CALIFORNIA MILITARY DEPARTMENT NOTICE

TITLE 5 AND TITLE 32 VACANCY ANNOUNCEMENT PROCESS AND REQUIREMENTS

References:

   a. CMDI 1418.22, The Merit Placement Plan (MPP), dated 2 March 2018

   b. Agreement Between the Adjutant General of California and the Laborers International Union of North America (LIUNA), article 15, dated 30 March 2017

   c. CMDI 1417.11, USA Staffing Hiring Manager System Access Requirements, dated 19 September 2017

1. Purpose. This notice outlines the Human Resources Office (HRO) modifications to the Vacancy Announcement (VA) process and provides guidance on hiring Title 32 (T32) Dual Status and Title 5 (T5) Civilian positions within the California National Guard (CNG).

2. Superseded / Cancelled. None

3. Applicability. This notice applies to Hiring Managers and Human Resource Remote Designees (RD) responsible for the hiring actions of CNG employees and technicians.

4. Background. The HRO is consistently working on improving the T32/T5 VA process resulting in faster and more efficient hiring, while providing up to date guidance on the hiring process.

5. Action/Procedure. The following processes are effective immediately:

   a. Hiring Managers are allotted five (5) calendar days to review VA drafts in USA Staffing.

      (1) VA drafts that are not returned to HRO within five (5) calendar days will result in an automatic posting of VA to USA Jobs on the sixth calendar day. Changes requested to the VA after it has posted, may result in cancellation and/or re-advertisement.

      (2) Extensions may be requested, but before the due date.

   b. The HRO will continue to issue ARNG Dual Status (T32) Certificate of Eligibles (COE) in order of priority. First consideration will be provided to Area 1-

current onboard T5/T32 employees.

(1) Hiring Managers may not select an applicant outside Area I without justification.

(2) The HRO will not re-advertise a position unless all applicants on COEs have been exhausted.

c. Hiring Managers must take prompt action to begin selection procedures. COEs must be submitted within 30 calendar days from the date of issuance. In addition, if a selection is made, hire packets (HP) must also be submitted 30-calendar days from COE issuance.

(1) The HRO will send out weekly notices on overdue COEs and/or HPs. Failure to provide a valid justification for a delay, may result in a VA cancellation.

(2) Non-selection from a COE with five (5) or more applicants will result in a 90 day wait period before a position is re-advertised. Request to waive the 90 day waiting period will require component Chief of Staff (CoS) approval.

(3) T5, preference eligible applicants who are non-selected, require an SF 62, *Agency Request to Pass Over a Preference Eligible or Object* with a valid justification.

6. USA Staffing and the Defense Civilian Personnel Data System (DCPDS) are mandated platforms for hiring T32 and T5 vacancies. Each Directorate must identify an HR representative or Remote Designee which is responsible to:

a. Gain access to USAStaffing.gov and DCPDS in order to perform their duties per their Position Descriptions (PD).

(1) Access forms must be submitted to the HRO staffing team. Failure to provide access forms may result in delays in processing hiring actions. If supervisors or HR Remote Designees do not have access; please contact HRO staff immediately.

b. Attend annual HRO Remote Designee workshops to improve HR knowledge, skills, and abilities (KSA). Hiring Managers and Supervisors are encouraged to attend.

c. Participate in one-on-one training with HRO. This provides an opportunity for Remote Designees to work closely with an HRO team member to further develop HR KSAs.

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

8. <u>Effective Date</u>. This notice is effective upon publication.

9. The HRO point of contact for this CMDN may be reached at email: ng.ca.caarng.list.hr-jobstech@mail.mil.

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