

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

Summary:

This plan establishes policies and procedures for filling vacancies within the Arizona Army AGR Program forth by Army Regulation 135-18, National Guard Regulation (AR) 600-5 and applicable policies and directives.

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Summary of Changes. This HRO Hiring Plan replaces the AGR Policy Memo #12-001dated 30 November 2011.

SECTION 1 – GENERAL

1.1. References:

Title 32 USC, 502 (f).

Army Regulation (AR) 135-18, The Army Guard/Reserve (AGR) Program.

Army Regulation (AR) 600-8-19, Enlisted Promotions and Reductions.

National Guard Regulation (NGR) 600-5, The Active Guard/Reserve (AGR) Program Title 32 Full-Time National Guard Duty (FTNGD).

National Guard Regulation (NGR) 500-3/ANGI 10-2503, Weapons of Mass Destruction Civil Support Team Management.

ARNG-HRH Policy Memo # 14-009, Reassignment of Title 32 Active Guard/Reserve (AGR) During the First 18 Months of their Initial Tour.

ARNG-HRH Policy Memo # 08-025, Medical Fitness Standards for Accession in the Active Guard Reserve (AGR) Program.

ARNG-HRH Policy Memo # 12-065, Guidance for the Use of One Time Occasional Tours in the Title 32 Active Guard Reserve Program.

Arizona Army National Guard Pamphlet 600-8-19, Enlisted Promotion System.

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

1.3. Policy. This Army 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 into all advertised vacancies.

1.4. Responsibilities:

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

1.4.2. The Land Component Commander (LCC) or Assistant Adjutant General – Army (AAG-Army) is delegated by the TAG as the approval authority for the Arizona Army National Guard AGR program.

1.4.3. The Human Resources Officer (HRO) will manage the AGR program to ensure that the requirements of the AGR Army Hiring Plan are carried out IAW NGR (AR) 600-5. The HRO will:

- 1.4.3.1. Develop, maintain, evaluate, and revise the Army AGR Hiring Plan.
- 1.4.3.2. Ensure compliance with the Army AGR Hiring Plan.
- 1.4.3.3. Provide information, guidance, and assistance to managers, supervisors, AGRs and applicants concerning their responsibilities under the Army AGR Hiring Plan.
- 1.4.3.4. Ensure applicants are properly evaluated and certified for placement or promotion.
- 1.4.3.5. Ensure that all information related to the selection process, qualification process, interview, selection, etc., is held in strict confidence.
- 1.4.3.6. Maintain necessary records IAW NGR 600-5.

1.4.4. Managers and supervisors will:

- 1.4.4.1. Ensure that AGRs under their supervision are aware of the Army AGR Hiring Plan.
- 1.4.4.2. Ensure actions within their scope are based on merit principles without discrimination.
- 1.4.4.3. Ensure that all information related to the selection process is held in strict confidence.

1.4.5. Applicants/AGRs will:

- 1.4.5.1. Familiarize themselves with the provisions of the Army AGR Hiring Plan.
- 1.4.5.2. Review all requirements and information in vacancy or canvas announcements and apply for the vacancies for which they believe they are qualified.
- 1.4.5.3. Ensure application forms contain accurate, complete, and current information that clearly explains their job related experience, qualifications and training.
- 1.4.5.4. Furnish requested information relative to their personal qualifications and eligibility for consideration.

1.5. Applicability. This plan applies to Arizona Army National Guard members, AGRs, commanders, managers, supervisors (military or civilian) with authority and responsibility for AGR personnel management.

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 Plan. The HRO will ensure that all actions under the Plan conform to these laws.

1.7. Regulations of Higher Authorities. Where this plan is silent regarding certain aspects of the AGR 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 – POSITION FILLING PROCEDURES

2.1. Priority of Fill:

2.1.1. The priority for filling for all AGR Positions is:

2.1.1.1. Priority Placement Program (PPP) (Appendix B).

2.1.1.2. Command Directed Reassignments or statewide canvassing of current AGRs.

2.1.1.3. Selection from the promotion list.

2.1.1.4. Selection from an advertised announcement.

2.1.2. At anytime the LCC/AAG-Army, with assistance from the ARNG CSM, Command Chief Warrant Officer and the Chief of Staff, may recommend statewide command directed reassignment of any AGR Soldier based on the needs of the organization.

SECTION 3 – PLACEMENT PROCEDURES

3.1. 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. The placement actions indicated below will be accomplished in a competitive procedure of this plan.

- 3.1.1. Statewide Canvassing of Current AGRs. The procedures outlined in paragraph 4.1 of this plan will be used to fill all canvas announcements.
- 3.1.2. Promotions. Qualification and eligibility requirements for AGR enlisted promotions are contained in AR 600-8-19; NGR 600-200; and AZARNG Pamphlet 600-8-19. Promotions will be accomplished only when:
 - 3.1.2.1. An AGR member is selected from the Officer/Warrant Officer selection process or the State Enlisted AGR MOS Order of Merit List (OML) and is assigned to a MTOE/TDA position that authorizes the higher grade.
 - 3.1.2.1.1. Promotion will not exceed the maximum military grade established for the AGR position requirement.
 - 3.1.2.1.2. Promotion will not cause the State to exceed the controlled grade ceilings established for the grade to which promotion is made.
 - 3.1.2.2. Enlisted AGR Soldiers who received an administrative reduction upon selection for an AGR position will meet all eligibility requirements (to include NCOES, #1 on EPS, etc), before being promoted.
 - 3.1.2.3. Officers/warrant officers will be promoted and federally recognized in accordance with NGRs 600-5, 600-100, or AR 135-155.
- 3.1.3. Advertised Announcement. The procedures outlined in paragraph 4.2 of this plan will be used to fill all vacancy announcements.

3.2. 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 DA Form 4187.

- 3.2.1. Command Directed Reassignments.
 - 3.2.1.1. Commands will first consider internal reassignments among AGRs within their own command for AGR positions. The following conditions apply:
 - 3.2.1.1.1. The Soldier's grade must be commensurate with the grade of the vacant position, and if not otherwise qualified, Soldiers must meet the MOS qualification as defined in DA Pam 611-21. Soldiers will have 12 months to become qualified. This can be waived or extended on a case by case basis, i.e. MOS training availability, more than one phase, etc.

- 3.2.1.1.2. Soldiers declining Command Direct Reassignments will be released from the AGR program no later than 30 days after declination.
- 3.2.1.1.3. The LCC is the final approving authority for Command Directed Reassignments in the rank of E7 and above. The LCC may also direct a reassignment of any AGR soldier, regardless of rank or qualification, if it is more advantageous to the mission.
- 3.2.1.1.4. Commanders/Brigade Administrative Officers are the approving authority for Command Directed Reassignments in the grade of E6 and below within their command.
- 3.2.1.2. Commands will submit a DA 4187 for reassignment to the AGR Branch. The AGR Branch will review all requests for reassignment prior to issuance of reassignment Orders.
- 3.2.1.3. Vacancies in the grade of E-5 or below will be filled by the promotion list and/or advertised announcement.
- 3.2.2. One Time Occasional Tours (OTOTs). To provide for hiring of Title 32 AGR personnel to OTOT, OTOTs process will be managed using PPOM# 12-065.

3.3. 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.

- 3.3.1. TAG has the authority to select National Guard members for assignment to Key Staff positions from three personnel sources: Dual Status Technicians, Active Guard Reserve (AGR), or traditional NGAZ Members. TAG may not delegate this authority.
- 3.3.2. 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.
- 3.3.3. 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.
- 3.3.4. 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.
 - 3.3.4.1. The HRO will identify all potential applicants from all three recruitment sources as listed in NGB-J1-TN policy memorandum.
 - 3.3.4.2. The HRO will review appropriate military and technician source documents to determine basic candidate eligibility and provide TAG with referral and selection register.

- 3.3.4.3. Interviews may be conducted, however, 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.
- 3.3.5. TAG may request the HRO 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:
 - 3.3.5.1. HRO will qualify applicants and issue a referral and selection register.
 - 3.3.5.2. Normal merit placement procedures will be used. However, TAG may conduct one on one interviews or use a selection panel.

SECTION 4 - FILLING POSITIONS COMPETITIVELY

4.1. Canvas Announcements:

4.1.1. Canvas Announcement Request. To request a Canvas 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 6-R “AGR Vacancy Announcement Request” to the HRO. This form is available on the HRO web site at <http://www.azguard.gov/hro/>. At a minimum, the form must contain the required information IAW page 3 (instructions).

4.1.2. Mandatory Canvas Announcement Statements:

4.1.2.1. EEO statement. The following statement is required verbatim on all announcements:

4.1.2.1.1. *“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.”*

4.1.2.2. Application requirements. The following will be listed in the “Instructions for Applying” block as notes. As a minimum, the following notes must be listed on all announcements:

4.1.2.2.1. Applicants must complete an AZNG HRO Form 25-6-3R, Explanation of Application Possession of Required Key Competencies (KC).

4.1.2.3. Job specific requirements will be listed in the Area of Consideration and may consist of items such as:

4.1.2.3.1. Rotating shift work.

4.1.2.3.2. Position-specific driver’s license requirements.

4.1.2.3.3. Ability to attain appropriate security clearance and to what level.

4.1.3. Canvas Announcement Notification. Canvas announcements will be sent via email to all eligible AGR personnel.

- 4.1.4. Areas of Consideration. The area of consideration for each canvas vacancy announcement is only open to current on-board AGRs and the area of consideration below:
- 4.1.4.1. Vacancies in the grade of E-6 will be canvassed to all eligible Soldiers of the vacant rank regardless of MOS, unless a gender specific vacancy. If no eligible Soldiers are interested, and no Soldiers reside on the promotion list, the position will be announced.
 - 4.1.4.2. Vacancies in the grade of E-7 will be canvassed to Soldiers of the vacant rank, who are qualified in the MOS of the vacant position. If no eligible Soldiers are interested, and no Soldiers reside on the promotion list, the position will be announced.
 - 4.1.4.3. After a canvas has closed with no interested applicants, or upon completion of a non-selection canvas selection board, AGR Vacancies will be filled via selection from the promotion list in accordance with AZ PAM 600-8-19.
 - 4.1.4.4. Officer Vacancies will be managed by the HRO and the Land Component Commander.
- 4.1.5. Timeframe for Canvas Announcements. Canvas announcements will normally be advertised for seven working days unless the Selecting Official requests a longer period.
- 4.1.6. Relocation or Permanent Change of Station (PCS). A certified applicant who lives outside the commuting distance will not be denied proper consideration. Selected Soldiers who reside outside the commuting area are eligible for PCS benefits. PCS benefits are authorized when the selected Soldier moves to a residence that is within the commuting distance of the new permanent duty station. PCS benefits will not be approved when a Soldier moves to a new residence outside the commuting distance of their permanent duty station.

4.2. Vacancy Announcements:

- 4.2.1. Vacancy Announcement Request. 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 6-R "AGR Vacancy Announcement Request" to the HRO. This form is available on the HRO web site at <http://www.azguard.gov/hro/>. At a minimum, the form must contain the required information IAW page 3 (instructions).
- 4.2.2. Mandatory Vacancy Announcement Statements.
- 4.2.2.1. The following statement is required verbatim on all announcements:
 - 4.2.2.1.1. EEO statement.

“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.”

4.2.2.1.2. Residency Statement.

“Selection for this position requires declaration of Arizona state residency at the time of in-processing, and maintaining that residency while on AGR status under Title 32, USC”.

4.2.2.2. Application requirements will be listed in the “Instructions for Applying” block as notes. As a minimum, the following notes must be listed on all announcements:

4.2.2.2.1. Applicants must complete an AZNG HRO Form 25-6-3R, Explanation of Application Possession of Required Key Competencies (KC).

4.2.2.3. Job specific requirements will be listed in the Area of Consideration and may consist of items such as:

4.2.2.3.1. Rotating shift work.

4.2.2.3.2. Position-specific driver’s license requirements.

4.2.2.3.3. Ability to attain appropriate security clearance and to what level.

4.2.3. Posting of Announcements. Commanders/Supervisors are responsible for ensuring vacancy announcements are posted on bulletin boards and remain in place during the open period. They will be posted in designated areas most accessible to all members of the National Guard.

4.2.4. Areas of Consideration. 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:

4.2.4.1. Current AZNG Members. Applications are only accepted from individuals who are current military members of the Arizona National Guard (Army or Air) regardless of where they reside.

4.2.4.2. Open Source. Applications will be accepted from any National Guard (Army or Air) individual. This will increase the number of qualified potential candidates.

4.2.5. Timeframe for Announcements. Vacancy announcements will be advertised for the following length of time:

4.2.5.1. Current AZNG Members: 15 calendar days.

4.2.5.2. Open Sources: 21 calendar days.

4.2.5.1. Selecting Officials may request a longer open period.

4.2.6. Relocation or Permanent Change of Station (PCS). A certified applicant who lives outside the commuting distance will not be denied proper consideration. Selected Soldiers who reside outside the commuting area are eligible for PCS benefits. PCS benefits are authorized when the selected Soldier moves to a residence that is within the commuting distance of the new permanent duty station. PCS benefits will not be approved when a Soldier moves to a new residence outside the commuting distance of their permanent duty station.

SECTION 5 – APPLICATION PROCEDURES

5.1. Canvas Announcement Application Procedures:

- 5.1.1. Interested applicants must submit the following to determine an individual's qualifications for a position:
 - 5.1.1.1. Officer/Enlisted Bio Sketch.
 - 5.1.1.2. Current Officer Record Brief (ORB)/Enlisted Record Brief (ERB).
 - 5.1.1.3. Individual Medical Readiness Record (MEDPROS).
 - 5.1.1.4. DA Form 705, Army Physical Fitness Test Scorecard, within six months (ensure that height and weight are annotated).
 - 5.1.1.5. DA Form 5500 (Male) or DA Form 5501 (Female), Body Fat Content Worksheet (if applicable).
 - 5.1.1.6. Carefully review the qualification requirements for the vacancy and match their own experience, education, training and other related factors to those in the canvassed announcement.
 - 5.1.1.7. Include all experience, with dates for each duty, education, training, awards, special qualifications, and other information which is directly related to the position.
 - 5.1.1.8. Include any required supporting documents.
- 5.1.2. Applications for canvas announcements will be accepted via email or hand delivered to the HRO. Emails will be sent using the following email address:
ng.az.azarnng.mbx.azagrbranch@mail.mil.

5.2. Vacancy Announcement Application Procedures:

- 5.2.1. Interested applicants must submit the following to determine an individual's qualifications for a position:
 - 5.2.1.1. NGB Form 34-1, AGR Application (with signature and date). Ensure that you annotate both announcement number and position title on the top of page one, of the application.
 - 5.2.1.2. AZNG HRO Form 3-R, Arizona National Guard Application Background Survey (Signature not required).
 - 5.2.1.3. AZNG HRO Form 25-6-3-R, Explanation of Application Possession of Required KCs (Signature not required).
 - 5.2.1.4. Individual Medical Readiness Record (MEDPROS).

- 5.2.1.5. DA Form 705, Army Physical Fitness Test Scorecard, within six months (ensure that height and weight are annotated). If selected without a current PT test, Soldier must be able to pass before initial hire. Profiles must be attached if applicable.
- 5.2.1.6. DA Form 5500 (Male) or DA Form 5501 (Female), Body Fat Content Worksheet (if applicable).
- 5.2.1.7. Current Officer Record Brief (ORB)/Enlisted Record Brief (ERB).
- 5.2.1.8. Copies of Last 5 OERs/NCOERs A letter of recommendation or performance evaluation will be submitted on soldiers not requiring NCOERs.
- 5.2.1.9. NGB Form 23, NGB Form 22b (RPAS Statement), retirement record (National Guard Only).
- 5.2.1.10. All DD Form 214s or NGB Form 22s.
- 5.2.1.11. DA Form 759, Individual Flight Record and Flight Certificate (Aviation Positions Only).
- 5.2.2. If any of the required documents are not reasonably available, a brief letter will be submitted citing the documents missing with a short explanation necessary to certify the soldier as eligible.
- 5.2.3. The application must reflect the applicant's detailed employment information directly related to the advertised position. Complete and accurate data is essential to ensure fair evaluation of candidates. Applicants who want to be considered for announcements must:
 - 5.2.3.1. Carefully review the qualification requirements for the vacancy and match their own experience, education, training and other related factors to those in the announcement.
 - 5.2.3.2. 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.
 - 5.2.3.3. Include any required supporting documents.
- 5.2.4. Applicants can make reference to materials in their Military Personnel Records. These records will be used in the screening process.
- 5.2.5. Applicants for AGR positions may be asked to provide additional military qualification information as requested by the Selecting Official. Military qualification information may include current fitness and weight records, verification of medical readiness, copies of recent military performance evaluations or other documents deemed applicable. All applicants must be asked to provide the same documents. Requested documents must be hand carried to the interview. For phone

interviews, documents will be faxed or mailed and must be received by the Selecting Official prior to the scheduled interview.

5.3. Application Review and Qualifications. The HRO will screen all properly received applications in the area of consideration to ensure that candidates meet the minimum eligibility requirements. Applications of candidates who meet the minimum eligibility requirements will be forwarded to the Selecting Official on a Selection and Referral Register. Selection packages will be held a minimum of 24 hours after the closing date before certifying applicants.

- 5.3.1. Each Selection and Referral Register will list the eligible candidates alphabetically.
- 5.3.2. 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.
- 5.3.3. Vacancy Announcement applicants must meet Qualification for entry in AGR Program in IAW AR 138-18 Table 2-1 and Table 2-2. Applicants that have any non-waivable disqualification for entry in the AGR Program as listed in Table 2-3 will not be forwarded to the Selecting Official.
- 5.3.4. AGR soldiers who are under a current stabilization listed below are not eligible to receive or be considered for a canvas announcement:
 - 5.3.4.1. PCS (12 months).
 - 5.3.4.2. Initial Hire (18 Months).
 - 5.3.4.3. Reassignment/service (24 months).
 - 5.3.4.4. Promotion (12 months).
 - 5.3.4.5. Soldiers selected for the 91st CST (Civil Support Team) have an initial stabilization of 36 months after completion of the CST qualification course.
 - 5.3.4.6. Soldiers selected for the R&R (Recruiting & Retention) Battalion have an initial stabilization of 36 months.
- 5.3.5. Selecting Officials must take prompt action to begin evaluation and selection procedures. Selections must take place within 10 working days from the issuance of the Selection and Referral Register. Waivers for extensions may be granted by NGAZ-HRO-S. Extension request must be received by the HRO before the close of business on the 10th workday. Failure to complete a timely selection action may result in the automatic closing of the Selection and Referral Register by the HRO.

SECTION 6 – APPLICANT EVALUATION

6.1. Canvas Selection Procedures:

- 6.1.1. Selections for positions canvassed must be made and documented using the Selection and Referral Register.
- 6.1.2. The Selecting Official has the latitude to conduct the selection process by themselves or use a three-member selection panel if there are five or fewer applicants. A three-member selection panel is required when six or more qualified applicants are received. Regardless of whether the Selecting Official conducts a one-on-one interview or a selection panel, they must review each application and conduct an interview of all qualified applicants using the following process:
 - 6.1.2.1. Bio Sketch and supporting documents. Review and rate using the Standard HRO Application/Interview Matrix form (AZNG HRO Form 25-6-7-R).
 - 6.1.2.2. Interview. After reviewing and scoring the application packages, the Selecting Official/panel must conduct interviews with all qualified applicants. The Selecting Official/panel must ensure that qualified 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:
 - 6.1.2.2.1. Evaluate the applicant's motivation, level of interest, and oral communication skills.
 - 6.1.2.2.2. Provide the applicant with an opportunity to gain specific and detailed information regarding the position.
 - 6.1.2.2.3. Provide the applicant with the opportunity to furnish additional oral information that may not be contained in the application.
 - 6.1.2.2.4. Verify and validate the applicant's possession of the announced KCs.
 - 6.1.2.2.5. Select any of the top three best qualified/best fit applicants upon completion of the above process.
 - 6.1.2.2.6. If the highest ranked applicant is not selected, the Selecting Official or panel president must submit a memorandum justifying the reasons. At a minimum, the memorandum must state the reason(s) why the selected applicant is the "best qualified/best fit" applicant for the position.
 - 6.1.2.2.7. All interviews will be documented using AZNG HRO Form 25-6-7-R, Standard HRO Application/Interview Matrix form.

6.1.2.3. Interview Questions. Questions are constructed to solicit job related information to assist in evaluating an applicant's possession of KCs required to perform the duties of the position. Standard question types are:

6.1.2.3.1. Questions that require the applicant to describe in detail their experience, education, training, achievements, and suitability as it relates to required KCs.

6.1.2.3.2. Open-ended questions which allow the applicant to demonstrate his/her interest and potential motivation if selected for the position.

6.1.2.3.3. Questions must have desired responses and all responses must have assigned point values. Selecting Officials are not required to submit their questions to HRO for approval and the questions must meet the criteria outlined in the HRO Interviewer's Course.

6.1.3. Approval. Selecting Officials will submit the canvassing packet to the HRO AGR Branch to review all selection documentation to ensure proper selection procedures were followed and the personnel action meets the legal and regulatory requirements.

6.1.3.1. Under no circumstances can a Selecting Official start or offer a new employee without HRO approval.

6.1.4. Job Offer and Acceptance. Once the packet is approved by the AGR Branch, the AGR Branch will offer the selected Soldier the position.

6.2.4.1. Selected applicants will have a reasonable amount of time in order to accept or decline the job offer (normally 48 hours / 2 business days).

6.1.5. Non-Selection:

6.1.5.1. If selection is not made from a Selection and Referral Register containing five or more qualified applicants the Selecting Official must provide a memorandum addressing the reason each qualified applicant was non-selected.

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.

6.1.5.4. If no selection is made the AGR Branch will select an AGR from the promotion list. If no AGRs are on the promotion list the position will be advertised.

6.2. Announcement Selection Procedures. Selections for positions announced must be made and documented using the Selection and Referral Register.

6.2.1. Selection Process. The Selecting Official has the latitude to conduct the selection process by themselves or use a three member selection panel if there are five or fewer applicants. A three-member selection panel is required when six or more qualified

applicants are received. Regardless of whether the Selecting Official conducts a one-on-one interview or a selection panel, they must review each application and conduct an interview of all qualified applicants using the following process:

- 6.2.2.1. Applications. Review and rate all applications using the Standard HRO Application/Interview Matrix form (AZNG HRO Form 25-6-7-R).
- 6.2.2.2. Interview. After reviewing and scoring the application packages, the Selecting Official/panel must conduct interviews with all qualified applicants. The Selecting Official/panel must ensure that qualified 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:
 - 6.2.2.2.1. Evaluate the applicant's motivation, level of interest, and oral communication skills.
 - 6.2.2.2.2. Provide the applicant with an opportunity to gain specific and detailed information regarding the position.
 - 6.2.2.2.3. Provide the applicant with the opportunity to furnish additional oral information that may not be contained in the application.
 - 6.2.2.2.4. Verify and validate the applicant's possession of the announced KCs.
 - 6.2.2.2.5. Select any of the top three best qualified/best fit applicants upon completion of the above process.
 - 6.2.2.2.6. If the highest ranked applicant is not selected, the Selecting Official or panel president must submit a memorandum justifying the reasons. At a minimum, the memorandum must state the reason(s) why the selected applicant is the "best qualified/best fit" applicant for the position.
 - 6.2.2.2.7. All interviews will be documented using AZNG HRO Form 25-6-7-R, Standard HRO Application/Interview Matrix form.
- 6.2.2.3. Interview Questions. Questions are constructed to solicit job related information to assist in evaluating an applicant's possession of KCs required to perform the duties of the position. Standard question types are:
 - 6.2.2.3.1. Questions that require the applicant to describe in detail their experience, education, training, achievements, and suitability as it relates to required KCs.
 - 6.2.2.3.2. Open-ended questions which allow the applicant to demonstrate his/her interest and potential motivation if selected for the position.

- 6.2.2.3.3. Questions must have desired responses and all responses must have assigned point values.
- 6.2.2.3.4. Selecting Officials are not required to submit their questions to HRO for approval.
- 6.2.2. Approval. Selecting Officials will submit the announcement packet to the HRO Staffing Section to review all selection documentation to ensure proper selection procedures were followed and the personnel action meets the legal and regulatory requirements.
 - 6.2.2.1. Under no circumstances can a Selecting Official start or offer to start a new employee without HRO approval.
- 6.2.3. Job Offer and Acceptance. Once the packet is approved by the staffing section the AGR Branch will offer the selected soldier the position.
 - 6.2.3.1. Selected applicants will have a reasonable amount of time in order to accept or decline the job offer (normally 48 hours / 2 business days).
- 6.2.4. Non-Selection:
 - 6.2.4.1. If selection is not made from a Selection and Referral Register containing five or more qualified applicants the Selecting Official must provide a memorandum addressing the reason each qualified applicant was non-selected.
 - 6.2.4.2. The memorandum must be provided to the HRO with the returned Selection and Referral Register.
 - 6.2.4.3. The Selecting Official must provide Non-Select memorandums for each applicant in order to inform the applicants in writing of their non-selection.
 - 6.2.4.4. The HRO will be responsible for documenting and mailing the applicants their non-selection letters.
- 6.2.5. No promise of accession can be made without the HRO's approval.
 - 6.2.5.1. New hires can only begin their employment at the beginning of a pay period; NO EXCEPTIONS will be granted.

6.3. Selection Panels:

- 6.3.1. 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.
 - 6.3.1.1. The HRO will verify panel makeup and ensure panel members have attended the HRO Interview Course.
 - 6.3.1.2. Panel members who have not completed the HRO Interview Course must be replaced with a qualified alternate panel member.

- 6.3.1.3. Refer to the HRO website www.azguard.gov/hro for more information on the interview course.
- 6.3.2. 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.
- 6.3.3. Selection panels may include AGR or technician personnel, traditional guard members, civilian employees or state employees having supervisory responsibility over AGR employees.
- 6.3.4. 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.
- 6.3.5. When the Selecting Official sits on the panel, he/she will be the panel president. When the Selecting Official does not sit on the panel, the senior voting member of the panel, determined by military rank or civilian grade, will serve as the panel president.
- 6.3.6. Selecting Officials must make every effort to avoid the perception of a conflict of interest when determining panel membership.
 - 6.3.6.1. If applicants name a potential panel member as a personal reference, excluding immediate supervisor, that individual is not qualified to be on the panel.
 - 6.3.6.2. Family members of applicants being considered will not serve as a panel member or recorder. (See GLOSSARY for definition of "Relative").
- 6.3.7. 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.
- 6.3.8. Panels considering applicants for JAG, Chaplain, or medical positions will have at least one panel member from the specialty being considered.
- 6.3.9. Panel President will conduct the panel as follows:
 - 6.3.9.1. Conduct all proceedings in closed session.
 - 6.3.9.2. All applicants will be asked the same questions by the same panel member.
 - 6.3.9.3. Determine "best qualified" and/or the "best fit" for the position and organization by using:
 - 6.3.9.3.1. Interview and KC score.

6.3.9.3.2. Complete the Standard HRO Application/Interview Matrix as listed above.

6.4. Responsibilities of the Selecting Official:

- 6.4.1. 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.
- 6.4.2. Once the evaluation process is completed, the Selecting Official will return the following documents to the HRO for review and approval:
 - 6.4.2.1. AZNG HRO Form 25-6-7-R, Standard HRO Application/Interview Matrix.
 - 6.4.2.2. All documents, interview questions, Interview notes and records needed to support the process and selection.
 - 6.4.2.3. 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.
 - 6.4.2.4. Request for Certification of Panel Membership (when applicable), AZNG HRO Form 11-R.
 - 6.4.2.5. All application packages with attached documents and forms.
 - 6.4.2.6. Applicant Total Score and Ranking Worksheet AZNG HRO Form 25-6-10-R.
 - 6.4.2.7. Referral and Selection Register AZNG HRO Form 7-R.
 - 6.4.2.8. AZNG Equal Employment Certification AZNG HRO Form 12-R.
 - 6.4.2.9. Confidentiality Statement, AZNG HRO Form 10-R.

6.5. Non-Selection of Qualified Applicants in the Top Three

- 6.5.1. Possible reasons for non-selection may include the following:
 - 6.5.1.1. A personal reference that is not favorable regarding performance, attendance, character, or behavior not becoming a National Guard Employee.
 - 6.5.1.2. Evidence of disciplinary actions within the last three years of a nature that leads the Selecting Official to question the applicant's integrity.
 - 6.5.1.3. Evidence of an inability to obtain required security clearances.
 - 6.5.1.4. Evidence or the conflict of information presented by an applicant either in their application or during the interview that leads the Selecting Official/panel to the conclusion that fraudulent information was submitted by the applicant.

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, AGR branch personnel, Selecting Official, Selection Panel members, and those officially responsible for the program, such as the AZNG JAG staff and Inspector General. Any person who divulges such information will be subject to appropriate disciplinary action.

6.7. Restricted Practices. The following occurrences will lead to suspension of the competitive actions 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:

- 6.7.1. Change in basic qualification requirements or KCs after recruitment action has begun (e.g. vacancy announcement published).
- 6.7.2. Compromise of evaluation information.
- 6.7.3. 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).
- 6.7.4. Resource or funding restrictions imposed before the Selecting Official selects an applicant.
- 6.7.5. Increases or reductions in the number of positions to be filled.
- 6.7.6. Discovery of a procedural, regulatory, legal, or program violation.

SECTION 7 – ANNOUNCEMENT FOLDERS

7.1. Announcement Folders. The purpose of announcement record keeping is to ensure that all the selection referral processes and records are maintained IAW applicable laws and NGB guidance. At a minimum, all selection records will be maintained as follows:

- 7.1.1. For each competitive selection action processed under this plan, an announcement folder will be 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 6-R, AGR 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.
 - 7.1.1.9. Description of concurrent consideration sources.
 - 7.1.1.10. Qualification determinations on each applicant, including copies of information used individual qualification record, rating and ranking worksheets.
 - 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 the Army 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 compliant(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

HRO HIRING PLAN FORMS

DA Form 4187 – Personnel Action

DA Form 4187-1-R – Personnel Action Form Addendum

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

AZNG HRO Form 1-R – Permanent Change of Station (PCS) Funding Request

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

AZNG HRO Form 6-R – AGR Vacancy Announcement Request

AZNG HRO Form 7-R – Referral and Selection Register

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

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

AZNG HRO Form 12-R – AZNG Equal Employment Certification

PLEASE REFER TO THE HRO WEB SITE AT www.azguard.gov/hro OR THE HRO SHAREPOINT AT <https://azguard/HRO/SitePages/Home.aspx> FOR PDF FORMS

APPENDIX B

PRIORITY PLACEMENT PLAN (PPP)

1. The Priority Placement Program is designed to assist commanders and Administrative Officers (AOs) in managing their AGR workforce by providing procedures to correct position management imbalances resulting from external factors such as MTOE changes, force structure changes, stationing plan (geographic location) changes, etc. Position management imbalances, in this context, are traditionally defined as:
 - a. AGR soldiers in an over-grade status (MTOE change downgrades position).
 - b. AGR soldiers who are non-MOSQ due to MTOE change or other external factors beyond their control, and who cannot conceivably become MOSQ in the new career field; for example, due to a gender exclusion or more restrictive physical profile requirements for the new MOS or branch.
 - c. AGR soldiers who are “displaced” as a result of an MTOE change that eliminated their position or a force structure change that deactivated the entire unit.
- b. Procedures.
2. The AGR Management Branch will send a Memorandum to the soldier’s home of residence as listed in SIDPERS, with copies furnished to the MACOM AO and S-1 as applicable. The memo includes official notification of priority placement status and reassignment possibilities. Soldiers must respond with acceptance or non-acceptance by the suspense date indicated on the memorandum. If there is more than one individual on the priority placement list eligible for placement in a position, the AGR Manager will rank order placement based on the date the soldier entered the priority placement program (first in, first out).
3. Soldiers eligible for priority placement will be offered positions at the same grade, if available, or one grade lower. The AGR Management Branch may permit displaced AGR soldiers to remain in an over-grade status for a period not to exceed one year. If a soldier must be placed into an over-grade status, they will remain on the priority placement list.
4. Enlisted Soldiers carried in an excess status who are not reassigned to a valid Full Time Status (FTS) position commensurate with their current grade at the end of the one year period will be administratively reduced to the lower grade and removed from the priority placement list, or will be released from the AGR program.
5. Officers and Warrant Officers carried in an excess status who are not reassigned to a valid FTS position commensurate with their current grade at the end of the one year period will be released from the AGR program.

APPENDIX C

GLOSSARY

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

COMPETITIVE PLACEMENT ACTION: Filling a position within an appropriate area of consideration in accordance with the principles of open competition, the regulations, NGB regulations, and the Executive Offers 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.

FULL-TIME EMPLOYEE: For the purposes of this plan, an AGR member who received an appointment in the AZ Army 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.

MINIMUM QUALIFICATIONS: The lowest level of education and experience requirements established by DA and NGB for a position that would allow an applicant possessing the specialized experience, knowledge, skills and abilities at the prescribed level to perform the duties of the position.

NON-COMPETITIVE PLACEMENT: A reassignment, transfer, detail, or appointment made without competing with other applicants, based on prior service experience.

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 the 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.

PERMANENT CHANGE OF STATION (PCS): Defined as a required employee move from one permanent duty location to another permanent duty location.

PUBLIC OFFICIAL: Anyone who, by law, rule, regulation, or delegation has appointment or promotion authority within his or her organization, or authority to recommend employees for appointment or promotion. Thus, any supervisor, personnel or placement officer, regardless of grade level, who has authority to appoint or promote, or to recommend the appointment or promotion of employees, is a public official. However, making a determination that a person is

eligible for appointment under applicable laws, regulations, or standards does not of itself constitute a recommendation.

QUALIFICATION STANDARDS: MOS 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.

REASSIGNMENT: Moving an employee from one position to another of equal grade without promotion.

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 official charged with reviewing the applications, interviewing the applicants, and recommending a selection to the HRO; normally the lowest level supervisor over the position to be filled.

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.

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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