

STATE OF WEST VIRGINIA
ADJUTANT GENERAL'S DEPARTMENT
CHARLESTON, WEST VIRGINIA 25311-1085

WV Technician Personnel Regulation
May 1987
Number 713-1

1

Equal Employment Opportunity

UPWARD MOBILITY

CHAPTER 1
GENERAL

1-1. PURPOSE: This plan establishes policies and procedures for the implementation of the Upward Mobility Program (UHF) for the West Virginia Army and Air National Guard Technician Program. This plan provides specific objectives. Responsibilities, planning criteria, implementing instructions, and establishes education and reporting requirements.

1-2. POLICY: It is the policy of the West Virginia National Guard to carry out and support Executive Order 11478 requiring full use of the skills of employees. Public Law 92-261 (EEO Act 1972) requires the head of each executive department to develop EEO Affirmative Action Plans with the provisions for the establishment maximum opportunity to advance so they perform at the highest potential necessary to accomplish their mission. This policy will be executed without regard to race, color, religion, gender, national origin, age, physical handicap, or other nonmerit factors.

1-3. DEFINITIONS: For the purpose of this plan the following definitions apply:

a. Upward Mobility. A systematic management effort that emphasizes through National Guard Bureau policy the development and implementation of specific career opportunities for military technicians who are in positions below GS-09 or WG-II that do not enable them to realize their full work potential. Upward Mobility efforts involve an analysis of the Military and Technician organizational structure and identification or design of specific target positions that would enable lower graded technicians to realize their full potential. Training and development efforts primarily aimed at improving current occupational performance is not considered upward mobility.

b. Job Restructuring. A method of developing a different pattern of positions in an organization in which essentially the same amount of work gets done. Job restructuring and upward mobility are not the same thing. Job restructuring is a means of obtaining a goal. Upward Mobility is a goal in itself just as career development and job enrichment are goals.

This regulation supersedes Technician Personnel SOI No. 3-4, dated 1 Apr 1977.

DISTRIBUTION: A, B, C

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c. Target Position. A full performance level position specifically identified for an upward mobility participant to fill upon completion of required training.

d. Transition Position. An entry level or bridge position specifically designed and established below the grade of the target position. A transition position enables a military technician to gain the necessary experience and the required training to become qualified for target position.

e. Dead-End Position. A position (below GS-09 or WG-11) that lacks career development opportunities or promotion potential.

f. Individual Development Plan. A plan that sets forth the participants training and development assignments required to qualify for a specific target position.

g. Self Development. The education and training that military technicians provide for themselves according to their career interests or that contribute to general growth.

h. Participant or Trainee. An on-board military technician who applies for an upward mobility position and is competitively selected.

1-4. OBJECTIVES: The objectives of this program are:

a. To provide military technicians, who are in positions that do not enable them to realize their full potential, to be given the opportunity to be reassigned into transition positions that will prepare them through on-the-job and formalized training to enter target positions.

b. To identify career positions that support the upward mobility program.

c. To expedite placement of participants into technical, administrative, para-professional and craft/trade careers.

d. To motivate military technicians toward high achievement and create a climate conducive to high morale.

e. To encourage military technicians who are in dead-end positions to apply for positions in the upward mobility program to ensure that selecting officials have an adequate representation within the workforce from which to make 8 selection.

f. To establish reporting system, cost system and budgeting for upward mobility program training and evaluation.

1-5. ELIGIBILITY REQUIREMENTS: To be eligible for participation in the upward mobility program 8 military technician must be a permanent appointee and be

based in a dead-end position below GS-09 or WG equivalent. Military grade requirements need not be met at the time a military technician enters the transition position, however military requirements such as training and compatibility requirements must be met prior to assignment to the target position.

1-6. RESPONSIBILITIES:

a. The Adjutant General is responsible to insure that upward mobility policies, procedures and practices are carried out for the military technician workforce. .

b. The Support Personnel Management Officer will administer the upward mobility plan, and:

(1) Participate in the functional development of the program by helping managers and supervisors and identify target, dead-end, and transition positions; write draft job descriptions for restructured positions; and designate a staff member to serve as upward mobility coordinator.

(2) Publicize and announce upward mobility positions and training opportunities.

(3) Evaluate and refer qualified applicants for selection in accordance with State Merit Placement procedures and this regulation.

(4) Participate with functional managers/supervisors and trainees, as appropriate; in preparing an Individual Development Plan (IDP) ensuring that:

(a) Education and training programs are geared to know the project mission and organization requirements and are provided in a cost effective manner.

(b) Whenever feasible and economical, education and training will be provided on-site and during normal duty hours.

(c) Supportive financial planning and budgeting actions are completed in cycle.

(5) Assist and advise supervisors in taking appropriate action when a trainee fails to meet performance requirements of the program or wishes to withdraw from it. Among such actions are:

(a) Reassignment to former position if position is vacant.

(b) Reassignment to another position of equivalent duties, responsibilities and grade.

(c) Removal in accordance with TPM 430.

(6) Adjust pay as necessary in accordance with applicable Federal Personnel Manual. If otherwise qualified, military technicians who take downgrades in order to participate in the upward mobility program are entitled to salary retention.

c. The Personnel Staffing and Employee Development Specialist in the Support Personnel Management Office will be the coordinator for the upward mobility program.

d. The State Equal Employment Manager in the Support Personnel Management Office will:

(1) Review and assess state upward mobility plans and related reports to ensure compliance with NGB EEO Programs.

(2) Initiate and maintain a skills survey file for minority and female military technicians.

(3) Notify minority and female military technicians of upward mobility vacant positions.

e. Supervisors and managers will:

(1) Participate with the Support Personnel Management Office in identifying target positions by analyzing staffing needs based on occupations, missions, organizational structure, and work force requirements of the functional unit.

(2) Analyze target occupations to develop task statements that represent the raw material for restructuring positions.

(3) Identify the knowledge, skills, and ability requirements that must be met through training and job experience in order for participants to progressively qualify for specific target positions.

(4) Participate with the Support, Personnel Management Office in identifying transition positions and restructuring existing positions compatible with mission and organizational requirements.

(5) Counsel and encourage eligible military technicians to apply for program participation.

(6) Select applicants for program participation IAW State merit placement procedures and this regulation.

(7) Participate with trainee and Support Personnel Management Office, as appropriate, in developing and implementing Individual Development Plan (IDP's).

(8) Keep participants informed of their performance and progress on a regular basis.

(9) Informs Support Personnel Management Office of any participant who is not progressing satisfactorily and request guidance.

CHAPTER 2 PLANNING

2-1. PLANNING: Planning for upward mobility at state level starts by systematically determining needs and defining upward mobility objectives consistent with mission accomplishments. The process includes identifying situations that inhibit upward mobility. This initial planning is essential since upward mobility problems and needs vary. By determining the extent and characteristics of upward mobility problems and needs, West Virginia National Guard will be able to establish the scope as well as the direction to take in instituting its upward mobility program. As appropriate, union representatives may participate in upward mobility planning to ensure technicians understand the program and to strengthen military technician confidence in the program.

2-2. PRE-PLANNING PHASE. These actions will be accomplished by each organization within the West Virginia National Guard:

a. Identify manpower needs by Support Personnel Manning Document (SPMD), assess the present skills of the work force, establish program objectives, develop plans and strategies, and gain top level support.

b. Determine the extent of upward mobility problems and the target population for the program by identifying and analyzing.

(1) Identify job patterns that prevent lower level military technicians from moving into positions that would more fully use their skills, training and ability.

(2) Identify occupational series and grade levels where military technicians are dead-ended.

c. Review technician/military compatibility requirements for positions to identify helpful aspects (various military training and development programs), as well as those hindering upward mobility factors.

2-3. PRIMARY DEVELOPMENT: Identify target positions by conducting organizational and job analysis. Ensures that:

a. Staffing surveys include projections of needs based on attrition, changing technologies, new equipment, and personnel changes that create vacancies.

b. Current positions are examined to decide if they can be used as transition positions or if the basic job requirements can be restructured.

c. Careful consideration is given to the implications of military grade requirements before identifying a position as an upward mobility target position.

d. Write draft descriptions for new positions and forward them through the Support Personnel Management Office to the appropriate Classification Activity for final action.

2-4. SECONDARY DEVELOPMENT PHASE: The Support Personnel Management Office will establish Merit Placement Procedures using the qualification standards for positions identified. Assessment of applicants should be based on a review of work history, self-development efforts including education and training activities, outside jobs, performance appraisals, records of awards, honors, and interviews. Assess the level of competence and 'potential for each job standard regardless of where and how the attributes were achieved. Also, when assisting applicants, consider the military grade requirements of the target positions. Take into account military age restrictions and civilian/military education related to commissioning if the target position can only be filled by an officer or warrant officer.

2-5. TRAINING:

a. The intent of the upward mobility program is to meet current and projected staffing needs by designing and managing positions to enable high potential military technicians to enter career fields that will permit them to develop commensurate with their potential. Individual development plans (IDP's) will be established for all military technicians selected for upward mobility positions at less than the target level. The plan will ensure that military technicians receive all the formal education, classroom training, or work experience (OJT) required to fully qualify the military technician for the target position.

b. In developing IDP's (Attachment 2), supervisors must ensure that training is related to the performance of official duties in a position commensurate with the military technician's potential.

c. The length of training and development at any grade level may take up to two (2) years depending upon:

(1) The time required to equip the military technician with the skills and specific knowledge necessary in the target position.

(2) The military technician's ability to perform the duties of the positions.

d. To avoid frequent minor amendments to individual development plans caused by variations in mission and organization, changes in concepts or methodology in subject fields or trainee needs, it is permissible to:

(1) Adjust training time as appropriate in individual cases to cover contingencies, such as sick leave, annual leave, military leave, or participant's ability to grasp a portion of training.

(2) Change the sequence of training to allow learning experience to be responsive to actual work situations.

(3) Add or modify subject matter material depending on technological/equipment changes, organization and participant needs, and evaluation of the training and development.

(4) Delete or modify subject matter that duplicates education or training the participant may be receiving through self-development efforts.

CHAPTER 3
EVALUATION AND COUNSELING

3-1. EVALUATION AND COUNSELING:

a. Evaluation. Upon assignment to an upward mobility trainee position, performance standards and critical job elements will be established in accordance with TPM 430. Military technicians will be expected to evaluate their training program. Attachment 3 is a format for this purpose. This evaluation should be submitted along with each performance appraisal until target grade is reached.

b. Counseling. Managers and supervisors and representatives from the SPMO will provide a full range of coordinated counseling and guidance services to participants. They will help participants plan and achieve realistic career goals. Informal counseling by the supervisor will be conducted at least every 90 days during the upward mobility program. Counseling sessions will include, as appropriate, a discussion of work performance, training progress, career opportunities, and work-related problems. Counseling sessions will be recorded in NGB Form 904-1 and maintained by the supervisor.

FOR THE GOVERNOR:

JOHN A. WILSON, III

Major General, WVANG

The Adjutant General

2. A written record of satisfactory completion of training to show that the terms of the training agreement have been met, prior to recommending promotion to the intermediate and the target position.

SUPERVISOR SIGNATURE BLOCK

1 Attachment

Received and acknowledge training stipulations.

TRAINEE SIGNATURE BLOCK

INDIVIDUAL DEVELOPMENT PLAN (IDP)

DEPARTMENT OF THE AIR FORCE
Headquarters 130th Tactical Airlift Group
Yeager Airport
Charleston, West Virginia 28311

Upward Mobility Position Training Agreement Case of

1. The purpose of the training agreement is to establish valid objectives which will serve the administrative interests of the agency and to assess agreement will entertain at least the following items:

a. Trainee Position: (Title, Pay Plan, Occupation Code, Grade and Job No.) - Aircraft Mechanic Helper, WG-8852-05,

b. Intermediate Position: (Title, Pay Plan, Occupation Code, Grade and Job No.) - WG-8852-08, F4325100B.

c. Target Position: (Title, Pay Plan, Occupation Code, Grade and Job No.) - WG-8852-10, F4325100.

d. Length of Training:

(1) A minimum of 18 months to WG-8852-10

(2) Not longer than 2 years

e. Outline Training Objectives: (Courses to be completed, OJT, etc.)

(1) The individual will accept responsibility for requesting and attending any military or civil service courses needed to qualify for the target position. Phase I and Phase II formal training is desirable if available. Phase I consists of a 7 week course at Sheppard AFB Texas. Phase II consists of approximately 5 weeks practical OJT at Pope AFB, North Carolina/Little Rock AFB, Arkansas. Completion of Phase I and Phase II training must be accomplished for the award of 3 level (if available).

(2) If formal training is not available, as a general guide, the Military requirements of the master STS for the Inspection Dock Section, AFSC 431x3, will be used for On-the-job training (OJT).

(3) The individual will enroll in course 43152C upon being placed on OJT at the 3 level. It will be recommended that he complete the course within one year, after enrollment it is understood that enrollment in this course while on 3 level OJT is voluntary, however training to 5 level will render this CDC as mandatory. Upon entering 7 level training the required 7 level CDC will be ordered and completed within the time limit prescribed in AFR 50-23.

(4) Individual must have been awarded a 43133A AFSC prior to being promoted to WG-8852-8. This time period should not exceed 3 Jan 88.

(5) Individual must have been awarded a 43153A AFSC prior to being promoted to WG-8852-10. This time period will not exceed two years from 4 Jan 87. He may be awarded a 43153A as soon as mandatory requirements are met but is not eligible for WG-8852-10 until individual has completed a minimum of 18 months of experience from 4 Jan 87.

(6) See attachment 1 of this letter for upgrade training outline.

f. Location of Training: Aircraft Maintenance Function, Yeager Airport, Charleston, WV 25311 or Sheppard AFB Texas for Phase I and Pope AFB, North Carolina/Little Rock AFB Arkansas for Phase II training.

g. Establish training cost: No cost to the unit. Individual will be trained through dual channel/concept (CDC and OJT) if formal training is not available.

h. Evaluation of Training Progress: Individual will be observed and quality of work assessed daily and tested orally at least weekly and advised as to his training needs while at permanent duty station.

i. Pay Administration: Individual will be placed in pay grade WG-OS step 00. Step 00 indicates retained pay of previous grade and step (WG-IO, step 3). The previous pay rate exceeds the top step of pay grade WG-OS. Any future advancement to the intermediate and targeted grades will be based on normal career advancement procedures.

j. Failure to complete training: Individual will be advised as to what remedial action will be taken if for any reason training is halted during the training period due to failure of individual to comply with standard Air Force training requirements.

STATE OF WEST VIRGINIA
OFFICE OF THE ADJUTANT GENERAL
1703 COONSKIN DRIVE
CHARLESTON WEST VIRGINIA 25311

MILITARY TECHNICIAN VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER:

Opening date:

Closing date:

LOCATION:

UPWARD MOBILITY JOB TITLE AND NO:

INTERMEDIATE UPWARD MOBILITY JOB TITLE AND NO:

TARGET POSITION JOB TITLE AND NUMBER:

PAY PLAN, OCCUPATION CODE AND GRADE:

SALARY RANGE:

TYPE OF APPOINTMENT

AREA OF CONSIDERATION:

MILITARY MEMBERSHIP AND UNIFORM REQUIREMENTS: Military membership in the appropriate service and wearing of the uniform appropriate to the service and federally recognized grade are requirements for appointment in the excepted service.

MAJOR DUTIES AND QUALIFICATIONS REQUIREMENTS: A review of the major duties and necessary qualifications are attached for your information.

HOW TO APPLY: Anyone interested in applying for this position must submit a completed SF-171, "Personal Qualification Statement", and a WV – SPMO Form 2, Resume of Military Experience, to the Support Personnel Management Office, The Adjutant General's Department, 1703 Coonskin Drive, Charleston, WV 25311-1085 on or before the closing date noted above.

EVALUATION OF SKILLS:

(1) Experience; (2) Training; (3) Education; (4) Current Performance Rating; and (5) Incentive Awards

CONSIDERATION WILL BE GIVEN TO ALL QUALIFIED APPLICANTS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, AGE MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

FREEDOM OF INFORMATION AND PRIVACY ACT STATEMENT: See SF-171

POSTING: This announcement will be posted on all bulletin boards for the duration of the announcement period.

FOR THE ADJUTANT GENERAL:

Encl

WILLIAM J. SNUFFER
L t Col, WVANG
Support Personnel Management Officer

ATTACHMENT 1

UPWARD MOBILITY TRAINING AGREEMENT CASE OF UPGRADE TRAINING OUTLINE

1. Introduction, familiarization, and use of common hand tools.
 - a. Types of screwdrivers and chisels
 - b. Wrenches, closed, open and impact
 - c. Ratchets
 - d. Pliers
 - e. Hammers

2. Introduction, familiarization, and use of aircraft special tools and measuring devices.
 - a. Torque wrenches
 - b. Thickness gauges and thread gauges
 - c. Micrometers, inside, outside, and depth
 - d. Protractors, universal and combination sets
 - e. Tensionmeters

3. Introduction to standard aircraft maintenance practices.
 - a. 1-1-1 series Technical Orders
 - b. Tightening, solder and safetying practices
 - c. General control cable maintenance practices
 - d. Common aircraft hardware
 - e. Common and general aircraft hardware technical data

4. Introduction to and application of aircraft preventative maintenance concept.
 - a. 00-20 series Technical Orders and AFR 66-14
 - b. Aircraft phased and isochronal inspection concept
 - c. Aircraft inspection procedures, frequency, and depth

5. General knowledge of aircraft systems and system interaction.
 - a. Structures and structural repairs
 - b. Flight control and autopilot systems

6. Propulsion systems
 - a. Engines
 - b. Propellers
 - c. Related instrumentation

7. Fuel Systems

ATTACHMENT 1 (Continued)

8. Hydraulic Systems

- a. Brakes
- b. Landing gear
- c. Flight control boost systems

9. Electrical fundamentals and control systems.

SAMPLE FORMAT

TRAINEE'S EVALUATION OF UPWARD MOBILITY TRAINING

TRAINEE: _____ POSITION: _____

SERIES AND GRADE: _____ ORGANIZATION: _____

REPORTING PERIOD FROM: _____ TO: _____

SUPERVISOR: _____ PHONE: _____

1. List assignment(s) or project(s) given.

2. Do you feel the training program *is* accomplishing its objectives as they were stated to you? In what ways?

3. In what areas do you feel you need further training?

Comments:

SIGNATURE: _____ DATE: _____