

III. SUPERVISORS CERTIFICATION			
I certify that this position description is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.			
Name/Title	Signature	Date	Telephone Number
IV. COMMANDERS/DIRECTORS AUTHORIZATION			
I certify that this position description is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.			
Name/Title	Signature	Date	Telephone Number
V. COMPTROLLERS CERTIFICATION OF FUNDING AVAILABILITY			
I certify that funds are available for this action.			
Name/Title	Signature	Date	Telephone Number
VI. DIRECTORATE FOR HUMAN RESOURCES USE ONLY			
I certify that the information entered on this form is accurate and that the vacancy announcement is in compliance with statutory and regulatory requirements.			
1. Classification Remarks:			
HR SPECIALIST (CLASSIFICATION)		Signature	Date
HR SPECIALIST (CLASSIFICATION)		Signature	Date
2. Received by Staffing on (date)		3. Selecting Official Clearance of Draft VA on (date)	
4. VA Posted on Calguard Website (date)			
5. Staffing Remarks:			
HR SPECIALIST (STAFFING)		Signature	Date
HR SPECIALIST (STAFFING)		Signature	Date

INSTRUCTIONS

Section I (Position Information)

Block 1. Position Title: Exactly as listed in box 15 of the OF-8 (Position Description)

Block 2. Position Number: Position Description Number from box 1 of the OF-8 and Sequence Number (unique position identification number) located on the manning document as part of the "CPCN" field. An example of both is 90002000-268246.

Block 3. FAC or PARA: Functional Account Code (ANG Only) or Paragraph Number (ARNG Only)

Block 4. Pay Plan: Exactly as listed in box 15 of the OF-8 (Position Description)

Block 5. Occupational Series: Exactly as listed in box 15 of the OF-8 (Position Description)

Block 6. Grade(s) Advertised: As listed in box 15 of the OF-8 (Position Description) and all trainee grades (if desired)

Block 7. MCPN or LINE NR: Manpower Position Control Number (ANG Only) located on manning document or Line Number (ARNG Only) located after paragraph number on manning document

Block 8. Name and Location of Position Organization: List the name of the organization and its location.

Block 9. Appointment Type: Select only one from each column; Employment Status (PERMANENT, INDEFINITE, TEMPORARY, or TEMPORARY PROMOTION) and Position Type Title 32/Excepted Service/Military Technician – a T32 excepted service position that requires compatible military membership; Title 5 Excepted Service-Merit Promotion (Internal) – a T5 excepted service position which requires US Citizenship and only current employees of the California National Guard may apply; Title 5 Excepted Service-EXTERNAL – a Title 5 excepted service position which may be filled by any US citizen.

Block 10. Duty Location: List the city and state of the actual worksite (may be different from the location of the position's organization).

Block 11. Vice: List the name of the last occupant and the personnel action which vacated the position, e.g. SSG Smith, Reassigned. If the position has been vacant for more than 3 months or if it is a new position, "vacant" may be annotated.

Block 12. Security Clearance Requirement: Select the appropriate security clearance requirement based on the duties and responsibilities in the position description.

Block 13. Position Requires Travel: Select the approximate number of days spent traveling during a typical month in the performance of official duties

Block 14. Remarks/Special Instructions: Include any other position requirements, e.g. licenses, physical requirements, lifting, color vision; special remarks or instructions.

Block 14a. List the name, phone number, and e-mail address of a Subject Matter Expert for HRO/Staffing to contact for assistance.

Block 15. List the number of position vacancies.

Block 16. List the salary range for the grade(s). (For Staffing Use Only)

Block 17. List the AGR Vacancy Announcement number for dual announcements. (For Classification Use Only)

Section II (Recruitment Information)

Block 1. Area of Consideration: Select the area where applications will be accepted from. Area I = Current CNG Employees – Applications will be accepted only from current employees of the California National Guard (both competitive and excepted service) who meet the criteria in Section II, Block 4); Area II = Current CNG military members – Applications accepted only from current CNG members; ALL SOURCES – Military = Applications will be accepted from all individuals meeting the criteria in Section II, Block 4. This area may be limited to Regular Air Force, Army, Reserves and National Guard members nationwide; or Area IV = Applications may be accepted from US Citizens, current Federal Employees (both excepted and competitive service), and reemployment eligibles.

Block 4. Area III = ALL SOURCES – Military - Applications will be accepted from all individuals meeting the criteria in Section II, Block 4. Area IV = Federal Employees/US Citizens (external) – Applications will be accepted from current Federal Employees (both excepted and competitive service).

Block 2. Work Schedule: Select the normal work schedule (FULL-TIME 40 hours per week; or PART-TIME 32 hours or less per week)

Block 3. Position Subject to Night and/or Rotating Shifts: Select if the position is required to work nights or perform rotating shifts as part of a normal work schedule.

Block 4. Applications will be accepted Only from Grades: Select all military grades under consideration. Applications will only be accepted from applicants who meet the criteria identified. Title 5/US Citizens - applications will be accepted from Title 5 civilian employees or US Citizens.

Block 5. Applications to be accepted for: Select the period of time which applications will be accepted. (ALL SOURCES – 21 Days, CURRENT CNG MEMBERS/EMPLOYEES – 14 Days, Open until filled - max one year). OTHER - Title 5 only, minimum of 5 days.

Block 6. Automatic Extensions. Check if you wish for HRO to automatically extend a VA in 7 day increments (max 14 days).

Block 7. Payment of Recruitment/Relocation incentive: Whether payment of Recruitment/ Relocation incentives will be considered. If an Advanced In Hiring rate will be considered due to superior qualifications, a Recruitment/Relocation incentive must be considered on this VA.

Block 8. Payment of PCS costs: Decision whether Permanent Change of Station costs will be paid to eligible employees IAW JTR Vol. II. PCS costs will not be paid with a negative annotation in this block.

Block 9. Position Title of Selecting Official.

Block 10. Email Address for Draft VA and Certificate of Eligibles: The selecting officials e-mail address where a draft VA will be sent for review prior to publishing and the Certificate of Eligibles link will be forwarded.