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OFFICE OF MILITARY AFFAIRS
Office of the Adjutant General
Santa Fe, New Mexico 87501

AGONM TECHNICIAN PERSONNEL
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TECHNICIAN PERSONNEL (ARMY & AIR)

NEW MEXICO NATIONAL GUARD TECHNICIAN UPWARD MOBILITY PLAN

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ATTACHMENTS:

1. AGONM TPO Form 713-1, Employee Skills and Interest Survey, Upward Mobility
2. AGONM TPO Form 713-2, Upward Mobility Program Achievements

NEW MEXICO NATIONAL GUARD TECHNICIAN UPWARD MOBILITY PLAN

CHAPTER 1. GENERAL

1-1. PURPOSE. To provide policy and guidance to managers and supervisors for implementing upward mobility for the New Mexico National Guard technician work force. This regulation provides objectives, responsibility, planning, and implementing procedures, and establishes evaluation and reporting requirements.

1-2. POLICY. The National Guard will carry out and support Executive Order 11478, requiring full use of the skills of employees. This policy will be executed without regard to race, color, religion, sex, national origin, age, physical handicap, or other non-merit factors.

1-3. TERMS EXPLAINED.

a. Upward Mobility. A systematic management effort that emphasizes through National Guard Bureau policy the development and implementation of specific career opportunities for technicians (below GS-09 or WG equivalent[1]) who are in positions 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 traget positions that would enable lower grade technicians to qualify for higher graded jobs. Training and developmental efforts primarily aimed at improving current occupational performance is not considered upward mobility.

b. Job restructuring. A method or technique 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.

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 technician who satisfactorily completes the required training to become qualified for the target position.

1/ Wage grade equivalency may be determined at the local level. Area wage schedules should not be the sole factor in determining equivalency. The level of the position in the organization in relation to the journeyman level, whether or not the position is "dead-ended", etc., should be considered. The position should be at an appropriate grade level to allow for upward progression to the targeted grade.

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

f. Individual Development Plan (IDP). A plan that sets forth the participant's training and development assignments required to qualify for a specific target position. Annex A is a sample upward mobility IDP.

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

h. Participant/Trainee. An on-board technician (below GS-09 or WG equivalent) who applies for an upward mobility position and is competitively selected.

1-4. OBJECTIVES.

a. To provide selected technicians an opportunity to be reassigned to 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 development (upward mobility) of participants.

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

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

e. To assure a broad base within the work force for selecting technicians to fill vacancies.

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

CHAPTER 2. RESPONSIBILITIES

2-1. THE ADJUTANT GENERAL will ensure that established upward mobility policy and practices are carried out for the New Mexico National Guard technician force.

2-2. TECHNICIAN PERSONNEL OFFICERS will administer the program by accomplishing the following:

a. Designate a personnel staff member to serve as upward mobility coordinator.

b. Provide managers and supervisors upward mobility orientation and training to explain and promote the upward mobility program objectives and to counsel technicians.

c. Participating in the functional development of the program by helping managers and supervisors identify target positions, transition positions, and write draft job descriptions for restructured positions. Decisions derived from these actions will be closely coordinated with the NGB Western Classification Activity.

d. Publicize and announce upward mobility positions and training opportunities.

e. Rate, rank, and refer applicants for selection in accordance with State merit placement procedures and this regulation. If needed, State merit placement procedures will be revised to reflect special upward mobility elements (e.g., upward mobility job announcements, selection and placement procedures, and performance evaluation).

f. Participate with functional managers/supervisors and trainees, as appropriate, in preparing and implementing IDPs. Insure that:

(1) Education and training programs are geared to known and projected mission and organization requirements and are provided in a cost-effective manner through State, DOD, interagency (CSC), and non-Government facilities.

(2) Whenever economical and feasible, that education and training are provided on site and during normal duty hours for trainees who have been competitively selected for upward mobility positions.

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

g. Take appropriate action when a trainee fails to meet performance requirements of the program or wishes to withdraw from the program. Among such actions are:

(1) Reassignment to former position if the position is vacant.

(2) Reassignment to another position of equal duties, responsibilities, and grade.

(3) Repromotion to former grade provided the trainee had voluntarily taken a downgrade to enter the upward mobility program. The repromotion would be subject to competitive merit placement procedures.

(4) Adverse action in accordance with AGONM TPR 752.

h. Adjust pay as necessary in accordance with FPM Supplement 990-2, book 531, subchapter 5, Salary Retention and FPM Supplement 532-1, subchapter S9, Pay Retention Under the Federal Wage System. If otherwise qualified, technicians who take downgrades in order to become upward mobility participants are entitled to salary retention.

i. Formulate procedures to expedite the placement of technicians who satisfactorily complete training and meet qualification requirements for designated target positions.

j. Submit requests to NGB-TN for job qualification amendment or review when training is to be substituted for some portion of the qualification standards. Training can be credited at a rate of not more than one month of training for each two months of on-the-job experience. Also, see paragraph 4-3a for time-in-grade application to promotion eligibility.

2-3. STATE EQUAL OPPORTUNITY OFFICER (SEOO) WILL:

a. Monitor the implementation of State upward mobility plans in relation to overall equal employment opportunity objectives.

b. Participate with the TPO in upward mobility program development, promotion, review, and analysis.

c. Invite comments and recommendations on the program from Army and Air FWPC and HEPC.

2-4. UPWARD MOBILITY COORDINATOR WILL:

a. Maintain liaison with coordinators of special emphasis programs and persons assisting in implementation in an element of the agency.

b. Assure that personnel folders of participating employees are maintained and include individual development plans, evaluation forms, and other pertinent information.

c. Assist in preparation of training agreement or other resources to meet training needs.

d. Insure full and effective publicity for the program and participants.

2-5. FUNCTIONAL MANAGERS AND SUPERVISORS. Functional managers and supervisors will accomplish the following:

a. Participate with the TPO in identifying target positions through an analysis of staffing needs based on occupations, missions, organizational structure, and work force requirements of the functional unit.

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

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

d. Participate with the TPO in identifying transition positions and restructuring existing positions compatible with mission and organization requirements.

e. Counsel and encourage eligible technicians to apply for program participation.

f. Select applicants for program participation in accordance with State merit placement procedures and the provisions of this regulation.

g. Participate with trainees and TPO, as appropriate, in developing and implementing IDPs.

h. Keep participants informed of their performance and progress on a regular basis.

i. Inform the TPO of any participant who is not progressing satisfactorily, and request guidance on appropriate action to take.

2-6. MILITARY TRAINING OFFICERS.

Army Plans, Operations and Training Officer and the Air Consolidated Base Personnel Officer will:

a. Provide first line managers and supervisors with necessary information and guidance on training courses appropriate to the target position.

b. Assist participants and supervisors in development of the individual development plan which includes all training to be completed and indicative of points of evaluation by the supervisor and the participant.

c. Coordinate all resources and arrangements for training.

2-7. INTERESTED AND PARTICIPATING EMPLOYEES WILL:

a. Give full cooperation and personal commitment to the successful completion of requirements necessary to achieve goals.

b. Participate fully in the preparation of the individual development plan realistically indicating future goals, current skills, knowledges, and abilities, and any restrictions due to personal and family responsibilities and health.

CHAPTER 3. UPWARD MOBILITY PLAN

3-1. ELIGIBILITY REQUIREMENTS. All permanent status technicians who are in dead-end positions below GS-09 or WG equivalent are eligible to participate in the upward mobility program.

3-2. COMPATIBILITY AND GRADE REQUIREMENTS. Military grade requirements for a specific target position need not be met at the time the technician enters the transition position. Such requirements, however, must be met before the technician enters the target position. Regarding compatibility requirements, exceptions may be requested for upward mobility purposes. Such requests should be forwarded to AGONM, ATTN: TPO.

3-3. NATIONAL GUARD CONSTRAINTS. Certain constraints exist in the National Guard which are not evident in regular Civil Service. Some of these are:

a. Technicians employed in the excepted service must meet the qualifications and military membership requirements established by the position description, which will insure that technicians are qualified for and assigned to military specialties closely allied for their technician position.

b. Correlation of technician and military grade requirements for excepted technicians. The following guidelines are generally used when establishing military membership requirements to correlate with technician positions in the excepted service.

(1) Army National Guard

Technician Grade	Military Status
GS-12 and above	Officer only
GS-08 thru GS-11	Officer or WO
GS-08 thru GS-09	Officer, WO or Enlisted
GS-07	WO or Enlisted
GS-01 thru GS-06	Enlisted only
WS-13 and above	Officer only
WS-10 thru WS-12	Officer, WO or Enlisted
WS-09	WO or enlisted
WS-02 thru WS-08	Enlisted only
WL-12	WO or Enlisted
WL-05 thru WL-11	Enlisted only
WG-12 thru WG-13	WO or Enlisted
WG-02 thru WG-11	Enlisted

(2) Air National Guard

Technician Grade	Military Status
GS-13 and above	Officer only
GS-10 thru GS-12	Officer only
GS-09	Officer or Enlisted
GS-01 thru GS-08	Enlisted only
WS-12 and above	Officer or Enlisted
WS-09 thru WS-11	Enlisted only
WS-02 thru WS-08	Enlisted only
WL-05 thru WL-13	Enlisted only
WG-02 thru WG-14	Enlisted only

c. Position descriptions are standardized by NGB. New, revised, or reclassified position descriptions must be approved by NGB/Western Classification Activity.

d. PL 90-486 requires that technicians who fail to meet or maintain military qualifications will be separated.

e. No competitive position is authorized at higher than GS-06. Only approximately 5 percent of the technician work force can be in the competitive service.

f. Funded positions provided by NGB are much less in numbers than required position thereby requiring full use of all funded positions.

g. The NMARNG is dispersed geographically over the entire state in 27 different communities, thereby creating mobility constraints.

3-4. TARGET POSITIONS. In order to develop upward mobility target positions, input is requested from the following:

ARNG	ANG
State Hq CAO	Supv Log Mgmt Spec
USPFO for New Mexico	Executive Support Staff Off
Military Personnel Mgmt Officer	Chief of Maintenance
Plans, Operations, Training Off	Air Operations Officer
Acft Pilot Supervisor, AASF	Supply Management Officer
State Maintenance Officer	Administrative Officer
Staff Admin Asst, 111th ADA Bde	
CAA, AW and Maint Bns	
Hvy Mobile Equip Mech Gen Pmn, CSMS	
Hvy Mobile Equip Mech Pmn, MATES	

a. Chief of the activities/managers/supervisors listed above will:

(1) Identify manpower needs and assess the present skills of their work force.

(2) Determine the extent of upward mobility problems and the target population for the program by analyzing or identifying:

(a) Job patterns that prevent lower level technicians from moving into positions that could more fully use their skills, training, and ability.

(b) Occupational series and grade levels where technicians are dead-ended because only a few opportunities for progression exist.

(3) Review technician/military compatibility requirements for positions to identify helpful (various military training and development programs) as well as hindering upward mobility factors. By doing this, future upward mobility efforts can be more productive.

b. Chief of Activities, managers and supervisors will also:

(1) Identify target positions by conducting organizational and job analyses. Insure 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.

(2) Write draft descriptions for new positions and forward them to the TPO.

c. Recommended target positions and draft position descriptions will be forwarded to AGONM, ATTN: TPO with annual review of position descriptions. Negative reports required.

d. Upward mobility positions will be announced annually. Positions are to be published or updated on or about 1 October annually with ARNG positions as Annex D and ANG positions as Annex E.

e. Although upward mobility positions are identified, positions will not be filled with trainees if fully qualified personnel are available.

3-5. SELECTION AND PLACEMENT.

a. Merit selection and placement procedures in AGONM TPR 335 or 335-1 will be utilized using the qualification standards for positions identified. Each element included in the qualification standard is to be evaluated based on the technician's potential to perform the target job.

b. Assessment of applicants should be based on a review of work history, self-development efforts to include education and training activities outside of jobs, performance and interview appraisals, records of awards and honors, etc. The objective is to assess the level of competence and potential for each job standard regardless of where or how the attributes were achieved.

c. The military grade requirements of the target position must also be considered. Military age restrictions related to commissioning should be taken into account if the target position can only be filled by an officer.

d. The requirement to hold a military position in the National Guard provides by far the greatest share of opportunities for the advancement of technician careers. All technicians are encouraged to pursue military career opportunities such as training, cross-training/qualification and promotion/officer appointment. Military program opportunities, while not readily available, are in the long run the best means to advancement in the National Guard Technician program.

CHAPTER 4. UPWARD MOBILITY TRAINING

4-1. GENERAL. The essence of the upward mobility program is to meet current and projected staffing needs by designing and managing positions to enable high potential/technicians to enter career fields that will permit them to develop commensurate with their potential. To accomplish this end, individual training plans will be developed for all technicians competitively selected for upward mobility positions at less than the full performance level. The training plan will be designed to assure the technician receives all the formal education, classroom training, and/or work experience (OJT) required to fully qualify the technician for the target position. Paragraphs 4-3 and 5-1 are applicable to these competitively selected trainees.

4-2. INDIVIDUAL DEVELOPMENT PLANS.

a. Individual development plans are also appropriate for technicians who have not been selected for upward mobility positions but who are receiving training in order to be more competitive for future upward mobility jobs. These plans are encouraged whether or not the training is on or off-the-clock. Training guidance will be furnished by the TPO upon publishing of a vacancy announcement of an Upward Mobility position.

b. In developing individual development plans, supervisors must insure that training is related to the performance of official duties in a position commensurate with the technician's potential. All training programs called for in the EEO Act fall within the bounds of Chapter 41 of Title 5, United States Code (formerly the Government Employee Training Act). Congress fully anticipated the law would be used to fund training for advancement as well as for the performance of an employee's current official duties. The restrictions in Chapter 41 are: (1) The prohibition on training for an academic degree in order to qualify for a position for which the degree is a basic requirement and (2) the prohibition on training an employee

in a non-Government facility for the purpose of filling a position by promotion if there is in the agency concerned another employee of equal ability and suitability who is fully qualified and available.

c. Other pertinent requirements of particular significance that affect training in support of upward mobility programs are the following:

(1) When technicians are trained at Government expense, the training must meet the National Guard need for trained manpower.

(2) The National Guard must use merit promotion procedures in selecting technicians for upward mobility training.

4-3. LENGTH OF TRAINING AND DEVELOPMENT.

a. The length of training may range from 3 months to 2 years depending upon (1) the time required to equip the technician with the skills and specific knowledges necessary in the target position and (2) the technician's ability to perform the duties of the position satisfactorily. However, in no case does this regulation authorize exception to the time-in-grade restrictions related to eligibility for promotion. Ordinarily, the target position will be one or two grades higher than the participant's present grade, depending upon whether the target position is normally classified at one or two grade intervals. Normally, training for the target position will require from 1 to 2 years. However, promotion to a target position below the GS-05 or WG equivalent level may be made after completion of a training period of shorter duration in either of the following situations: (1) The training is credited at a rate of no more than one month of training for each 2 months of on-the-job performance or experience required in the normal competitive qualification standard for the particular occupational series; or (2) The participant meets the normal competitive qualification requirements for the target position.

b. To avoid frequent minor amendments to IDPs 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, emergency annual leave, military leave, or participant's inability to grasp a portion of training.

(2) Change the sequence of training to allow learning experiences 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 material that duplicates education/training the participant may be receiving through self-development efforts.

4-4. EMPLOYEE SKILLS AND INTEREST SURVEY.

a. NGB Form 713-1, Survey of Significant Underutilization of Skills, will be completed in accordance with instructions in current AGONMTPP 713, Affirmative Action Plan.

b. All employees eligible for participation in the Upward Mobility program will complete AGONM TPO Form 713-1, Employee Skills and Interest Survey, Upward Mobility, copy attached. Supervisors will insure that the forms are initially completed and/or updated annually during the annual review of position descriptions. The form will be submitted to AGONM, ATTN: TPO, along with the position description review. If so desired, an employee may submit a form at any time.

c. For those employees not eligible for the Upward Mobility program but who have underutilized or non-utilized skills, supervisors will encourage their applying for positions which may utilize their skills. However, it is the employees responsibility to apply for such positions.

CHAPTER 5. EVALUATION AND COUNSELING

5-1. Evaluation. Within 30 days after assignment to an upward mobility trainee position, an evaluation will be made to (1) assess training needs of the technician based on the requirements of the target position and (2) design an IDP to meet them. Written supervisory reports on the technician's use of training received and overall development in the transition job should be made at regular intervals not to exceed 90 days. A sample format for a Supervisor Review of Technician Progress is shown in Annex B. Technicians will be expected to evaluate the training program in which they are engaged. Annex C is a sample format for this purpose.

5-2. COUNSELING. Functional managers/supervisors and representatives from the Technician Personnel and Equal Employment Opportunity offices will provide a full range of coordinated counseling and guidance services to participants. The participants will be helped to plan and achieve realistic

career goals. Formal counseling of participants by the supervisor will be conducted at least once quarterly. Informal counseling will be performed as needed. Counseling sessions will include, as appropriate, a discussion of work performance, training progress, career opportunities, and any work-related problems. Completion of the Supervisor Review of Technician Progress and Technician Evaluation of Upward Mobility Training forms will indicate the required counseling has been performed. The originals of the forms should be filed on the temporary side of the technician's Official Personnel Folder (OPF). One copy of each form should be maintained by the supervisor and the technician. The supervisor's copies should be filed in the supervisor's folder along with the technician's NGB Form 904-1.

CHAPTER 6. PROGRAM COSTS AND ACCOMPLISHMENTS

6-1. ACCOMPLISHMENTS. Supervisors and managers listed in paragraph 3-4 will prepare a report of Upward Mobility program accomplishments as of 30 June annually, report to be submitted NLT 15 July. The report will be made on AGONM TPO Form 713-2, Upward Mobility Program Achievement, copy attached, and include the following information:

a. Total number of position vacancies filled competitively below GS-10 and WG equivalent in all series and from all sources.

b. Number of technicians below GS-09 or WG equivalent, who participated in one or more upward mobility program activities[2] and who were promoted or reassigned into (1) the same occupational series or (2) a different occupational series.

2/ Upward Mobility Program Activities include:

(1) Assessment of an employee's knowledge, skills, abilities, and potential in relationship to the agency's staffing needs; (2) counseling to assist employees in the identification and achievement of career goals; (3) formulation of an individual training plan for an employee which contains the sequence, types, sources, dates, and cost of the training and experience required for that employee to qualify for an identified target position or for a longer-range occupational goal; and (4) on-the-job and/or formal classroom training as prescribed by the training plan.

c. Number of technicians below GS-09 or WG equivalent who participated in one or more upward mobility program activities but who were neither promoted nor reassigned.

d. A narrative section covering points not reflected in the numerical data to include an explanation of major problems encountered.

FOR THE ADJUTANT GENERAL:

MARVIN D. BCHANNON
COLONEL, GS, NMARNG
Technician Personnel Officer

Distribution:

A, B, C, F, G, H, I
ANG - 50
NFFE Local 1636 - 25
MATES - 6
EEOC - 1
SEEO - 1
FWCP - 1
HEPC - 1

Annex A

SAMPLE UPWARD MOBILITY
INDIVIDUAL DEVELOPMENT PLAN

1. Name: John Smith

2. Transition Position: Computer Operator, GS-322-4, PDCN F6846000B

3. Target Position: Computer Operator, GS-332-5, PDCN F6846000

4. Date Entered Upward Mobility Program: 1 October 1978

5. Duration of Training: Minimum of 12 months.

6. Objective: To provide a systematic and planned means for the trainee to acquire the skills, knowledge, and ability required to operate the computer console, operate associated equipment in a variety of modes, prepare the computer system for complete runs, process applications, perform various administrative duties, etc.

7. Supervisor: Shirley Appleby

8. Reports: The trainee's supervisor will submit progress reports on the following dates:

   1 January 1979
   1 April 1979
   1 July 1979
   1 October 1979

The trainee will also provide evaluation reports on the above dates. Reports will be sent to reach the Technician Personnel Office not later than the 10th working day following the due date with information copy to SEOO.

9. Training Design:

   a. Formal instruction: The following courses will be taken on the dates indicated:

   - Introduction to Computer Operations (USCSC) Nov 78, (5 days)

   - Operating Computer Peripheral Equipment (USCSC) Jan 79 (5 days)

   - Operating Computer Systems (USCSC) Mar 79 (3 days)

- Systems Workshop for Computer Specialist (USCSC) April 79 (10 days)

- Workshop in COBOL Programming (USCSC) June 79 (5 days)

b. On-the-Job Training: After the trainee completes a course, he will be given opportunities to apply the skills and knowledges acquired to a job situation. During the period of on-the-job training, assignments will be performed under the supervision and guidance of a higher level computer operator. Detailed guidance and instructions will normally be provided before the start of each new work assignment. Supervisory controls will be reduced as proficiency is gained in each task. Assignments will be performed in the areas of card and tape handling and defect review, card and tape check and replacement operation, input and output media loading, unloading and labeling, peripheral equipment control settings and adjustments, operation of peripheral equipment, and operation of the computer console in a limited mode of operation. (48 weeks)

Supervisor signature: _____ Date: _____

Technician signature: _____ Date: _____

TPO coordination: _____ Date: _____

Trainee _____ Position _____
Series and Grade _____ Organization _____
Reporting Period From _____ To _____
Supervisor _____ Phone _____

INSTRUCTIONS: The immediate supervisor will evaluate the technician in training comparing her/him with others undergoing the same training, with other technicians assigned the same or similar work, or with individual standards.

QUALITY OF WORK

☐ COMPLETELY SATISFACTORY ☐ BARELY SATISFACTORY ☐ UNSATISFACTORY

Consider all factors affecting the technician's quality of work including: accuracy, thoroughness, and ability to clearly express thoughts. Write here specific facts upon which your judgment is based.

QUANTITY OF WORK

☐ COMPLETELY SATISFACTORY ☐ BARELY SATISFACTORY ☐ UNSATISFACTORY

Consider all factors affecting the technician's quantity of work including: ability to organize work, ability to make effective use of working time, and ability to meet schedules and deadlines. Write here specific facts upon which your judgment is based.

DEPENDABILITY

☐ COMPLETELY SATISFACTORY ☐ BARELY SATISFACTORY ☐ UNSATISFACTORY

Consider all factors effecting the technician's dependability including: overall attendance record, punctuality, and regularity in staying at employment site except during periods of excused absence or leave.

INITIATIVE

☐ COMPLETELY SATISFACTORY ☐ BARELY SATISFACTORY ☐ UNSATISFACTORY

Consider all factors affecting the technician's initiative including: interest, conscientiousness, ability to ask pertinent questions, ability to originate constructive ideas, demonstration of self-starting abilities in reference to work assignments, and resourcefulness. Write here specific facts upon which your judgment is based.

ABILITY TO GET ALONG WELL WITH OTHERS

☐ COMPLETELY SATISFACTORY ☐ BARELY SATISFACTORY ☐ UNSATISFACTORY

Consider all factors affecting the technician's ability to get along well with others including: willingness to cooperate with others, open-minded receptiveness to suggestions, courtesy and tact, self-control, ability to make a favorable impression, ability to inspire confidence and respect, and ability to work as a team member.. Write here specific facts upon which your judgment is based.

CAPACITY TO DEVELOP

☐ COMPLETELY SATISFACTORY ☐ BARELY SATISFACTORY ☐ UNSATISFACTORY

Consider all factors affecting the technician's demonstrated potential to develop including: ability to follow instructions, ability to conform with established policy, ability to apply training and other learning experiences, ability to work in an increasingly independent manner, ability to adapt to changes, and effectiveness in strengthening area(s) of job-related weaknesses. Write here specific facts upon which your judgment is based.

RECOMMEND TECHNICIAN BE RETAINED IN TRAINING PROGRAM YES NO

I have read this appraisal and discussed it with my immediate supervisor. Appraiser: _____ Date: _____

Trainee: _____ Date: _____ Reviewer: _____ Date: _____

SAMPLE FORMAT FOR TECHNICIAN EVALUATION OF
UPWARD MOBILITY TRAINING

Participant _____ 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 way?

3. Do you feel your assignments are increasing your technical knowledge? In what way?

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

Comments:

Signature _____ Date _____

State Hqs:

GS-0301-09	R0558	Readiness Management Sp
GS-0301-08	R0546	Trng & Readiness Sp
GS-0301-08	R0550	Plans, Op & Intel Sp
GS-0205-09	R7164	Enl Mil Pers Manager
GS-0201-09	R7706	Pers Mgmt Spe (PM)
GS-0201-09	R7708	Pers Mgmt Spe (ES)

AASF:

WG-8852-10	R6737	Aircraft Mechanic

CSMS:

WG-5803-08	R6324	Heavy Mobile Equipment Mech

MATES:

WG-5801-08	R6313	General Mechanic
WG-5803-08	R6324	Heavy Mobile Equipment Mech

OMS:

WG-5801-08	R6313	General Mechanic

USPFO:

GS-0501-09	R0601	Examiner
GS-0334-09	R0294	Computer Specialist
GS-2001-09	R7629	Supv Gen Sup Sp
GS-2130-08	R7115	Traffic Manager

Field Organizations:

GS-0301-08	R7116	Command Admin Sp
GS-0301-08	R1107	Opn, Trng, Readiness Sp
GS-0301-07	R7135	Admin. Sup. Technician

State Hcs:

GS-0201-09	F7385	Pers Mgmt Sp (PM)
GS-0201-09	F7384	Pers Mgmt Sp (ES)

Admin:

GS-0342-09	F7155	Office Services Manager

Comptroller:

GS-0525-09	F6724	Budget & Accounting Analyst

Personnel:

GS-0204-09	F7368	Supv Mil Pers Tech

Transportation:

WG-5823-10	F4711	Auto Mechanic

Quality Control:

GS-1910-09	F4419	Quality Assurance Spec

Orgn Maint:

WG-8852-10	F4325	Aircraft Mechanic

Field Maint:

WG-8602-10	F4352	Aircraft Engine Mechanic
WG-5378-10	F4378	Pwrd Sup Sys Mech

Avionics Maintenance:

WG-2614-11	F4559	Elec Mechanic
WG-2650-12	F3212	Elec Integ Sys Mech

Munitions Maint:

WG-4652-10	F4610	Acft Ord Sys Mechanic

EMPLOYEE SKILLS AND INTEREST SURVEY
UPWARD MOBILITY

(Please Print or Type)

INSTRUCTIONS: This form must be filled out in duplicate. One copy will be retained by the first-line supervisor as a base document for the employees' career file and one copy will be forwarded, by the first-line supervisor, to the Upward Mobility Co-ordinator. All eligible employees must fill-out this form. The information contained in this inventory, along with other pertinent information, will be utilized as a basis for the establishment of your Individual Development Plan (IDP). It is therefore very important that you answer the questions as carefully and as completely as you can. (If additional space is required to complete your answers, use additional sheets of plain paper and identify items by section number and item, e.g., Section II, Item 3.)

SECTION I GENERAL INFORMATION

1. Name (last, first, middle initial)
2. (Check One) ☐ Male ☐ Female
3. Present Job Title
4. Occupational Code (Series 201,301,etc.)
5. Grade
6. No. of Years in Grade
7. No. of Yrs. of Federal Service
8. Office
9. Organization (Division, Branch & Section
10. Your Office Phone No.
11. Supervisor's Name
12. Supervisor's Phone No.

SECTION II PROGRAM PARTICIPATION (Check)

INSTRUCTIONS: (To be eligible for the Upward Mobility Program you must be a full-time regular employee, Grade 1 through 8 or equivalent, who are not in career ladder positions that normally extend beyond the GS-8 or equivalent level. Participation the program is voluntary.) If you check item 2 in this Section, you need not comple the rest of the survey. Please sign and date, then return this survey as instructed. If you check item No. 1, please complete the rest of this inventory.

☐ 1. I am interested in participating in the Upward Mobility Program.
☐ 2. I do not wish to participate in the Upward Mobility Program at this time; however, I understand that I may apply at a later time.

SECTION III JOB INTERESTS

1. Do you feel you can advance in your present job? ☐ Yes ☐ No
2. If yes, what is the highest grade you can reach in your present job? _____
3. If no, what do you think is preventing you from advancing? (check)
   - ☐ Education
   - ☐ Experience
   - ☐ Training
   - ☐ No vacancy at next higher grade
   - ☐ Physical handicap (Explain) _____
   - ☐ Other (Explain) _____
4. What kind of job(s), other than your present one, do you now feel capable of performing? _____
5. If you had the chance, for what kind of job(s) would you like to be trained? _____ _____

SECTION IV — TECHNICIAN WORK EXPERIENCE

Beginning with your present position, list all the jobs you have held in the National Guard. If you have worked at the NG less than five (5) years, include other jobs you have held within the past five (5) years. In column "c" below, include any special committees or task forces to which you may have been assigned, in addition to your regular duties.

	Dates of Employment (Month/year) A.	Activity/Orgn B.	Position or Title C.	Pay Grade D.
1.	From To			
2.	From To			
3.	From To			
4.	From To			

SECTION IV (Cont) — MILITARY ASSIGNMENTS

Beginning with your present position, list all the military assignments you have had. (Use additional sheet(s) if necessary.)

	Dates of Assignment (Month/year) A.	Unit B.	Assignment C.	DMOS AFSC D.
1.	From To			
2.	From To			
3.	From To			

SECTION V — EDUCATION, SKILLS AND TRAINING

1. Please circle below the highest level of formal education completed:
   Elementary and High School: 1 : 2·3·4·5·6·7·8·9·10·11·12
   College: 1·2·3·4 Major: _____ Minor: _____ Degree: _____
   Graduate Work: 1·2·3 Major: _____ Minor: _____ Degree: _____

2. List any additional training or education you have received within the last five years i.e., Night School Courses, Correspondence Courses, Apprenticeships, Armed Forces Training, On-The-Job Training, Government Training Courses, etc.

Dates From—To	Type of Training

SECTION V (Cont) — EDUCATION, SKILLS AND TRAINING

Please list below any skills or abilities you have which you are not using in your present job. (Remember to list all skills and abilities regardless of how you gained them; include those you taught yourself, those taught to you by family members, friends, those gained through hobbies, past experience, part-time work, volunteer work, etc. Some examples of skills are: accounting, teaching, selling ideas to others, public speaking, leadership, typing, shorthand, using calculators, adding machines, xerox, mechanic, computer operator, gunsmith, etc.

Type of Skill	How and When Gained	Amount of Experience Using This Skill	Would you like to have a Job Using This Skill

Please check all examinations you have taken and received eligible rating (even if the eligibility has expired).

- ☐ PACE
- ☐ FSEE
- ☐ JFA
- ☐ Stenographer
- ☐ Typist
- ☐ Others (Specify) _____

SECTION VI — RECOGNITION

Please list below any honors, awards or commendations (work related, community or other) you have received.

Type of Award	Awarded By	Date

SECTION VII — CAREER GOALS

Short Range	Long Range
(Example: Advancement to stenographer, taxpayer service representative, tax auditor, revenue officer, etc.)	(Example: Enter the management training program leading to a management position at the branch level.)

SECTION VII — REMARKS

Please feel free to make any remarks you desire.

DATE	SIGNATURE

SECTION VIII	SUPERVISOR'S STATEMENTS

☐ I have reviewed this form, the individuals folder and made an assessment in relation to the agency's staffing needs. (Note: Projected needs are published annually in AGONM TPP 713, Equal Employment Action Plan.)

☐ I have discussed with and counseled this individual and provided assistance in the identification and achievement of career goals.

☐ I have formulated an individual training plan for this individual in accordance with AGONM TPR 713, para 4-2.

☐ On this date, _____, the individual began training in accordance with the individual training plan.

Date	Supervisor

1. Number of employees below GS-9 or equivalent who participated in one or more upward mobility program activities [1] and who were competitively promoted or reassigned into:

   a. The same occupational series _____

   b. A different occupational series _____

2. Number of employees below GS-9 or equivalent who participated in one or more upward mobility program activities but who were neither promoted nor reassigned. _____

3. Universe of potential Upward Mobility Opportunities: Total number of position vacancies filled competitively through merit principles below GS-10 and equivalent in all series and from all sources. _____

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[1] Upward Mobility Program Activities include:

(1) assessment of an employee's knowledge, skills, abilities, and potential in relationship to the agency's staffing needs; (2) counseling to assist employees in the identification and achievement of career goals; (3) formulation of an individual training plan for an employee which contains the sequence, types, sources, dates, and cost of the training and experience required for that employee to qualify for an identified target position or for a longer-range occupational goal; and (4) on-the-job and/or formal classroom training as prescribed by the training plan.