

**TECHNICIAN MERIT PLACEMENT PLAN  
ARIZONA NATIONAL GUARD**

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Summary:

This regulation establishes policies and procedures for filling vacancies within the Agency with the merit placement requirements set forth by the Office of Personnel Management (OPM), National Guard Bureau and applicable directives.

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**Summary of Changes.** This DEMA Directive replaces the previous regulation dated 15 May 2009.

## SECTION 1 – GENERAL

### 1.1 References:

Title 32 United States Code (USC), 709

Title 5 USC, Government Agencies and Employees

5 CFR (Code of Federal Regulations)

NGB Technician Personnel Regulation 300 (335), Merit Placement for National Guard Technicians

NGB Technician Personnel Regulation 303, Military Technician Compatibility

**1.2 Purpose.** This Plan establishes policies and procedures for filling all Dual Status (DS) and Non-Dual Status (NDS) National Guard Excepted Technician positions. This policy includes NDS-New Appointment requirements and processes as legally authorized appointments IAW 5 USC by the Office of Personnel Management through the San Francisco Delegated Examining Unit (DEU). This plan is designed to fill all vacant authorized DS and NDS positions with qualified applicants while providing advancement opportunity for current AZNG DS and NDS employees. This Plan complies with the merit placement principles and requirements set forth by the Office of Personnel Management (OPM) and National Guard Bureau (NGB).

**1.3 Policy.** The Merit Placement 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 technician program and is the highest level of authority in the state concerning the overall application of the Merit Placement Plan.
- 1.4.2. The Human Resources Officer (HRO) is delegated by TAG for the management of the Military Technician Program and to ensure that the requirements of the Merit Placement Plan are carried out. The HRO will:
  - 1.4.2.1. Develop, maintain, evaluate, and revise the Merit Placement Plan.
  - 1.4.2.2. Ensure compliance with the Merit Placement Plan.
  - 1.4.2.3. Provide information, guidance, and assistance to managers, supervisors, technicians and applicants concerning their responsibilities under the Merit Placement 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 process, 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. Ensure that technicians under their supervision are aware of the Merit Placement Plan.
- 1.4.3.2. Ensure actions within their scope are based on merit principles without discrimination.
- 1.4.3.3. Ensure that all information related to the merit selection process is held in strict confidence.

1.4.4. Applicants/Technicians are responsible for:

- 1.4.4.1. Familiarizing themselves with the provisions of the Merit Placement Plan.
- 1.4.4.2. Reviewing all requirements and information in vacancy announcements and apply for the vacancies they are qualified for.
- 1.4.4.3. Ensuring application forms contain accurate, complete, and current information that clearly explains their job related experience, qualifications and training.
- 1.4.4.4. Furnishing requested information relative to their personal qualifications and eligibility for consideration.
- 1.4.4.5. Ensuring they are in a compatible military assignment as outlined on the vacancy announcement.

**1.5 Applicability.** This plan applies to DS and NDS Arizona Army and Air National Guard technicians, commanders, managers, supervisors (military or civilian) with authority and responsibility for technician 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 Hiring Plan. The HRO will ensure that all actions under the Hiring Plan conform to these laws.

**1.7. Regulations of Higher Authorities.** Where this plan is silent regarding certain aspects of the Merit Placement Program, the provisions in regulations of higher authorities will apply.

**1.8. Management Rights:**

- 1.8.1. Supervisors 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. 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.

1.8.2. Supervisors may fill vacant positions using any of the processes prescribed within this plan.

**1.9. Negotiated Agreements.** Where the provisions of local negotiated agreements differ from the provisions of the Plan, the negotiated provision will take precedence.

## 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. DS and NDS employees must compete for positions that are announced.

**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 Standard Form (SF) 52-B.

- 2.2.1. Promotion due to issuance of new classification standards or the correction of a classification error.
- 2.2.2. Placement of over-graded technicians entitled to grade retention as a result of Reduction-in-Force (RIF) or reclassification.
- 2.2.3. Promotion when competition was held earlier (i.e., position advertised with known promotion potential).
- 2.2.4. Re-promotion to a grade or an intervening grade or position from which a technician was not demoted for cause IAW TPR 752 “Discipline and Adverse Action” or for failure to successfully perform their assigned duties IAW TPR 430 “Appraisal Program.”
- 2.2.5. Promotion resulting from a technician’s position being reclassified based on the findings of a desk audit.
- 2.2.6. Reassignment of a technician to a position having no higher promotion potential.
- 2.2.7. Temporary promotion of 120 days or less.
- 2.2.8. Selection of a former technician from the Reemployment Priority List for a position at the same or lower grade than the last grade held.
- 2.2.9. Reemployment and/or reassignment of a technician, who has USERRA rights as provided by law.
- 2.2.10. Detail to higher grade or lower graded position for 120 days or less.
- 2.2.11. Temporary Appointments: Non-competitive temporary appointments will be limited to increments of one year each for a total of four years. Extensions beyond 4 years require NGB approval. Temporary appointment for employees receiving any type of recruitment bonus/incentive will be limited to a temporary appointment not to exceed 179 days and will not be extended. These appointments are primarily intended to provide temporary workload relief to assist with daily mission requirements. As a minimum the supervisor requesting a Temporary Employee must submit the following:
  - 2.2.11.1. A SF 52-B that contains all required information (example SF-52s may be found at <http://www.azguard.gov/hro/>).

- 2.2.11.2. An Optional Form (OF) 612 or a resume which details how the applicant meets or exceeds the required specialized experience. All Temporary Appointment applicants must meet the NGB Qualification Standard Specialized Experience time frames, in order to be determined as meeting the minimum qualifications.
- 2.2.11.3. An OF 306, Declaration for Federal Employment.
- 2.2.11.4. Request for Temporary Appointments must arrive at the HRO at least 14 days prior to the requested start date. Temporary appointments will be made effective the first working day of each pay period.
- 2.2.11.5. Temporary appointments can only be made if a valid unfilled Unit Manning Document (UMD) (type code 170 positions, Air only) is available.
- 2.2.12. Career Promotions. The justification for use of “career promotion” and fulfillment of qualitative requirements will be documented fully on the SF 52-B. Career promotion is made without further competition when:
  - 2.2.12.1. The incumbent of a position was selected competitively, with the intention to train and prepare the selected applicant for the highest advertised grade level of record as covered on the announcement under Known Promotion Potential.
  - 2.2.12.2. A promotion resulting from an employee’s position being classified at a higher grade because of additional duties and responsibilities by either a Classification Release or by a desk audit conducted by an HRO Classification Specialist.
  - 2.2.12.3. Promotion of employees is not an automatic process just because the employee has met the minimum specialized experience requirements. At a minimum the supervisor must submit the following:
    - 2.2.12.3.1. SF-52B Request for Promotion.
    - 2.2.12.3.2. Memorandum for Record (MFR), from the supervisor that documents the employee’s ability to perform the duties of the higher graded position at a fully acceptable level, the employee’s possession of required specialized experience requirements, and the employee’s completion of all training requirements as established by the supervisor.
- 2.2.13. Employment or reinstatement of a previously employed DS technician who served in a permanent or indefinite full-time status in this agency for a period of three years or more and resigned from their position to accept an appointment in another federal agency. In order to qualify for reinstatement the employee must have been separated less than 12 months. A former employee can be considered for reinstatement, if the HRO receives a written request from a supervisor that fully justifies the reasons for reinstatement. Individuals may only be reinstated to a vacant, funded position, pay schedule, grade (same grade or lower), and position series from which they resigned. The final approval authority for all reinstatement requests is the HRO or remote designee, and cannot be appealed if denied.

**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, Active Guard Reserve (AGR), or traditional AZNG 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, 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 post a vacancy announcement based on specialized experience and other selective factors. 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 interview or use a selection panel.

**2.4 Setting Rates of Pay.** The AZNG will apply the “Highest Previous Rate Rule” and the “Maximum Rate Rule” for all pay setting actions for which these rules apply.

- 2.4.1. Rates of pay will be set in accordance with Title 5 USC: Government Agencies and Employees, and 5 CFR with related supplements for General Schedule employees and for individuals employed under the Federal Wage System. The “Highest Previous Rate Rule” will be applied in determining an employee’s rate of basic pay upon employment, reassignment, promotion, demotion, or change in type of appointment, except in the following circumstances:

- 2.4.1.1. All Active Duty service duty time to include Title 10 and Title 32 will not be used in determining basic rate of pay for new appointments. Active Duty time is not deemed employment in the federal government within the context of the highest previous rate or the maximum previous rate rule as provided for in 5 CFR.
- 2.4.1.2. Employees receiving a temporary appointment to a Federal technician position will have their rate of pay set at Step 1 of the appointed grade, unless converted without a break in service (3 days or less) from a position where they had a permanent or indefinite tenure at a higher rate of pay.
- 2.4.1.3. Employees returning to the federal workforce after a break in service of 5 years or more.
- 2.4.2. The HRO will monitor placement and personnel actions for both General Schedule (GS) and Federal Wage System (FWS) employees to ensure their pay is set according to their applicable experience level.

## **SECTION 3 - POSITION ANNOUNCEMENT AND APPLICATION PROCEDURES**

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

- 3.1.1. Funding and Unit Manning Document (UMD) requirements and constraints.
- 3.1.2. Should the position be filled from within the existing workforce or from outside the organization?
- 3.1.3. How should the position be announced:
  - 3.1.3.1. DS or NDS?
  - 3.1.3.2. Full-time or part-time?
  - 3.1.3.3. Are there current on-board employees fully qualified that could be reassigned?
  - 3.1.3.4. Temporary, indefinite, or permanent?
  - 3.1.3.5. Are there available applicants qualified to perform the duties of the position?
  - 3.1.3.6. Do the objectives of Equal Employment Opportunity programs reveal the need to fill the position vacancy in a manner to provide opportunities for employment and advancement of current full-time employees regardless of political affiliation, gender, religion, age, race and sexual orientation?
  - 3.1.3.7. What are the specialized qualification requirements of the position? Can the position be filled by using “Trainee and Upward Mobility Positions” (multiple-graded positions)?
  - 3.1.3.8. Do the Key Competencies (KCs) accurately reflect the required duties of the position at a fully successful performance rating? Selecting Officials are responsible for ensuring that the KCs clearly reflect the responsibilities of the position.
  - 3.1.3.9. How do military compatibility requirements regulated in NGB TPR 303, National Guard Technician Dual Status Compatibility impact recruitment and placement actions?

**3.2 Part-Time Employment.** Scheduled work between 16 and 32 hours per week performed by DS or NDS employees. Part-time employment permits flexibility that can result in improved efficiency and productivity.

- 3.2.1. Part-time employees are eligible for similar benefits as full-time employees. However, the cost of health care and dental benefits is higher than what a full-time employee pays and leave accrual is prorated based on the number of hours worked per pay period.

- 3.2.2. Full-time employees may request and be considered for part-time employment. However, the supervisor must agree to allow a full-time employee to work part-time. A supervisor's decision to deny a request for part-time hours cannot be appealed.
- 3.2.3. A part-time technician with a work schedule of not more than 20 hours per week will count as one-half a technician resource against the employment authorization (EA). No more than two part-time technicians may be assigned against a full-time position, and the total work schedule for both employees cannot exceed 40 hours in a week.
- 3.2.4. The same procedures used to fill full-time positions will be used to fill part-time positions.

## SECTION 4 - FILLING POSITIONS COMPETITIVELY

**4.1 Types of Positions Requiring Fill Process.** The following types of vacancies will be filled as indicated below:

- 4.1.1. All permanent position vacancies must be filled using merit placement principles outlined in this plan or by one of the non-competitive actions as listed in section 2-2 of this plan.
- 4.1.2. Indefinite appointments will be used to backfill positions left vacant by employees serving on Title 10 or Title 32 military orders with re-employment rights (IAW USERRA law).
- 4.1.3. Indefinite appointments will be used to fill positions that are funded by special program funding (i.e., foreign student training programs). They require full-time technician(s) to be hired using merit placement principles.
  - 4.1.3.1. All indefinite appointments should be announced with “conversion rights” to allow selected applicants the ability to convert to permanent without further competition (should a position and/or funding become available).

**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 “Technician 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).

4.2.1. Mandatory Vacancy Announcement Statements.

- 4.2.1.1. 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.”*
- 4.2.1.2. 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:
  - 4.2.1.2.1. Applicants must complete an Optional Form 306, Declaration for Federal Employment.
  - 4.2.1.2.2. Applicants must complete an AZNG HRO Form 25-6-3R, Explanation of Application Possession of Required Key Competencies.
- 4.2.1.3. Job specific requirements will be listed in the Area of Consideration and may consist of items such as:

- 4.2.1.3.1. Rotating shift work.
  - 4.2.1.3.2. Position-specific drivers license requirements.
  - 4.2.1.3.3. Ability to attain appropriate security clearance and to what level.
- 4.2.2. Dual Vacancy Announcements.
- 4.2.2.1. Dual vacancy announcements are only authorized for ANG positions. This type of announcement is open to AGR and Technician applicants.
  - 4.2.2.2. The following statement must be placed on the vacancy announcement: *“If an AGR member is selected they must have the approval of the losing Commander to take their AGR resource with them.”*
  - 4.2.2.3. After selection is made, a Manpower Change Request (MCR) must be submitted through the assigned Force Support Squadron (FSS) to the NGAZ-HRO-AGP. MCRs require the approval from Air National Guard Readiness Center (ANGRC), Andrews AFB, MD. When a MCR is required the selected applicant cannot be placed until the MCR is approved by NGB/A1.

**4.3 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.

**4.4 Areas of Consideration (AOC).** 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. Arizona National Guard membership status.
  - 4.4.1.1. 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. In order to maximize promotional opportunities within the Arizona National Guard program, the area of consideration will normally be open to current AZNG Members.
- 4.4.2. Open Source. Applications will be accepted from any National Guard (Army or Air) individual. This will increase the number of qualified potential candidates.
- 4.4.3. Military Grade. Supervisors may choose to select a specific military grade or range of military grades. Military grade restrictions will be determined by what is most appropriate based on technician compatibility considerations, military position availability, and the rank of others in the work area. Selection cannot create grade inversion. Military grade criteria are applied based on the military grade of the applicant on the day the announcement closes.

- 4.4.4. NDS positions do not require membership in the National Guard. The Position Description and the availability of NDS resources dictate whether the position may be announced as NDS. The AOC may be limited to a specific applicant target pool when a Selecting Official indicates there are a sufficient number of competitive applicants (three or more) available to apply.

#### **4.5 Timeframe for Announcements.**

- 4.5.1. Vacancy announcements will be advertised for the following length of time:
  - 4.5.1.1. Current AZNG Members/Technicians: 15 calendar days.
  - 4.5.1.2. Open Sources: 21 calendar days.
- 4.5.2. Supervisors may request a longer open period.
- 4.5.3. NDS positions may be opened for 5 to 15 calendar days.

**4.6 Relocation or Permanent Change of Station (PCS).** A certified applicant who lives beyond the commuting distance will not be denied proper consideration solely due to lack of PCS funding. If funding is not available, a Relocation Incentive may be offered. (All requests for Relocation Incentives should be made through the HRO and require NGB-J1-TN approval). If PCS funding is not available, such information must be noted on the vacancy announcement so that applicants can make an informed decision on applying for positions. If a position is announced as “no PCS funds are available,” and funds become available after the position is announced, then this constitutes a change in conditions and will require re-announcement of the position.

#### **4.7 Non-Dual Status (NDS) – New Appointments**

- 4.7.1. Merit Placement for NDS positions that are being recruited from outside the current National Guard applicant pool will be referred to as a “Request to Fill NDS New Appointment”.
- 4.7.2. The National Guard does not have the legal authority to hire and appoint NDS positions as outlined in Title 5 and 5 CFR. Appointment authority for NDS positions is granted only to the Office of Personnel Management (OPM) or to a Designated Examining Unit (DEU) as certified by OPM.
- 4.7.3. Determination of available NDS resources and authorization for usage of a NDS authority is based on factors that must be approved prior to announcing and filling a position as NDS. The position description (PD) must allow NDS appointment. Funding must be available to support the position salary. NDS Employment Authorizations must be received from the HRO prior to requesting a fill action.
- 4.7.4. The DoD Program for Stability of Civilian Employment known as the Priority Placement Program (PPP), directs priority placement for DoD personnel who have lost their positions due to RIF, reorganization, or base closure. This program is a mandatory requirement and is applicable to NDS positions in the National Guard. Any PPP registrant determined fully qualified will be made an offer which will override a request to announce and/or terminate a current NDS vacancy

announcement as the agency is mandated to accept the fully qualified PPP registrants by law.

4.7.5. Filling NDS positions designated “new appointments” for the National Guard must be managed, announced and appointed by the following merit placement process. This hiring process will be managed by the San Francisco DEU as follows:

4.7.5.1. The Selecting Official will:

4.7.5.1.1. Submit a completed AZNG HRO Form 25-6-1-R with the requested appointment type selected as NDS DEU.

4.7.5.1.2. Attach a memorandum with current position KCs to include desired specialized experience, education or certifications applicable to the position. The memorandum must also include criteria for evaluating each KC element to include the measurement criteria to be applied in the determination process of how an applicant is considered highly qualified, fully qualified or minimally qualified.

4.7.5.1.3. The requesting activity must include government-purchase card holder name, phone number and email address in order to secure payment for DEU advertising and examining costs.

4.7.5.2. The HRO Staffing Section will:

4.7.5.2.1. Review all documents submitted by the Selecting Official for completeness. Verify the NDS authorization, validate funding and assure PD is applicable and current.

4.7.5.2.2. Prepare and submit the SF 39 Request for Referral of Eligibles to NGB-J1-TNS for approval and authorization to execute a NDS appointment request.

4.7.5.2.3. Once approval is received and the SF 39 is submitted to the DEU, all coordination required for the announcement and selection process will be managed by the HRO Staffing personnel.

4.7.5.2.4. Upon notification from the DEU that a Request for Referral of Eligibles has been prepared the Staffing Specialist will procure the certificate and applicable resumes from USA Staffing, print all necessary documents, prepare and issue the selection package to the Selecting Official.

4.7.5.2.5. Monitor the selection and interview process as outlined in this plan.

4.7.5.2.6. Once a selection is made the Staffing personnel will coordinate with the DEU for their approval and authority to make an offer of employment. Only the HRO Staffing Specialist is authorized to make an “Offer of Employment” for NDS positions.

- 4.7.5.2.7. HRO Staffing personnel will establish a start date for the selected applicant and coordinate with the Selecting Official and losing agency if the applicant is a current federal government employee.
- 4.7.5.2.8. Staffing personnel will schedule the New Employee Orientation Briefing and advise the applicant of required documentation and information needed at the time of the briefing.
- 4.7.5.2.9. All selected NDS applicants must attend the new employee orientation regardless of their current employment, tenure or type.

## SECTION 5 – APPLICATION PROCEDURES

### 5.1 Application Procedures.

- 5.1.1. The OF 612, Optional Application for Federal Employment, and/or resume are used to determine an individual's qualifications for a position. Regardless of the application method used, all applications must include the OF 306 – Declaration of Federal Employment (signature required on page 2) and AZNG HRO Form 25-6-3-R, Explanation of Application Possession of Required KCs (Signature not required). The application and/or resume 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:
  - 5.1.1.1. Carefully review the qualification requirements for the vacancy and match their own experience, education, training and other related factors to those in the announcement.
  - 5.1.1.2. 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.
  - 5.1.1.3. Include any required supporting documents.
  - 5.1.1.4. 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. The following information must be provided in the application/resume:
  - 5.1.2.1. Job title on announcement and announcement number.
  - 5.1.2.2. Name.
  - 5.1.2.3. Social Security Number.
  - 5.1.2.4. Mailing Address.
  - 5.1.2.5. Phone number (daytime and evening).
  - 5.1.2.6. Work experience related to the job for which you are applying, including job title (if federal, include pay plan, series and grade), date experience was obtained (from mm/yy to mm/yy).
  - 5.1.2.7. Date of Birth (DOB).
  - 5.1.2.8. Hours per week.
  - 5.1.2.9. Employer's name and address.

5.1.2.10. Supervisor's name and phone number.

5.1.2.11. Description of duties and KCs for each position.

5.1.3. Applicants must not make reference to materials in the Official Personnel Folder (OPF) or Military Personnel Records. These records will not be used in the screening process.

5.1.4. Applicants for DS positions may be asked to provide 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.

**5.2 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. 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.

5.2.1. Each Selection and Referral Register will list the eligible candidates 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 selection procedures. Selections must take place within 10 working days from the issuance of the Selection and Referral Register. Working day is defined as unit regular scheduled working day. 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 Selection Procedures:

- 6.1.1. Selections for positions announced regardless of the type of announcement 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. Applications. Review and rate all applications 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 supervisor 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 top three applicants are 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 rating criteria and the criteria must have assigned point values as outlined in the HRO Interviewer's Course.
  - 6.1.2.3.4. Supervisors are not required to submit their questions to HRO for approval and must ensure the questions meet the criteria in para 6.1.2.3.3. above.
- 6.1.3. Compatibility. The Selecting Official will ensure the selectee is qualified for and placed in a compatible military assignment prior to appointment. The selectee will not be placed until the Selecting Official provides documentation to HRO that verifies the applicant meets all requirements.
- 6.1.4. Tentative Job Offer and Acceptance. The Selecting Official/selecting panel will contact the best qualified applicant and tentatively offer the position as follows:
- 6.1.4.1. If available at the location, the assigned HRO Remote designee must review the selection package and results. The selecting official will then be authorized to make a tentative offer.
  - 6.1.4.2. Selected applicants should have a reasonable amount of time in order to accept or decline the tentative job offer (normally 48 hours / 2 business days).
  - 6.1.4.3. Applicants who accept a tentative job offer must be available to begin employment within a reasonable timeline as determined by the selecting official.
  - 6.1.4.4. Applicants unable to meet all selective placement requirements and conditions of employment (i.e. compatible military membership, security clearance, etc.) within a reasonable amount of time as determined by the selecting official, may be bypassed for a more qualified applicant.
  - 6.1.4.5. If the selecting official eliminates an applicant based on the above criteria, they must provide a memorandum for record when they return the selection package.
- 6.1.5. Final Approval. All appointments, promotions, conversions, and reassignment actions offered under the provisions of the Merit Placement Plan are tentative until HRO gives final approval.
- 6.1.5.1. Under no circumstances can a selecting official start a new employee without HRO approval. The HRO must review all selection documentation to ensure proper selection procedures were followed and the personnel action meets the legal and regulatory requirements.

6.1.6. Non-Selection:

- 6.1.6.1. 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.
- 6.1.6.2. The memorandum must be provided to the HRO with the returned Selection and Referral Register.
- 6.1.6.3. The Selecting Official must provide Non-Select memorandums for each applicant in order to inform the applicants in writing of their non-selection.
- 6.1.6.4. The HRO will be responsible for documenting and mailing the applicants their non-selection letters.
- 6.1.7. No promise of accession or any monetary incentives can be made without the HRO's approval.
  - 6.1.7.1. Hiring actions involving Advance In-Hire Rate of Pay require justification from the Selecting Official and must be approved by HRO.
  - 6.1.7.2. New hires can only begin their employment at the beginning of a pay period; 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](http://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, traditional guard members, civilian employees or state employees having supervisory responsibility over DS and NDS 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. The senior voting member of the panel is determined by military rank or civilian grade and will serve as the panel president.

- 6.2.6. Selecting Officials and Nominating 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 be on the panel.
  - 6.2.6.2. Family members 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 the Interview and KC score.
  - 6.2.9.4. 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 and Nominating Official are 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 approval is obtained from the Nominating Official the supervisor will return the following documents to the HRO for their review and approval:
  - 6.3.2.1. 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 and one copy 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 Standing Selection and Referral Register:**

- 6.4.1. All HRO issued Selection and Referral Registers are published with the intent that the same certificate may be used to fill additional vacancies at the same organization.
- 6.4.2. Standing Selection and Referral Registers are only valid for 90 days from the original date of issuance. No extensions permitted.
- 6.4.3. Standing Selection and Referral Register flexibility is only valid if requested by the same Selecting Official and for the same geographic location, pay plan, series, grade, position description, qualifications, and KCs as the earlier advertised position.
- 6.4.4. Supervisor may select or non-select from Standing Selection and Referral Register. Management may reserve the right to re-advertise.
- 6.4.5. Procedures will vary depending on where the supervisor is in the merit placement process when considering using the standing Selection and Referral Register. Specifically:
  - 6.4.5.1. If the original Selection and Referral Register is still with the supervisor:
    - 6.4.5.1.1. Supervisors may make additional selections from a Selection and Referral Register only after they have received written approval from the HRO. Additional selections must be received by the HRO within 15 calendar days.
  - 6.4.5.2. If the original Selection and Referral Register has been returned to HRO:
    - 6.4.5.2.1. Supervisors must obtain written approval from the HRO, prior to reissuing a standing Selection and Referral Register. The Standing Selection and Referral Register will include:
      - 6.4.5.2.1.1. All names listed on the original Selection and Referral Register.
      - 6.4.5.2.1.2. The supervisor's ranking from the earlier competition.
      - 6.4.5.2.1.3. The highest three ranked applicants available.
      - 6.4.5.2.1.4. Selections must be received within 15 calendar days from the receipt of the standing Selection and Referral Register.

**6.5 Non-Selection of Qualified Applicants in the Top Three.** Possible reasons for non-selection may include the following:

- 6.5.1. A personal reference that is not favorable regarding performance, attendance, character, or behavior not becoming a National Guard Employee.
- 6.5.2. Evidence of disciplinary actions within the last three years of a nature that leads the Selecting Official to question the applicant's integrity.
- 6.5.3. Evidence of an inability to obtain required security clearances.
- 6.5.4. 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, Selecting Officials, Selection Panel members, and those officially responsible for the program or placement reviews, such as the OPM, NGB-J1-TNS, AZNG JAG staff, grievance examiners, and arbitrators. 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 – PLACEMENT FOLDERS

**7.1 Merit Placement Folders.** The purpose of placement record keeping is to ensure that the merit placement principles as outlined in this plan and all selection referral processes and records are maintained IAW applicable laws, NGB and TPRs. At a minimum, all placement records will be maintained as follows:

- 7.1.1. For each competitive selection action processed under this plan, merit placement folders 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 25-6-1-R, Technician 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 AND GRIEVANCES**

**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 Merit Placement 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 Grievance Procedures:**

8.2.1. If a matter cannot be resolved informally and the employee wishes to pursue a formal grievance, it must be processed under grievance procedures as provided for Title 32 USC 709 and applicable NGB TPRs. Employees may contact their supervisor, labor union representative, or the Human Resources Office for further information about grievance procedures. Final level of appeal on all merit placement grievances is TAG.

8.2.2. Non-selection due to favoritism, nepotism, or other non-merit factors is grievable. The allegations of such violations will suspend the selection/placement process until the issue is resolved.

**8.3 Non-Grievable Matters.** Complaints based solely on non-selection from a properly developed Selection and Referral Register of qualified applicants is not grievable.

## **APPENDIX A**

### **MERIT PLACEMENT PLAN FORMS**

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 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  
AZNG HRO Form 25-6-1-R – Technician Vacancy Announcement Request  
AZNG HRO Form 25-6-2-R – Conditions of Temporary Employment  
AZNG HRO Form 25-6-3-R – Explanation of Application Possession of Required KCs  
AZNG HRO Form 25-6-5-R – Request for Advance-In-Hire Rate  
AZNG HRO Form 25-6-6-R – Military Technician Compatibility Waiver Request  
AZNG HRO Form 25-6-7-R – Standard HRO Application/Interview Matrix  
AZNG HRO Form 25-6-8-R – Recertification of Temporary Employment  
AZNG HRO Form 25-6-9-R – Appointment / Conversion Document Checklist  
AZNG HRO Form 25-6-10-R – Applicant Total Score and Ranking Worksheet  
AZNG HRO Form 25-6-11-R – Priority Placement Program (PPP) Registration Worksheet  
AZNG HRO Form 25-6-12-R – DOD PPP Change of Address Notification Worksheet  
Standard Form 39 – Request for Referral of Eligibles  
Standard Form 50 – Notification of Personnel Action  
Standard Form 52 – Request for Personnel Action  
Optional Form 306 – Declaration of Federal Employment  
Optional Form 612 – Optional Application for Federal Employment

PLEASE REFER TO THE HRO WEB SITE AT [www.azguard.gov/hro](http://www.azguard.gov/hro) FOR PDF FORMS

## **APPENDIX B**

### **PRIORITY PLACEMENT PROGRAM (PPP)**

HRO will maintain a register of over-graded full-time technicians entitled to grade retention as a result of Reduction In Force, Reclassification action and NGB Directed Manpower Reset/Reshaping of full-time DS and NDS resources. Employees negatively impacted by any of the above will be afforded priority placement as outlined below. Such priority placement efforts will precede normal placement actions. Nothing in this plan negates The Adjutant General's prerogative to convert vacancies from technician to AGR or vice versa.

1. In order to be considered for priority placement, personnel must meet all position qualifications and military requirements.
2. If a vacancy of equal or intervening (lower) grade exists for which the technician is fully qualified, the technician 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, or until register time limits expire, whichever occurs first.
3. 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 a technician refuses the offer of a position outside the commuting area, they will remain on the PPP register.
4. 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.
5. For technicians on grade / pay retention, such retention will be terminated if the technician refuses the offer of a position equal to the retained grade or an offer of an intervening grade.

## APPENDIX C

### GLOSSARY

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

CHANGE TO LOWER GRADE: As outlined in 5 CFR, a personnel action that moves employee to:

1. A position at a lower grade when both the old and new positions are under the same pay schedule, or
2. A position with a lower rate of basic pay when both the old and the new positions are under the same pay schedule.

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.

DESIGNATED EXAMINING UNIT (DEU): An agency or office that has been granted the authority by the Office of Personnel Management to advertise, examine and certify applicants for valid NDS vacancies and approve appointments under Title 5 and 5 CFR.

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, a current full-time, part-time, technician, AGR member, or temporary employee who received an appointment in the AZ National Guard through a competitive process as outlined in this regulation regardless of tenure. State employees of the Department of Military and Emergency Affairs whose position requires military membership in the Arizona National Guard are to be considered full-time employees. Temporary employees who received their appointments without a competitive process **are not** considered full-time employees.

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 NGB/Federal Civil Service 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-DUAL STATUS (NDS): Full-time National Guard employees that do not have a requirement to hold military Dual Status membership in the National Guard as a condition of their employment.

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

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.

OVER-GRADE: Also “retain grade.” An employee who is impacted by reset, restructuring, reorganization, reclassification or stationing who retains the grade of the position from which he or she was reduced for a period not to exceed 2 years, for pay and benefits purposes.

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 geographic work location or official duty location to another official duty location that is at least 50 miles away. Movements within the 50 mile radius are not considered as PCS moves IAW Title 5 and the CFR 5. Moves within the 50-mile radius may be considered for a relocation incentive when authorized by the supervisor and approved by the HRO IAW the AZNG Recruitment, Relocation, and Retention Plan which can be found at [www.azguard.gov/hro](http://www.azguard.gov/hro).

PRIORITY PLACEMENT: An exception to the competitive promotion procedures. This action will precede normal placement actions to allow employees entitled to grade retention to be retained or re-promoted to positions for which they meet all qualification and compatibility requirements.

PROMOTION: A change of an employee to a higher grade, or higher representative rate of pay when the old and new positions are in different pay systems.

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.

REASSIGNMENT: Moving an employee from one position to another of equal pay system and grade without promotion or change to lower grade.

REINSTATEMENT: The non-competitive reemployment of a person formerly employed by this agency who held a permanent or indefinite appointment in the agency for more than three consecutive years.

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.

REPRESENTATIVE RATE: Means of making a comparison between the General Schedule and the Federal Wage System for the purpose of determining the type of personnel action (i.e. promotion, reassignment, and change to lower grade).

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”.

TEMPORARY APPOINTMENT: 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. A temporary appointment does not confer permanent status.

The proponent agency of this regulation 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

BY ORDER OF THE GOVERNOR

MICHAEL T. McGUIRE  
Major General, AZNG  
The Adjutant General

DISTRIBUTION:

NGAZ-TAG – 2	HQ ANG (DOS) – 2
NGAZ-ZB - 1	161 <sup>st</sup> ARW - 47
NGAZ-PT – 5	162 <sup>nd</sup> WG - 78
NGAZ-OPZ – 2	ARNG ACT President - 1
NGAZ-SM - 16	ANG ACT President – 1
NGAZ-FMZ – 2	
NGAZ-AVZ – 15	
NGAZ-WTS – 8	
NGB-WPC – 1	
NGAZ-LOZ – 1	
NGAZ-PEZ – 1	
NGAZ-PFO – 6	
NGAZ-LOG-CSMS - 6	