group must be interviewed.

d. A selection interview allows the Selection Board panel to:

(1) Evaluate the applicant's motivation, level of interest, and oral communication skills.

(2) Provide the applicant with an opportunity to gain specific, detailed, information regarding the position.

(3) Provide the applicant with the opportunity to furnish additional information that may not be contained in the application.

e. Interview Questions: When an interview process is used, questions should be asked to solicit job related information to assist in evaluating the candidate's competencies to perform the duties of the position. Standard questions that may be asked are:

(1) Questions which will assist the applicant in describing experience, education, training, achievements, and suitability that relates to the requirements for the position.

(2) Questions about willingness to accept working conditions, such as shift work, travel, hours of duty, etc.

(3) Open-ended questions which allow the applicant to demonstrate his/ her interest and potential motivation if selected for the position.

(4) Questions regarding marital status, religion, or sexual orientation are prohibited.

f. Prior to convening the board, submit all board questions to the HRO Staffing and SEEM for review and approval.

g. Pre-Interview Questions: When the Interviewee is seated in front of the Interview Board, the Board President will ask five (5) mandatory Pre-Interview Questions to each Interviewee prior to commencing with the HRO approved interview questions. Any Pre-interview Question not able to be adjudicated and resolved by the Board President must be submitted to HRO for review prior to the Board President continuing the interview process for the impacted candidate. All responses to the Pre-interview Questions must be annotated by the Board President. Pre-Interview Questions:

(1) Verify Applicant's Identity.

(2) Verify Job Vacancy Announcement. (If the JVA is for a Technician, clarify if applicant applied for a T5 National Guard Employee or T32 Dual Status Technician position.)

(3) Have there been any changes since the submission of your application that would impact our consideration of you for this JVA today?

(4) Do you have any relationship (personal or family by blood/marriage) to any board member?

(5) Do you have any concerns with any board member being in this interview process?

16. In coordination with HRO Staffing, Selecting Officials are responsible for determining the employment status from the individual's application and/or interview.

a. Selecting Officials must contact HRO to confirm that a candidate is being transferred from another HING unit, State National Guard or federal agency. This prompts HRO to coordinate a transfer request and ensure employee's benefits and pay is not interrupted.



b. Selecting Officials are also responsible for determining if the individual possesses the appropriate security clearance and is MOS/AFSC compatible with the position.

c. If a Selecting Official finds that a disabled veteran with a 30% or more disability does not meet the physical requirements for the position he/she may request to disqualify or pass over the candidate to select a non-preference eligible through HRO. A valid reason for the disqualification and/or pass over must be provided through HRO to OPM. HRO must notify OPM and the disabled veteran of the reasons for the determination. The disabled veteran has 15 days to respond to OPM. OPM has the authority to make the final determination on a disabled veteran's ability to perform the position's duties.

d. If the Selecting Official desires to disqualify or pass over a preference eligible for qualifications, physical, suitability or security requirements one may contact HRO to discuss any concerns or objections. The Human Resources Officer has the authority to make the final approval/disapproval for pass overs or disqualifications of preference eligibles for qualifications, security or suitability reasons. The preference eligible may request a copy of the agency's reason for the pass over.

17. Job Offer and Acceptance: After a selection has been approved, the best qualified candidate will be contacted and tentatively offered the position by the HRO. All offers will be made in writing from the HRO.

a. The HRO will provide a formal job offer letter to selectee.

b. The HRO will notify the individual of the approved start date. Start date will be within 60 days of the candidate officially accepting the job offer unless approved for an extension beyond 60 days in writing by the HRO.

c. The HRO will notify those candidates not selected via email from USA Jobs.

d. Individuals should have a reasonable amount of time to accept or decline the tentative job offer. The HRO Staffing may set a job offer acceptance due date NTE 14 calendar days. Only the HRO can extend the job offer acceptance due date.

e. Applicants that accept a tentative job offer must be available to work within a reasonable amount of time as determined by the HRO. Applicants unable to report to work may have the job offer voided by the HRO.

f. Applicants that cannot meet a requirement of the position (i.e. compatible military membership, FM Certification) within a reasonable amount of time (as determined by the selecting official) may be bypassed for a more available applicant.

g. The HRO may offer the position to another applicant, if the individual declines the position in writing (email is also acceptable). Declination documentation must be forwarded to HRO.

18. All evaluation process and interview notes along with any other documents needed to support and process the personnel action(s) must be forwarded to the HRO.

19. Military Compatibility (T32 only).

a. The Selecting Supervisor will ensure that the selectee is qualified for assignment to a compatible military position.

b. This includes military grade, military duty assignment title, and unit of assignment. Additional documentation may be attached (e.g. DD-4, Form 2096, etc.).

20. Military Grade and Rank Inversion (T32 Only) is prohibited. All inversion situations will be adjudicated by the HRO Classifier.

21. Final Approval.

a. All appointment, promotion, conversion, and reassignment actions offered under the provisions of the MPP are to be made tentative awaiting final approval from HRO.

b. Under no circumstances will a Selecting Official start a new employee without prior written HRO approval.

c. The HRO reviews all documentation to ensure proper selection procedures were followed and the personnel action meets legal and regulatory requirements.

22. Non-Selection.

a. A non-select action of an applicant(s) by the Selection Board can be done at the completion of the Selecting Official Board's review and interview process. Board President must provide written justification for the non-selected individual(s) from the COE. Written justification for non-select must be based on the board's review of the candidates work experience, military experience, education, past performance, and the interview.

b. The HRO will advise each applicant of the reason for his/her non-selection via email through USA Staffing and USAJobs.gov.

23. Evaluation Procedures: When there are any number of qualified applicants for a JVA, the Selecting Official must establish a selection board. The only exception to NOT

conduct an interview is if there is only one qualified applicant who is a current HING employee. The selecting official may decide on whether to conduct a selection board or not.

a. The COE will list the final rating scores of each candidate, as a result of self-assessment through USA Staffing and/or the Staffing Specialist's final rating.

b. Interview Board packet will be used to assist with the evaluation process and to document specific interview notes.

24. Selecting Official must evaluate all candidates unless the individuals have withdrawn from consideration (must be in writing; email is acceptable).

25. Selecting Official will conduct personal interviews (to include phone interviews or web conference).

26. Selecting Official may consider giving due weight to experience, education, performance appraisals, awards, and the interview.

27. Experience as described on the application/resume will be evaluated in terms of type and quality relative to the requirements of the position.

a. Length of service will only be used when there is a clear relationship to quality of performance or when necessary to break ties (when all other ratings are equal).

b. Experience will be rated according to the following categories:

(1) Superior Level Experience. Candidate possesses type and quality of experience that substantially exceeds the basic requirements of the position, including selective placement factors, and could be expected to perform effectively in the position almost immediately or with a minimum of training and/or orientation.

(2) Above Average Level Experience. Candidate possesses type and quality of experience that exceeds the basic requirements of the position and could be expected to perform effectively in the position within a reasonable period of time (e.g., 3 to 6 months).

(3) Average Level Experience. Candidate satisfies the basic requirements of the position, but:

(a) Type and quality of experience beyond that which is basically required is minimal.

(b) Extensive additional training and/or orientation would be required to enable the candidate to satisfactorily perform the duties of the position.

28. HING supervisors must release an employee promptly from his/ her present position after selection for promotion/placement.

29. The gaining supervisor will arrange a release date with the losing supervisor. The release date must be within 30 days of the candidate's official acceptance of the job offer unless approved for an extension beyond 30 days in writing by the HRO.

30. Release will be made at the beginning of the next pay period following a two week "transition" period.

31. The "transition" period allows the necessary time to out-process from the losing organization, conduct training, and for the losing supervisor to issue a close out performance appraisal and make workload adjustments to cover the absence.

32. The effective date of a permanent change of station (PCS) action will typically be at least three pay periods after selection in order for the employee to properly arrange the PCS.

33. Major deviations to these timelines will be requested in memorandum format by the gaining organization to HRO for consideration and approval.

## **CHAPTER 6 USE OF UNDERSTUDY/IDENTICAL ADDITIONAL/CAREER LADDER**

1. Trainee and upward mobility positions may be used under the following circumstances:

a. Fully Qualified/Trainee Positions. Positions may be announced for consideration of applicants qualified at the trainee level, as well as, fully qualified applicants, when the qualification requirements make it difficult to find fully qualified applicants for the position (e.g., GS 07/09/11).

b. Trainee Only Positions: A position may be open for consideration of "Trainee Applicants Only" when it is desirable to fill a position at a lower grade (to provide entry level grades, or intermediate grades, for employment or promotional opportunity). The RPA should reflect the lowest grade and highest grade advertised and should also state "Trainee Preferred" in the remarks section.

2. Determination of Trainee Grades. The specific trainee grades and qualifications to be announced for an employee position will be determined by HRO as follows.

a. General Schedule (GS) Positions: Selection of the trainee grades and required qualifications for GS positions are determined by the occupational series, qualification standards, Position Classification Standards, and normal career pattern for that series (one grade interval or two grade interval positions).

b. Wage Grade (WG) Positions: Selection of the trainee grade and qualifications for WG positions are determined by the occupational series, journeyman level of the position, qualification standards, Position Classification Standards, and normal career pattern.

3. Promotion of a Trainee.

a. An employee selected through merit placement procedures to fill a position at less than the authorized target grade, who completes all necessary training programs, and meets both the qualifications and legal requirements for the position, may be non-competitively promoted upon recommendation and certification of fully acceptable performance by the immediate supervisor of the position.

b. Title 5 competitive service positions require the completion of one year Time-in-Grade (TIG) prior to promotion to a higher grade regardless of qualifications. Additionally, T5 competitive service has a Time-After Competitive appointment restriction for new employees appointed into the competitive service, which prohibits

promotion, reassignment, transfer or reinstatement of a former employee to a higher grade or different position within the first 90 days of original competitive appointment. The SF-50, Notification of Personnel Action, and/or original announcement will normally indicate requirements that must be completed for non-competitive promotion.

c. Promotion of a trainee to the next trainee level or the target position is not automatic with the completion of time-in-grade or on the job training to meet qualification requirements.

d. The immediate Supervisor and Higher Supervisor in the organization must assure the trainee level has been adequately mastered through actual performance (not just passage of time) and higher trainee level or target level duties are available and essential as identified on NGB Form 650 (IDP) along with an updated resume and current performance appraisal.

e. If incumbent is not promoted to the trainee level or target level because the trainee level has not been mastered, he/she should be reassigned (or other appropriate action taken) unless the supervisor is satisfied that the trainee level will be mastered.

#### 4. Use of Understudy/Identical Additional Positions.

a. Understudy Positions. An understudy position is defined as a temporary position designed to provide program continuity when it becomes necessary to provide a transitional period for a Military Technician or NG Employee 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.) from the current incumbent for a period not to exceed 120 days prior to the established departure date. When implementing this authority, the following procedures are to be used:

(1) Obtain over-hire authority from the appropriate manpower office (ARNG or ANG).

(2) Prepare a statement of differences for one grade under the full grade of the position to be filled. Approval for the statement of differences comes from the HRO. The grade controlling duties, i.e., major program issues and final decision making authority, cannot be shared between the principal and the understudy.

(3) The understudy position will be filled using the merit procedures outlined in this plan. The statement "Understudy Position" will be placed in the position block on the vacancy announcement. The person selected must meet the full qualifications of the target position.

b. Identical Additional (IA) Positions. IA refers to a position which suitably describes identical work being performed by more than one person for a period not to exceed 60 days. The following procedures will be used to fill an IA position:

(1) Obtain IA authority from the HRO prior to advertising the position.

(2) IA positions must be identical to those on the existing manning document, and will be funded through existing manpower authorizations.

(3) When a position is not authorized for the type of services needed, or an additional position is needed for a period of time beyond 60 days, the supervisor may request through command channels to HRO the additional position or over hire authority. Such requests will be forwarded to the appropriate ARNG or ANG manpower office for approval.

c. Use of Trainee/Understudy/Career Ladder Positions. When the qualification requirements of a position are such that it is difficult to find fully qualified applicants, or it is to be filled at a lower grade, the position may be announced for consideration of fully qualified applicants and applicants qualified at the trainee level. The requesting activity will provide the Human Resources Office with the same information as outlined in chapter 3 paragraph 2, but will also include the following information:

(1) Recommended lower grade(s), as applicable.

(2) Recommended modified duties and responsibilities for the lower grade (Statement of Differences).

(3) Selective placement factors for both fully qualified and lower graded position, if any, and justification for their use.

(4) Individual Development Plan requirements for promotion to each grade listed.

(5) A T32 or T5 Employee who is selected through merit placement procedures to fill a position at less than the authorized grade (trainee position) and who completes all necessary training programs and meets the qualifications and legal requirements for the position may be noncompetitively recommended for promotion by the immediate supervisor of the position. The Classification Specialist from HRO is required to perform

a desk audit to ensure the technician is performing the full scope of the position description.

5. Superior Qualifications and Special Needs Appointments (Advance In-Hire Rate).

a. Purpose is to set HING HRO guidelines for special needs pay setting using superior qualifications. A Superior Qualifications and Special Needs Appointment (SNA) and Advanced In-Hire Rate Appointments (AIHA) provide the ability to set pay at a step higher than the minimum step in the GS pay system due to the applicant's superior qualifications or the agency's special need for his or her unique abilities. The selecting official will document the need, via official memorandum, for the SNA or AIHA. Justification must specifically outline the selectee's superior qualifications that exceed the minimum qualifications for the position or the special-needs of the agency to authorize the payment of the higher rate. The HRO will thoroughly screen the request IAW with 5 CFR 531-212 to ensure supporting documentation justifies the action.

b. In accordance with §531.212, Superior Qualifications and Special Needs Pay-Setting authority, the HING may use the superior qualifications and special needs pay-setting authority in 5 U.S.C. 5333, Minimum Rate for New Appointments, to set the payable rate for the employee's position of record under the following conditions:

(1) A first appointment (regardless of tenure) as a civilian employee of the Federal Government; a reappointment that is considered a new appointment under 5 U.S.C. 5333; or has had a break in service of at least 90 days from the last period of civilian employment with the Federal Government. For additional information, refer to §531.212.

(2) The applicant has superior qualifications. The HRO may determine an applicant has superior qualifications based on the level, type, or quality of the applicant's skill or competencies demonstrated or obtained through experience and/or education, the quality of the applicant's accomplishments compared to others in the field, or other factors that support a superior qualifications determination. The applicant's skills, competencies, experience, education, and/or accomplishments must be relevant to the requirements of the positions to be filled. These qualities must be significantly higher than that needed to be minimally required for the position and/or be of a more specialized quality compared to other applicants.

(3) Appointee must submit a Superior Qualifications Request memorandum and all supporting documents (e.g. certifications, transcripts, pay stubs, tax documents, etc.) to HRO to process the request prior to setting the appointment date. The memorandum must provide strong justification, articulate the unique qualifications or training the appointee possesses, and the benefit to the HING and the step requested.



(4) The HING may determine that an applicant fills a special need if the type, level, or quality of skills and competencies or other qualities and experiences possessed by the applicant are relevant to the requirements for the position and are essential to accomplishing an important HING mission, goal, or program activity (e.g. Judge Advocate General, Physicians, etc.).

(5) Superior Qualifications/Special Needs Pay Setting will not apply to Temporary Promotions.

(6) The HRO is the Office of Primary Responsibility for this program. Any requests for exceptions to this policy will be sent to the Human Resources Officer.

## **CHAPTER 7 DIRECT HIRE AND SPECIAL APPOINTMENT AUTHORITIES**

1. There are no authorized and allowed OPM, Service specific, or DoD special hiring provisions, such as Expedited Hiring Authority and Direct Hire Authority, for the National Guard T32 Dual Status Technician positions and T5 Excepted Service Employee positions.

2. There are currently two authorized Excepted Service Schedules which provides special hiring provisions. Schedule A and D authorities are as follows:

a. Schedule A, 5 CFR 213.3102 (i) (2). This authority is used to non-competitively appoint and fill specific positions for 30 days where a critical hiring need exists.

(1) A critical hiring need is for a particular position or group of positions that an agency must fill on an interim basis or short-term basis.

(2) Appointments under this authority may be extended for one additional 30 day time period.

(3) Appointments may not be used to extend the service limit of any other appointing authority.

(4) An agency may not employ the same individual under this authority for more than 60 days in any 12 month period.

(5) Positions under this authority are excepted from the Competitive Service.

(6) When requesting that a position be filled based on critical need, the Selecting Official will submit a Nomination of Federal Employment (along with supporting documents), through full time supervisory channels, to HRO utilizing Defense Civilian Personnel Data System (DCPDS). The following information is required:

(a) Position Title, Series, Grade(s), Position Description Number, Location, paragraph and line number for Army positions, and Functional Account Code and position number for Air Force positions.

(b) Justification for Critical Hiring Need Appointment. Include supporting documents which demonstrate the reason why other hiring authorities are not practical.

(c) Specify the duration for which the critical need is expected to exist.

b. Schedule A, 5 CFR 213.3102(u). This excepted authority is used to appoint persons with disabilities. Severe physical disabilities include but are not limited to blindness, deafness, paralysis, missing limbs, epilepsy, dwarfism, etc.

(1) In order to be eligible for non-competitive appointment under Schedule A the documentation of the disability is required. In addition, upon hiring, the individual with a disability should complete the Standard Form 256. The SF-256 includes the legal definition of disability and list various disabilities.

(2) Eligible individuals may qualify for conversion to permanent status after two years of satisfactory service.

c. Schedule A, 5 CFR 213.3102(11). This excepted authority is used to appoint readers, interpreters, and personal assistants for employees with severe disabilities as reasonable accommodations.

d. Schedule D, 5 CFR 213.3402. This authority is used to fill positions with individuals that are attending a qualifying educational institution or individuals who have recently graduated from an educational program. Appointments made under this provision are subject to the basic qualifications standards established by OPM for the occupation and grade level unless otherwise stated. Schedule D positions are subject to 5 CFR 362 requirements and the following constitute the Pathways Programs:

(1) Presidential Management Fellows Program. This program permits the hiring of "Fellows" at the GS-09, GS-11 or GS-12 level (or equivalent under another pay and classification system such as the FWS) depending on the candidates qualifications and positions' requirements. A Presidential Management Fellow (PMF) is an individual who, within the previous 2 years, completed an advanced degree from a qualifying educational institution. Appointments under this authority may not exceed 2 years except as provided in 5 CFR 362.

(2) Recent Graduates Program. This program permits the hiring of individuals who have recently graduated from qualifying educational institutions or programs. To be eligible, applicants must apply within two years of degree or certificate completions (except for veterans who are precluded from doing so due to their military service obligations, who will have up to six years after degree completion to apply).

(a) Initial appointments of recent graduates at any grade level, not to exceed GS-09 (or equivalent level under another pay and classification system, including the Federal Wage System (FWS)), depending on the candidates' qualifications, and the position's requirements except that:

(b) Initial appointments to positions for science, technology, engineering, or mathematics (STEM) occupations may be made at the GS-11 level, if the candidate possesses a Ph.D. or equivalent degree directly related to the STEM position the agency is seeking to fill.

(c) Initial appointments to scientific and professional research positions at the GS-11 level for which the classification and qualification criteria for research positions apply, if the candidate possesses a master's degree or equivalent graduate degree directly related to the position the agency is seeking to fill.

(d) Initial appointments to scientific and professional research positions at the GS-12 level for which the classification and qualification criteria for research positions apply, if the candidate possesses a Ph.D. or equivalent degree directly related to the position the agency is seeking to fill.

(e) Recent graduates must sign a participant agreement that sets forth the expectations for the program.

(f) Recent graduates may be non-competitively converted to permanent appointment after successful completion of a 1 year program.

(3) Internship Program. This program allows the hiring of students enrolled in a wide variety of educational institutions, from high school to graduate school level, with opportunities to work in agencies and explore Federal careers while still in school and while getting paid for the work performed.

(a) Initial appointments of interns under this authority at any grade level, depending on the candidates' qualifications.

(b) Students eligible for the Internship Program include students currently enrolled in accredited high school, college; professional, technical, vocational and trade school; advanced degree programs; or other qualifying educational institution pursuing a qualifying a degree or certificate.

**CHAPTER 8**  
**APPOINTMENT AND PROMOTION OF SERIES GS-1102 CONTRACTING**  
**PERSONNEL**

1. The HRO must ensure all personnel actions, for Contracting Personnel in GS-1102 positions are correctly processed IAW NGB-J1-TN Policy Memorandum Guidance for Processing NG GS 1102 Position Appointments, Assignments, and Promotions (Dated: 15 February 2018) and fully comply with the applicable series' qualification standards, the HING MPP, and Labor Agreements.
2. Each current on-board GS-1102 employee is reassigned from his or her abolished position description directly to the new position description of equivalent series and grade, when applicable.
3. Position reassignments for GS-1102 employees are not processed as promotions.
4. As applicable, employees must meet the Series GS-1102 qualification standards for each grade.
5. Position Description pen/ink modifications, amendments, renumbering, exceptions or Statements of Difference (SOD) are not authorized, for any reason, on the GS-1102 position descriptions.
6. All T5 and T32 candidates and incumbents must meet the GS-1102 qualifications prior to initial appointment, reassignment, or promotion. Additionally, T32 technicians must achieve and maintain military compatibility requirements (Service, Unit of Assignment, Rank, and Skill).
7. The NGB Office of Principal Assistant Responsible for Contracting (NGBOPARC), Acquisition Career Program Advocate is the only verified approval authority on all GS-1102 appointments for initial hires, reassignments, and promotions. The OPARC authority applies to all NG Contract Program developmental GS-1102-07 through GS-1102-11 position descriptions; and, all of the NG Contract program GS-1102-12 and GS-1102-13 position descriptions.
8. The approval process, for hiring/appointing each new GS-1102 Contract Specialist, begins after the vacant position announcement is closed.
  - a. The HRO verifies qualified and eligible applicants through review of applicant packages.
  - b. The HRO provides the completed authenticated position certificate and applicant packages to the contract specialist supervisor who interviews, selects, and nominates,

in-writing, with a certification statement that the selected candidate meets the appropriate GS-1102 qualification standard for hire consideration.

c. The contract supervisor submits the nomination letter, along with the candidate's application package, to the United States Property & Fiscal Office (USPFO) for concurrence and endorsement to the HRO.

d. The USPFO returns the completed candidate selection package and endorsed certificate to the HRO.

9. The HRO must submit a formal GS-1102 candidate hire request package to NG-J1-TNS, via encrypted email, to request verification and approval on initial hire, promotion, and reassignment actions for GS-1102 employees from NGOPARC

10. The HRO must ensure that all email requests are sent as encrypted email messages because the applicable documents contain privacy act information.

11. The employee's initial hire request package must include the following documents.

a. The applicable position description's job analysis and crediting plan.

b. Contract position vacancy announcement, and the certificate of eligibles – numeric value groups – with the applicable position description.

c. A nomination letter signed by the Contract Supervisor with endorsement signatures from the USPFO and the HRO.

d. The candidate's current resume.

e. An official copy of the candidate's college transcripts that reflects the university logo.

f. A Defense Acquisition Workforce Certificate that confirms the candidate's completed and awarded certification as required for the vacant position.

g. Current performance appraisals with a satisfactory rating.

h. The candidate's military and/or civilian training certificates of completed relevant program courses, if not reflected on the certificate.

i. HRO statement - verified compliance with the NG Military Compatibility Program with stated award of the candidate's compatible military skill and compatible unit of assignment (T32 only).

j. Current Performance Appraisal with a satisfactory rating.

12. For those GS-1102 employees who are appointed to the Developmental Position Descriptions, their non-competitive promotions require approval from the NG-OPARC prior to final personnel processing actions.

a. The approval request process begins when the contract supervisor reviews the employee's position record and verifies the employee's completed education, confirms the employee's awarded certification for the higher-graded position, and certifies that the employee is competent in performing the specialized experience factors required for the promotion.

b. The supervisor nominates and certifies, in-writing, that the employee meets the GS-1102 qualifications for promotion to the next grade.

c. The supervisor's signed nomination letter, with the employee's record summary. Current performance appraisal with a satisfactory rating is submitted to the USPFO for concurrence and endorsement to the HRO.

d. The USPFO returns the completed candidate selection package and endorsed certificate to the HRO.

13. For GS-1102-12 and GS-1102-13 Contract Program positions, the competitive procedures are always applied. Using the NG GS-1102 qualification requirements, each position is advertised and competed as either temporary (NTE) appointments, temporary promotion; permanent initial hire appointments; or, permanent merit promotion appointments for applicable employees, in accordance with the State's Merit Promotion and Placement Plans.

14. The HRO reviews the applicants' packages and verifies qualified candidates after each merit promotion job announcement is closed.

a. The HRO provides the position certificate and applicant packages to the contract specialist supervisor who interviews, selects, and nominates, in writing, with a certification statement that the selected candidate meets the Series GS-1102 qualifications for promotion consideration.

b. The contract supervisor submits the nomination letter, along with the candidate's application package, to the USPFO for concurrence and endorsement to the HRO.

c. The completed candidate selection package and certificate is returned to the HRO.

15. For developmental position promotions, temporary (NTE) promotions, or competitive promotions under merit principles, the HRO reviews, endorses, and submits the formal GS-1102 promotion request package to NG-J1-TN, via encrypted email messages, for further verification processing to the NG-OPARC

16. Each temporary NTE promotion, merit promotion, or developmental promotion request package must include the following documents.

- a. A nomination letter signed by the Contract Supervisor with endorsement signatures from the USPFO and the HRO.
- b. The candidate's current resume.
- c. An official copy of the candidate's college transcripts that reflects the university logo.
- d. A Defense Acquisition Workforce Certificate that confirms the candidate's completed and awarded certification level as required for the promotion.
- e. The candidate's military and/or civilian training certificates of completed relevant program courses, if not reflected on the certificate.
- f. Verified award of the compatible military skill (T32 only).
- g. The applicable position description.
- h. Must include the contract position's merit promotion vacancy announcement with its certificate results if the promotion request is not based on a developmental position description.

17. The NG-OPARC will process a final determination on each request package in regard to hiring new GS-1102 employee; or, promoting on-board GS-1102 employees to higher-graded GS-1102 positions.

18. Upon completion of NG-OPARC review and determination, the office will email the results directly to the HRO for further dissemination to the appropriate supervisor, with courtesy copy to NG-J1-TN POCs.

19. It is imperative to hold in-abeyance all final personnel record actions and hold final notifications until receipt of the NG-OPARC determination.



20. The HRO is not authorized to process direct reassignments from abolished position descriptions into new or re-described GS-1102 position descriptions if the employees were improperly hired to GS-1102 positions or were improperly promoted in GS-1102 positions, due to:

- a. Incomplete or missing record information;
- b. Undocumented specialized experience requirements;
- c. Incompatible and uncorrected military skill assignments; and/or,
- d. The employee failed to complete the positive education requirements and certification levels as required by the GS-1102 graded position.

21. The HROs can bring the reassignment and qualification requirement concerns to satisfactory resolutions in one of three ways:

- a. Laterally reassign the employee to a different position using the same grade that the employee is qualified to hold;
- b. Reassign the employee to a lower-graded position that he or she is qualified to hold; or,
- c. If all efforts to reassign the employee were unsuccessful, the HRO must issue a 30-day notice of separation from employment.

22. For questions or concerns in regard to filling GS-1102 positions, send emails directly to the HRO Staffing personnel.

## **CHAPTER 9 KEY STAFF**

1. A Key Staff position is a T32 technician only, managerial position whose incumbent is a member of the immediate staff of TAG or who reports directly to or under the direction of TAG. Title 5 employee positions are not covered under Key Staff provisions.

a. Key Staff positions must serve as head or deputy of a major organization within a state; or direct a specialized program of marked difficulty, responsibility and statewide significance.

b. Key Staff positions are intended to be unique within the organization.

c. These positions may be exempted from the normal merit placement announcement procedures contained elsewhere in this regulation because of their special importance to the overall effectiveness of the HING and their unique military qualifications.

d. The Adjutant General has the authority to non-competitively assign T32 technicians, AGR service members, and traditional state service members in order to accommodate either an overarching military consideration or military assignment at the key staff level. The Adjutant General may not delegate this selection authority.

2. The Adjutant General may request a Key Staff position be filled by referral of all qualified employees or by use of competitive procedures. Formal vacancy announcement procedures are not required.

a. Referral List: Action will be taken to ensure that every effort is made to reach all potential candidates based on the criteria provided by TAG (i.e., military rank, military assignment, and occupational series). The HRO will review personnel folders (technician and military) to determine those candidates having the necessary qualifications for the position. A list of eligibles will be established based on the results and submitted to the selecting official.

(1) T32 technician, AGR, and traditional state military personnel folders must be screened to identify candidates who meet the qualifications for the Key Staff position.

(2) A list of qualified military candidates for Key Staff positions must be provided to TAG for final selection.

b. Competitive Procedures: A vacancy announcement may be used adhering to normal merit promotion/placement procedures in accordance with (IAW) this regulation.

c. Key Staff positions will be filled solely on the basis of merit. Any qualified military employee (based on TAG's criteria) will be provided the maximum opportunity to compete for placement opportunities.

d. Employees who occupy Key Staff Positions shall not be excluded from consideration and selection for promotion to vacancies for which they are qualified and available.

e. Key Staff positions should be limited where the incumbent is a member of the immediate staff of TAG or serves under the direct supervision of the Joint Chief of Staff, HANG Director of Staff, HARNG Chief of Staff.

f. The provisions covering Key Staff positions will not be used to fill entry level, clerical, or administrative positions.

g. A T32 technician placed in a Key Staff position, must be serving in a "permanent" excepted service appointment (Tenure Group 1 or 2); does not permanently enter into another special career status; and is eligible for promotion consideration to other position vacancies for which qualified. Employees on time-limited appointments (e.g. indefinite) are not eligible for consideration, selection, or assignment to Key Staff positions.

h. A T32 technician when assigned to a Key Staff position is the sole incumbent of the position. State HROs are prohibited from assigning an AGR and a DS employee to the same Key Staff position (e.g. an AGR officer and a T32 technician assigned to the Chief of the Joint Staff position). Additionally, a T32 military technician assigned to a Key Staff position, must hold the military grade specified for that position (32 U.S.C. § 709(b)(3)).

i. Title 32 technician assigned to Key Staff positions must maintain absolute compatibility between their fulltime position and their military duty assignment. It is the responsibility of the HRO to ensure that Key Staff position incumbents meet the compatibility requirements described in TPR 303, Chapter 1, Section 1-1.b. No military grade inversion may result from the placement of a T32 technician in a Key Staff position (TPR 303, Chapter 2, Section 2-1.c.). A General Officer may be selected as a GS-15 T32 technician in a Key Staff position only as Director of Joint Staff.

3. Table C1 lists approved Key Staff positions. These positions will be reviewed annually by NGB-J1-TN and adjusted accordingly. Title 32 technicians currently serving in positions previously identified as Key Staff positions, but not listed in the table, may continue to serve in these positions.

**TABLE C1 – KEY STAFF LIST**

**Joint Forces Headquarters – State**

<b>Position</b>	<b>Service</b>
Director of the Joint Staff	Army or Air
Chief of the Joint Staff	Army or Air
Deputy United States Property & Fiscal Officer (USPFO)	Army or Air
State Public Affairs Officer (PAO)	Army or Air
State Chief Counsel/Staff Judge Advocate	Army or Air
State Chaplain	Army or Air
Senior Enlisted Advisor (SEA)	Army or Air
J1 thru J7	Army or Air
Human Resources Officer	Army or Air
Plans, Operations, and Mission Support Officer	Army or Air
International Partnership Specialist	Army or Air
	Army or Air

**Air National Guard**

<b>Position</b>	<b>Service</b>
Air Commander	Air Force
Vice Air Commander	Air Force
Wing Chief of Staff	Air Force
ESSO	Air Force
Comptroller	Air Force
Community Program Manager	Air Force
Director of Operations	Air Force

Director of Support	Air Force
Director of Logistics	Air Force
Human Resources Officer (Military)	Air Force
GSU Detachment Commander	Air Force

**Army National Guard**

<b>Position</b>	<b>Service</b>
Command Administrative Officer (Chief of Staff)	Army
Secretary of the General Staff (Management Analyst)	Army
G1 thru G7	Army
Command Warrant Officer	Army
Construction and Facilities Maintenance Officer	Army
State Aviation Officer	Army
Brigade/Division Commander	Army
Brigade/Division Administrative Officer	Army

**CHAPTER 10**  
**TEMPORARY APPOINTMENTS, TIME-LIMITED APPOINTMENTS, DETAILS,**  
**TEMPORARY PROMOTIONS, PRIORITY PLACEMENT, AND GRADE RETENTION**  
**STATUS**

1. Temporary Appointments (For T32 technicians only.): A temporary appointment may be made outside competitive procedures if the duration of the appointment is not to exceed one year. Selections for temporary appointments must meet the minimum qualifications for the position and at the grade levels for which employed.

a. Normally, temporary appointments for short periods of time will be filled at less than the journeyman level.

b. The HRO may adjust the grade level for which a temporary appointment is requested.

c. Temporary appointments may be terminated with no notice when the position or the employee's services are no longer needed.

d. A temporary appointment does not confer permanent status.

e. Temporary appointees are not eligible for coverage under the retirement system and do not accrue military leave.

f. Temporary employees who are expected to work at least 90 days or have been appointed for at least 90 days are eligible for health insurance.

g. T32 technician and T5 employee temporary are expected for a specified period not to exceed 1 year and appointments may be extended annually up to a maximum time limit of 4 years.

h. Temporary Supervisor: Management may non-competitively assign/appoint an employee to a supervisory position temporarily on the condition that there are no other equally qualified individuals in the work center or unit. However, it is suggested that competitive procedures are used to recruit from qualified individuals for selection, and advancement should be determined solely on the basis of relative competencies, and fair and open competition assures that all receive equal opportunity.

2. Time-Limited Appointments: Commonly referred to as an indefinite appointment. This type of appointment is for an unlimited/unspecified time, preferably when there is a need for the position to extend beyond one year.

- a. Competitive procedures must be used when filling a position on a time-limited/indefinite basis.
  - b. A time-limited appointment with indefinite tenure (Tenure 3) does not confer permanent status.
  - c. Time-limited appointments may be terminated when the position or the employee's services are no longer required.
  - d. All terminations of employees on time-limited appointments with indefinite tenure require a thirty (30) day written notification by the HRO to the employees.
3. Details: Managers may detail employees for any legitimate management purpose, for example, to handle unexpected workloads or special projects, to fill in during another employee's absence, or for training.
- a. Employees being detailed to another position do not have to meet NGB/ OPM staffing qualification requirements. However, employees must meet any special certification or licensing requirements necessary to perform the position (example motor vehicle license).
  - b. Details to higher graded positions may not exceed 120 cumulative calendar days during any 12 month time frame, and may not be used in conjunction with a temporary promotion action. See Chapter 2 for exceptions to competition.
  - c. Details to a position of the same grade or lower will normally be accomplished in increments not to exceed 120 calendar days. At the completion of the 120 calendar day detail, managers may detail the employee for an additional 120 calendar day period. Good judgment should be exercised when extending a detail to lower grade duties.
  - d. Details may be to either an official position description or to a list to duties that was developed by the supervisor and approved by the HRO Position Classification Specialist.
  - e. Details exceeding 30 calendar days must be documented on an SF-52, Request for Personnel Action, and filed in the employees Official Personnel Folder.
  - f. Details between T32 positions and T5 positions are not authorized.
  - g. Details outside of the commuting area are discouraged and may result in temporary relocation or Temporary Duty (TDY) entitlements.

4. Temporary Promotions: A temporary promotion is the most appropriate means of meeting a situation requiring the temporary service of an employee in a higher graded position, with classification review/verification.

a. A temporary promotion may be used when an employee has to perform the duties of a position during the extended absence of the incumbent; to fill a position that has become vacant until a permanent appointment is made; to assume responsibility for an increased workload for a limited period; or to participate in a special project which will last for a limited period.

b. Temporary promotion to an established position not only gives better recognition of management's needs and the employee's new responsibilities, but also compensates the employees more adequately for the higher graded work performed.

c. A temporary promotion is not appropriate, however, for training or evaluating an employee in a higher-grade position. It may not be used to give an employee a trial period before permanent promotion; to decide among candidates for permanent promotion; or to train an employee in higher graded positions.

d. An employee selected for a temporary promotion must be informed in advance of the promotion, and the circumstances that make it a temporary promotion, rather than a permanent promotion.

(1) The employee must be informed in terms that leave no doubt of the temporary nature of the action and of all conditions relating to it, including its expected duration.

(2) Assurance must be given that the employee will return to the original position from which promoted when there is no longer a need in the higher grade, or when the expected period has ended.

(3) The temporary promotion will be documented to show that the employee has full knowledge of the action taken, and the conditions under which the temporary promotion was made. The employee must sign the Understanding of Conditions Pertinent to Temporary Promotion (Annex B).

e. An employee may be temporarily promoted for the expected duration of the need of his/her services in the higher grade not to exceed five years under competitive merit placement procedures. Non-competitive temporary promotions will last for 120 days or less, as listed in Chapter 2. Prior time served on a detail to higher graded positions or temporary promotion during the proceeding twelve months or 52 weeks is included when computing the period.



f. Upon expiration of temporary promotion, the employee will be returned to his/her original position and grade as if he/she had not been promoted with no change in pay, unless permanently promoted to the position. If the temporary promotion is made permanent immediately following the expiration or termination of temporary promotion, the agency may not return the employee to the lower grade.

g. A temporary promotion may be made permanent if competitive procedures were used originally, and the vacancy announcement stated that it could lead to a permanent promotion without further competition.

h. Temporary promotions require HRO review and approval on the Temporary Promotion MOU prior to placing an employee on the higher graded position and assigning them the higher graded duties. Temporary promotions may not be made retroactively.

i. Temporary promotions between T32 technician positions and T5 employee positions are not authorized.

#### 5. Priority Placement:

a. It is TAG's intent to provide aggressive priority placement assistance to those employees in grade retention status under Section 5362 of Title 5, United States Code. This provision of the MPP does not apply to employees entitled solely to pay retention.

b. Retained grade rosters for ARNG and ANG employees who are placed in lower graded positions as the result of RIF or reclassification actions will be maintained by HRO.

c. These employees will be afforded priority placement for a period of two (2) years to equal or intervening grade positions for which they meet the full employee and military qualifications.

d. Such priority placement efforts will precede normal vacancy publication actions under the MPP. Upon receipt of a request to publish a vacancy announcement, HRO will:

(1) Review the retained grade roster.

(2) Determine if qualified employees are available within the commuting area.

(3) If only one qualified employee is identified from the retained grade roster, a reassignment offer will be made and an information copy of the offer will be forwarded to the supervisor who requested the announcement.

(4) If more than one qualified employee is identified within the commuting area, an "over-graded employee" certificate of all eligible employees will be forwarded to the selecting supervisor for selection.

(5) Reassignment offers will be made to qualified employees outside the commuting area if no qualified employees are identified within the commuting area. Information copies of the offers and employee responses will be furnished to the supervisor who requested the announcement. Offers outside the commuting area may be made to equal or intervening grade positions.

(6) If no qualified employees are identified from the retained grade roster, the vacancy announcement will be processed in accordance with this instruction.

e. Grade and pay retention will be terminated if an employee refuses an offer to a position within the commuting area equal to the employee's retained grade.

f. Over-graded employee's names will be removed from the over-graded roster at the expiration of the two (2) year grade retention period.

g. Acceptance or declination of a position at an intervening grade will not affect grade retention. (Example: An employee in a retained grade of WG-12 in a WG-10 position who is offered and declines a WG-11 position.)

h. Acceptance or declination must be in writing and received within 10 days.

## **CHAPTER 11 VETERANS' PREFERENCE AND EMPLOYMENT**

1. Veteran Employment: Use of Veterans' Recruitment Appointment (VRA) and Veteran's Employment Opportunity Act (VEOA) is not authorized for T5 Excepted Service hiring actions.
  
2. Veterans' Preference in Appointments. Veterans' Preference allows agencies to give qualified, eligible Veteran's advantage over others in competition for most Federal jobs.
  - a. A Veteran must have been discharged or released from active duty in the Armed Forces under honorable conditions (i.e. with an honorable or general discharge) in order to receive Veteran's preference,
  
  - b. Applies to permanent and temporary T5 positions.
  
  - c. Applies to competitive examinations, appointments, reemployments, and RIF retention.
  
  - d. Preference cannot be given without required documentation.
  
  - e. Veteran's Preference does not apply to T32 military technician employment.
  
  - f. Preference does not apply to the following internal personnel actions:
    - (1) Promotions
  
    - (2) Reassignments
  
    - (3) Change to lower grade
  
    - (4) Transfers
  
    - (5) Reinstatements
  
3. Exceptions. A Veteran must be eligible under one of the preference categories, with the following exceptions:
  - a. Military retirees at the rank of O-4 or higher are not eligible for preference in appointment, unless they are disabled. (This does not apply to Reservist who will not begin drawing military retired pay until age 60).

b. For Non-disabled Veterans, National Guard or Reserve active duty for training does not qualify as “active duty” for preference.

c. For disabled Veterans, active duty includes training service in Reserves or National Guard.

4. Preference Categories. Veterans must also be eligible under one of the preference categories:

- a. Tentative Preference (TP) (5 points)
- b. Compensable Disability Preference (CP) (10 points)
- c. 30% Compensable Disability Preference (CPS) (10 points)
- d. Disability Preference (XP) - Includes Purple Heart recipients (10 points)
- e. Derived Preference (XP) (10 points)
- f. Sole Survivorship Preference (SSP) (No points)

5. Required Documentation to Determine Eligibility. Eligible Veterans should claim preference on their application/resume and submit one of the following documents:

- a. DD Form 214 - Member 4 Copy for Five-Point Preference
- b. SF-15 - Application for 10-Point Veterans' Preference
- c. Medical documentation and/or VA Award Orders for 10 point Disability Preference

6. The applicant must provide the correct documentation to receive Veterans' preference.

7. The T5 Excepted Service position announcements must specify the Veterans' preference categories and the required documentation for each.

8. Under category rating, Veterans' preference points are not assigned. Instead, the rights of Veterans are protected by placing them ahead of non-preference eligible within their respective categories.

9. Granting preference. HRO shall grant Veteran's preference as follows:

- a. Grant Veteran's preference to applicants who meet the category of preference eligible under 5 USC 2108 (3) (A) and (B) (e.g. 5 points).
- b. Grant Veterans' preference to applicants who meet the category of preference eligible under 5 USC 2108 (3) (C) through (G) (e.g. 10 points).

## **CHAPTER 12 GRIEVANCES AND COMPLAINTS**

1. **Grievances and Complaints:** A Military Technician or NG Employee who believes that proper procedures were not followed in a particular placement action for which they were an applicant may present a grievance under the appropriate grievance procedures. A grievance will not be considered when based solely on nonselection from a properly constituted referral list, or an action required to be taken by this Department under the provisions of statute; or instructions from National Guard Bureau and/or The Office of Personnel Management.

2. **Discrimination Complaints:** Allegations of discrimination because of race, color, religion, sex, age, handicapping condition, or national origin made during any phase of the selection process will be considered under the Hawaii National Guard Equal Employment Opportunity Program.

3. **Administrative Reviews:** All applicants have the right to request an administrative review of the procedures used in determining qualifications for placement/promotion, or failure to be placed on any referral list. Requests not resolved at the local level will be submitted in writing to this office, ATTN: NGHI-HRO-E, not later than 10 days after the date on which the technician was notified that he was not placed on the certificate.

4. **Corrective Action:** There are three types of recruitment program violations for which NGB or OPM may require corrective action:

a. A procedure violation occurs when a placement action does not meet the requirements of the merit placement plan. A technician may remain in the position only if reconstruction of the action shows that they could have been selected if proper procedures had been followed at the time the action was taken, or if NGB-J1-TN gives approval.

(1) Reconstruction of the action shows that the applicant could have been selected had the proper procedures been followed at the time the action was taken; or

(2) The NGB, DoD, or OPM gives approval.

b. A regulatory violation occurs when the technician did not meet the qualification or regulatory requirements at the time of placement. A technician may be retained in the position only if they now meet all requirements.

(1) Applicant meets the necessary qualifications or regulatory requirements at current date; and, no other candidates were adversely impacted; and,

(2) The NGB, DoD or the OPM office with geographic jurisdiction, gives written/signed approval.

c. A program violation occurs when the merit placement and promotion plan, guidelines, or practices do not conform to NGB, DoD, or OPM requirements. A technician may be retained in the position if there were no accompanying procedural or regulatory violation involved.

(1) The general rule is that an erroneously promoted/placed Military Technician or a NG Employee may be retained in the position only if the action can be corrected to conform essentially to all OPM/DoD/NGB requirements as of the date the action(s) were taken. Corrective action decisions must be tempered by all the facts surrounding the violation.

(2) If the corrective action taken requires the position to be vacated, the Military Technician or a NG Employee occupying the position is returned to his or her former position; or, if newly hired, placed in another position for which he or she is qualified. All candidates, who were not given proper consideration, must be considered before new recruiting efforts are initiated.

(3) If the corrective action does not include vacating the position, All candidates who were not given proper consideration, based on the violation, are given priority consideration for appropriate vacancies.

(4) Immediate action is taken to correct a violation or program deficiency. Appropriate corrective actions are required as a result of a procedural, regulatory, or program violations of this Plan and are accomplished in accordance with the relevant sections of 5 USC and the 5 CFR. In order to ensure that actions are processed in accordance with regulatory and/or procedural requirements, corrections of errors or oversights are processed as soon as they are discovered, to include correcting any outstanding referral lists. The records must be correctly documented.

d. If the corrective action taken requires the position to be vacated, the technician should be returned to his or her former position or placed in another position for which qualified. All applicants who were not given proper consideration should be considered before new recruiting efforts are initiated.

e. If the corrective action did not include vacating the position, applicants who were not given proper consideration because of the violation may be given priority consideration for appropriate vacancies.

5. Whistleblower Protection Act: Some actions alleging prohibited personnel practices must first be appealed to the Office of Special Counsel. Some actions may be appealed to the Merit System Protection Board. Information regarding these actions may be obtained from the HRO.



## **ANNEX A CONDITIONS OF EMPLOYMENT**

1. Conditions of employment are those requirements of the position which are necessary in order to perform the duties of position (e.g., security, medical/physical requirements and education requirements). In addition, positions may have established requirements which must be met for continued retention (e.g., developmental training). When either conditions of employment or requirements for continued position retention have been established, they must be included in the vacancy announcement.

a. Security requirements. A technician is subject to the personnel security requirements in accordance with State and NGB Publications. In addition prior to appointment, individuals will undergo a background check to validate suitability for employment with the federal government as permitted by law. Items checked include, but are not limited to all criminal history record information, employment history, education and fiscal accountability/responsibility. IAW 5 CFR 302.203, the following, among others, may be included as disqualifying reasons:

- (1) Dismissal from employment for delinquency or misconduct;
- (2) Criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct;
- (3) Intentional false statement or deception or fraud in examination or appointment;
- (4) Habitual use of intoxicating beverages to excess;
- (5) Reasonable doubt as to the loyalty of the person involved to the Government of the United States;
- (6) Any legal or other disqualification which makes the individual unfit for service;
- (7) Lack of United States citizenship.

b. Training/Certification requirements. All applicants for a position with a designated developmental training requirement must be informed in advance that failure to complete the required certifications/course(s) will be cause for removal from the position. An example of required developmental training is proponent course(s) at the National Guard Professional Education Center. The HRO will require the applicant to submit a written statement to the effect that they understand they must either satisfactorily complete the appropriate certification/courses(s) or corrective action will be taken.

c. Medical/physical requirements IAW DoDI 6055.05-M, paragraph C1.3.3.1, all Federal Wage System (FWS) and identified General Schedule (GS) selectees, prior to appointment, will meet any medical standards or physical requirements designated for the position.

d. Military Technician Grade Requirements. Upon appointment, applicants must meet the military grade and compatibility requirements established for the position or obtain a waiver by HRO on an exception basis. Military grade inversion is not permitted. Determination of eligibility for appointment or commission as an officer will be made by the HIANG A1 or HIARNG G1. Applicants ineligible for appointment to the required military grade will not be considered for the position. The HRO will notify those candidates of their ineligibility.

e. Compatibility Requirements (IAW CNGBI 1400.25 Vol 302). Selected applicants for excepted T32 technician positions must be assigned to a compatible military unit of assignment and SSI/MOS/AFSC upon appointment as a technician. Compatible specialties are reflected in the body of each vacancy announcement.

f. T32 technician Grooming Standards and Wearing of the Military Uniform. The proper grooming standards and wear of the Army or Air Force uniform as prescribed by the appropriate military regulation is required for all T32 technicians. Acceptance of a technician position constitutes concurrence with this requirement as a condition of employment. Employees must comply with current dress attire policy, failure to abide by the standards may result in disciplinary action.

**ANNEX B**  
**MEMORANDUM OF CONDITION OF TEMPORARY PROMOTION**

MEMORANDUM FOR Employee Name \_\_\_\_\_ 2017

SUBJECT: Understanding of Conditions Pertinent to Temporary Promotion

1. The temporary promotion that you have been selected for is required to support the day-to-day operations within the section.
2. In accepting the temporary promotion, you should understand that:
  - a. The temporary promotion may be terminated at any time your services are no longer needed in the position.
  - b. The term of the temporary promotion may be adjusted at any time to conform to revisions, if any, to the availability of the position's vacancy.
  - c. The term of the temporary promotion will be not-to-exceed \_\_\_\_\_ days, assuming your performance in the position is satisfactory.
3. Request you date, sign and return two copies of this memorandum to me. I will retain a copy for my file. The second copy will be transmitted to the Human Resources Office where it will be placed in your official personnel folder.
4. References:
  - a. Technician Personnel Regulation 300, 335, Part V.
  - b. HING Full-Time Personnel Regulation 335.

\_\_\_\_\_  
(Supervisor's Signature Block)

"I have read this memorandum and fully understand my status as regards my temporary promotion to the \_\_\_\_\_ position."

\_\_\_\_\_  
(Individual's Signature Block)

\_\_\_\_\_  
DATE

**ANNEX C**  
**ABBREVIATIONS AND ACRONYMS**

AGR	Active Guard Reserve
AFSC	Air Force Specialty Code
ANG	Air National Guard
ARNG	Army National Guard
CFR	Code of Federal Regulation
COE	Certificate of Eligibles
DCPDS	Defense Civilian Personnel Data System
DEU	Delegated Examining Unit
DoD	Department of Defense
DS	Dual Status
ESSO	Executive Support Staff Officer
FPR	Federal Personnel Regulation
GS	General Schedule
HIANG	Hawaii Air National Guard
HIARNG	Hawaii Army National Guard
HING	Hawaii National Guard
HRO	Human Resources Office
IAW	In Accordance With
MPP	Merit Placement Plan
MTP	Military Technician Program
MOS	Military Occupational Specialty
NDS	Non Dual Status
NGB	National Guard Bureau
NLT	No Later Than
NTE	Not to Exceed
OPARC	Office of the Principal Assistant Responsible for Contracting
OPM	Office of Personnel Management
PC	Priority Consideration
PPP	Priority Placement Program
RIF	Reduction in Force
RIP	Report of Individual Person
RPL	Reemployment Priority List
SSI	Specialized Skill Identifier
T5	Title 5
T32	Title 32
TAG	The Adjutant General
TIG	Time in Grade
TPR	Technician Personnel Regulation
USAS	United States of America - Staffing
USPFO	United States Property & Fiscal Office
WG	Wage Grade

## **ANNEX D DEFINITIONS**

Application: The form or method utilized by applicants and employees to indicate interest in promotion, demotion, change to lower grade, or reassignment to a particular position or category of positions in the HING.

Appointing authority: At the lowest operating level, this authority is usually exercised by the Human Resources Officer (HRO). The HRO is usually designated in writing to act for the appointing authority (TAG) but is not considered to be the appointing authority.

Appointing office: An organizational segment with the delegated authority to effect personnel actions; 'appointing offices' are the same Human Resources Offices.

Appointing official: The person having power, by law, to make appointments. For the NG, the State Adjutant General is authorized to employ Military Technicians and National Guard Employees; this authority may be delegated, in writing, to the NG Human Resource Officer.

Appointment: Any personnel action that brings an individual onto the rolls (the staffing of an agency).

Area of Consideration: The area designated by the Plan in which it can reasonably be expected to locate enough highly qualified applicants to fill vacancies in the positions covered by the Plan. The area of consideration is the area in which an agency makes an intensive search for eligible applicants in a specific placement action. The minimum area of consideration is the area designated by the placement plan in which the agency should reasonably expect to locate enough high quality applicants, as determined by the agency, to fill vacancies in the positions covered by the plan.

Bargaining unit position: The position in an organization for which a union has been certified as exclusive representative.

Behavioral indicators: Crediting plan used to assess an applicant's potential for successful job performance. These indicators are the measurable aspect of behaviors that predict a potential level of success for the competency.

Best qualified applicants: Highly or well qualified applicant who rank at the top when compared with other highly qualified applicants and who are referred to the selecting official for consideration and selection.

Bonfire consideration: A priority consideration (PC) eligible is referred to the selecting official alone on a certificate, or with other PC eligibles. The certificate containing the

PC eligible(s) name will be referred before applicants with lesser priority in the order of consideration.

Career ladder promotion: The promotion of an employee without competition when competition was held at an earlier stage, i.e. the employee was selected from the Office of Personnel Management (OPM) register (or under other competitive promotion procedures), and the fact that the initial selection could lead to promotion was made known to all potential applicants (career ladder promotions); or an employee's position is "modified" to a higher grade because of the accretion of additional duties and responsibilities.

Change to lower grade (CLG): A change to lower grade occurs when an employee is moved either voluntarily or involuntarily from one General Schedule grade to a lower General Schedule grade, or to a different pay system with a lower representative rate.

Commuting area: The geographic locality that constitutes one area for employment purposes. It includes any population center and the surrounding localities within which people live and can reasonably be expected to travel back and forth daily to their usual place of employment.

Competitive Service: All civilian positions in the Federal Government that are not specifically excepted from the civil service laws by or pursuant to statute, by the President, or by the OPM under Rule VI, and that are not in the Senior Executive Service.

Competitive Service Position: A position in the competitive service.

Competitive status: "standing" gained through employment in a career or career-conditional appointment.

Conditions of employment: Personnel policies, practices, and matters, whether established by rule, regulation, or otherwise, affecting working conditions.

Conversion: The change of an employee from one type of appointment to another.

Crediting plan: Criterion or measures against which the eligible applicants are compared and ranked for determining the highly and/or best qualified.

Demotion: Typically a management driven action, the change of an employee to a lower grade when both the old and the new positions are under the General Schedule, under the same type of graded Wage Schedule, or to a position with a lower rate of pay when both the old and new positions are under the same type of ungraded Wage Schedule.

Detail: A temporary assignment of an employee to a different position for a specified period, with the employee returning to his or her regular duties at the end of the detail.

Dual Status Technician: A person employed as an employee under the provisions of Section 709(b), Title 32, United States Code. As a condition of employment, DS technicians must be members of the National Guard and hold the military grade of officer, warrant officer, or enlisted. Dual Status technicians must occupy a compatible military position and unit of assignment as specified by the appropriate NGB Compatibility Listing. Dual Status technicians are appointed to the excepted service and outside the competitive service of the U.S. Government.

Eligible applicants: Those applicants who meet the minimum qualification standards for the position and other regulatory requirements such as time in grade (TIG), as well as applicable selective placement factors, by the closing date of the announcement or by a date specified on the announcement.

Evaluation Criteria: Standards of job-related knowledge, skills, abilities and other personal characteristics (e.g. behavioral indicators, etc.), and/or competencies which are indicative of successful performance in the position to be filled. Criteria are used as standards against which the eligible applicants are compared and ranked for determining the highly and/or best qualified.

Evaluation Methods: The means of measuring an applicant against the evaluation criteria. Mandatory methods, which must be considered for all applicants, are performance appraisals and relevant incentive awards. Optional methods include tests, interviews and relevant training.

Excepted Service: Unclassified service, unclassified Civil service or positions outside the competitive service and the senior executive service. Excepted Service positions have been excepted from the requirements of the competitive service by law, Executive order or OPM regulation (All T32 and T5 within the HING are excepted service).

Excepted Service Position: A position in the excepted service (5 USC 2103 and 5 CFR part 213).

Exceptions: Promotions that do not require competitive procedures and are therefore excepted from competitive procedures of this Plan.

Expert: Person who is specially qualified by education or experience to perform difficult and challenging tasks in a particular field beyond the usual range of competent persons in that field. An expert is regarded by other persons in the field as an authority or practitioner of unusual competence or skill in a professional, scientific or other activity.

Grade Retention: The right of an employee to retain for 2 years, for pay and benefits purposes, the grade of the position in which he or she was reduced.

Highly qualified applicants: Eligible applicants who have been determined to possess the knowledge, skills, abilities and other personal characteristics described by the evaluation criteria as necessary to perform the position in a highly successful manner.

Highly qualified expert (HQE): An individual possessing expert knowledge or skills not available within DoD that are needed to satisfy an emerging and relatively short-term, non-permanent requirement. Examples include, but are not limited to positions requiring advanced foreign language skills, science, engineering, mathematics and medical skills as well as those related to health, safety and national security.

Indefinite Appointment: One given a non-permanent employee who is hired for an unlimited period of time.

Indefinite Tenure: The period of time an employee may reasonably expect to serve under his or her current appointment. Excepted Service employees serving under indefinite appointments, that is appointments without specific time limitation but not actually (or potentially) permanent, are categorized in Tenure Group 3.

Permanent Employee: An employee who is hired to perform non-time limited work in a position authorized by the NGB.

Job Analysis: A critical process necessary to determine the minimum knowledge, skills, abilities and other elements required of the position to be filled, used to identify the applicants who can be expected to perform in a fully successful manner, and to determine the applicability of appropriate evaluation methods.

Knowledge, skills, abilities and other elements (KSAOs): The attributes and other elements (i.e., professional certification) required for successful performance in a job that are generally demonstrated through qualifying experience, education or training.

Management official: An individual employed in a position the duties and responsibilities of which require or authorize the individual to formulate, determine, or influence the policies of the agency; [5 USC 7103].

National Guard Employee: A competitive or excepted service employee appointed by the Hawaii Military Department is a federal employee employed under the provisions of Title 5 Code of Federal Regulation, and is not required to be a member of the Hawaii Army or Air National Guard as a condition of employment. As a general rule, such a technician acquires competitive status via the Office of Personnel Management (OPM)



prescribed system which may include examination and/or service of specified periods of time in career conditional and/or career appointments.

Nepotism and Personal Favoritism: No official may, in recommending or selecting applicants for promotion, show or give preference to any applicant based upon factors not pertinent to the applicant's qualifications for performing work of a higher level including personal friendship, kinship, or political connections. A management official may not appoint, employ, promote, or advance one of his/her relatives (by blood or marriage) to a position in his/her agency, nor may he/she advocate a relative for appointment, employment, promotion, or advancement in the agency. Likewise, an individual may not be appointed, employed, promoted, or advanced if the action was advocated by a management official who is serving in or exercising jurisdiction or control over the agency and who is a relative of the individual. These provisions apply to all individuals in the rating, ranking, evaluating and/or selecting processes for action under this plan.

Position Description (PD): A statement of duties and responsibilities comprising the work assigned to a civilian employee.

Preference Eligible: Veterans, spouses, widows, or mothers who meet the definition of "preference eligible" in 5 USC 5108.

Priority Placement Program (PPP): An administrative program governed by DoD policy and procedures. The DoD PPP provides the principal mechanism for placing affected employees elsewhere in DoD. The Automated Stopper and Referral System (ASARS) matches the skills of displaced employees with vacant positions at other DoD activities in the authorized areas.

Promotion: A nature of action used to document personnel actions that change an employee to a position at a higher grade level within the same job classification system and pay schedule or to a position with a higher rate of basic pay in a different job classification system and pay schedule.

Promotion Plan: Procedure designed to ensure a job-related, valid and systematic means of selection for promotion based on merit.

Qualification Standard: A series' description of the knowledge, skills, abilities and behaviors along with specialized and general experience requirements needed to meet basic eligibility requirements for appointment or placement.

Ranking Official/ Panel: Person(s) charged with the responsibility of determining the highly qualified and best qualified applicants as described by the evaluation criteria when an automated ranking system is not utilized.

Reassignment: The change of an employee from one position to another without promotion or change to lower grade.

Reemployment: The entitlement of an employee to return to permanent or non-temporary employment after assignment to other civilian employment (in other agencies or overseas).

Reemployment Priority List (RPL): A list of career/permanent or career conditional employees an agency has separated because of (1) Reduction in Force or (2) compensable injury or disability where recovery takes more than one year from the time the employee began receiving compensation.

Reinstatement: Non-competitive reemployment in the competitive or excepted service as a career or career-conditional employee of a person formerly employed who had a competitive status, completed the probation period or was serving probation when separated.

Restoration Rights: The entitlement of employees who leave their civilian or military technician positions for military duty to return to those positions after separated from duty and the entitlement of an employee to return to his or her position after recovery from compensable injury.

Selecting Official: Manager/supervisor with the authority or delegated authority to make a selection.

Selection: The determination by the supervisor of the best qualified employee available and the individual's acceptance of the job offer.

Selective Placement Factors: Specific knowledge, skills, and abilities (KSAs) or qualifications are essential for satisfactory performance on the job. Elements, to be valid, must be job related, reflected in duties/responsibilities of the position. The selective placement factors must be documented, justified, contained in the position description (PD), critical job elements, and other job related processes.

Subject Matter Specialist: When there are more than ten qualified applicants for an announced position, a subject matter specialist will be requested. This specialist will be a person who occupies a higher grade than that of the position to be filled, and must be fully qualified in the occupational code or area of operations in which the vacancy exists. The specialist is responsible for determining the ten best-qualified applicants based upon the critical knowledge, skills, and abilities of the position.

Supervisor: An individual having authority to hire, direct, assign, promote, reward, transfer, furlough, layoff, recall, suspend, discipline, or remove employees, to resolve

their grievances, or to effectively recommend such action, if the exercise of the authority is not merely routine or clerical in nature but requires the consistent exercise of independent judgment, except that, with respect to any unit which includes firefighters or nurses, the term "supervisor" includes only those individuals who devote a preponderance of their employment time to exercising such authority; [5 USC 7103] status applicant – a current or prior employee who has attained competitive status through a current or prior appointment to a career or career-conditional appointment in the federal service. Status pertains to a person, not a position.

Time-limited promotion: A promotion made under specific and written conditions with a not to exceed date to meet a need of a short-term nature. Upon expiration of the short-term need, the employee normally reverts to the former position. Time-limited promotions include both "temporary" and "term" position, essential to assure referral of qualified candidates, and measurable. Selective placement factors cannot be narrow (i.e., eliminating applicants who could perform the duties or learn readily during normal orientation), or become part of the minimum standard. As such, these factors constitute a mandatory part of the requirements for the position. Use of selective placement factors must be fully justified.

Temporary Employee: A non-permanent employee who is hired for a limited time period to perform work expected to last less than one year in duration.

Tenure Group:

a. Tenure Group 1.

(1) Competitive service: Tenure Group 1 includes employees serving under career appointments who either have completed initial appointment probation or are not required to serve initial appointment probation.

(2) Excepted service: Tenure Group 1 includes permanent employees whose appointments carry no restriction or condition such as conditional, indefinite, specific time limitation, or trial period.

b. Tenure Group 2.

(1) Competitive service: Tenure Group 2 includes employees serving under career-conditional appointments, and under career appointments who are serving initial appointment probation.

(2) Excepted service: Tenure group 2 includes employees who are serving trial periods, or whose tenure is equivalent to career-conditional tenure in the competitive service in agencies that have that type of appointment (for example, excepted appointment-conditional)

c. Tenure Group 3.

(1) Competitive service: Tenure Group 3 includes indefinite employees, employees under temporary appointments pending establishment of registers, employees under term appointments, employees in status quo, and employees under any other non-status non-temporary appointments.

(2) Excepted service: Tenure Group 3 includes employees whose tenure is indefinite; that is, without specific time limitation but not actually or potentially permanent, or with a specific time limitation of more than one year; also, employees who, though currently under appointments limited to one year or less, complete one year of current continuous employment.

Title 5 (T5) National Guard Employee: A National Guard civilian employee hired or converted under Title 5 provisions.

Title 32 (T32) Dual Status Military Technician: A National Guard employee hired under Title 32 provisions. A T32 military technician is required to wear the military uniform as a condition of employment.

Transfer: A change of an employee, without a break in service of one full workday, from a position in one agency to a position in another agency that can be filled under the same appointing authority.

Veteran: A person who was separated with an honorable discharge or under honorable conditions from active duty in the Armed Forces performed during one the periods described in 5 USC 2108.

Veteran's Preference: An applicant's category of entitlement to preference in the Federal service based on qualifying active military disability or service that terminated honorably.

**ANNEX E  
REFERENCES**

1. Title 5, Code of Federal Regulation (CFR), Section 213, 302, 335
2. National Guard Bureau (NGB) Employee Personnel Regulation (TPR) 300, 1 July 1991, "Merit Placement for National Guard Employees"
3. NGB-J1 -TN, 9 August 2007, Key Staff Positions (TN-07-46)
4. U.S. Office of Personnel Management Vet Guide
5. National Guard Bureau (NGB), Interim Post Conversion Guidance for Title 5 National Guard Personnel, Sep 2017
6. Department of Defense Priority Placement Program Handbook, July 2011
7. NGB Merit Promotion and Placement Plan Template, 15 November 2017
8. Hawaii National Guard Collective Bargaining Agreements