



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
JOINT FORCE HEADQUARTERS, KENTUCKY NATIONAL GUARD  
BOONE NATIONAL GUARD CENTER, 100 MINUTEMAN PARKWAY  
FRANKFORT, KENTUCKY 40601-6168

NGKY-HRO

01 February 2023

MEMORANDUM FOR Federal Employees, Technicians, and Potential Applicants

SUBJECT: Crediting Experience for Federal Employment

1. In accordance with Office of Personnel Management (OPM) policies and standards for determining qualifications of applicants for Federal employment there are many processes and considerations. Crediting experience is one of the processes, full credit is given based on the normal work week (35-40 hours) and work year (12 months) for the particular type of employment. Part time experience, seasonal schedules, and extended leave impact crediting experience when hours worked are less than the normal work week or work year. This type of experience is required to be pro-rated.
2. Military experience must also be documented with a work schedule. Currently, National Guard Bureau (NGB) has given the authority to modify qualification requirements to give full-time credit for part-time military service. Credit given may not exceed 1 year of experience for any 12-month period. For example, if an applicant is a "part-time" Aircraft Mechanic for the National Guard with experience from 13 August 2017 to 22 August 2018; 25 hours/month) but also works "full-time" for an airline as an Aircraft Mechanic with experience from 15 January 2018 to 22 August 2018; 40 hours/week, they would only receive credit for 1 year of experience.
3. Other considerations to ensure a resume meets the qualification for federal employment include the following:
  - a. The applicant must substantiate on their resume that they meet 100% of the minimum and specialized experience requirements listed in the job announcement.
  - b. The applicant's experience must be articulated in their own words and not copied verbatim from the job announcement, position description (PD), or another applicant/employee's resume.
  - c. The applicant's name must be listed on every document submitted.
4. Job Vacancy Announcements are subject to audit by OPM and NGB. Our office is required to request specific information from applicants so that there is supporting documentation to validate that our local adjudication/qualification process is in accordance with the established OPM/NGB standard. Our office emphasizes this information in bold text to communicate what is required and what will not be considered acceptable on every job announcement.

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5. When applying for a position please read the whole job announcement. This will ensure you are submitting all required documentation in the correct format.

6. Point of contact is SMSgt Laura Wilson, Supervisory Human Resources Specialist, (502) 607- 1226 or [laura.l.wilson20.mil@army.mil](mailto:laura.l.wilson20.mil@army.mil).

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Kentucky National Guard