

**MERIT PLACEMENT PLAN
EXCEPTED, AIR NATIONAL GUARD ACTIVE GUARD AND RESERVE AND
COMPETITIVE SERVICE**

Summary:

This joint regulation establishes policies and procedures for filling technician vacancies in the Agency with the merit placement requirements set forth by the Office of Personnel Management.

CONTENTS

	<u>Paragraph</u>	<u>Page</u>
<u>SECTION 1. GENERAL</u>		
References	1-1	1-1
Purpose	1-2	1-1
Policy	1-3	1-1
Application	1-4	1-1
Negotiated Agreements	1-5	1-1
Regulations of Higher Authorities	1-6	1-1
Program Information	1-7	1-1
<u>SECTION 2. PLACEMENT PROCEDURES</u>		
Competitive Actions	2-1	2-1
Noncompetitive Actions	2-2	2-1
Setting Rates of Pay	2-3	2-3
<u>SECTION 3. ADVANCE PLANNING</u>		
Position Structuring and Staffing Concerns	3-1	3-1
Reassignments	3-2	3-2
Part Time Employment	3-3	3-2
<u>SECTION 4. FILLING POSITIONS COMPETITIVELY</u>		
Request for Filling Vacancy	4-1	4-1
Vacancy Announcements	4-2	4-2
Posting of Announcements	4-3	4-2
Recruiting	4-4	4-3
Areas of Consideration (Excepted Positions)	4-5	4-3
Areas of Consideration (Competitive Status Positions)	4-6	4-4
Sources for Recruiting Candidates	4-7	4-5

Paragraph PageSECTION 5. APPLICATION PROCEDURES

Application Procedures	5-1	5-1
------------------------	-----	-----

SECTION 6. CANDIDATE EVALUATION

Applicability	6-1	6-1
---------------	-----	-----

The Candidate Evaluation Process	6-2	6-1
----------------------------------	-----	-----

Step 1: Determining Basic Eligibility		6-1
---------------------------------------	--	-----

a. Qualification Standards		6-1
----------------------------	--	-----

b. Selective Placement Factors		6-2
--------------------------------	--	-----

c. Specialized Experience		6-2
---------------------------	--	-----

d. Education, Training, and Self		6-3
----------------------------------	--	-----

Development		
-------------	--	--

Protection Against Compromise	6-3	6-3
-------------------------------	-----	-----

Restricted Practices	6-4	6-3
----------------------	-----	-----

SECTION 7. REFERRAL AND SELECTION

General	7-1	7-1
---------	-----	-----

Action by the Selecting Supervisor	7-2	7-1
------------------------------------	-----	-----

Action by the Nominating Official	7-3	7-3
-----------------------------------	-----	-----

Involving Selection		
---------------------	--	--

Action by the Nominating Official	7-4	7-4
-----------------------------------	-----	-----

Involving Nonselection		
------------------------	--	--

Action by the Support Personnel	7-5	7-4
---------------------------------	-----	-----

Management Office		
-------------------	--	--

SECTION 8. PLACEMENT RECORDS/REVIEWS/CORRECTIVE ACTIONS

Placement Records Data		8-1
------------------------	--	-----

SECTION 9. EMPLOYEE COMPLAINTS AND GRIEVANCES

General Provisions	9-1	9-1
--------------------	-----	-----

Grievance Procedures	9-2	9-1
----------------------	-----	-----

Nongrievable Matters	9-3	9-1
----------------------	-----	-----

	<u>Paragraph</u>	<u>Page</u>
APPENDIX A: Instructions for Preparation of SF 52-B		A-1
APPENDIX B: Placement Plan for Technicians Under Grade Retention		B-1
APPENDIX C: Guard Remedy for Academic Development (GRAD)		C-1
APPENDIX D: Formats and AZSP Forms for Merit Placement Plans		D-1
APPENDIX E: Glossary		E-1

Distribution:
A, B, C

This regulation supersedes AZ ARNGR 690-335-1, AZ ANGR 40-335-1, Merit Placement Plan, Excepted and Competitive Service, 26 July 1992.

SECTION 1. GENERAL

1-1. REFERENCES.

- a. Federal Personnel Manual, Chapter 335
- b. NGB Technician Personnel Regulation 300(335)

1-2. PURPOSE. This plan establishes policies and procedures for filling ARMY/AIR technician and Air National Guard Active Guard and Reserves (ANG AGR) vacancies in the Agency with qualified applicants and provides opportunity for employees of this agency to compete for advancement. This Plan also complies with the merit placement requirements set forth by the Office of Personnel Management and instructions published by the National Guard Bureau and the Air National Guard Readiness Center. Army National Guard AGR placement policies, procedures and guidance are the responsibility of the ARNG Military Personnel Office and therefore, are not covered under this plan. In addition, this Plan reflects the views, recommendations, and contributions of managers, employees, and employee representatives of this agency.

1-3. POLICY. The Human Resource Officer is responsible to the Adjutant General to ensure that:

- a. All excepted technician, AGR and competitive positions will be filled solely on the basis of merit, as prescribed by law and regulations.
- b. All employees covered by this Plan will be provided maximum opportunity to compete for promotion opportunities but will not be guaranteed promotion.
- c. Positive action will be taken by management to identify and eliminate any barriers to equal employment opportunity.
- d. Affirmative action will be taken to assure that local recruitment efforts reach potential employment sources, including qualified minority and female applicants.

1-4. APPLICATION. This Plan applies to supervisory and non-supervisory General Schedule (GS and to include GM) and Federal Wage System (WG, WL, WS) excepted, ANG AGR and competitive positions of the National Guard of Arizona.

1-5. NEGOTIATED AGREEMENTS. Where the provisions of local negotiated agreements are different from the provisions of the Plan, **(the negotiated provisions will take precedence).**

1-6. 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.

1-7. 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 Human Resource Officer will insure that all actions under the Plan conform to the above laws.

SECTION 2. PLACEMENT PROCEDURES

2-1. COMPETITIVE ACTIONS. The competitive procedures outlined in this Plan apply to the filling of all positions that provide employees an opportunity for promotion/placement including the following type of merit placement actions:

a. Temporary promotion or detail to either a higher graded position or one with known promotion potential if the action is for more than 120 days. Temporary promotions that are announced will not exceed a one year duration. Local management may request on a SF 52-B an extension of one year with adequate justification. Extensions beyond the two year period may be requested only if the position is encumbered by a technician serving on military duty that has re-employment rights.

b. Appointments, reinstatements, or transfers to vacancies that provide promotion potential.

c. Selection for training that is required for promotion.

d. Filling positions permanently that have been temporarily occupied by detail to a higher grade or by temporary promotion unless:

(1) the detail or temporary promotion was made initially under competitive procedures, and;

(2) the area of consideration used limited the area to current full time employees of the AZ National Guard (i.e. permanent/indefinite/full time/part time technicians appointed under competition, AGR members and competitive employees) of the organization involved, and;

(3) the fact that it might lead to a permanent promotion was made known to all potential candidates during the vacancy announcement recruitment process.

2-2. NON-COMPETITIVE ACTIONS. The placement actions indicated below will be accomplished without regard to the competitive procedures of this Plan. The justification or use of these provisions will be fully documented on the SF 52-B processed in each case.

a. Management directed reassignments that do not involve promotion or known promotion potential.

b. Temporary promotion or detail to a higher graded position. A temporary promotion may not exceed 120 days. Details will not exceed one year. A detail will be used for temporary position changes of less than 30 days. Detail time periods will not be used as qualifying experience towards higher graded positions.

c. Placement of individuals having statutory, regulatory, or restoration rights. For example, employees returning from military services; reemployment of former employees separated by reduction in force whose names appear on the Reemployment Priority List.

d. Temporary Appointments: Noncompetitive temporary appointments will be limited to 120 days except for the Tucson ANG temporary appointments which will be limited for 180 days. Use of these appointments are primarily intended to provide temporary workload relief during the period of the competitive hiring process, to reduce backlogs, provide relief for unexpected workloads, or to overlap an incumbent because of sickness, injury, retirement, or separation. Work requirements in excess of the above referenced time frames will be filled through a competitive process only. Temporary military technicians, who have not competed for the position off an announcement, cannot exceed a total of 180 days in any 12 month period. To place a temporary under these provisions, a SF 52-B along with a SF 171, OF Form 612 or a resume must be submitted to and arrive at the HRO at least five working days prior to the effective date. All potential temporary technicians will have to meet the minimum specialized experience criteria for the position they are requested to fill. Temporary technician appointments limited to 120 days may be extended for an additional 60 days by submitting an SF 52-B with detailed justification for the extension. A SF 52-B to request an extension of a temporary appointment must arrive at the HRO at least five working days prior to the ending date of the current appointment. Temporary work requirements in excess of 180 days will be filled through the vacancy announcement process.

e. Promotion of incumbents resulting from the upgrading of a position without significant change in duties and responsibilities due to issuance of a new or revised classification standard or the correction of a classification error, provided the employees meet the legal qualification requirements for the higher grade position. If the incumbents are not promoted, they must be removed from that position through appropriate action/procedures as outlined in TPR 715, para 2-2.

f. Overgraded full time employees entitled to grade retention as a result of reduction in force or reclassification, will be afforded priority placement in positions for which they meet the minimum specialized experience requirements and military qualifications. (See Appendix B). Such priority placement efforts will precede normal placement actions, including special consideration for promotion (See para g).

g. Career Promotions. Competitive procedures will not apply when making the authorized "career promotion" listed below. Career promotions are made without new competition when:

(1) The incumbent of a position was selected competitively at an earlier stage, and the intention to prepare the selectee for the grade level now being filled was made a matter of record. Promotion of employees under these provisions will be made after documented performance and qualification data indicate that they have demonstrated that they are performing the higher grade duties and responsibilities successfully. Merely meeting the time requirements for the higher grade is not an automatic guarantee that the employee possesses sufficient knowledge, skills, and abilities to perform successfully at the higher level. The justification for use of "career promotions" and fulfillment of qualitative requirements will be documented fully on the SF 52-B or;

(2) A promotion resulting from an employee's position being classified at a higher grade because of additional duties and responsibilities.

l. A position change from a position having known promotion potential to a position having no higher potential.

m. Selection of a candidate from the Reemployment Priority List for a position at the same or lower grade than the one last held in the competitive service.

n. Repromotion to a grade or position from which an employee was demoted without personal cause and not at his or her request.

2-3. SETTING RATES OF PAY

a. Rates of pay will be set in accordance with Title 5 US Code: Government Agencies and Employees and 5 CFR (Code of Federal Regulations) with related supplements for General Schedule employees and with related supplements 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 reemployment, reassignment, promotion, demotion, or change in type of appointment except in the following circumstances:

1. Persons receiving a temporary appointment to a Federal technician position will have their rate of pay set at step one of the grade appointed to, unless converted without a break in service from a position where the technician had a permanent/indefinite appointment with a higher rate of pay.

2. Highest previous rate will not be applied to temporary appointments of less than 180 days unless situation one above occurs.

3. AGR time is not deemed to be employment in the federal government within the context of the highest previous rate rule.

b. Conversion to permanent status.

1. Upon conversion from a temporary appointment with continuous service of at least 180 days or more under one or a series of such type of appointments without a break in service, the highest previous rate rule applies.

c. The Human Resource Office will monitor placement actions at lower grade levels to preclude an excessive rate of advancement for both General Schedule and Wage Grade technicians when there is known promotion potential.

SECTION 3. ADVANCE PLANNING

3-1. POSITION STRUCTURING AND STAFFING CONCERNS. The process of locating candidates cannot begin until a final determination is made on whether the vacant position will remain unchanged or redesigned in some way. Considerations that could be involved to determine the most desirable and effective staffing action to be taken, are:

a. Consideration of the objectives of Equal Employment Opportunity and applicable Negotiated Labor Agreements may reveal the need to redesign the vacated position to provide more equitable opportunities for employment and advancement of current full time employees of the AZ National Guard.

b. The impact of position classification (i.e. can the position be filled for any significant period at less than fully-authorized grades).

c. Whether to fill the position from within the existing work force or from outside the organization.

d. Whether to fill the position temporary, indefinite or permanent.

e. Whether to fill a position full-time, part-time (to include GRAD), or intermittent.

f. Whether to fill a position as excepted or competitive.

g. The availability of candidates qualified to perform the duties of the position being filled.

h. The qualification requirements of positions being filled, and how they can be varied by lowering the grades of the positions affected. Do the Knowledge, Skills, and Abilities (KSAs) assigned to the Position Description accurately reflect what is necessary to successfully perform the job.

i. The impact on organizational budgets or the conservation of funds accompanying filling positions at less than the fully-authorized grade.

j. The accompanying pay entitlements, or lack of pay entitlement, for various types of placement actions.

k. The availability of compatible military assignments at desirable grades, including grade inversion issues.

l. Recruitment at a lower grade(s) in addition to recruitment at authorized grade level. Normally the lower grade or grades will be structured within the proper grade span established by Federal job grading standards. Promotion to the higher grade, once requirements are met, will not be made earlier than 3 months. Supervisor will annotate on the SF 52 request for promotion a statement that the employee clearly demonstrates the ability to perform at the higher grade. If the Selecting Supervisor is recruiting strictly at the lower grade level(s) with the intent to promote to the authorized grade level at a later date, the authorized grade will be shown on the announcement as Known Promotion Potential.

m. Open Announcements. Open announcements may be used to advertise positions that are recurring or traditionally hard to fill. Open announcements will be canceled if the position is no longer vacant for a considerable amount of time, at the end of the calendar year, or if requested sooner by the selecting supervisor. Candidates that are affected by the closure of open announcements will be notified by the HRO and will not be carried forward to a new open vacancy announcement.

3-2. REASSIGNMENTS. Vacant positions may be filled through reassignments to preclude having to formally announce the position through the HRO. This is a basic management right and should always be considered before requesting the HRO to announce a position. However, individuals being reassigned are still required to meet the qualification requirements of the position to which they are reassigned. As a minimum if the selecting supervisor wishes to consider full time employees for reassignment they must follow the procedures below.

a. All full time employees in the same Position Series/Grade must be notified by either E-Mail or posted notice that the potential for reassignment exists (for a listing of all full time employees in the same series and grade contact the HRO).

b. The selecting official must allow 7 working days from time of notice to ensure that all full time employees in the same grade and series have had an opportunity to express their desire to be considered for reassignment.

c. Selecting officials will be required to inform potential candidates through the notice that a written request for consideration for reassignment is required. Candidates must submit a written request for consideration that details their experience to include their knowledge, skills, and abilities for the position being considered.

d. The selecting official will then review all request for reassignment and either conduct one on one interviews or convene a selection panel of at least three members. Interviews must be conducted either in person or via telephone. The selecting official/panel will then choose the best qualified candidate that they determine to be the best individual that meets their mission and position requirements. This selection will be documented in memorandum format and attached to the SF-52-B used to request the reassignment.

e. All candidates will be informed either in person or via E-Mail informing them of their selection/non-selection. The Selecting official will be responsible for maintaining and filing all records and documentation created during the process.

f. These reassignments are to be considered voluntary and PCS funding will not be available. The HRO will not manage this process or take action in grievances that may be filed by bargaining unit members in regards to the selection process. Non-selection based solely on the basis of not being selected are not grievable.

3-3. PART TIME EMPLOYMENT Regularly prearranged scheduled work between 16 and 32 hours per week performed by excepted or competitive service employees. Part time permanent employees are generally eligible for the same type of fringe benefits as full time permanent employees including leave, health insurance and retirement. However, the cost of health insurance is slightly higher than what a full-time permanent employee pays and leave accrual is prorated.

a. The same procedures used to fill full-time positions will be used to fill part-time positions. Permanent full-time employees may request and be considered for part-time employment.

b. Part-time employment permits and encourages the kind of flexibility that results in improved efficiency and productivity. It also makes employment available to individuals who can only work part-time, to persons who want to work only part-time because of their desire to continue their education, or other pursuits.

c. A part-time technician with a work schedule of not more than 20 hours per week will count as one-half a technician against the employment ceiling. More than one part-time technician may be assigned against a space, as long as their total work schedule does not exceed 40 hours in a work week. The total employment authorization cannot be exceeded.

SECTION 4. FILLING POSITIONS COMPETITIVELY

4-1. REQUEST FOR FILLING VACANCY. The first step in filling positions is to submit a SF 52-B, "Request for Fill" to the HRO. The position description will provide the basis for some of your decisions when filling out this form, such as type of appointment, authorized military grade, technician grade, military skills, etc. Determine your preference and/or requirements and annotate the following, as appropriate on the SF 52-B (detailed examples of SF-52's are available through AZAA-HRM-SS and also in appendix A):

- a. Position, title, job number, grade(s), activity, and location.
- b. Action requested, requested by, and approved by.
- c. Recommended area of consideration.
- d. Type of appointment (for those positions that can be filled by either excepted or competitive technicians). Position will not be announced for both types of appointments on the same announcement -- announcements must specify excepted, competitive or AGR.
- e. Military requirement: Officer, warrant officer, enlisted. (NOTE: Position description will annotate the military requirement options. Any or all options may be selected.)
- f. Appropriate military grade (For ANG positions considering AGR applicants) and military specialty available in unit of employment (AFSC/MOS/AOC within the guidelines established by the NGB compatibility criteria).
- g. Selective placement factors, with appropriate justification.
- h. Conditions of employment or other requirements (rotating shifts, drivers license required, ability to possess appropriate security clearance).
- i. Known promotion potential.
- j. Certification that the position description (PD) is current and has been signed by the current supervisor. All request for fill SF 52-Bs must include the statement "this vacant position has been reviewed as required by the position management plan and I certify it to be accurately described and necessary."
- k. 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. VACANCY ANNOUNCEMENTS. Vacancy announcements will be used in competitive actions to locate candidates for all positions covered by this plan. Vacancy announcements will be published upon receipt of the request for fill action and mailed out by the Human Resource Office. Copies will be distributed to all organizations within the area of consideration on the vacancy for posting by management on all official bulletin boards. Announcements will normally be open for three weeks to include at least one Unit Training Assembly (UTA) period. Announcements published for nationwide distribution will be open for four weeks. All installations that are within the Area of Consideration will be responsible for local distribution of announcements by E-mail and bulletin board postings. When the vacancy is to be announced, the vacancy announcement, as a minimum, will contain the following information:

- a. Title, series, grade and salary range of the position.
- b. Type of appointment: Excepted or competitive.
- c. Military requirements: Officer, warrant officer, enlisted, and compatibility requirements.
- d. Organizational and geographical location of position.
- e. Area of consideration.
- f. Announcement number, opening and closing dates.
- g. Information regarding known promotion potential, if applicable.
- h. Summary of duties and minimum qualification requirements.
- i. Knowledge, skills, and abilities (KSAs) necessary for successful performance in the position.
- j. Special conditions of employment.
- k. Instructions for applying.
- l. Unit of military assignment and grade, if known.

4-3. POSTING OF ANNOUNCEMENTS. Base/Installation/Unit/Activity Commanders/Supervisors, will be responsible for posting position announcements on bulletin boards immediately upon receipt and to ensure they remain in place during the open period. To ensure that all employees are made aware of all announcements, they will be posted conspicuously in those areas which are most accessible to all members of the National Guard.

4-4. RECRUITING. A certified DOD employee applicant who lives beyond the commuting distance will not be denied proper consideration solely due to PCS costs. The impact of a PCS move and its related expenses should definitely be a consideration but only prior to initiating a fill request. The time to address the matter is when the "area" of search is being considered.

4-5. AREAS OF CONSIDERATION (EXCEPTED POSITIONS). There are six areas in use in this agency, four will invite applications from non-technicians. All positions announced initially will be limited to an area of consideration that solicits applicants from the State of Arizona. If this initial announcement fails to recruit a sufficient amount of qualified applicants from which to choose from, then the supervisor may request with written justification, approval to recruit outside of Arizona. The Adjutant General is the approving official for all announcements requesting an Area of Consideration outside of Arizona. Positions that are considered hard to fill based on past history may be given first time authority to recruit outside of Arizona. The six areas are as follows:

a. Division: Consideration may be limited to technicians at a division level organization, i.e., USP&FO, AASF, SMO, Air Operations, Resource Management, Chief of Maintenance, etc., or to any specific functional area within the division if the placement is due to internal work force reorganization, RIF, reclassification, or limited funding and this action would not normally result in an addition to the work force.

b. Technician Organization: Consideration may be limited to technicians in one of the following organizations when there are three (3) or more filled permanent positions within the organization that provide qualifying experience for the vacant position; Arizona Army National Guard; Phoenix Air National Guard; Tucson Air National Guard.

c. Military Organization: Limiting the area of consideration to military members below the levels listed in paragraph 4-5 b, (i.e., 153d FA Bde, 1120th QM Bn, 3666th Maint Co., 161st ARW, 162nd Resource Management Sq, etc.), is not encouraged. If deemed necessary, written justification approved by the HRO must precede the announcement being released.

d. Arizona Guard wide: This area will be open to all members of the Arizona National Guard.

e. Arizona Statewide: This area is designed to go beyond Arizona National Guard members to reach any and all applicants who would be eligible for membership in the National Guard of Arizona who reside in

Arizona. Distribution of these announcements will be limited to agencies and organizations within the State of Arizona. Any person residing in Arizona that submits an application will be considered in this area.

f. Nationwide: This area is designed to recruit outside of Arizona and requires prior approval from the Adjutant General of Arizona. Distribution of these announcements will be made to all state and U.S. territory HRO offices. This area may be used when any of the following conditions exist:

1. When it is anticipated that a position will be difficult to fill based on past history of advertising this type of position; or

2. When previously announced with the area of consideration open to individuals eligible for membership in the Arizona National Guard who reside in Arizona and recruiting failed to produce a sufficient amount of qualified applicants (at least four).

4-6. AREAS OF CONSIDERATION (COMPETITIVE STATUS POSITIONS). The five areas of consideration for competitive Federal Civil Service positions that do not require military membership are as follows:

a. Division: Consideration may be limited to technicians at a division level organization, i.e., USP&FO, AASF, SMO, Air Operations, Resource Management, Chief of Maintenance, etc., or any specific functional area within the division if the placement is due to internal work force reorganization, RIF, reclassification, or limited funding and this action would not normally result in an addition to the work force within the minimum area.

b. Technician Organization: Consideration will be limited to technicians with competitive Federal Civil Service status or reinstatement eligibility in one of the following organizations when there are three (3) or more filled permanent positions within the organization that provides qualifying experience for the vacant position: Arizona Army National Guard; Air National Guard, Phoenix; Air National Guard, Tucson.

c. Military Organization: This area will be limited to all members of the Arizona National Guard who have competitive Federal Civil Service status or reinstatement eligibility.

d. Arizona Statewide: This area is open to all individuals with current competitive Federal Civil Service status, reinstatement eligibility, or individuals who are applying under the direct hiring program for GS-04 and below positions who reside in Arizona. Distribution of these announcements will be limited to agencies and organizations within the State of Arizona.

e. Nationwide: This area is open to all individuals with current competitive Federal Civil Service status or reinstatement eligibility.

This area is designed to recruit outside of Arizona and requires prior approval from the Adjutant General of Arizona. Distribution will be made to all state/territory HRO Offices. This area is not intended for entry level positions at the GS-04 level and below. This area may be used when any of the following conditions exist:

1. When it is anticipated that a position will be difficult to fill based on past history of advertising this type of position.

2. When previously announced with the area of consideration open to technicians or members of the Arizona National Guard who have competitive Federal Civil Service status or reinstatement eligibility and recruiting failed to produce a sufficient amount of qualified applicants (at least four).

4-7. SOURCES FOR RECRUITING CANDIDATES.

a. DOD Displacement Register. The Department of Defense (DOD) has established a Register which contains the names of DOD Priority Placement Program Registrants who have been displaced by reduction in force within DOD. Individuals whose names appear on this register have priority consideration for competitive Federal Civil Service positions within DOD. Therefore, before any competitive service position may be advertised or filled, the Human Resource Office must contact DOD to determine if there is a priority registrant who is qualified and interested in the position to be filled. If there is, that individual must be offered the position. If they accept, they are placed in the position. If they decline, the position will be advertised and filled in accordance with the Merit Placement Plan.

b. Certificate of Eligible. A certificate of eligible candidates from the appropriate register of applicants maintained by the Area Office of Personnel Management (OPM) will be requested by the HRO when a selecting official indicates there has been an insufficient number of competitive applicants (three or less) to choose from and the official desires to recruit from that source.

c. Filling a Position at a Lower Grade. Management may advertise a position at multiple grade levels.

(1) If management is advertising at multiple grade levels solely to avoid readvertising, the vacancy announcement should so state. For example, if advertising at GS-9/GS-11 levels to avoid readvertising, only qualified applicants at GS-11 level will be referred to the Selecting Supervisor. If none, then qualified applicants at GS-9 level will be referred. If this procedure is desired, the SF 52 should so state.

(2) When management is willing to consider candidates at any announced grade level, all eligible candidates will be certified in accordance with other appropriate provisions of this plan, and the vacancy announcement should so state. This procedure will be used on all multiple grade recruitment's unless the provisions of paragraph (1) are requested. If less than 10 qualified applicants are certified, then all applicants at all grade levels will be referred. However if more than four qualified applicants are certified at the highest level but there are more than ten qualified applicants when all multiple grades are considered, then HRO will contact the selecting supervisor. The selecting supervisor may then request HRO to refine the list to 10 applicants using the or elect to limit the register to applicants who qualified at the top or top two levels (but no more than 10 applicants). If the second option is chosen, then only candidates who certified at the highest level(s) will be referred.

d. Referrals.

(1) Supervisory. Supervisors will submit the names of employees for promotion consideration when they are on short tour of AD of one year or less or absent for official reasons such as details, approved leave, TDY, etc., only if the following conditions are met by the technician:

(a) Must have advised their supervisors in writing of the types of vacancies for which applications should be filed in their behalf.

(b) Must have left a copy of their SF 171, OF 612 or a resume with their supervisor.

(2) Human Resource Office. This office will submit the names of employees for promotion consideration when they are on a tour of active duty in excess of one year only if the following conditions are met by the technician:

(a) Must have advised HRO in writing of the types of vacancies for which applications should be filed in their behalf.

(b) Must have left a copy of their SF 171, OF 612 or a resume with HRO.

(c) Must be within the five year period of eligibility for restoration to a Federal technician position.

(d) Must be on an Active Duty tour other than a Title 32 AGR type tour with duty in the State of Arizona.

f. Paid Advertising. It may become necessary to engage in public advertising in order to provide an adequate supply of qualified candidates for selection consideration. This practice may be used when the area of consideration in paragraph 4-5f fails to produce an adequate supply of qualified candidates. (The provisions of FPM Chapter 332 will be followed in using paid advertising as a supplemental recruitment method.)

SECTION 5. APPLICATION PROCEDURES

5-1. APPLICATION PROCEDURES. The Standard Form 171, Optional Form 612 (Optional Application for Federal Employment), or a resume may be used when applying for a vacant position. Regardless of the type of application used it must reflect the applicant's current and past employment data. This data should be limited experience that is directly related to the position being applied for and should include military duty assignments, training, paid and voluntary work experience. Complete and accurate data is essential to insure fair evaluation of candidates. Along with the application forms discussed below, supplemental forms that reflect the candidate's military qualifications may be submitted. Applicants wishing to respond to published vacancy announcements will:

a. Carefully review the entire vacancy announcement and match their own experience, education, and other related factors to those in the particular vacancy prior to submitting their applications. An application may be submitted if the minimum qualification requirements and selective placement factors are met.

b. Submit the SF 171, OF 612 or resume to the Human Resource Office for each position for which the applicant desires consideration. Applications must be received in the Human Resource Office no later than the closing date of the announcement. Applications received after the closing date will not be accepted.

c. Include all experience, education and training, awards and special qualifications, and other information which is directly related to the position for which application is being submitted. This is particularly important since this information will be used to determine minimum qualifications. Do not make reference to material in the Official Personnel Folder (OPF). The OPF will not be used in the screening process. If an applicant fails to give complete details, it may cause an application not to be considered, or may delay consideration for the position. Qualifications and application information may be verified with current and former employer(s)/supervisor(s). Current and former supervisors may be contacted to verify employment history and to obtain references.

d. All applicants whether they are applying for a technician or ANG AGR position will apply using; an SF-171, OF 612 or a resume. AGR applicants must also use NGB Form 34-1 and ANG Form 34-1 Supplement. Application package should include AZHR Form 335-1-R (Military Brief) **Attachment 1**; AZHR Form 335-2-R (Knowledge, Skills, and Abilities Supplement) **Attachment 2**; AZHR Form 335-4-R (Applicant Background Survey) **Attachment 3**. Applications will be accepted without the attachments, however, applications will not receive an adequate evaluation by the selecting panel if these forms are not submitted.

e. Persons with Indefinite appointments, persons serving on full time military tours (AGR, Title 10, etc.) who do not have reinstatement eligibility, and State of Arizona employees whose state positions require military membership in the National Guard of Arizona are to be treated as full time employees for purposes of recruitment within this plan.

f. Guidance in completing an application package may be obtained from the Human Resource Office, administrative personnel in the National Guard unit, the selecting official named in the vacancy announcement, or any local Office of Personnel Management (OPM).

SECTION 6. CANDIDATE EVALUATION

6-1. APPLICABILITY. This section applies to the steps used in applicant evaluation: Determining Eligibility of applicant, and determining if applicant meets Minimum Qualifications for the position. Step 1 and Step 2 below is applicable to all applicants applying for excepted civil service positions with AZ NG. Only those applicants who meet the minimum qualification requirements will be referred to the selecting supervisor.

6-2. THE CANDIDATE EVALUATION PROCESS.

Step 1: Determining Basic Eligibility. The HRO will make this determination by evaluating the application and determining if the candidate falls within the vacancy announcements Area Of Consideration (AOC). Applicants who do not fall within the AOC will not be sent forward to the selecting official for consideration. This evaluation will also include determining if candidates meet the qualification requirements for National Guard Excepted Service Positions and any Selective Placement Factors included in the job announcement. Substitution of education/training for specialized experience will be allowed in accordance with National Guard Bureau qualification requirements for excepted technicians. For positions where NGB has not developed specialized experience requirements and where Arizona has developed the specialized experience requirements, education substitution will be as follows: Substitution will be limited to 50% of the specialized experience requirement for positions above the GS-05/WG-05 levels. A higher percentage of substitution may be allowed for professional type positions such as Financial Manager, Purchasing and Contracting Officer, and Budget Analyst. Education/training used must be directly related to the position being filled. Credit will be given on a prorated basis of 4.5 months for 15 semester hours of college level courses. A transcript or breakdown of college level courses taken will be needed to award proper credit for the education/training substitution. A subject matter specialist may participate in this process when the HRO determines it is necessary. Once the evaluations are completed and a Selection Register is issued, additional information will not be accepted for a reevaluation of a candidate. However, the HRO will respond to a situation where the qualification and KSA information presented may have been misinterpreted.

a. Qualification Standards. The National Guard Technician Qualification Requirements reflect the minimum qualification and KSA requirements for excepted positions filled under this plan. Every candidate who meets or exceeds the applicable minimum qualifications, selective placement factors (if any), and KSA's is considered basically eligible for the position. The U.S. Office of Personnel Management X-118 Handbook, plus proof of competitive status, time-in-grade requirements (Federal Personnel Manual, Chapter 300) and selective placement factors (if used) will serve as the basis for determining eligibility for competitive civil service positions. Copies of the Qualification Requirements and KSA's are maintained on file in the Human Resource Office and are available for review by all applicants.

b. Selective Placement Factors. In some instances, a particular job or job environment will necessitate an additional basic, or minimum qualification requirement that must be met if minimum satisfactory performance is to result. These additional, absolutely essential requirements are referred to as "selective placement factors." There must be documented justification on file of their relationship to the actual duties of the specific job to be filled. When "selective placement factors" are identified and are approved as essential by the Human Resource Office, the factors become part of the minimum requirements for basic eligibility. Candidates who do not meet the established selective placement factors will be ineligible for the specific position to be filled even though they do meet the minimum qualification requirements.

c. Specialized Experience. Considering the requirements of the position to be filled, each candidate's pertinent experience will be carefully evaluated in terms of the knowledge, skills, and abilities it has provided. The evaluations will seek to ascertain the quality of those capabilities that are directly related to the vacancy.

1. Level A. Specialized experience gained in the preceding four years which is directly related to the position being filled and the experience is not more than one grade level below the level of the position being filled. For purposes of this paragraph one grade level will also be interpreted as two levels for GS positions classified in two grade intervals. For WG positions one grade level will be determined by the helper, intermediate, and journeyman levels such as WG-05, WG-08, WG-10 for aircraft mechanic. For wage grade positions above journeyman level the one grade level will be determined by the grade structure within the functional area(s) in the career field where the vacant position is located. In the ANG Aircraft Maintenance Fields this could be WG-10, WG-12, WS-08 or WS-09, or WG-10, WS-09. When credit is granted for experience gained in a civilian community, experience gained as a guardsperson during this same period of time will not be given. However, when there is no directly related civilian experience, then National Guard part-time military service that is directly related to the position will be credited as full-time experience when evaluating applications for technician positions. Credit for National Guard experience will be evaluated on the basis of the actual duties performed, rather than on the basis of the military rank or awarded MOS/AFSC. National Guard experience will be credited for the specialized experience only if it contributes significantly to the applicants possession of the specific KSAs required for the position to be filled. Credit given may not exceed 1 year of experience for any 12-month period. Crediting combinations of work experience can never exceed the actual time worked.

2. Level B. Specialized experience indicated in Level A which was gained over four, but not more than ten years ago; experience gained during the past four years which is similar in nature, but gained in a different specialization or line of work; or experience in the same specialization which is not more than two grade levels below the position being filled. For purposes of this paragraph two grade levels will also be interpreted as four levels for GS positions graded at two grade intervals such as GS-07, GS-09, GS-11. There could be a combination of one and two

levels like ANG Military Personnel where positions are graded GS-05, GS-06, GS-07, GS-09 and GS-11. A like determination would be made for wage grade positions depending on the grade structure in the specific functional area as discussed under Level A experience. 0.55 points will be credited to each month of Level B experience. National Guard experience will be credited as discussed under Level A experience.

d. Education, Training, and Self Development: Candidates will be evaluated on the basis of military and civilian education and training. While the military technical schools/courses and the civilian trade schools must show a relation to the position being filled, other credit awarded in this section is based largely on the development of the individual in different areas that are indicative of an individual's potential and areas that are a part of being a Military Technician. Since it is not possible to cover all situations, some experience credited will be based on the subjective judgment of the evaluator. Source documents for credited experience awarded in this section will be limited to the SF 171, OF 612 Resume, AZNG 335-1-R (Military Brief) or AZNG Form 335-2-R (Applicable Knowledge, Skills, and Abilities) submitted in response to a vacancy announcement. Statements concerning education/training and the length or hours are preferable to submission of training certificates or diplomas.

6-3. PROTECTION AGAINST COMPROMISE. Candidates having knowledge of evaluation/interview materials have an unfair advantage in placement consideration. Candidate evaluation materials not specifically identified for use and/or access to candidates is treated as if it were CONFIDENTIAL MATERIAL FOR OFFICIAL USE ONLY. Availability is limited to staffing specialists in the Human Resource Office, selecting official, selecting panel and to those officially responsible for program or placement reviews, such as Office of Personnel Management/National Guard Bureau survey teams, grievance examiners, and arbitrators. Any person subject to this placement plan who divulges such information, except to those entitled to it, will be subject to appropriate disciplinary action.

6-4. RESTRICTED PRACTICES. The following occurrences will lead to suspension of the competitive action in progress and will require notification to all candidates under consideration before action is continued or a new action is initiated:

- a. Changes in basic qualification requirements or knowledge, skills, and abilities (KSA's) after recruitment action has begun (e.g., vacancy announcement published).
- b. Compromise of evaluation information.
- c. Discovery of candidates eligible for non-competitive consideration after competitive procedures have been initiated (i.e. Individual who was eligible but not considered for priority placement).
- d. Resource or funding restrictions imposed before the selecting official has committed the final discretionary act of selecting a candidate.

e. Increases or reductions in the number of positions to be filled, when such changes affect the conditions under which the current placement action is being taken.

f. Discovery that a procedural, regulatory, legal, or program violation has been committed. The allegation of such violations may suspend the selection process.

SECTION 7. REFERRAL AND SELECTION

7-1. GENERAL.

a. Referral and Selection Register, AZNG Form 335-5-R will contain the names of the qualified candidates for a specific vacancy. When the recruitment for a position has been at more than one grade, a single Referral and Selection Register will be issued. The candidates qualified at each grade will be evaluated and certified independently of the candidates qualified at the other grade(s). Qualified candidates will be placed alphabetically by qualified grade level on the referral register. **Priority consideration will be given to current full time employees before considering other applicants.**

b. If the area of consideration is limited to current full time employees in one of the three organizations (Army National Guard Statewide; Air National Guard, Phoenix; Air National Guard, Tucson) has produced fewer than three qualified candidates, they will be referred without extension of the area, provided this is acceptable to the selecting supervisor. These same provisions will apply if the areas are widened and still produce fewer than three qualified candidates.

7-2. ACTION BY THE SELECTING SUPERVISOR. Upon receipt of the Referral and Selection Register, AZHR Form 335-5-R, from the nominating official, the selecting supervisor (the first line supervisor of the position to be filled) will be responsible for the following:

a. Each applicant will be provided the opportunity for a personal interview. The supervisor/selecting panel may interview the applicant by phone if applicant is not able to be present for a personal interview because of distance or other extenuating circumstances. Interview/selection panels will consist of three members. All panel members will individually score each applicant. Unsuccessful attempts to contact applicants will be recorded and documented by use of a official Memorandum for the Record. This memorandum will be forwarded to the HRO with the selection package. Any person participating in the interview process of candidates must have attended the Interviewing Techniques course conducted by the HRO. All information/questions/scores relating to the interviews will be forwarded to the HRO for inclusion in the Merit Placement File. This allows for total reconstruction of the selection action.

b. During the interview, the selecting supervisor will ensure each applicant is given the same exact treatment. A matrix will be used to ensure that each applicant is rated under the same criteria for both the application and interview portions. The selection panel matrix will consist of two parts. One part must cover the evaluation of the application and one part covering the interview part. Both parts of the matrix will be of equal point value. Failure to adhere to this format will be considered a procedural violation of this plan cause the selection process to be over turned or will stop all placement actions of selected applicant.

(1) The first part of the process will consist of a matrix that scores the candidates applications. This matrix as a minimum will include evaluations of civilian and military education, civilian and military experience, quality of both civilian and military experience. This portion of the matrix may also include evaluations of observations that occur during the interview i.e. verbal communication skills, military appearance, appearance of the application may also be rated in this part.

If the selecting supervisors wishes to evaluate military appearance each candidate must be informed of the type of uniform to wear and that they will be evaluated on their uniform appearance prior to the interview being conducted. It is suggested that this information be given to each candidate at the time the interview is scheduled.

(2) The second part of the matrix will consist of the actual interview questions. All candidates will be asked the same exact questions. This matrix must have only job related questions that have desired responses with assigned point values. Each question should be of equal point value. Desired responses may vary in point value as long as each question is close to same point value. Open ended questions designed to determine each candidates knowledge, ability and skills will be used. Test questions must not be asked. Situational questions may be asked however, the selecting supervisor must be prepared to justify the use of this type of question, and they must have desired responses with assigned point values. Each candidate will be interviewed by the same panel members.

c. After the above process has been completed and the highest scoring candidate has been determined then the selection is made. (If more than one grade level is on the register, a selection may be made from any of the grade levels as long as the individual selected is the highest scoring applicant for that grade level.)

d. If a selection is not made, the selecting supervisor must notify the nominating official in writing stating specific reasons why no selection was made.

e. When there are not more than three qualified candidates, the selecting supervisor may select from these candidates or request that the vacancy be reannounced. If only one applicant is forwarded on a Referral and Selection Register, the selecting official may conduct a one on one interview. During this one on one interview the selecting supervisor must inform the candidate of the position performance requirements and performance elements to be successful in the position. After the interview is conducted then the selecting supervisor may either offer or decline to offer the position to the candidate. This interview and the result of either offering or declining to offer the position will be documented in an official memorandum and returned to the HRO with the selection package.

f. The selecting supervisor is required to select the highest scoring candidate on the Referral and Selection Register. The supervisor must base the selection on job related factors only, including candidates' potential for the target level if the position has known promotion potential. The selection shall be made without discrimination and without favoritism based on personal relationship or patronage.

g. **Proficiency examinations/tests will not be used.** Proficiency certificates may be required if indicated on the position announcement.

h. Grade and rank inversions, Technician or Military, are not authorized in accordance with NGR 600-25/ANGI 36-102; i.e., military technicians may not be militarily senior to their respective full time supervisors. For this purpose, a Chief Warrant Officer (CWO) is considered to be militarily senior in rank to a Warrant Officer (WO). However, rank inversion is not a factor among Chief Warrant Officers (CW2 through CW4), as this is considered only for this purpose to be a difference in

pay grades. For placement in the National Guard of Arizona Technician Program, date of rank will not be considered a factor in grade inversion.

i. The Selecting Supervisor must abide by Federal Personnel Manual (FPM) Chapter 310-1, Restrictions on the Employment of Relatives, which states Public Officials may not advocate a relative's appointment, employment, promotion or advancement anywhere in their agency nor in an agency over which they exercise jurisdiction or control, and they may not appoint, employ, promote, or advance one of their relatives or the relative of any other public official in the agency if that official has advocated the action.

j. Written notification is required to document selection/non-selection of all candidates. Selecting supervisor must notify each candidate by phone as to their selection/nonselection.

k. Selecting Supervisor must ensure that the individual selected occupies a military position that is compatible in accordance with established NGB Military Compatibility Criteria (for excepted civil service positions). If individual is not compatible (i.e. unit/organization or AFSC/MOS/AOC) forward to HRO along with selection package documentation showing individual has been placed into a compatible situation. Selected candidates can not be placed/appointed to the position(s) until they meet all compatibility requirements.

7-3. ACTION BY THE NOMINATING OFFICIAL INVOLVING SELECTION. When a selection has been made by the selecting supervisor, the nominating official will ensure that:

- a. The policies and requirements stated in para 7-2 have been followed.
- b. The successful candidate is notified as soon as approved by appropriate official. If selection involves a PCS move, confirm availability of funds before making a commitment.
- c. The HRO is notified immediately when the selection involves a PCS move in order that the respective Personnel Offices can coordinate a release date.
- d. Unsuccessful candidates are notified immediately, followed by a written notification. A copy of the written notification is forwarded to HRO.
- e. Completed selection package is submitted to the Human Resource Office **at least ten (10) workdays prior to the proposed effective date** in order to provide appropriate clearances and issue personnel actions on or before the effective date.
- f. Coordination on the release date is made with the losing nominating official when two separate activities are involved.
- g. Placement records are returned to the HRO after selection and will include the following:

- (1) Referral and Selection Register.

- (2) All applications.
- (3) Copies of letters of nonselection sent to unsuccessful candidates.
- (4) All documentation used in conducting interviews which includes interview questions, rating criteria, and scores.
- (5) Required documentation to verify selected individual meets all compatibility criteria for the position (Air: AF 2096; Army: Request for Orders) if necessary.

7-4. ACTION BY NOMINATING OFFICIAL INVOLVING NONSELECTION.

- a. Ensure that all certified candidates are informed of their nonselection.
- b. Notify the HRO that no selection was made. The notification must have comprehensive justification for the nonselection, along with written concurrence from the Program Manager if the Referral and Selection Register contains four or more candidates. The Personnel Officer will review the documentation and determine if the failure to make a selection is supportable on merit grounds. If not supportable, this may be an indication of a change in staffing needs, and the position will not be filled for a period of no less than six months, unless an exception is made by the Adjutant General.
- c. Return all placement records to the HRO within three days.
- d. Request assistance from the HRO in locating additional candidates.

7-5. ACTION BY THE HUMAN RESOURCE OFFICE. When all placement records have been returned, the HRO will be responsible for the following:

- a. Assure that all legal and regulatory requirements are met before a placement action is made.
- b. Confirm that the person selected for an Excepted position has been assigned to a compatible military position. Unless the AOC/MOS/AFSC was stated in the announcement as a qualification requirement, a duty assignment to the proper AOC/MOS/AFSC and appropriate military unit will satisfy the compatibility requirement. (Military guidelines will govern any training involved with the military placement.)

SECTION 8. PLACEMENT RECORDS

PLACEMENT RECORDS DATA. For each competitive selection action processed under this plan, the placement records will include the following information:

- a. Identification of the specific position filled, including organization and geographic location (copy of SF 52 request for fill).
- b. Brief description of duties.
- c. Minimum qualification standard, including any selective placement factors applied.
- d. Knowledge, skills and abilities.
- e. Rating/ranking methods used.
- f. Area of consideration.
- g. Method(s) used to locate eligible candidates, e.g., vacancy announcements, etc. Copies of any vacancy announcements or paid advertising materials used will be included.
- h. Description of concurrent consideration sources (if applicable and consideration of voluntary applicants).
- i. Applications of all candidates considered (may not include the selected individual's if used for appointment).
- j. Qualification determinations on each candidate, including copies of information used, individual qualification record, rating and ranking worksheets, etc., in making determinations.
- k. All interview questions, interview rating criteria and scores.
- l. Copies of notification sent to non-qualified applicants if applicable.
- m. Identification by name, position title, series, grade, and organization of persons involved in the evaluating of candidate qualification.
- n. Copy of the completed Referral and Selection Register annotating the selected employee(s).

SECTION 9. EMPLOYEE COMPLAINTS AND GRIEVANCES

9-1. GENERAL PROVISIONS. Management and/or the Human Resource Office, as appropriate, will be fully responsive to any employee questions or complaints regarding the general operation of this Merit Placement Program or specific placement actions. Every effort will be made to resolve questions/complaints on an informal basis.

9-2. GRIEVANCE PROCEDURES. If a matter cannot be resolved on an informal basis and the employee wishes to pursue it on a formal basis, the complaint will be processed under the Agency Grievance Plan or applicable negotiated grievance procedures, as appropriate. Employees may contact their immediate supervisor, their union representative, or the Human Resource Office for further information about grievance procedures.

9-3. NONGRIEVABLE MATTERS. Employee grievances based solely on nonselection from a properly developed roster of qualified candidates will not be accepted. Nonselection due to favoritism, nepotism, or other nonmerit factors is grievable. The allegations of such violations may suspend the select/placement process.

APPENDIX A

INSTRUCTIONS FOR PREPARATION OF SF 52-B

SF 52-B ITEM

INSTRUCTIONS

PART A

- 1. ACTIONS REQUESTED List action as related to an individual (i.e. Fill Position, Appointment, Promotion, LWOP, RTD, Resignation, Termination, Retirement, any other changes).
- 2. REQUEST NUMBER Leave Blank.
- 3. FOR ADDITIONAL INFORMATION CALL Name and telephone number of the person most familiar with the action requested who can furnish the HRO additional information if necessary.
- 4. PROPOSED EFFECTIVE DATE Date on which action is desired. For promotion, reassignments, or change to lower grade use the first day of the next pay period; in separation actions, show the last date the technician will be on the job.
- 5. ACTION REQUESTED BY Signature and title of the person requesting the action.
- 6. ACTION AUTHORIZED BY Signature and title of the person authorized to approve the personnel action request.

PART B

- 1. NAME..... Last, First, Middle.
- 2. SOCIAL SECURITY NUMBER..... When item 1 is completed enter the Social Security Number.
- 3. DATE OF BIRTH..... Applicable only if item 1 is completed; enter in 6 numerals, e.g. 01-27-35. DO NOT USE military dating system.
- 4. EFFECTIVE DATE..... Date of proposed action (requires prior approval by HRO).
- 5-6..... Leave Blank (For HRO use only).
- 7. FROM: POSITION TITLE AND NUMBER..... Official position and number (from official position description) for actions pertaining to LWOP, resignation, termination, promotion, reassignment or changes.
- 8. PAY PLAN..... When item 7 is completed, enter pay plan reflected on official position description, e.g. WG or GS.
- 9. OCC CODE..... When item 7 is completed, enter occupation series from official position description, e.g. 0204 or 2181.

- 10. GRADE OR LEVELWhen item 7 is completed, Grade or level as reflected from official position description, in 2 digit numerals, e.g., 05.

- 11. STEP OR RATEWhen item 7 is completed, enter the appropriate numerical step within the grade in 2 digit numerals e.g., 01.

- 12. SALARYLeave Blank (to be completed by HRO).

- 13. PAY BASIS.....When item 7 is completed, enter basis, e.g. pa (per annual) or ph (per hour).

- 14. NAME AND LOCATION OF POSITION'S ORGANIZATIONWhen item 7 is completed: OTAG, AZ (unit or org) 5636 E. McDowell Road Phoenix, AZ 85008-3495.

- 15. TO: POSITION TITLE AND NUMBER. Official position title and number (from official position description) for actions pertaining to appointment, promotion, reassignment and changes.

- 16. PAY PLAN.....When item 15 is completed, enter pay plan as reflected from official position description, e.g. WG of GS.

- 17. OCC CODEWhen item 15 is completed, enter occupational code from official position description, e.g. 0204 or 8852.

- 18. GRADE OR LEVEL When item 15 is completed, enter grade or level as reflected on official position description, in 2 digit numerals, e.g., 05.
- 19. STEP OR RATE Leave blank (to be completed by HRO).
- 20. SALARY/AWARD Leave blank (to be completed by HRO).
- 21. PAY BASIS Leave blank (to be completed by HRO).
- 22. NAME AND LOCATION OF POSITION'S ORGANIZATION When item 15 is completed:
OTAG, AZ (unit or org)
5636 E. McDowell Road
Phoenix, AZ 85008-3495
- 23-31 Leave Blank.
- 32. WORK SCHEDULE Enter appropriate code if other than full time status.
- 33. PART-TIME HOURS Leave Blank (to be completed by HRO).
- 34. POSITION OCCUPIED Enter appropriate code e.g. 1 for competitive service or 2 for excepted service.
- 35. FLSA CATEGORY Leave Blank.
- 36. APPROPRIATION CODE Functional Code/Manning Document number.
- 37. BARGAINING UNIT STATUS Leave Blank.
- 38. DUTY STATION CODE Leave Blank.
- 39. DUTY STATION Enter City, County, State of location of work

40-51. Leave Blank.

PART C-REVIEWS AND APPROVAL Leave Blank (for HRO use only).

PART D-REMARKS BY REQUESTING OFFICE. . . . Any remarks you wish to include pertaining to the requested action, e.g. for a fill: position management statement, area of consideration, performance elements, AFSC/MOS/AOC, Selecting Supervisor, known promotion potential, funding remarks, vice former employee name, conditions of employment. For temporary hires, include the reason for temporary hire; For temporary promotion, include the reason for temporary promotion.

PART E-EMPLOYEE RESIGNATION/RETIREMENT

1. REASON FOR RESIGNATION/RETIREMENT. . Technician gives specific reasons for his/her leaving the job.

2. EFFECTIVE DATE Month-Day-Year, that employee requests to leave.

3. EMPLOYEE SIGNATURE Required for all resignations.

4. DATE SIGNED. The date the employee signs the resignation.

5. FORWARDING ADDRESS Employee is to put their correct address: house number, Apt #, City, State, and Zip Code.

APPENDIX B

PLACEMENT PLAN FOR TECHNICIANS UNDER GRADE RETENTION

a. A register is maintained in the HRO of all overgraded technicians entitled to grade retention as a result of reduction in force or reclassifications. These technicians will be afforded priority placement as outlined below in positions for which they meet the full technician and military qualifications within their respective service. Such priority placement efforts will precede normal placement actions. However, nothing in this plan negates the Adjutant General's prerogative to convert such vacancies to full time military positions.

b. If a vacancy of equal or intervening grade exists within the commuting area for which the technician is fully qualified, the technician will be offered the position. If there is more than one eligible technician in a saved grade status, the selecting official will be given a list from which to make a selection. Grade and pay retention will be terminated if the technician refuses the offer of a position equal to the technician's retained grade or an offer of an intervening grade.

c. If such a vacancy exists and there are no overgraded technicians within the commuting area, the position will be offered to overgraded technicians outside the commuting area before any other placement action. If the technician refuses the offer of a position outside the commuting area, grade and pay retention will continue if otherwise eligible.

d. Additional placement assistance may be obtained through DOD Priority Placement Program under procedures to be determined by that authority.

APPENDIX C

GUARD REMEDY FOR ACADEMIC DEVELOPMENT

(GRAD)

Objective

The Arizona National Guard recognizes the value of education, both to the member and to the National Guard. **GRAD** is a program which helps Guard members and potential Guard members pay for their college education by providing a part-time technician job with the National Guard.

Purpose

1. The purposes of **GRAD** are many. First, it enhances the Arizona National Guards ability to fill the lower-graded positions, for which it is difficult to recruit because of their relatively low pay (from the standpoint of a family breadwinner). However, for a student, the pay is relatively high, especially for a part-time job. It generally is far higher than most any other job a student can find.
2. In addition, it helps stabilize employees in those lower-graded positions, in which there also traditionally tends to be a large turnover. If we employ them as freshmen, we can conceivably have them working for us for up to four years.
3. Many positions in our organizations need to be occupied in order to successfully accomplish their missions, but do not need to be filled by full-time technicians. The **GRAD** program allows us to split employment authorizations wherever possible, making more effective use of our staffing dollars.
4. The **GRAD** program also provides many benefits to the participant which ultimately improves the organization. It helps teach our young people about good work ethics and how to be a team player. It provides the Guard member with an opportunity to enhance their skills or knowledge, and, if the individual is employed in a position related to the chosen field of study, provides hands-on experience in that field.
5. **GRAD** increases the overall educational level of the Arizona National Guard, and provides the National Guard with a broader base of personnel from which to recruit future officers. Completion of college does meet one of the requirements for qualifying for a commission. And, finally, it provides both the member and the organization an opportunity to evaluate each other with a view toward future full-time employment.

What the Program Offers

1. The **GRAD** program offers the member a 16-20 hour per week civil service job with sufficient time off and flexible work schedule to meet their academic responsibilities. Employment can continue on this part-time basis even during the summer, thus providing year-round employment (summer school sessions are not required).
2. In addition to pay, the Guard member earns sick and annual leave on a pro-rated basis. Military leave is also earned, to be used for annual training or military school attendance. The employed individual is also eligible to apply for health and life insurance (pays a slightly higher premium because they are part-time status). Listed below are just some of the many types of jobs that have been filled under this program:

Clerk Typist	Military Personnel Clerk	Supply Clerk
Aircraft Mechanic	Automotive Mechanic	Hvy Mob Equip Mech
Military Pay clerk	Payroll Clerk	Voucher Examiner
Tool and Parts Attendant	Production Controller	Secretary
Electronics Mechanic		

How to Obtain and Fill a GRAD Position

1. When an organization has an excepted federal civil service technician position become vacant, they can request to fill it under the **GRAD** program. This allows the supervisor to convert one full-time excepted technician position to two part-time excepted technician positions.
2. The positions will be announced as technician vacancies under the **GRAD** program. Most of the jobs are entry-level jobs, which require little experience. However, every job advertised uses the same qualification requirements as the full-time excepted civil service technician positions. Each prospective **GRAD** participant must apply for these specific vacancies by submitting an OF-612, SF 171, or a resume and associated required documentation. Each applicant's resume will be reviewed to determine if the individual meets those minimum qualifications. Qualified applicants are certified to the selecting supervisor, and selections are made on a merit-based, best qualified criteria as established under the agency's Merit Placement Plan for Federal Civil Service Technicians.

Participant Requirements

1. Upon Initial Entry: Must be a full-time student (taking 12 Semester Hours) at an accredited college or university or; be attending a trade school on a full-time status and be attaining a degree/diploma (must be a two year program). Prior to placement into the technician position, the **GRAD** must submit to HRO a certified paid receipt of their school schedule showing the classes for which they are enrolled (at least 12 semester

hours). **GRAD's** will be required to complete a **GRAD** statement of understanding and an initial college information sheet.

2. After Placement into the Program: At the beginning of each new semester of school the **GRAD** must submit a certified paid receipt showing the classes/hours enrolled. At the end of the semester the **GRAD** must submit to HRO a copy of their grade report showing classes completed and grades earned.
3. Each **GRAD** is responsible for keeping their supervisor informed of their changing school schedule.
4. After initial placement into the program, the academic requirement changes from completion of 12 hours a semester to 24 hours a calendar year. This allows the **GRAD** to take summer school if desired to achieve their 24 hours a year, but summer school is not required for continual employment under this program.
5. If a **GRAD** is unable to meet the 24 hour requirement any time during their employment, they may request a waiver in writing to the HRO in order to continue in the program. Requests for waiver's will be approved on a case by case basis and would be approved for not more than one semester. Such reasons may include: Senior year in college and has less than 24 hours to complete; due to the complexity of the degree being obtained, a counselor may recommend a lower number of hours for successful completion of higher level courses requiring intense studying/research time.

Selecting Supervisor's Responsibility After Selection

1. Ensure **GRAD's** school schedule and work schedule are included in selection package upon return to HRO.
2. Ensure the **GRAD** submits grade reports and new school schedules at the beginning and end of each semester.
3. If work hours increase or decrease submit a SF 52 "Change in Work Hours" if change is for more than two pay periods.
4. Once a **GRAD** position is established, when it is vacated it will continue to be filled under the **GRAD** program unless the Adjutant General gives prior approval to fill the position under the regular Federal Civil Service Technician Program.

HRO Responsibilities

The HRO will monitor and maintain statistics on the **GRAD** Program which include but not limited to: Name of GRAD, organization employed, Position title and Number, Pay Plan, Occupational Series, Grade, Functional Code, Date of entry into program, Total Hours completed upon enrollment, Date expected to Graduate, Major, Name of school **GRAD** is attending.

APPENDIX D

FORMATS AND AZSP FORMS FOR MERIT PLACEMENT PLAN

AZHR Form 335-1-R, Military Brief	D-1
AZHR Form 335-2-R, Knowledge, Skills, and Abilities Supplement	D-2
AZHR Form 335-4-R, Applicant Background Survey	D-3
AZHR Form 335-5-R, Referral and Selection Register	D-4
AZHR Form 335-6-R, Equal Employment Certificate	D-5
Technician Vacancy Announcement	D-6
Placement Instructions	D-7
Technician Selection Checklist	D-8
Sample Nonselection Letter	D-9

1 October 1998

(Letterhead)

Date

Organization/unit/entity Name

Mr. John J. Jones
9876 Stony Street
Phoenix, Arizona 85XXX

Dear Mr. Jones:

It has been my pleasure to consider you for the GS-06 Military Personnel Technician position in Technician Vacancy Announcement 90-99. After carefully evaluating the results of the interviews and the experience, training, and education shown on each candidate's application referred to me by the Human Resource Office, I have selected SSG Clara Cumberbund.

Thank you for submitting your application and taking the time for our interview. Your continued interest for future vacancies in the Military Personnel Section will be greatly appreciated.

Sincerely,

Nathan I. Hale
Colonel, U.S. Army
Chief, Support Operations

APPENDIX E

GLOSSARY

1. ACCRETION OF ADDITIONAL DUTIES: Process by which the duties and responsibilities of a position become enlarged.
2. AREA OF CONSIDERATION: The geographical/organizational area in which an intensive search for eligible candidates is made.
3. CAREER PROMOTIONS: Promotion of an employee without current competition when the competition was held at an earlier stage for an assignment intended (with the intention made a matter of record) to prepare the employee for a position(s) at a higher grade level or when an employee's position is reconstituted in a higher grade because of the accretion of additional duties and responsibilities.
4. CHANGE TO LOWER GRADE: (also called "Demotion") - Personnel action that moves employee to (1) a position at a lower grade when both the old and new positions are under the General Schedule or under the same type graded wage schedule, or (2) an action that moves an employee to a position with a lower rate of basic pay when both the old and the new positions are under the same type ungraded wage schedule or in a different pay-method category.
5. COMMUTING AREA: Any distance of travel beginning at an employee's official duty station and not exceeding a 50 mile radius.
6. COMPETITIVE APPOINTMENT: Normally, the initial employment of an eligible selected from a Federal Civil Service register.
7. COMPETITIVE PLACEMENT: 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.
8. CREDITING PLAN: A plan used to evaluate competitive civil service positions which identifies different levels of experience. Crediting plans are used to distinguish "qualified" candidates from "Best Qualified" candidates. Experience levels are established based on a job analysis being performed which identifies the major job related criteria necessary for successful performance in the position.
9. DETAIL: A temporary assignment of a worker to a different position for a specified period, without change in the worker's pay status, and with the worker returning to his or her regular duties at the end of the detail. Technically, a position is not "filled" by a detail, as the worker continues to be the incumbent of the position from which detailed.
10. FULL TIME EMPLOYEE: A current full/part time technician, AGR members, GRAD and temporary employees that received an appointment in the AZ National Guard through a competitive process as outlined in this regulation regardless of tenure. Temporary employees who received their appointments without a competitive process **are not** considered full time employees.

11. INTERNAL PLACEMENT: A position change, either a competitive or a noncompetitive action, within the same agency (Army, Air).
12. JOB ANALYSIS: A systematic way of gathering, analyzing and documenting information about a specific piece of work. It consists of (1) Describing and evaluating the content of the job and (2) Identifying and evaluating the qualifications (knowledge's, skills, abilities and other characteristics) essential for successful performance.
13. JOB ENLARGEMENT: Additional or gradual increase of duties and responsibilities to a position.
14. JOB RELATED CRITERIA: Through a job analysis process prior to announcing the position vacancy, criteria is developed and expressed in terms of specific knowledge's, skills and abilities that must be brought to the job.
15. MINIMUM QUALIFICATIONS: The lowest level of education and experience requirements established by NGB/Federal Civil Service for a position that would allow an incumbent possessing the knowledge, skills, and abilities at the prescribed level to perform the duties of the position in a satisfactory manner.
16. NONCOMPETITIVE PLACEMENT: A promotion, demotion, reassignment, transfer, reinstatement, or appointment made without competing with other persons, based on prior service experience.
17. 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 noncompetitive selection process.
18. PRIORITY PLACEMENT: An exception to competitive promotion procedures. This action will precede normal placement actions to allow technicians entitled to grade retention as a result of reduction-in-force or reclassification to be repromoted to positions for which they meet the technician qualification requirements and are eligible to be placed in a compatible military position.
19. PROMOTION: A change of an employee to a higher grade when both the old and new positions are under the General Schedule or under the same type graded wage schedule, or to a position with a higher representative rate of pay when the old and new positions are in different pay systems.
20. 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.

21. QUALIFICATION STANDARDS: Control the movement of employees into and within the Federal service by prescribing the experience, knowledge, skills and abilities required for filling positions. Qualification standards for Excepted Service positions in the National Guard have been established by NGB for each occupational series and published separate from the position descriptions under the title of "Qualification Requirements for National Guard Excepted Service Positions." For those occupational series where there are no excepted qualification standards developed, the HRO will locally develop the standards along guidelines established by NGB. For Competitive positions, the standards are found in the Office of Personnel Management (OPM) Handbook (X-118 for GS and X-118C for Wage Grade).
22. RATING AND RANKING PANEL: A committee established to evaluate, compare, and rank (if applicable) persons requesting consideration for vacant positions. On the basis of their findings this panel will determine those applicants considered to be "Best Qualified," and whose names will be certified on a register to the Nominating Official.
23. REASSIGNMENT: A change of an employee from one position to another without promotion or demotion.
24. REINSTATEMENT: The noncompetitive reemployment of a person formerly employed in the competitive service and who has competitive status or who has held a permanent Excepted appointment in the Excepted service for more than three (3) consecutive years.
25. RELATIVE: The term "relative" includes the specific relationships stated in 5 USC 3110; i.e., 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.
26. 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, change to lower grade). For this purpose, the fourth step of the GS grade and the second step of the FWS grade are the designated representative rates.
27. SELECTING SUPERVISOR: The supervisor charged with reviewing the applications, interviewing the candidates, and recommending a selection to the Nominating Official; normally the lowest level supervisor over the position to be filled. On occasion the Selecting Supervisor and the Nominating Official may be one and the same.
28. SELECTIVE PLACEMENT FACTORS: Additional basic or minimum qualification requirements that must be met if minimum satisfactory performance is to result. When there is documented justification on file and the "selective placement factors" are approved as essential by the Human Resource Office, the factors become part of the minimum requirements for basic eligibility. Candidates who do not meet the established selective placement factors will be ineligible for the specific positions to be filled, even though they may meet the OPM Qualification Standards/Qualification Requirements for National Guard Excepted Service positions.

29. SERVICE COMPUTATION DATE (SF 50): The date, actual or adjusted, from which service credit is accumulated for determining the rate of leave accrual. This date may be different from the actual service date.
30. SERVICE YEAR: A one year period of time beginning with the first day of a noncompetitive temporary appointment (military technician).
31. SUBJECT MATTER SPECIALIST: An employee called upon by the Human Resource 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.
32. SUPERVISORY POSITION: A position that gives the incumbent the authority, in the interest of the agency, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or the responsibility to direct them, to adjust their grievances, or effectively to recommend such action.
33. TECHNICIAN: A National Guard Federal Civil Service employee (Competitive or Excepted) conferred a permanent appointment/assignment, also an employee whose appointment is limited to Indefinite. 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 if they are "Technicians."
34. TEMPORARY APPOINTMENT: Employment limited to a specified period not to exceed one year. Temporary employees do not have protection from reduction-in-force procedures, may be separated at any time, and do not serve a probationary period. A temporary appointment does not confer a permanent status.
35. TIMELY: In order to be considered timely, applications (SF 171, SF 171, OF 612 or resume) and requests must arrive in the Human Resource Office and be stamped by the closing date shown on the announcement. Applications/requests that arrive in the HRO after the closing date on the announcement will not be accepted even if postmarked and/or placed in the internal mail by the closing date.

The proponent agency of this regulation is the Support Personnel Management Office. Users are invited to send comments and suggested improvements to the Office of the Adjutant General, 5636 E. McDowell Rd., Phoenix, AZ 85008-3495, ATTN: AZAA-SP.

BY ORDER OF THE GOVERNOR

GLEN W. VAN DYKE, Major General, AZ ANG
The Adjutant General

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