



CALIFORNIA MILITARY DEPARTMENT NOTICE

NGCA-JSD-MP
DISTRIBUTION: TA

CMDN 1418.26
24 August 2018

TITLE 5 VACANCY ANNOUNCEMENTS

References:

- a. 5 USC 3319 Alternative Ranking and Selection Procedures
 - b. 5 USC 2108 Veteran; Disabled Veteran; Preference Eligible
 - c. 5 CFR 300 Employment (General)
 - d. 5 CFR 731 Suitability
 - e. Priority Placement Program (PPP)
<http://www.dla.mil/Careers/Programs/overseas/ppp.aspx>
 - f. CMDI 1418.22, The Merit Placement Plan (MPP), dated 2 March 2018
1. Purpose. This notice outlines the Title 5 (T5) Vacancy Announcement (VA) process for civilian positions in the California National Guard (CNG).
 2. Superseded / Cancelled. None
 3. Applicability. This notice applies to selecting officials of the CNG T5 civilian positions.
 4. Background. It is the policy of the CNG that T5 civilian positions be filled with the best qualified individuals, that veterans' preference is credited and applied correctly, and that all employees have an opportunity to advance to their full potential.
 5. Action or Procedure. The following changes to the T5 VA process are effective immediately:
 - a. All T5 announcements are subject to PPP procedures and requirements. If a well qualified candidate is on a PPP list, all recruiting actions will stop and the Human Resources Office (HRO) will notify the selecting official. A well qualified candidate referred through PPP must be selected.
 - b. All T5 positions must be announced and competed for, to include temporary and time-limited positions (e.g. indefinite). Exceptions to T5 competition includes Schedule A provisions and the exceptions detailed in CMDI 1418.22 (MPP).

c. T5 VAs will be announced with the following areas of consideration and open for a minimum of five business days and a maximum of ten business days:

I. Area I (Internal) - Current CNG Employees: Current CA National Guard federal employees/technicians (T5 or T32) within the CNG are eligible to apply. Internal VAs are not subject to veterans' preference.

II. Area IV (External) – Federal Employees/U.S. Citizens/Reemployment Eligibles: U.S. Citizens including, current CA National Guard Federal employees/technicians, are eligible to apply. External VAs are subject to veterans' preference.

e. After the VA has closed, HRO will assess an applicant's qualifications against the job related factors and competencies. The applicants are placed into the following three predefined qualifying categories and ranked according to preference eligibility or non-preference eligibility:

- I. Highly Qualified (HQ) - numeric value 90-100 points
- II. Well Qualified (WQ) - numeric value 80-89 points
- III. Qualified (Q) - numeric value 70-79 points

(1) Rating and ranking is based on the entire application package as well as the responses to the assessment questionnaire. All applicant's qualifications are evaluated on the four competencies stated within the announcement. The four competencies are developed by HRO using the position description (PD), but may be changed by submitting a CNG 690-16.

(2) If, after reviewing an applicant's resume and/or supporting documentation, and it is determined that they have inflated their qualifications, the category rating will be adjusted. Errors or omissions may affect an applicant's eligibility and if the announcement is closed, no changes can be made.

(3) The HRO will only refer highly qualified applicants to the selecting official. When announcing Area IV (External), the selecting official will only receive highly qualified applicants with preference eligibility.

f. Veterans' preference is applied through the submission of supporting documentation and provided at the time the application is submitted on USAjobs.gov. For disabled veterans, the Application for 10-point Veterans' Preference SF 15 must be submitted along with a Veterans Affairs letter.

(1) Minimally qualified disabled veterans are placed in the highest category group regardless of the category originally assigned to in the rating process. All preference eligibles in the same category are treated the same and the selecting official may select any preference eligible within the category.

g. A selecting official may request to pass over/object a preference eligible from a COE. Reasons for objecting must be submitted with a SF 62, Agency Request to Pass Over a Preference Eligible or Object to an Eligible in USAStaffing.gov.

(1) HRO will review the objections and make a determination or forward to the Office of Personnel Management (OPM), if applicable. An objection may be approved when it is based on proper and adequate reasons. Each request for objection must be decided on its own merits.

(2) The HRO has jurisdiction over most suitability and security matters in accordance with 5 CFR 731. OPM is the final determination for objections or medically disqualifying a 30% or more disabled veteran.

(3) A SF 62 must be provided for each preference eligible being passed over/objected to, unless a declination letter/email is provided in USAStaffing.gov. If all objections are approved and/or declination letters/emails are received, HRO will issue an additional COE.

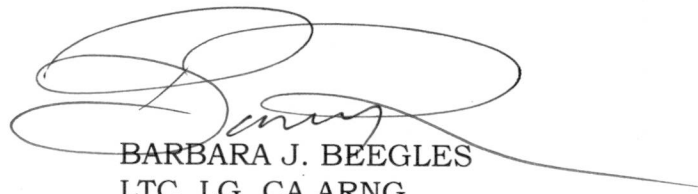
i. The selecting official may only offer the candidate a tentative job offer once a selection is made. If an applicant declines a tentative job offer, a declination letter/email must be provided in USAStaffing.gov.

j. At a minimum, a NACI must be completed before the candidate can be appointed for all T5 positions. It is the selecting official's responsibility to track the candidate's security clearance progress. Proof of clearance is required with the hire packet.

6. Releasability. This issuance is approved for public release; distribution is unlimited. For further assistance or questions, contact the Staffing section in the HRO via email at ng.ca.caarnng.list.hr-jobstech@mail.mil.

7. Effective Date. This notice is effective 24 August 2018. This notice will expire when CMDI 1418.22, The Merit Placement Plan, dated 2 March 2018 expires.

Encl
Glossary



BARBARA J. BEEGLES
LTC, LG, CA ARNG
Director, Human Resources Office

ENCLOSURE A

GLOSSARY

DEFINITIONS

30% Compensable, Disability Preference (CPS) -- Preference based on a compensable service-connected disability of 30 percent or more.

Certificate of Eligibles (COE) -- List of qualified applicants that are based on the application submitted.

Compensable Disability Preference (CP) -- Preference based on a compensable service-connected disability of 10 percent or more, but less than 30 percent.

Disability Preference (XP) -- Preference based on a non-compensable disability or recipient of a purple heart.

Highly Qualified (HQ) -- The numeric value rating normally ranges from 90-100 points. This higher numeric value group is applied for those applicants who possess the type and quality of experience that substantially exceeds the minimum qualifications of the position, including all selective placement factors. The candidates are considered as highly proficient and fully competent to effectively perform all the job requirements; and, can successfully perform in the position almost immediately, or with a minimum amount of training and/or orientation.

National Agency Check with Inquiries (NACI) -- A background check of the lowest level of investigation that meets the requirements of Executive Order 10450 and DoD 5200.2-R, DoD Personnel Security Program.

Nonveteran (NV) -- This includes all candidates not entitled to veterans' preference.

Not Qualified (NQ) -- Applicant does not meet the experience and/or education requirements and competencies.

Pass over -- Non-selection of a preference eligible on a COE to select a nonveteran.

Preference eligibles -- veterans, spouses, widows/widowers, or parents who meet the definitions of "preference eligible in 5 USC 2108. Preference eligibles are entitled to priority referral (5 USC 3319).

Priority Placement Program (PPP) -- The PPP is a DoD-wide automated program to assist in the placement of employees adversely affected by actions such as Reduction-in-Force, base closures, realignments, consolidations,

contracting out, position classification decisions, rotation from overseas, and transfer of function.

Qualified (Q) -- The numeric value group normally ranges from 70-79 points. This lowest group is used for those applicants who meet the minimum qualifications of the position and are proficient in some, but not all, of the position's requirements. Applicants will require extensive training and/or orientation in order to satisfactorily perform the position's duties.

Sole Survivorship Preference (SSP) – Veterans released or discharged from a period of active duty from the armed forces by reason of sole survivorship discharge.

Tentative Preference (TP) -- Preference based on active duty in the U.S Armed Forces.

Well Qualified (WQ) -- The numeric value group normally ranges from 80-89 points. This next lower numeric value group is used for those applicants that meet the minimum qualifications of the position and are proficient in most, but not all, of the requirements of the position. Applicants may require some training and/or orientation in order to satisfactorily perform the duties of the position.