



# CALIFORNIA MILITARY DEPARTMENT NOTICE

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NGCA-JSD-MP  
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## TEMPORARY PROMOTION FOR FEDERAL TECHNICIANS

### References:

- a. Office of the Assistant Secretary of Defense memorandum, 12 October 2012, "Extension of Schedule A Authority for Iraq and Afghanistan"
- b. Title 5 Code of Federal Regulation, , Part 213, Schedule A
- c. California National Guard (CNG) Full-Time Personnel Regulation (FPR) 335, 7 March 2011, "Merit Placement"

1. Purpose. This notice outlines revisions to CNG FPR 335 regarding temporary promotions. This change will no longer permit temporary promotion of 364 days without competition to backfill mobilized technician.

2. Cancellation. None

3. Applicability. This notice applies to all CNG Technicians.

4. Background. On 15 January 2009, Office of Personnel Management and Department of Defense authorized the use of Schedule A, 213.3106 (b)(10). Temporary or time-limited positions in direct support of U.S. Government efforts to rebuild and create an independent, free, and secure Iraq and Afghanistan. This authority may only be used when no other appropriate appointing authority applies. In general, the duties of these positions must be performed in Iraq and Afghanistan. This same authority expired 30 September 2014.

5. Action or Procedure.

a. No new Temporary Promotions may be made under this authority after 30 September 2014.

b. Upon Classification verification, a temporary promotion is the most appropriate means of meeting a situation requiring the temporary service of a technician in a higher grade position. It may be used when a technician 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. Temporary promotion to an established position not only gives better recognition of management's needs and the technician's new responsibilities, but also compensates the technician more adequately for the higher graded work performed.

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

d. A technician 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. The technician 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. Assurance must be given that the technician 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. The temporary promotion will be documented to show that the technician had full knowledge of the action taken, and the conditions under which the temporary promotion was made. Employee must sign the CNG Form 690-7, Conditions of Temporary Promotion.

e. A technician may be temporarily promoted for the expected duration of the need of his/her services in the higher grade not to exceed five years; however, competitive merit placement procedures must be used when the promotion will last for more than 120 days, unless the promotion meets one of the criteria listed:

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

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

(3) Promotion when competition was held earlier i.e., position advertised with known promotion potential.

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

(5) Promotion resulting from a technician's position being reclassified at a higher grade because of classification review or inclusion of additional duties and responsibilities.



- (6) Reassignment to a position having no higher promotion potential.
- (7) Position change required by Reduction-in-Force (RIF).
- (8) Temporary promotion of 120 days or less.

f. Prior time served in a Detail to a higher graded position or Temporary Promotion during the preceding twelve months is included when computing the 52 week waiting period. The 52 week waiting period begins the effective date of the temporary promotion. Temporary promotions without competition may be done in increments, however, it will not exceed 120 days. If the temporary promotion is done in increments, the 52 week waiting period will begin on the first effective date of the temporary promotion SF 50.


*\*\*Example: John Doe was temporarily promoted without competition for 60 days with an effective date of 01 August 2015. John Doe was later recommended for another temporary promotion, however, the 52 week waiting period has not been met. John Doe may only be temporarily promoted for the remainder 60 days (equaling 120 days). John Doe will be eligible for another temporary promotion of 120 days on 31 July 2016.\*\**

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

h. For further assistance, contact the Human Resources Specialist, Staffing, at CAGNET 6-3290, DSN 466-3290 or commercial (916) 854-3290 and at [ng.ca.caarng.list.hr-jobstech@mail.mil](mailto:ng.ca.caarng.list.hr-jobstech@mail.mil).

6. Releasability. This issuance is approved for public release; distribution is unlimited.

7. Effective Date. This notice is effective beginning 30 September 2014. It expires 5 February 2017.

  
KEVIN PARK, GS-14, DAF  
Director, Human Resource Office  
California Military Department

Enclosures:

GL - Glossary

GLOSSARY

PART I - ABBREVIATIONS AND ACRONYMS

CNG  
FPR  
RIF

California National Guard  
Full-time Personnel Regulation  
Reduction in Force