

**AIR ACTIVE GUARD/RESERVE (AGR) HIRING PLAN
ARIZONA AIR NATIONAL GUARD**

Summary:

This plan establishes policies and procedures for filling vacancies within the Arizona Air AGR Program forth by ANGI 36-101, National Guard Bureau and applicable policies and directives.

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SECTION 1 – GENERAL

1.1. References:

Title 32 USC, 502(f).

Air National Guard Instruction (ANGI) 36-101, Air National Guard Active Guard Reserve (AGR) Program.

AFI 36-3212, Physical Evaluation for Retention, Retirement, and Separations

AFI 36-2905, Fitness Program

AFI 36-2406, Officer and Enlisted Evaluation Systems

1.2. Purpose. This Plan establishes policies and procedures for filling all Air AGR positions. This plan is designed to fill all vacant authorized positions with qualified applicants while providing advancement opportunity for current AZANG AGR employees.

1.3. Policy. This Air AGR Hiring Plan is a selection policy based upon merit principles, which require announcing vacant AGR positions in a manner that allows for the recruitment of the widest possible applicant pool. This plan is developed to provide a competitive evaluation process of all qualified applicants. Additionally, the plan is designed to ensure the best qualified/best fit applicants are selected and appointed into all advertised vacancies.

1.4. Responsibilities:

1.4.1. The Adjutant General (TAG) is the appointing authority for the Arizona National Guard Air AGR program and is the highest level of authority in the state concerning the overall application of the Air AGR Hiring Plan.

1.4.2. The Human Resources Officer (HRO) is the delegated responsibility by TAG for the management of the Air AGR Program to ensure that the requirements of the Hiring Plan are carried out. The Human Resources Officer will:

1.4.2.1. Develop, maintain, evaluate, and revise the Hiring Plan as necessary.

1.4.2.2. Ensure compliance with the Hiring Plan.

1.4.2.3. Provide information, guidance, and assistance to managers, supervisors, AGRs and applicants concerning their responsibilities under the Hiring Plan.

1.4.2.4. Ensure applicants are properly evaluated and certified for placement or promotion.

1.4.2.5. Ensure that all information related to the merit selection process, qualification processing, promotion, interview, selection, etc., is held in strict confidence.

1.4.2.6. Maintain necessary records In Accordance With (IAW) record keeping directives.

1.4.3. Managers and supervisors will:

1.4.3.1. Comply with this plan.

1.4.3.2. Ensure that AGRs under their supervision are aware of the Hiring Plan.

1.4.3.3. Ensure actions within their scope are based on merit principles without discrimination.

1.4.3.4. Ensure that all information related to the merit selection process is held in strict confidence.

1.4.4. Applicants/AGRs will:

1.4.4.1. Familiarize themselves with the provisions of this Hiring Plan.

1.4.4.2. Carefully review the requirements and information in vacancy announcements and apply for the vacancies for which they believe they are qualified.

1.4.4.3. Ensure application forms contain accurate, complete, and current information concerning experience, qualifications, training, and self-development activities.

1.4.4.4. Furnish requested specific information relative to their personal qualifications and eligibility for specific positions.

1.5. Applicability. This plan applies to all Air National Guard AGRs, applicants, commanders, managers/ supervisors (military or civilian) with authority or responsibility of supervising and managing AGR personnel.

1.6. Program Information. The Freedom of Information Act and the Privacy Act impact significantly on the collection, use, and availability of data essential to operations under this Hiring Plan. The HRO will ensure that all actions under the Hiring Plan conform to these laws.

1.7. Regulations of Higher Authority. Where this plan is silent regarding certain aspects of the Hiring Plan, the provisions in regulations of higher authorities will apply.

1.8. Management Rights:

1.8.1. Selecting Officials may select or non-select from a properly prepared and certified Referral and Selection Register, AZNG HRO Form 7-R containing a group of qualified applicants.

1.8.2. If no selection is made, the Selecting Official must provide the HRO with a memorandum that addresses the reason(s) each applicant was non-selected.

1.8.3. Fill vacant positions using any of the processes prescribed within this plan.

SECTION 2 – PLACEMENT PROCEDURES

2.1. Competitive Actions. The competitive procedures outlined in this Plan apply to the filling of all vacancies that provide applicants an opportunity for promotion or placement. AGR members must compete for positions that are announced for fill under a competitive process. All positions will be competed except for those specifically listed below in Paragraph 2.2, Non-Competitive Actions.

2.2. Non-Competitive Actions. The placement actions indicated below may be accomplished without regard to the competitive procedures of this Plan. The justification for use of these provisions will be fully documented on the NGB form 336 processed in each case.

- 2.2.1. Placement of over-graded AGRs as a result of Reduction-in-Force (RIF) or manpower reclassification.
- 2.2.2. Promotion when competition was held earlier (i.e., position advertised with known promotion potential).
- 2.2.3. Reassignment to a position having no higher promotion potential.
- 2.2.4. Reassignment due to RIF.
- 2.2.5. Restoration of an AGR who has taken an AZANG Controlled Tour (i.e. Recruiter) may have restoration rights to their prior or a comparable position.
- 2.2.6. Restoration of an AGR who has entered an ANG Title 10 Statutory tour, assigned to the NGB UMD (e.g. Title 10 U.S.C., Sections 10211, 10305, 12402 and 12310) have restoration rights not to exceed five years, to the state from which they entered their initial Statutory Tour.
- 2.2.7. Detail to position for 120 days or less.
- 2.2.8. With HRO concurrence, commanders may elect a Management Directed Reassignment (MDR) to a vacant position of the same Air Force Specialty Code (AFSC) and grade without advertising or the Airman's consent.
- 2.2.9. Occasional Tours. Occasional Tours will be for a minimum of 31 consecutive days but less than 179 days to fulfill a validated full-time workload already documented on the Unit Manning Document (UMD) as full-time requirements (Duty AFSC must match and grade cannot exceed the UMD grade). Occasional tours support full-time requirements on the UMD and do not require advertisement through normal announcement procedures as referenced in ANGI 36-101 paragraph 4.1.2. However, the selectee must meet all AGR program accession requirements IAW ANGI 36-101 Chapter 5 and Chapter 12.
 - 2.2.9.1. The intent of an occasional tour is to temporarily fill a full-time requirement while that requirement is being advertised and hired. Vacant AGR resources will not be filled by continuous occasional tours being served by multiple Airmen or the same Airman. The maximum tour length is 179 days. Airmen

must have at least a 31 day break in AGR service before the Airman is eligible for a second occasional AGR tour. Therefore, it is recommended that managers/supervisors highly consider making all occasional tours for 179 days in order to cover a prolonged competitive process. All occasional tours are subject to the State's current resources and control grade allocations. Occasional tours will not require a Manpower Change Request (MCR) action. Occasional tours can only be processed if a validated unfilled fulltime vacant requirement on the UMD with a resource identification code (RIC) of 0148 (AGR enlisted resource), 0034 (AGR officer resource), or an unfunded 0170 (technician resource) is available. As a minimum the supervisor requesting an Occasional Tour must submit the following:

- 2.2.9.2. An AZNG HRO Form 6-R that contains all of the required information.
 - 2.2.9.3. An AF Form 422, Notification of Air Force Members Qualification Status, current within 12 months.
 - 2.2.9.4. An AF Form 1042, Medical Recommendation for Flying or Special Operational Duty within the last 12 months, if applicable.
 - 2.2.9.5. A copy of most recent passing fitness assessment with a passing score of 75 or higher within the last 12 months.
 - 2.2.9.6. Request for occasional tours must arrive at the HRO at least 14 days prior to the requested start date. (Note: HRO may waive time limitations on a case by case basis.) Occasional tours will be made effective the 1st or 15th of each month.
- 2.2.10. AGR Deployment Backfills. AGRs activated under Title 10 and deployed away from home station for 31 days or more may be backfilled (in-kind: AFSC, grade, and AGR category). Exceptions must be reviewed through HRO to NGB/A1M and the Functional Manager in turn, for approval. As a minimum the supervisor requesting a backfill must submit the following:
- 2.2.10.1. A NGB-336 that contains all of the required information.
 - 2.2.10.2. An AF Form 422, Notification of Air Force Members Qualification Status, current within 12 months.
 - 2.2.10.3. An AF Form 1042, Medical Recommendation for Flying or Special Operational Duty within the last 12 months.
 - 2.2.10.4. A copy of most recent passing fit test with a passing score of 75 or higher within the last 12 months.
 - 2.2.10.5. The backfill is authorized only for the specific period of the incumbent's deployment. Copies of Contingency, Exercise and Deployment (CED) orders must be provided to HRO to determine backfill inclusive dates.
- 2.2.11. Selection of an applicant from the Priority Placement Program (PPP) register for a position of the same grade last held in the prior to being placed in the PPP.

2.3. Key Staff Appointments. Key Staff positions are those positions which report directly to TAG, LCC/AAG-Army, and/or The Assistant Adjutant General – Air/Air Component Commander.

- 2.3.1. TAG has the authority to select National Guard members for assignment to Key Staff positions from three personnel sources: Dual Status Technicians, AGR, or Drill Status NGAZ Members. TAG may not delegate this authority.
- 2.3.2. Key Staff positions are outlined in the most current NGB-J1-TN Policy memorandum. Only the positions currently listed, in the NGB-J1-TN Policy Memorandum are authorized to be filled as Key Staff Appointments.
- 2.3.3. Key Staff positions will be filled on the basis of merit. Potential applicants should be identified based on the specific position leadership requirements, experience, knowledge and possession of the ability of the applicants to perform the duties and responsibilities as the senior leader of a major organization within the Arizona National Guard.
- 2.3.4. When TAG identifies a need to fill a Key Staff position he/she may request a list of potential applicants from the HRO and select from this list.
 - 2.3.4.1. The HRO will identify all potential applicants from all three recruitment sources as listed in NGB-J1-TN policy memorandum.
 - 2.3.4.2. The HRO will review appropriate military and technician source documents to determine basic candidate eligibility and provide TAG with referral and selection register.
 - 2.3.4.3. Interviews may be conducted, however, interviews are not required. TAG may conduct interviews and select or review the referral and selection register and associated documents provided by the HRO and select the best qualified applicant.
- 2.3.5. TAG may request the HRO to post a vacancy announcement based on specialized experience and other selective factors as identified by TAG. When a vacancy announcement is published the following process will apply:
 - 2.3.5.1. HRO will qualify applicants and issue a referral and selection register.
 - 2.3.5.2. Normal merit placement procedures will be used. However, TAG may conduct one on one interviews or use a selection panel.

SECTION 3 – POSITION ANNOUNCEMENT AND APPLICATION PROCEDURES

3.1. Announcement/Fill Considerations. To determine the most desirable and effective staffing action to be taken, the following should be considered:

3.1.1. Funding, budgetary and UMD requirements and constraints.

3.1.2. If the position should be filled from within the existing workforce or from outside the organization.

SECTION 4 – FILLING POSITIONS COMPETITIVELY

4.1. Types of Positions Requiring Fill Process. All permanent position vacancies must be filled using merit placement principles outlined in this plan or by usage of non-competitive actions as listed in section 2 of this plan.

4.2. Vacancy Announcements. To request a position announcement the Selecting Official must submit a request as soon as a projected vacancy is known (no earlier than 90 days). When requesting that a position be filled, the Selecting Official will submit an AZNG HRO Form 25-6-1-R “Vacancy Announcement Request” to the HRO. This Form is available on the HRO web site at www.azguard.gov/hro and is a fillable PDF form.

4.2.1. The form must be filled in completely as per instructions on page 3 of the form and must be signed by all required unit level approving officials and transmitted electronically to the HRO.

4.2.2. In the event that it is deemed necessary to dual announce a position (open to both AGR and Technician), two separate announcements will be created using the same information and criteria. Dual announcements will require the following statement to be placed on the vacancy announcements, i.e. “This announcement is dual announced with announcement XX-XXXT.”

4.2.3. After selection is made, a MCR may need to be submitted through the affected Force Support Squadron (FSS) to the NGAZ-HRO. MCRs require the approval from Air National Guard Readiness Center (ANG RC), Andrews AFB, MD. When a MCR is required the selected applicant cannot be placed until the MCR is approved by ANG A1.

4.2.4. EEO statement. The following statement is required verbatim on all announcements: *“The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.”*

4.3. Posting of Announcements. Base/Installation/Unit/Activity Commanders/Supervisors are responsible for ensuring vacancy announcements are posted on bulletin boards immediately upon receipt and ensure they remain in-place during the open period. They will be posted conspicuously in those areas most accessible to all members of the National Guard. Supervisors and activity managers must recognize that the most effective means of securing a sufficient number of applications is to publicize vacancies to the maximum extent possible.

4.4. Areas of Consideration:

4.4.1. The area of consideration for each vacancy announcement will be deemed most appropriate by the Selecting Official and the HRO to ensure receipt of a satisfactory number of qualified applicants. Depending on the circumstances, the area of

consideration may be expanded or restricted. The area of consideration may be further established using the following:

- 4.4.1.1. Arizona National Guard membership status.
 - 4.4.1.1.1. Current AZNG Members; applications are only accepted from individuals who are current military members of the Arizona National Guard (Air or Army) regardless of where they reside.
 - 4.4.1.1.2. Current AZANG AGR members.
- 4.4.1.2. All Sources. All Sources. Applications accepted from any interested individual eligible for military membership.
- 4.4.1.3. Military Grade: Supervisors may choose to select a specific military grade or range of military grades from which to accept applications. Military grade criteria are applied based on the military grade of the applicant on the day the announcement closes. Managers/supervisors are encouraged to maximize promotional opportunities for AGRs within the Arizona National Guard AGR program.
- 4.4.1.4. The Area of Consideration may be restricted or widened at the direction of TAG, Assistant Adjutant General – Air, J1 Officer or the HRO.

4.5. Open and Closing Dates for Announcements:

- 4.5.1. Vacancy announcements will be advertised for the following length of time as a minimum:
 - 4.5.1.1. Current AZNG Members: A minimum of 15 calendar days.
 - 4.5.1.2. All Sources: A minimum of 21 calendar days.
- 4.5.2. Longer announcement periods may be requested by the Selecting Official.
- 4.5.3. Permanent Change of Station (PCS). A certified applicant on the Selection and Referral Register who lives outside the commuting distance will not be denied consideration. Selected Airmen who reside outside the commuting area are eligible for PCS benefits. PCS benefits are authorized when the selected Airmen is required to move to a residence that is within the commuting distance of the new permanent duty station.
- 4.5.4. PCS benefits are not authorized when an Airmen moves voluntarily to a new residence outside the commuting distance of their current permanent duty station.

SECTION 5 – APPLICATION PROCEDURES

5.1. Application Procedures:

5.1.1. Interested applicants must submit the following to determine an individual's qualifications for a position:

5.1.1.1. The NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position

5.1.1.2. Individual resume sufficient in detail to justify the individual's qualifications.

5.1.1.3. Report of Individual Person (RIP).

5.1.1.4. Most recent Report of Individual Fitness (submitted reports must be dated within previous 12 months).

5.1.1.5. AF Form 422, Notification of Air Force Members Qualification Status.

5.1.1.6. AF Form 1042, Medical Recommendation for Flying or Special Operational Duty (if applicable).

5.1.1.7. AZNG HRO Form 25-6-3-R, Explanation of Applicant possession of Required Key Competencies (KC) Signature is not required.

5.1.2. The application package must reflect the applicant's employment information that is directly related to the advertised position. Complete and accurate data is essential to ensure fair evaluation of all applicants. Applicants who want to be considered for announcements must:

5.1.2.1. Carefully review the specialized experience qualification requirements for the vacancy and match their own experience, education, training and other related factors to those in the announcement.

5.1.2.2. Include all experience, with dates for each duty, education, training, awards, special qualifications, and other information which is directly related to the position. Copies of, or referrals to, position descriptions will not be accepted.

5.1.2.3. Include any required supporting documents.

5.1.2.4. Applications emailed or faxed to the HRO will not be considered. The HRO may grant exceptions to this policy for those military members deployed OCONUS in direct support of a federally recognized contingency.

5.1.2.5. Applicants can make reference to materials in their Military Personnel Records. These records will be used in the screening process.

5.1.2.6. Applicants for AGR positions may be asked to provide additional military qualification information by the Selecting Official. All applicants will be asked to provide the same documents. Requested documents will be hand carried to the interview. For phone interviews, documents may be faxed, mailed or

emailed and must be received by the Selecting Official prior to the scheduled interview.

5.2. Applicant Review and Qualifications. The HRO will screen all properly received applications in the area of consideration to ensure that applicants meet the minimum eligibility requirements as indicated on the vacancy announcement. Applicants who meet the minimum eligibility requirements will be forwarded to the Selecting Official on a Selection and Referral Register. All closed announcements will be held a minimum of 24 hours after the closing date before applicants are certified by staffing team members.

- 5.2.1. Each Selection and Referral Register will list the certified applicants alphabetically.
- 5.2.2. All qualified applications will be forwarded to the Selecting Official for review and evaluation. There is no limit to the number of applications which may be considered on the register.
- 5.2.3. Selecting Officials must take prompt action to begin evaluation/and or selection procedures. Selections must take place within 10 working days from the issuance of any Selection and Referral Register unless a justified written request (emails are acceptable) is approved by the NGAZ-HRO-S. Any extension request must be received before the close of business on the 10th workday. Failure to complete the selection action in a timely may result in the automatic closing of the Selection and Referral Register.
- 5.2.4. Standing Selection and Referral Register – All HRO issued Selection and Referral Registers are published with the intent that the same certificate may be used to fill other vacancies at the organization subject to the following conditions:
 - 5.2.4.1. Use of standing Selection and Referral Register is permitted only within 90 days from the original date of issuance. No extensions permitted.
 - 5.2.4.2. Additional vacant positions requiring fill under a standing Selection and Referral Register can only be used by the same Selecting Official at the same geographic location, military grade as listed on original vacancy announcement.
 - 5.2.4.3. Procedures will vary depending on where the supervisor is in the merit placement process when considering to use the standing Selection and Referral Register process specifically:
 - 5.2.4.3.1. If the original Selection and Referral Register is still with the Selecting Official, they may make additional selections from a Selection and Referral Register only after they have received written approval from the NGAZ-HRO-S.
 - 5.2.4.3.2. If the original Selection and Referral Register has been returned to the HRO - Supervisors must obtain written approval from the NGAZ-HRO-S prior to reissuing a standing Selection and Referral Register. The standing Selection and Referral Register will include the names of the remaining applicants not previously selected on the original Selection and Referral Register. The supervisors ranking from the earlier competition will be

observed. Selections must be among the highest three ranked applicants remaining. Selection decision(s) must be received within 10 working days from the receipt of the standing Selection and Referral Register.

SECTION 6 – APPLICANT EVALUATION

6.1. Selection Procedures:

6.1.1. Selections for positions announced for Air AGRs will be made from the Selection and Referral Register.

6.1.1.1. The Selecting Official has the latitude to conduct the selection process by themselves if the register contains five or fewer applicants, or they may use a three-member selection panel. A three-member selection panel must be used when the register contains six or more qualified applicants. Regardless of whether the Selecting Official conducts one-on-one interview(s) or a selection panel is convened, they must review each application and conduct an interview of all qualified applicants. The following process will be used:

6.1.1.2. Applications- Must be reviewed and rated using the Standard HRO Application/Interview Matrix form (AZNG HRO Form 25-6-7-R).

6.1.1.3. Interview- After reviewing and scoring the application packages, the Selecting Official/panel must conduct interviews. The Selecting Official/panel must ensure that applicants are able and willing to meet all the Conditions of Employment as listed on the vacancy announcement. If not, the Selecting Official will inform the applicant they are not eligible for further consideration and will not be interviewed. A selection interview allows the Selecting Official/selection panel to:

6.1.1.3.1. Evaluate the applicant's motivation, level of interest, and oral communication skills.

6.1.1.3.2. Provide the applicant with an opportunity to gain specific and detailed information regarding the position.

6.1.1.3.3. Provide the applicant with the opportunity to furnish additional oral information that may not be contained in the application.

6.1.1.3.4. Verify and validate the applicant's possession of the announced KCs.

6.1.1.3.5. Select any of the top three best qualified/best fit applicants upon completion of the above process.

6.1.1.3.5.1. If the highest scoring/ranked applicant is not selected the Selecting Official or panel president must submit a short memorandum justifying the reason(s). At a minimum, the memorandum must state the reason(s) why the number two or three selected applicant is the "best qualified/best fit" for the position.

6.1.1.3.5.2. If none of the top-three highest scoring/ranked applicants are selected, the Selecting Official or panel president must submit a memorandum justifying the reason(s). At a minimum, the

memorandum must state the reason(s) why the selected applicant is the “best qualified/best fit” applicant for the position.

- 6.1.1.3.6. All interviews will be documented using AZNG HRO Form 25-6-7-R, Standard HRO Application/Interview Matrix form.
- 6.1.2. Interview Questions. Questions are constructed to solicit job related information to assist in evaluating the applicant(s) possession of the KCs required to perform the duties of the position. Standard question types are:
 - 6.1.2.1. Questions that require the applicant to describe in detail their experience, education, training, achievements, and suitability as it relates to required KCs.
 - 6.1.2.2. Open-ended questions which allow the applicant to demonstrate his/her interest and potential motivation if selected for the position.
 - 6.1.2.3. Questions must have desired responses and all responses must have an assigned point value. Supervisors are not required to submit their questions to HRO for approval and must ensure the questions meet the criteria outlined in the HRO Supervisor’s Course.
- 6.1.3. Approval. Selecting Officials will submit the packet to the HRO Staffing Section or the local HRO Remote designee to review all post selection documentation to ensure that selection procedures were followed and the ensure that the selection meets the legal and regulatory requirements.
 - 6.1.3.1. Under no circumstances can a Selecting Official start or offer to start an AGR member in the announced position without HRO approval.
- 6.1.4. Job Offer and Acceptance. Once the packet is approved by the local HR Remote Designee and the staffing section, the applicable FSS will offer the selected applicant the position.
 - 6.1.4.1. Selected applicants will have a reasonable amount of time in order to accept or decline the job offer (normally 48 hours / 2 business days).
 - 6.1.4.2. Applicant Acceptance – Applicants who accept a job offer must be available to work within a reasonable amount of time as determined by the Selecting Official. Applicants who cannot meet all selective placement requirements and all conditions of employment of the position (i.e. compatible military membership, security clearance, etc..) within a reasonable amount of time (normally within one year), may be removed from the AGR program.
- 6.1.5. Non-Selection: If selection is not made when there are five or more qualified applicants, the Selecting Official must provide a memorandum addressing the reason(s) why no qualified applicants were selected.
 - 6.1.5.1. The memorandum must be provided to the HRO with the returned Selection Package and the Selection and Referral Register will be properly annotated.

- 6.1.5.2. The Selecting Official must provide Non-Select memorandums for each applicant in order to inform the applicants in writing of their non-selection.
- 6.1.5.3. The HRO will be responsible for documenting and mailing the applicants their non-selection letters.
- 6.1.6. No promise of accession will be made to any applicant without HRO or Remote Designee approval of the selection. New hire AGR members can only begin their employment on the 1st and 15th of each month. NO EXCEPTIONS will be granted.

6.2. Selection Panels:

- 6.2.1. Prior to conducting a selection panel, a Request for Certification of Panel Membership, AZNG HRO Form 11-R, will be submitted and approved by the HRO.
 - 6.2.1.1. The HRO will verify panel makeup and ensure panel members have attended the HRO Interview Course.
 - 6.2.1.2. Panel members who have not completed the HRO Interview Course must be replaced with a qualified alternate panel member.
 - 6.2.1.3. Refer to the HRO website www.azguard.gov/hro for more information on the interview course.
- 6.2.2. The selection panel will include three members. In addition, a non-voting recorder (any grade) may be appointed to maintain a record of panel actions.
- 6.2.3. Selection panels may include AGR or technician personnel, Drill Status Guardsmen, civilian employees or state employees having supervisory responsibility over AGR employees.
- 6.2.4. All military panel members must be equal to or senior in both military rank and civilian pay grade to the highest ranked applicant being interviewed. All civilian panel members must be equal to or senior in civilian pay grade to the highest ranked applicant being interviewed.
- 6.2.5. When the Selecting Official sits on the panel, he/she will act as the panel president. When the Selecting Official does not sit on the panel, the senior voting member of the panel who possess the highest military rank or civilian grade will serve as the panel president.
- 6.2.6. Selecting Officials must make every effort to avoid the perception of a conflict of interest when determining panel membership.
 - 6.2.6.1. If applicants name a potential panel member as a personal reference, excluding immediate supervisor, that individual is not qualified to serve on the panel.
 - 6.2.6.2. Relatives of applicants being considered will not serve as a panel member or recorder. (See GLOSSARY for definition of “Relative”).

- 6.2.7. Selection panels should include female and/or minority membership whenever possible. If the panel is unable to have diverse representation then they must include documentation on why this was not possible. Documentation will accompany the Request for Certification of Panel Membership (AZNG HRO Form 11-R) submitted to HRO.
- 6.2.8. Panels considering applicants for JAG, Chaplain, or medical positions will have at least one panel member from the specialty being considered.
- 6.2.9. Panel President will conduct the panel as follows:
 - 6.2.9.1. Conduct all proceedings in closed session.
 - 6.2.9.2. All applicants will be asked the same questions by the same panel member.
 - 6.2.9.3. Determine “best qualified” and/or the “best fit” for the position and organization by using:
 - 6.2.9.3.1. Application and Interview scores as related to the announced KCs.
 - 6.2.9.3.2. Complete the Standard HRO Application/Interview Matrix as listed above.

6.3. Responsibilities of The Selecting Official, President and Nominating Official:

- 6.3.1. The Selecting Official is responsible for the management of the selection process, regardless of the interview process used. Failure to manage the selection process IAW this plan will be classified as a procedural violation. Procedural violations will stop all placement actions.
- 6.3.2. Once the evaluation process is completed, the Selecting Official will return the following documents to the HRO for their review and approval:
 - 6.3.2.1. The entire Selection Folder and a properly annotated AZNG HRO Form 25-6-7-R, Standard HRO Application/Interview Matrix.
 - 6.3.2.2. All documents, interview questions, interview notes and records needed to support the process and selection.
 - 6.3.2.3. Original copies of the select/non-select letters and addressed envelopes. The HRO, after review and approval of the selection package, will be responsible for mailing all select/non-select correspondence.
 - 6.3.2.4. Request for Certification of Panel Membership (when applicable), AZNG HRO Form 11-R.
 - 6.3.2.5. All application packages with attached documents and forms.
 - 6.3.2.6. Applicant Total Score and Ranking Worksheet AZNG HRO Form 25-6-10-R.

6.3.2.7. Referral and Selection Register AZNG HRO Form 7-R.

6.3.2.8. AZNG Equal Employment Certification AZNG HRO Form 12-R.

6.3.2.9. Confidentiality Statement, AZNG HRO Form 10-R.

6.4. Non-Selection of Qualified Applicants in the Top Three. Possible reasons for non-selection are listed below:

6.4.1. A personal reference that is not favorable regarding performance, attendance, or character, or behavior not becoming a National Guard Employee.

6.4.2. Evidence of disciplinary actions within the last three years of a nature that leads the Selecting Official to question the applicant's integrity.

6.4.3. Evidence of an inability to obtain required security clearances.

6.4.4. Evidence or the conflict of information presented by an applicant either in their application or during the interview that leads the Selecting Official to the conclusion that fraudulent information was submitted by the applicant, either orally or in writing.

6.5. Restricted Practices. The following occurrences will lead to suspension of the competitive actions of in any stage of the supervisory selection and referral process, and will require notification to all applicants under consideration before action is continued or a new action is initiated:

6.5.1. Change in basic qualification requirements or KCs after recruitment action has begun (e.g. vacancy announcement published).

6.5.2. Compromise of evaluation information.

6.5.3. Discovery of applicants eligible for non-competitive consideration after competitive procedures have been initiated (i.e. individual who was eligible for but not considered for priority placement).

6.5.4. Resource or funding restrictions imposed before the Selecting Official makes the final discretionary act of selecting an applicant.

6.5.5. Reductions in the number of positions to be filled when such changes affect the conditions under which the current placement action is being taken.

6.5.6. Discovery of a procedural, regulatory, legal, or program violation.

6.6. Protection Against Compromise. Applicants having advance knowledge of evaluation or interview materials have an unfair advantage in placement consideration. Applicant evaluation materials not specifically identified for use by and/or access to applicants are treated as CONFIDENTIAL MATERIAL, FOR OFFICIAL USE ONLY. Availability of this information is limited to Human Resources Office, Staffing personnel, Selecting Officials, Selection Board

members, and those officially responsible for the program or placement reviews. Any person who divulges such information will be subject to appropriate disciplinary action.

SECTION 7 – ANNOUNCEMENT FOLDERS

7.1. Announcement Folders. Purpose of placement record keeping is to assure that the merit placement principles as outline in this plan and all selection referral processes and records are maintained IAW applicable laws and ANGI 36-101. As a minimum all placement records will be maintained as follows:

- 7.1.1. For each competitive selection action processed under this Plan, the merit placement folders are established for each vacancy announcement and will include :
 - 7.1.1.1. All items included as part of the Selection Package from the Nominating Official.
 - 7.1.1.2. Identification of the specific position filled, including organization and geographic location (copy of AZNG HRO Form 25-6-1-R, Vacancy Announcement Request).
 - 7.1.1.3. Brief description of duties.
 - 7.1.1.4. Minimum qualification standard, including any selective placement factors applied.
 - 7.1.1.5. Key Competencies.
 - 7.1.1.6. Rating/ranking methods used.
 - 7.1.1.7. Area of consideration.
 - 7.1.1.8. Method(s) used to locate eligible applicants, e.g., vacancy announcements, etc. Copies of vacancy announcements (including all amendments) or paid advertising materials used will be included.
 - 7.1.1.9. Description of concurrent consideration sources (if applicable, consideration of voluntary applicants).
 - 7.1.1.10. Qualification determinations on each applicant, including copies of information used, individual qualification record, rating and ranking worksheets, etc., in making determinations.
 - 7.1.1.11. Copies of notification sent to non-qualified applicants, if applicable.
 - 7.1.1.12. Identification by name, position title, series, grade and organization of persons involved in the evaluation of applicant qualifications.
 - 7.1.1.13. Any other correspondence or documentation as deemed necessary by the HRO or the Nominating Official.

SECTION 8 – EMPLOYEE COMPLAINTS

8.1. General. Management and the Human Resources Office, as appropriate, will be fully responsive to any applicant and employee questions, concerns, or complaints regarding this Air AGR Hiring Plan or specific placement actions. Every effort will be made to resolve questions or complaints at the lowest level on an informal basis.

8.2 Complaint Procedures:

- 8.2.1. Receive the complaint(s).
- 8.2.2. The selection/placement process will suspend until the issue is resolved.
- 8.2.3. The Human Resources Officer or the Deputy Human Resources Officer will assign a member for the HRO to conduct a neutral investigation of the all allegations received.
- 8.2.4. The Human Resources Officer will make the final determination on the complaint and take appropriate action as necessary.

APPENDIX A

MERIT PLACEMENT PLAN FORMS FOR APPLICANTS AND SUPERVISORS

AF Form 422 – Notification of Air Force Members Qualification Status

AF Form 1042 – Medical Recommendation for Flying or Special Operational Duty

NGB Form 34-1 – Application for Active Duty Guard/Reserve (AGR) Position

AZNG HRO Form 3-R – Arizona National Guard Application Background Survey

AZNG HRO Form 7-R – Referral and Selection Register

AZNG HRO Form 10-R – Confidentiality Statement for Board Members and Interview Officials

AZNG HRO Form 11-R – Request for Certification of Board Membership

AZNG HRO Form 12-R – AZNG Equal Employment Certification

AZNG HRO Form 25-6-3-R – Explanation of Application possession of Required KCs

AZNG HRO Form 25-6-7-R – Applicant Total Score and Ranking Worksheet

AZNG HRO Form 25-6-10-R – Standard HRO Application Matrix

Standard Form 39 – Request for Referral of Eligibles

PLEASE REFER TO THE HRO WEB SITE AT WWW.AZGUARD.GOV/HRO FOR
APPLICANT AND SUPERVISOR FILLABLE PDF FORMATTED FORMS

APPENDIX B

PRIORITY PLACEMENT PLAN (PPP)

1. HRO will maintain a register of overgraded AGR airman as a result of Reduction In Force, Reclassification action, NGB Directed Manpower Reset/Reshaping of fulltime resources. Employees negatively impacted by any of the aforementioned position losses or position downgrade actions will be afforded priority placement as outlined below. Such priority placement efforts will precede normal placement actions. Nothing in this Plan negates TAG's prerogative to convert vacancies from technician to AGR or vice versa.
 - a. In order to be considered for priority placement, personnel must meet all position qualifications and military requirements.
 - b. If a vacancy of equal grade exists for which the airman is fully qualified, the AGR airman will be offered the position without competition if it is within the commuting area. If it is a lower graded position, the employee will remain on the PPP until a suitable position of equal grade becomes available. Airmen will be entered in the PPP on the same date as the action that causes them to become overgrade for a maximum of 24 months or until the situation is resolved, whichever comes first. For overgrade situations that exceed 24 months, the Airman must be separated, retired, or demoted. Demotions apply to enlisted Airmen only.
 - c. If a vacancy exists and there are no PPP registrants within the commuting area, the position will be offered to PPP registrants outside the commuting area before any other placement action is considered. If an AGR airman refuses the offer of a position outside the commuting area, they will remain on the PPP register.
 - d. If there is more than one eligible employee on the priority placement register, the Selecting Official will be given a list of eligible employees from which to make a selection.

APPENDIX C

GLOSSARY

AREA OF CONSIDERATION (AOC): The geographical/organizational area in which an intensive search for eligible applicants is made.

AGR DEPLOYMENT BACKFILL: An occasional AGR who backfills a permanent AGR that's activated under Title 10 authority and deployed away from home station for 31 days in support of contingency operations/AEF. These AGR backfills must hold a compatible AFSC for the intent to backfill the permanent AGR's home station duties. The backfill is authorized for the specific period of the permanent AGRs deployment only and does not include the deployed AGR's leave and reconstitution time. Exceptions must be reviewed through HRO to NGB/AIM AGR Program Manager and the Functional Manager in turn, for approval.

COMMUTING AREA: Any distance of travel from an employee's OFFICIAL duty station not exceeding a 50-mile radius.

COMPETITIVE PLACEMENT ACTION: Filling a position within an appropriate area of consideration in accordance with the principles of open competition, the Federal Civil Service laws, rules and regulations, NGB regulations, and the Executive Orders that prohibit discrimination or influence in government employment.

DETAIL: A temporary assignment of an employee to a different position for a specified period, without change in the employee's pay status not to exceed 120 days.

FULL TIME EMPLOYEE: For the purposes of this plan, an AGR member who received an appointment in the AZ Air National Guard through a competitive process as outlined in this Plan.

KEY COMPETENCIES: Knowledge, skills and abilities required for successful performance in a position. Key Competencies can be used as an evaluation factor of to help determine the best applicant for a job.

MANAGEMENT DIRECTED REASSIGNMENT (MDR): Moving an employee from one position to another of same rank and AFSC without promotion or change to lower grade (unless consent of member).

MINIMUM QUALIFICATIONS: The lowest level of education and experience requirements established by AF and NGB for a position that would allow an applicant possessing the specialized experience or key competencies at the prescribed level to perform the duties of the position.

NOMINATING OFFICIAL: A management official authorized to approve the initiation of a request to fill a position and to recommend a person for placement in a position as a part of a competitive or non-competitive selection process.

NON-COMPETITIVE PLACEMENT: A promotion (IAW this Plan), change to lower grade, reassignment, transfer, reinstatement, detail, or appointment made without competing with other persons, based on prior service experience.

OCCASIONAL TOUR: An AGR tour which supports a full-time requirement on the UMD that does not require competition provided the selectee meets all AGR program accession and military position requirements. The maximum tour length is 179 days. Airmen must have at least a 31 day break in AGR service to be put on a second occasional AGR tour. All occasional tours are accommodated within the State's current resource allocations. Occasional tours will not require a MCR action. A permanent AGR resource will not to be filled by multiple occasional tours. The intent of occasional tours is to temporarily fill a full-time requirement short term while that requirement is being advertised and hired.

OPEN ANNOUNCEMENTS: Open announcements do not have a closing date, but are "open until filled." Open announcements will only be done with prior written HRO approval. Open announcements may be used to advertise positions that are recurring or traditionally hard to fill. Open announcements will run "open and continuous" for no more than one year. At the expiration of open period, announcements will be automatically closed and notification sent to the Selecting Official. Open announcements will be canceled if the position is no longer vacant, at the end of the period, if requested sooner by the Selecting Official, or at the close of the calendar year. Applicants affected by the closure of open announcements will be notified by the HRO and will NOT be carried forward to a new open vacancy. Applicants who have been interviewed and not selected will NOT be carried forward to a new open vacancy announcement.

OVERGRADE: An assignment condition where an AGR Airman's grade exceeds the maximum military grade authorized on the Unit Manning Document.

PERMANENT CHANGE OF STATION (PCS): Defined as a required employee move from one geographic work location or official duty location to another official duty location that is at least 50 miles away.

PRIORITY PLACEMENT: A program designed to manage overgrade AGR Airmen.

PROMOTION: A change of an employee to a higher military grade.

QUALIFICATION STANDARDS: NGB-J1-TNS Qualification Standards and Specialized Experience Requirements must be placed on all vacancy announcements as the Specialized Experience Requirements to use to qualify applicants for positions covered under this plan.

REINSTATEMENT: The non-competitive reemployment of a person formerly employed by this agency who left on an NGB Statutory tour.

RELATIVE: The term "relative" includes the specific relationship stated in 5 USC 3110, such as father, mother son, daughter, brother, sister, uncle, aunt, nephew, niece, first-cousin, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.

SELECTING OFFICIAL: The supervisor charged with reviewing the applications, interviewing the applicants, and recommending a selection to the Nominating Official; normally the lowest

level supervisor over the position to be filled. The Selecting Official and the Nominating Official may be the same individual.

SELECTIVE PLACEMENT FACTORS: Additional basic or minimum qualification requirements that must be met if minimum satisfactory performance is to result.

SUBJECT MATTER EXPERT (SME): An employee called upon by the Human Resources Office to provide technical information and recommendations during the evaluation process. The experience and training of this employee would be significant enough for the employee to be considered an expert in a particular career field.

TECHNICIAN: A National Guard Federal Civil Service employee (Competitive or Excepted) conferred a permanent or indefinite appointment. For purposes of recruitment within this Plan, persons serving on Title 32 AGR tours of a continuing nature, persons serving active duty tours and extended active duty tours who have restoration rights to Federal technician positions in the State of Arizona, and State of Arizona employees of the Division of Military Affairs serving in positions requiring military membership will be treated as “technicians”.

OCCASIONAL TOUR: Employment limited to a specified period not to exceed 179 days. Temporary employees do not have protection from reduction-in-force procedures, may be separated at any time without cause, and do not serve a probationary period. An occasional tour does not confer permanent status.

The proponent agency of this hiring plan is the Arizona National Guard Human Resources Office. Users are invited to send comments and suggested improvements to:

Arizona National Guard Human Resources Office
5636 E. McDowell Road, Bldg M5710
Phoenix, AZ 85008-3455
ATTN: NGAZ-HRO-S

MICHAEL T. McGUIRE
Major General, AZNG
The Adjutant General

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