



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
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NGB-J1-TNS

13 FEBRUARY 2006

MEMORANDUM FOR THE HUMAN RESOURCES OFFICERS OF ALL STATES, THE COMMONWELATH OF PUERTO RICO, THE U.S.VIRGIN ISLANDS, AND THE DISTRICT OF COLUMBIA

SUBJECT: National Guard Bureau Federal Wage System Qualifications Standards

1. This memorandum publishes the National Guard Bureau (NGB) qualifications standards for the federal wage grade dual status positions. The standards contain instructions for applying the applicable Air Force Specialty Code (AFSC) and/or Army Military Occupational Skill (MOS) to evaluate a candidate qualification. Part 2 is the wage grade qualifications standards organized by occupational code and classification group or family.
2. The inclusion of AFSC or MOS within the NGB qualification standards for dual status technicians are designed to acknowledge the military nature of the technician workforce, allow states to make the best use of otherwise potential candidates, and to open more opportunities for National Guard military members. The basic qualification requirement specified in a standard is considered to be met if (1) the applicant has successfully completed requirements and has been awarded the occupational specialization (AFSC or MOS); (2) demonstrated the ability to perform professional work comparable to the full performance level in the occupational series and (3) demonstrated a good knowledge of the specialty field of the position to be filled although they may not meet experience and/or educational requirements.
3. These standards are effective immediately. Questions or requests for additional information may be directed to Ms. Julie Hart at DSN 327-2088, CML 703-607-2088 or Mr. Jim Hatchell at DSN 327-1475 or CML 703-607-1475.

Encl
Specialize Experience Determination/
Alternate Qualification Instructions
Wage Grade Qualification Standards

A handwritten signature in black ink, reading "Jimmy L. Davis, Jr.", is positioned above the typed name.

JIMMY L. DAVIS, JR.
Colonel, USAF
Chief, Office of Technician Personnel

NATIONAL GUARD DUAL STATUS FEDERAL WAGE SYSTEM POSITIONS

GROUP FAMILY INDEX

2800 – Electrical Installation and Maintenance Family

WG-2805 – Electrician
WG-2810 – High Voltage Electrician
WG-2892 – Aircraft Electrician

3300 – Instrument Family

WG-3306 – Optical Instrument Repairing
WG-3359 – Instrument Mechanic

3400 – Machine Tool Work Family

WG-3401 – Machine Tool Work
WG-3414 – Machining
WG-3416 – Toolmaking

3500 – General Services and Support Work Family

WG-3502 – Laboring

3703 – Metal Processing Family

WG-3703 – Welding
WG-3705 – Nondestructive Testing

3800 – Metal Work Family

WG-3806 – Sheet Metal Mechanic
WG-3809 – Mobile Equipment Metal Mechanic

4200 – Plumbing and Pipefitting Family

WG-4206 – Plumbing
WG-4255 – Fuel Distribution Systems Mechanic

4400 – Printing Family

WG-4402 – Bindery Working
WG-4417 – Offset Press Operating

4600 – Wood Work Family

WG-4604 – Wood Worker
WG-4607 – Carpentry

4700 – General Maintenance and Operations Work Family

WG-4749 – Maintenance Mechanic

5200 – Miscellaneous Occupations Family

WG-5201 – Miscellaneous Occupations

5300 – Industrial Equipment Maintenance Family

WG-5306 – Air Conditioning Equipment Mechanic
WG-5334 – Marine Machinery Mechanic
WG-5378 – Powered Support Systems Mechanic

5400 – Industrial Equipment Operation Family

WG-5413 – Fuel Distribution System Operating

5700 – Transportation/Mobile Equipment Operation Family

WG-5703 – Motor Vehicle Operating
WG-5716 – Engineering Equipment Operating
WG-5786 – Small Craft Operating

5800 – Transportation/Mobile Equipment Maintenance Family

WG-5801 - Transportation/Mobile Equipment Maintenance
WG-5803 – Heavy Mobile Equipment Mechanic
WG-5806 – Mobile Equipment Servicing
WG-5823 – Automotive Mechanic

6500 – Ammunitions, Explosives and Toxic Material Work Family

WG-6501 - Miscellaneous Ammunitions, Explosives and Toxic Material Work

6600 – Armament Work Family

WG-6601 – Armament Work
WG-6605 – Artillery Repairing
WG-6610 – Small Arms Repairing

6900 – Warehouse and Stock Handling Family

WG-6904 – Tools and Parts Attending
WG-6910- Materials Expediting
WG-6912 – Materials Examining and Identifying

7000 – Packing and Processing Family

WG-7002 – Packing

8200 – Fluid Systems Maintenance Family

WG-8268 – Aircraft Pneudraulic Systems Mechanic

8800 – Aircraft Overhaul Family

WG-8801 – Aircraft Overhaul
WG-8810 – Aircraft Propeller Mechanic
WG-8852 – Aircraft Mechanic

SPECIALIZED EXPERIENCE AND ALTERNATE QUALIFICATIONS GUIDE FOR DUAL STATUS TECHNICIANS

Federal Wage Positions General Polices and Instructions

Purpose:

To simplify the qualification requirements and placement processes for dual-status military technician positions. To ensure the skill requirements of the military and civilian positions of military technicians (MT) are compatible and the MTs are assigned to valid positions that are compatible with their military grade and skills codes.

Responsibilities:

The National Guard Bureau, Office of Technician Personnel, Employment and Pay Branch, is responsible for establishing policy for modifying recruitment and placement use of Military Occupational Skill (MOS) and Air Force Specialty Code (AFSC) skill levels for Dual Status technician positions; to include establishment of controls.

The State Human Resources Officer and HRO Staff are responsible for providing advice and guidance to serviced technicians and supervisors on MOS/AFSC skill level coding policy and procedures. Staff will review request(s) for personnel action(s) to ensure appropriateness in meeting requirements. In addition, HROs and staff have an administrative role for compatibility -- MOS/AFSC, Grade/Rank, Assignment (Officer/Warrant/Enlisted) and Organizational (unit).

Supervisors and managers will identify the appropriate skill level coding for each position. Skill level codes assigned to a position must be consistent with and derived from the duties and responsibilities described in the position description.

Standards:

The current merit system remains in place and will be utilized when desired. The State HR Office must satisfy bargaining obligations with unions prior to implementing any changes generated by this plan.

Some positions, irrespective of branch or functional area coding, are designated as "generalist" positions. Other positions may require more specific job skills and qualifications to meet highly specialized position requirements. A mixed job should be evaluated in keeping with the duties that (1) involve the highest skill and qualifications requirements of the job, or (2) are a regular and recurring part of the job, even if the duties involved are not performed for a majority of the time. At that point, MOS/AFSC

comparability is determined. In situations where a position is placed in a general series because it contains a mix of work from several series and no series is paramount (i.e., WG-5801, 3801, etc.), the position would normally be coded using the appropriate MOS/AFSC and skill level for the most significant set of duties.

Work categories (skill levels) and specialties (MOS/AFSC) are normally described in classification and/or qualification standards. Job requirements would be described by MOS/AFSC definitions -- qualification analysis may not be required. The system presupposes award of the appropriate MOS/AFSC and skill levels represent qualifying experience analogous to qualification standards. Functional managers and personnelists should consider skill codes when developing new positions, when duties of existing positions change, or when initiating a recruitment or placement action.

Specialized Experience Requirements for NGB Federal Wage System Positions

Creditable experience must have been performed at least 30 consecutive days and be properly documented. Experience in the same line of work can only be credited on the basis of a regular 40-hour workweek. A technician performing the same line of work for one or more employers for more than 40 hours a week is not credited with experience beyond that which would have been gained working at one job for 40 hours. A technician performing two different jobs is credited with the experience gained in each job. Percentages of time for each skill are calculated in terms of a 40-hour workweek.

The following chart depicts applicable specialized experience needed in order to qualify at a grade level:

SPECIALIZED EXPERIENCE			
GRADE	WG MONTHS	WL MONTHS	WS MONTHS
05	6	24	36
06	9	24	36
07	12	24	36
08	12	24	36
09 and above	18	24	36

An applicant's or technician's previous military work experience and/or military occupational skill is based on information provided in her/his application and is equated to the Federal Wage System (WG) pay plans for qualification purposes. Upon request, the technician must clarify inclusive dates and/or description(s) of work performed.

Alternate Qualification Determination Guides:

ARMY ENLISTED MOS CLASSIFICATION

The Army Enlisted Military Occupational Specialty (MOS) Classification System is a categorization of closely related positions that require similar qualifications and the performance of similar duties.

Army enlisted occupations are designated by at least five characters. The first three identify the MOS; the fourth character, a number from one to five, indicates the level of skill within the MOS. The fifth character is normally "zero"; in some cases, a letter is used as a special qualification identifier.

Each skill level represents progressively complex duties, skills and greater responsibility. Each enlisted MOS has from one to five skill levels:

- **Skill Level 10** identifies entry-level positions requiring performance of tasks under direct supervision.
- **Skill Level 20** identifies positions requiring performance of more difficult tasks under general supervision.
- **Skill Level 30** identifies positions requiring performance of still more difficult tasks.
- **Skill Level 40** identifies positions requiring relatively detailed knowledge of all tasks specified for a given MOS.
- **Skill Level 50** identifies managerial and supervisory positions requiring broad knowledge of the tasks performed at all subordinate levels in a given MOS and related MOSs in order to coordinate and give direction to work activities.

AIR FORCE ENLISTED AFSC CLASSIFICATION

An Air Force Specialty Code (AFSC) is a basic grouping of positions requiring similar skills and qualifications. It identifies qualifications and abilities necessary to accomplish duties and tasks for each career field or specialty.

Air Force enlisted occupations consist of five digits. The first position is numeric and designates the career group; the second character, career field; the third denotes career field subdivision. The fourth characteristic indicates the skill level of AFSC and the fifth combines to specific AFSC.

- **1-Skill Level** is awarded if the enlisted is assigned permanent duty or training in a helper AFSC and meets specialty entry qualifications for the Air Force Specialty (AFS).
- **3-Skill Level** is awarded when normal upgrade training has been completed.
- **5-Skill Level** is awarded when all 5-skill level training and requirements are completed, 15 months on the job training and completion of any applicable correspondence courses.
- **7-Skill Level** is awarded only when all mandatory 7-skill level training, is a SSgt or above, completes 12/months on the job training and meets all mandatory 7-skill level requirements in the specialty descriptor and is recommended by supervisor. **IF** the individual is assigned an AFSC without a 7-level course, they may be qualified to be awarded the 7-skill level when they meet all other requirements and complete 18 months time in training.
- **9-Skill Level** must be a SMSgt, possess a 7-skill level AFSC (which is a normal input source into 9-skill level AFSC), meet mandatory 9-skill level requirements in the specialty description and be recommended by supervisor.

In utilizing the MOS/AFSC, care should be taken to ensure the following for dual-status positions:

- The appropriate MOS/AFSC for qualification determination is the compatible MOS/AFSC as defined by the Functional Manager/Office of Primary Responsibility.
- The MOS/AFSC used to determine qualifications must be the current duty MOS/AFSC.
- Duty MOS/AFSC must meet the skill level identified.

The following chart defines occupational specialty codes and the civilian grade levels equivalency for enlisted personnel:

Army Enlisted MOS Identifiers				
Skill Level 10	Skill Level 20	Skill Level 30	Skill Level 40	Skill Level 50
E-1/2/3/4	E-5	E-6	E-7/8	E-8 and above
WG-01 Entry	WG-03/04 Apprentice or Helper	WG-05/06 Worker or Semi-Skilled	WG-07/08 Journeyman	WG-09 and above Craftsman or Advanced

Air Force Enlisted AFSC Identifiers				
1-Skill Level	3-Skill Level	5-Skill Level	7-Skill Level	9-Skill Level
E-1	E-2/3/4	E-5	E-6/7	E-8/9
WG-01 Entry	WG-03/04 Apprentice or Helper	WG-05/06 Worker or Semi-Skilled	WG-07/08 Journeyman	WG-09 above craftsman, includes superintendent

Technician(s) must attain and maintain full MOS/AFSC compatibility within a reasonable period of time or be removed, reassigned, or changed to lower grade.

MOS/AFSC Compatibility:

To determine compatibility refer to the appropriate compatibility table found on Guard Knowledge Online (GKO) under the Employment and Pay portal page.