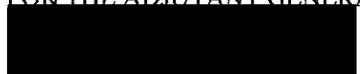


Manpower and Personnel / J1 – Federal Technician Employment

Merit Placement Plan

FOR THE ADJUTANT GENERAL:


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Proponent. The proponent for this regulation is the Director, Manpower and Personnel/J1.

Summary. This regulation updates the merit placement procedures for Federal Air and Army National Guard Military Technicians.

Suggested improvements. Users are invited to send comments and suggested improvements to the Joint Force Headquarters, ATTN: WIJS-J1, P.O. Box 8111, Madison, WI 53708-8111.

Applicability. This regulation applies to all Joint Force Headquarters elements, the Wisconsin Army National Guard, and the Wisconsin Air National Guard.

Distribution. This publication is available in both electronic media and paper format. It is available on the WIJS-J1/Manpower and Personnel intranet site under the J1– Manpower and Personal page.

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Chapter 1

General

1-1. Purpose

This regulation establishes policies and procedures and provides information on the merit placement program for National Guard excepted service Dual and Non-dual status military technician positions in the Wisconsin National Guard. It further includes specific provisions applicable to bargaining unit positions in accordance with the current negotiated labor-management agreements.

1-2. References

5 Code of Federal Regulations (CFR) and National Guard Bureau (NGB) Technician Personnel Regulation (TPR) 300.

1-3. Policy

It is the policy of the Wisconsin National Guard that all military technician positions, both Dual and Non-dual status, be filled by the best qualified individuals available and to ensure that all military technicians have the opportunity to develop and advance to their full potential. All military technician vacancies, both Dual and Non-dual status, will be filled on the basis of merit and job-related factors. For purposes of this plan, the following military requirements may be considered as job-related qualifying factors for positions in the National Guard Dual status service:

- a. Grade – to avoid grade inversion.
- b. Warrant or commissioned officer – positions designated for fill by officer, warrant officer or enlisted only.
- c. AFSC or MOS – to assist with compatibility requirements and other prerequisites.
- d. Unit of assignment – as it may apply to compatibility.

All actions under this plan will be made without discrimination for non-merit reasons such as race, color, religion, sex, national origin, marital status, membership or non-membership in an employee organization or labor organization, and age or non-disqualifying physical handicap (except for military membership requirements for Dual status military technicians).

1-4. Scope

This plan encompasses all National Guard Dual and Non-dual status military technician positions in the State of Wisconsin. This plan will apply for filling Dual and Non-dual status military technician positions through initial appointment, promotion, reassignment, reinstatement, demotion or transfer. Under specific circumstances, certain competitive (non-dual status) vacancies are required to be filled by delegated examining authority procedures prescribed in the 5 CFR, Part 300. If this occurs, CFR procedures supersede the procedures contained in this plan.

1-5. Definitions

Terms used in this regulation are defined as follows:

a. Merit Placement Program/Plan. The five statutory and regulatory requirements for filling Dual and Non-dual status military technician positions, are: plans must be based on merit (earned/deserved) using job-related selection procedures, provide for management's rights and contain procedures for recordkeeping and providing information to military technicians, applicants, and the public.

b. Selecting Supervisor. This is the individual who is immediately responsible for the day-to-day supervision of the military technician; that is, the first person being paid for supervisory responsibility who assigns, reviews and checks the work of the military technician. The selecting

supervisor is the person who will receive the Referral and Selection Certificate (NGB Form 300-6) for his/her action to select or non-select an individual for the vacancy.

c. Promotion. A change of an employee to a position of a higher grade level within the same job classification standard and pay plan, or to a position with a higher rate of basic pay in a different job classification standard and pay plan.

d. Reassignment. The change of a military technician from one position to another without demotion or promotion within the same service. Military technicians may be reassigned at their own request, or at the discretion of management.

e. Qualifications. A combination of experience, training, and education which relate to duties and responsibilities of the position being filled.

f. Applicant Evaluation. The process of evaluating the knowledge, skills and abilities and work experience possessed by candidates against the job-related criteria to determine those who will be certified to the selecting supervisor.

g. Job-Related Criteria. The combination of factors that position descriptions have shown to be important for performance of a specific position and for which performance analysis has shown are valid indicators of differences between successful workers. The total set of criteria include all knowledge requirements, skills, training and work experience that meet job and performance analysis requirements for the position.

h. Target Grade. The fully qualified grade of the position being filled.

i. Details. A detail is the temporary assignment of a military technician to a different position for a specified period, with the military technician returning to his/her regular duties at the end of the detail. A position is not filled by a detailed employee, because the military technician continues to be the incumbent of the position from which detailed. Details may be made for up to 120 calendar days. Details may be extended in increments up to 120 days, not to exceed 240 days for Federal Wage Grade employees and one year for General Schedule employees. A detail to a higher graded position is appropriate when an individual's service is required for 30 days or less in that position.

j. Vacancy Announcement. The advertising medium used by the Director of Manpower and Personnel/J1 (DMP/J1) to announce position vacancies.

k. Dual-status/Military Technician. A person employed under 32 U.S.C. 709 who must also hold a military position as a condition of employment.

l. Non-dual Status Military Technician. A person as defined by Title 10 U.S.C. §10217 who is employed under 32 U.S.C. 709 for whom military membership is not a condition of employment and who's position is administered by the Adjutant General IAW with Title 32 U.S.C. §709(d). These employees are not entitled to Title 5 U.S.C. employment system privileges.

m. Competitive/Non-dual Status Technician. A person who competed for employment under the civil service competitive process and who is currently employed under 32 U.S.C. 709 for whom military membership is not a condition of employment. These employees are not entitled to Title 5 U.S.C. employment system privileges.

1-6. Responsibilities

a. The Adjutant General is the sole employing/appointing authority for the Wisconsin National Guard military technician program and is the highest level of authority in the State concerning the overall application of this Merit Placement Plan.

b. The DMP/J1 is responsible to The Adjutant General for ensuring that the requirements of this Merit Placement Plan are carried out. The DMP/J1 will:

- (1) Develop, maintain, evaluate and revise the program as necessary.
- (2) Assure compliance with the program.

- (3) Provide guidance and assistance to commanders and supervisors concerning their responsibilities under this plan.
- (4) Assure that candidates are properly evaluated and certified for placement.
- (5) Maintain necessary records.
- c. Managers and supervisors will:
 - (1) Assure that military technicians under their supervision are aware of this regulation.
 - (2) Assure that actions effected within their area of responsibility are based on merit, without discrimination.
 - (3) Review application materials ensuring basic qualifications are met.
 - (4) Encourage military technicians under their supervision to participate in developmental opportunities and to apply for positions for which qualified.
 - (5) Recommend changes to this regulation to the DMP/J1.
 - (6) Assure that military technicians under their supervision who are absent (military duty, compensable injury which does not exceed 1 year, etc.) are informed of, and considered for, positions for which they are qualified.
- d. Individual military technicians are responsible for:
 - (1) Pursuing developmental opportunities to prepare for higher level duties.
 - (2) Familiarizing themselves with the provisions of this plan.
 - (3) Assuring that application forms and Official Personnel Folders (OPFs) contain accurate and current information concerning qualifications and self-development activities.
 - (4) Arranging with their supervisors to submit applications for vacancies when temporarily absent from their jobs.

1-7. Management's Rights

Recognizing that it is essential for accomplishment of the mission of the Wisconsin National Guard that military technician positions be filled with the best qualified individuals available, management retains the right to:

- a. Select or not select from among a group of best qualified candidates.
- b. Select candidates from any appropriate source to meet the mission objectives of the Wisconsin National Guard.

Chapter 2

Exceptions to Competition

2-1. Actions Exempt from Competition

- a. Promotion due to new classification standards or correction of a classification error.
- b. Placement of over-graded military technicians entitled to grade retention as result of RIF, reclassification, or management directed change-to-lower grade.
- c. Promotion when competition was held earlier (i.e. position advertised as an upward mobility position).
- d. Re-promotion to a grade or intervening grade or position from which military technician was demoted without personal cause and not at his or her request.
- e. Promotion resulting from the military technician's position being reclassified at higher grade because of additional duties and responsibilities.
- f. Position change to a position having no higher promotion potential.
- g. Position change required by reduction in force (RIF) procedures.
- h. Temporary promotion of 120 days or less.
- i. Detail to higher graded position or to position with known promotion for 120 days or less.

j. Selection of former military technician from Priority Placement List for position at same or lower grade than the one last held.

k. Prior permanent DoD employee (Dual and Non-dual status) who:

(1) Was in tenure 1 group at time of separation and who may be reemployed to position at the same or lower grade as the position from which separated.

(2) Was in tenure 2 group and may be reemployed without competition within 3 years of separation to a position at the same or lower grade as the position from which separated.

l. Placement as a result of priority consideration when a candidate was not previously given proper consideration in a competitive action.

m. Temporary appointments of one (1) year or less. Temporary appointments, without competition, will normally be made for 120 days or less. Extension of temporary appointments beyond 120 days, but not to exceed one year, without competition, will be considered on a case-by-case basis and coordinated between management officials and the DMP/J1 prior to extension. Temporary appointments in excess of 120 days may also be authorized by the President of the United States, under emergency hiring procedures.

n. Positions selected under Key Staffing, HRR 335-2.

Chapter 3

Position Announcement and Application Procedures

3-1. Requests for Filling Vacancies

When requesting that a position be filled, the supervisor will submit a SF-52, Request for Personnel Action (RPA), to the DMP/J1. Refer to WING HR Regulation 296-33 for details on completing the SF-52. The following are examples of required information:

- a. Position title, job number, grade(s), and location.
- b. Type of appointment (either Dual or Non-dual status military technicians, or both).
- c. Maximum military grade (officer, warrant officer, enlisted) and in some cases, minimum military grade.
- d. Recommended area of consideration.
- e. Recommended selective placement factors.
- f. Designated security clearance required.
- g. Medical standards/physical requirements and/or requirement for periodic medical evaluation, when applicable.
- h. Work schedule (standard or compressed).

3-2. Position Advertisement Policy

Positions will be advertised to all military grades as specified by the position description or National Guard Bureau Qualification Standard except:

- a. Where a grade inversion would result.
- b. Where a suitable or compatible military position is lacking.
- c. Supervisors will request assistance from the DMP/J1 when determining special needs for a particular vacancy. A representative from the DMP/J1 will coordinate with authorized labor representatives on specific reasoning to tailor vacancy advertisements that restrict particular grades from eligibility for positions that would normally be authorized those military grades. All such exceptions will be carefully justified and subject to review by the labor organization.

3-3. Vacancy Announcements

When a vacancy will not be filled as an exception to competition (see Chapter 2), the vacant position will be advertised in a vacancy announcement. As a minimum, the vacancy announcement will contain the following information:

- a. Title, series, grade and salary range of the position.
- b. Type of appointment—Dual or Non-dual status, or both.
- c. Military requirements (officer, warrant officer, enlisted) and military compatibility requirements.
- d. Organizational and geographical location of the position.
- e. Summary of duties and minimum qualification requirements.
- f. Information regarding known promotion potential, if applicable.
- g. Special conditions of employment, or developmental training, if applicable.
- h. Opening and closing dates and how to apply.
- i. Equal employment opportunity statement.
- j. Designated security clearance required.
- k. Medical standards/physical requirements and requirement for periodic medical evaluation, when applicable.
- l. Standard or compressed work schedule.
- m. Knowledge, Skills and Abilities (KSAs) required to perform the work.

3-4. Multiple Grade Levels

Vacancy announcements will specify the grade levels for which applications will be accepted. It may be necessary or desirable to advertise positions at more than one grade level.

- a. A position may be advertised at more than one grade level for upward mobility purposes, or
- b. To facilitate accomplishment of the agency's EEO Affirmative Employment Plan action goals, or
- c. To avoid re-advertising because of insufficient qualified candidates at the maximum grade. If this is the case, and the multiple-graded advertisement's intent is solely to avoid re-advertising in case there aren't sufficient candidates at the maximum grade, the vacancy announcement should so state. (For example, "*candidates at the GS-9 level will only be considered if there are not sufficient qualified candidates at the GS-11 level*").

3-5. Posting of Vacancy Announcements

Vacancy announcements will normally be posted for a minimum of 15 calendar days.

Announcements will be posted conspicuously throughout the area of consideration - in areas most accessible to all members of the Wisconsin National Guard. In addition, military technician vacancy announcements will appear on the Wisconsin National Guard internal and external websites.

3-6. Areas of Consideration

a. The DMP/J1 will determine the area of consideration most appropriate for each position vacancy announcement to ensure receipt of highly qualified candidates. The grade and type of position, availability of candidates, position qualifications, budgetary limitations, and compatibility requirements will be taken into consideration for each placement action when areas of consideration are being determined. The following are the established areas of consideration:

- AREA I.** All Dual status military technicians in the Wisconsin National Guard (WING).
AREA II. All military members of the Wisconsin National Guard.
AREA III. Personnel eligible for membership in the WING.
AREA IV. All Non-dual status military technicians of the WING (for Non-dual status positions).
AREA V. Nationwide applicants from outside the WING, this includes individuals on an OPM certificate and those who may be eligible for reinstatement due to prior competitive status.

b. Job vacancy announcements may be restricted to Areas I and II because of budgetary limitations, for internal workforce reorganization, as a result of reclassification action, or because of negotiated labor/management agreements.

c. Positions may be advertised simultaneously to more than one area.

d. Advertisements may be restricted to current Dual status technicians within a specific Wisconsin National Guard organization/section to facilitate workforce down-sizing, reorganization or realignment within that organization.

3-7. Application Procedures

The application (or resume) is the basic document by which the individual's qualification for the position is determined. It must therefore reflect the applicant's current and past employment data as well as military duty assignments, qualifications, and training. Complete and accurate data is essential to ensure fair evaluation of candidates. Along with the documents discussed below, supplemental forms that reflect the candidate's military qualifications may be submitted. Job vacancies will be posted to the Wisconsin Department of Military Affairs web site at:

<http://dma.wi.gov/default.asp>. Applications will be accepted by fax, Internet or mail.

a. Applications must be received no later than 4:00 PM on the closing date specified on the vacancy announcement. Late applications will not be accepted. Government postage will not be utilized to mail applications.

b. The DMP/J1 Recruitment and Placement Specialist is available to answer questions regarding the application procedure. Telephone numbers for contacting the Recruitment and Placement Specialist(s) are contained on the job vacancy announcement.

c. All applicants will complete and attach a Race and National Origin Identification (DMA Form 181) and include it with their application.

d. Requirements for commission eligibility:

(1) WIARNG military technician positions requiring commissioned status, must submit evidence of eligibility for a commission.

(2) WIANG military technician positions requiring commission status must meet the criteria outlined in Policy Letter 214 – SUBJ: ANG Line Officer (Non-Rated) Commission Pre-Screening, dated 15 September 2004.

e. Applicants not currently possessing a compatible AFSC/MOS as listed on the vacancy announcement are encouraged to apply for military technician positions. Applicants without qualification in a compatible AFSC/MOS are not precluded from selection, however individuals should review AFI 36-2105/AFI 36-2108 (ANG) or DA Pamphlet 611-21(ARNG) to determine eligibility for award of compatible AFSC/MOS as listed on vacancy announcements. Upon appointment, selectee must be assigned to a compatible AFSC/MOS.

f. Military technicians whose absence may preclude them from having knowledge of, or applying for, a vacancy may request in writing that applications be submitted for them by their supervisor.

Chapter 4

Processing Applications for Position Vacancies

4-1. Basic Eligibility

To be considered qualified and therefore eligible, candidates must meet the qualifications established for the position including any selective placement factors. The Initial Screening Worksheet for Merit Staffing Actions will be used to record eligibility. Applicants who do not meet the minimum qualifications will be notified of the basic qualifications they lack.

4-2. Selective Placement Factors

Selective placement factors are the knowledge, skills, abilities or other personal characteristics essential for satisfactory performance in the job. These are determined in advance of advertising a position and will be stated in the vacancy announcements. When used, they are a part of the basic eligibility requirements for the position.

4-3. Conditions of Employment

Conditions of employment are those requirements necessary to perform the duties of the position (security clearances, medical/physical requirements and education requirements). In addition, positions may have requirements which must be met for continued retention (e.g., developmental training). Any conditions of employment and requirements for continued position retention must be included in the vacancy announcement.

a. Security requirements. A military technician (dual or non-dual-status) is subject to personal security requirements in accordance with TPR 700 (732). Military technicians are responsible for obtaining the appropriate level of security clearance for their position of employment. This is accomplished through the ANG or ARNG security manager. The DMP/J1 will assist military technicians by providing guidance to military technicians and coordination with applicable security managers. When it has been determined that a military technician cannot meet the security requirements of the position, action must be taken IAW TPR 715, paragraph 2-2.

b. Training requirements. All applicants for positions with developmental training requirements must be informed in advance that failure to complete required training will be cause for removal from the position. The DMP/J1 will require the applicant to submit a written statement to the effect that he/she understands this condition of employment.

c. Medical/physical requirements. Applicants must meet any medical standards or physical requirements designated for the position.

4-4. Evaluation

a. Army National Guard Procedures. All eligible candidates will be certified to the selecting official, unless there are more than seven qualified applicants. In this case, the evaluation procedures in Chapter 5 will be used to further screen candidates prior to referral. The DMP/J1 may appoint a subject matter specialist to evaluate the candidates. He/she must have technical expertise in the career field in which the vacancy exists.

b. Air National Guard Procedures. All eligible/qualified candidates will be certified to the selecting official. In specific cases, referral of candidates for bargaining unit position vacancies will be conducted in accordance with paragraph 6-2. If needed, the DMP/J1 may appoint a competent subject matter specialist to evaluate the candidates.

Chapter 5
Evaluating Candidates

5-1. Army Guard Procedures.

When it is necessary to reduce a list of candidates in accordance with paragraph 4-4a, further evaluation and analysis will be conducted by the DMP/J1 Recruitment and Placement Specialist. The previously determined KSA factors will be recorded on NGB Form 300-3 for use in the evaluation. The DMP/J1 may appoint a subject matter specialist (SMS) to evaluate the candidates. The SMS will have technical expertise in the career field in which the vacancy exists.

a. Evaluating experience. The applications and OPFs will be used to gather job-related data to be used in the evaluation process. Experience will be evaluated in terms of type and quality relating to requirements of the position. Length of service or experience will only be used when there is a clear relationship with quality of performance or when necessary to break ties when all other ratings are equal. The point value assigned to A, B, C levels is determined by the number of KSA factors used. (See Figure 1). Points are totaled for each candidate and transferred to NGB Form 300-4. Experience will be rated in categories as shown below on each KSA.

(1) "A" level experience. Candidate possesses type and quality of experience that substantially exceeds basic requirements of the position including selective placement factors and would allow candidate to perform effectively in the position almost immediately or with a minimum of training and/or orientation. For example, such candidate would possess a record of substantial experience in the same occupational series at the grade advertised.

(2) "B" level experience. Candidate possesses type and quality of experience that exceeds basic requirements of the position, including selective placement factors that would allow candidate to perform effectively in the position within a reasonable time (e.g. 3 to 6 months). For example, such a candidate would possess some experience in the same occupational series at the grade advertised and substantial experience at the next lower grade interval.

(3) "C" level experience. Candidate satisfies basic requirements of the position with respect to experience, including selective placement factors, but the type and quality of experience beyond that which is basically required are minimal, and/or extensive additional training and/or orientation would be required to enable candidate to satisfactorily perform the duties of the position.

FIGURE 5-1
POINT VALUES OF CATEGORY RATINGS

<u>Three KSA</u>	<u>Four KSA</u>	<u>Five KSA</u>	<u>Six KSA</u>	<u>Seven KSA</u>	<u>Eight KSA</u>
A 33.3	A 25.0	A 20	A 16.6	A 14.2	A 12.5
B 28.3	B 21.2	B 17	B 14.1	B 12.1	B 10.6
C 23.3	C 17.5	C 14	C 11.6	C 10.0	C 8.7

(Using five KSA factors, if a candidate's combined category rating was AABBC, that converts to numerical scores of 20, 20, 17, 17, 14, and converts to a total score of 88).

b. Awards. Credit is awarded for pertinent awards and outstanding/excellent performance ratings conferred at the next lower qualifying grade. When outstanding performance was recognized by both an outstanding/excellent performance rating and an award for the same period of time, only one of the two will be credited. The DMP/J1 Recruitment and Placement Specialist will analyze the awards record to assess the qualifications demonstrated and their bearing on the requirements of the

position being filled. The timeframe of the award or rating is also considered to assure that current qualifications are reflected. Awards that are more than three years old will not be considered. A maximum of six points may be credited for this factor. Points are assigned as follows:

	<u>FIRST</u> <u>YEAR</u>	<u>SECOND</u> <u>YEAR</u>	<u>THIRD</u> <u>YEAR</u>
Outstanding Performance Rating	3	2	1
Excellent Performance Rating	2	1	0
Suggestion Award	1	0	0

c. Training and education. A maximum of two points will be awarded for this factor. This refers to relevant training and education, other than that credited for basic eligibility that was not considered elsewhere in the evaluation process.

d. Overall rating. The overall rating for each factor (experience, performance, training and education, and awards) will be combined, and the total score for all factors recorded on NGB Form 300-4.

e. Referral and selection certificate. The candidates arrived at through the evaluation process will be listed on the referral and selection certificate as outlined in Chapter 6.

f. Multiple grade certifications. When a position has been advertised at multiple grade levels without a statement that candidates below the full performance level will only be considered if there are not enough qualified candidates at the full performance level, then management must consider candidates at all of the announced grade levels. Accordingly, up to five qualified candidates at each grade level will be certified to the selecting official. Separate certificates for each grade level are not required. In this situation, management can make a selection from any of the announced levels.

5-2. Air Guard Procedures

The job analysis conducted by the DMP/J1 Recruitment and Placement Specialist will be based on the knowledge, skills and abilities (KSA's) that were previously determined and which appear on the job vacancy announcement. In most cases, the KSA's identified by NGB will have been used.

a. Evaluating experience. The application will be the primary document used by the DMP/J1 Recruitment and Placement Specialist to evaluate experience. Experience will be evaluated in terms of type and quality in relation to the requirements of the position.

b. Multiple grade certifications. When a position has been advertised at multiple grade levels without a statement that candidates below the full performance level will only be considered if there are not enough qualified candidates at the full performance level, then management must consider candidates at all of the announced grade levels. Accordingly, all qualified candidates at each grade level will be certified to the selecting official. Separate certificates for each grade level are not required. In this situation, management can make a selection from any of the announced levels.

c. Referral and selection certificates. All candidates determined to meet the minimum qualifications for the position will be listed on the referral and selection certificate as defined in Chapter 6.

Chapter 6

Referral and Selection Procedures

6-1. Referral of Candidates-ARMY GUARD PROCEDURES

Following the determination of basic eligibility and evaluation of candidates as outlined in Chapter 5 (if applicable), the DMP/J1 will:

a. Certify to the selecting official up to the seven best qualified candidates for each position advertised. Candidates will be listed alphabetically. More than seven candidates may be certified when qualified applicants are tied or when a position is advertised at multiple grade levels. In the last case, seven different qualified candidates may be certified at each grade level.

b. The following procedures will apply to bargaining unit positions in order to provide potential selection preference to bargaining unit members. Appendix A provides a flow chart for this process.

(1) To facilitate potential selection preference to bargaining unit applicants, for bargaining unit positions, a referral list of best qualified candidates will be prepared. From that referral list, at least one certificate with a minimum of three candidates will be forwarded to the selecting official (unless less than three candidates apply or if less than three candidates are certified as among the best qualified).

(2) This certificate will contain only bargaining unit members if at least three eligible bargaining unit members apply and are certified as among the best qualified. If at least three eligible bargaining unit members do not apply, or are not among the best qualified, then the most qualified of the non-bargaining unit applicants (if among the seven best qualified) may be included on this initial certificate.

(3) The determination of the next most qualified among the best qualified is made by the DMP/J1 Recruitment and Placement Specialist or Subject Matter Expert on the basis of written application materials submitted.

(4) If the selecting official does not make a selection from the initial certificate containing only bargaining unit candidates, the selecting official will request a second certificate with a maximum of four additional candidates, to bring the total number of candidates to the maximum of seven best qualified candidates.

c. Notify those individuals who were not submitted for consideration.

6-2. Referral of Candidates – AIR GUARD PROCEDURES

a. Refer to the selecting official all qualified candidates for each position advertised. Candidates will be listed alphabetically within the grade at which certified.

b. In accordance with negotiated labor/management agreements, bargaining unit employees will receive first consideration for a vacancy when such vacancy is identified as a position having known promotion potential (multiple grades within the same job series).

c. Notify those individuals who were not submitted for consideration.

6-3. Action by Selecting Supervisor

The selecting supervisor is free to select or non-select any candidate referred to him/her (provided, of course, that he or she does not thereby engage in illegal discrimination or any other prohibited personnel practice). Upon receipt of the selection certificate, the selecting supervisor will:

a. Interview candidates.

(1) To avoid a perception of bias or pre-selection, the use of selection boards/teams made up of two or more individuals is strongly encouraged.

(2) Every effort will be made to conduct personal interviews. If not possible, telephone interviews should be conducted. When one of the referred candidates is interviewed, every effort should be made to interview all candidates on the certificate.

b. Make a tentative selection and verify qualifications and applicable military requirements.

c. Make a final selection. If all candidates are rejected, the selecting official will return the certificate to the DMP/J1.

d. Notify the selected candidate.

e. Notify those candidates not selected.

f. Negotiate a release date between gaining and losing supervisor in the case of individuals currently employed by the federal government.

g. Sign and return the selection certificate to the DMP/J1.

(3) The selecting supervisor shall not delegate his/her authority to select a candidate or this responsibility.

6-4. Action by the Director of Manpower and Personnel / J1 Office

A representative of the DMP/J1 will:

a. Arrange for a release date if requested.

b. Prepare appointment/promotion/reassignment file (See Chapter 7).

6-5. Release of Selectee

After selection for promotion or placement, a military technician must be released promptly from his/her present position. Release will normally be within 2 weeks after selection. In all cases, the release date will not be delayed longer than 30 days without approval of the DMP/J1.

Chapter 7

Placement and Promotion Records

7-1. Purpose

Complete placement and promotion records will be maintained by the DMP/J1 to:

a. Provide a clear record of actions taken.

b. Evaluate the merit placement program.

c. Provide an audit basis to substantiate that merit placement actions are being made on a fair and equitable basis in accordance with this law, regulation and policy.

7-2. Records

Sufficient records are required to allow reconstruction of the placement action. The following records are to be maintained in the DMP/J1:

a. Copy of the vacancy announcement.

b. Copy of Initial Screening Worksheets and NGB Form 300-6.

c. Copy of OF 612, resume or SF 171 and attached documents.

d. Forms used in the evaluation and rating process.

7-3. Duration

Records will be maintained for a minimum of two years. If a grievance is pending, records will be maintained until the grievance is resolved.

7-4. Privacy Protection

Information relating to individual placement actions or regarding candidates will not be discussed with (or shown to) unauthorized individuals. Supervisors and personnel specialists participating in merit placement actions will not disclose the details of their work to unauthorized persons.

Chapter 8

Grievances and Complaints

8-1. Grievances

A military technician who believes that proper procedures in the selection process were not followed in a particular placement action, for which they were an applicant, may present a grievance under applicable grievance procedures. A grievance will not be considered when it is based solely on non-selection.

8-2. Discrimination Complaints

Allegations of discrimination because of race, color, religion, sex, age, handicapping condition, or national origin made during any phase of selection process will be processed by the Wisconsin National Guard State Equal Employment Opportunity (EEO) Manager (SEEM) under Title VII of the Civil Rights Act and following appropriate procedures set forth by the EEOC. The State Equal Employment Manager (SEEM) is available to provide assistance to applicants desiring to bring forth a complaint of this nature.

8-3. Other

Other complaints or inquiries including those made by non-military technician candidates should be directed to the DMP/J1 for resolution.

Chapter 9

Corrective Action

Actions taken to correct procedural, regulatory, or program violations will be taken in accordance with Part IV, National Guard Bureau Technician Personnel Regulation 335.

APPENDIX A
(Applies to ARNG only)

NOTE: For Bargaining Unit Positions Only.

