

Department of Military and Veterans Affairs Regulation

## Colorado National Guard

# Full Time Support Management Policy

Personnel General



The Adjutant General  
6848 South Revere Parkway  
Centennial Colorado, 80112  
1 October 2014

*UNCLASSIFIED*

Department of Military and Veterans Affairs Regulation

The Adjutant General  
Centennial, Colorado

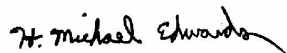
Effective: 1 October 2014

Personnel – General

## FULL TIME SUPPORT MANAGEMENT PROCEDURES

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By Order of the Governor:



H. MICHAEL EDWARDS, Maj. Gen., COANG  
The Adjutant General

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**Summary:** This regulation outlines responsibilities and prescribes policies and procedures for the Merit Placement Program for Excepted Title 32 Technician and Army/Air National Guard Active Guard Reserve (AGR) positions in the Colorado National Guard.

**Applicability:** This regulation is applicable to all Colorado Army and Air National Guard members and units.

**Proponent:** The proponent of this regulation is the Colorado Human Resources Office (COHRO).

**EEO (Civilian) Statement:** Hiring of technician Colorado National Guard Personnel will be made without regard to race, color, religion, sex, age, non-qualifying disability or national Origin.

**EEO (Military) Statement:** Hiring of AGR Colorado National Guard Personnel will be made without regard to race, color, religion, sex, or national origin.

**Supplementation:** Supplementation to this regulation is prohibited unless prior approval is obtained from the Office of The Adjutant General, the State of Colorado. The Colorado Army and Air National Guard may issue letters of instruction to facilitate the processing of personnel actions within their respective services.

**Suggested Improvements:** Users of this regulation are invited to send comments and suggested improvements directly to JFHQ-CO/HRO, ATTN: Staffing Section, 6848 South Revere Parkway, Centennial, CO 80112-6709 (Stop REV).

**Distribution and Restrictions:** Approved for public release. Local and electronic reproductions authorized.

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This regulation supersedes all previously dated DMA Regulation 690-200/40-2 ANG

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## CHAPTER 1

### I. INTRODUCTION

#### A. General

##### 1. References

5 USC 2301 Merit System Principles  
5 CFR 530-536 Pay Rates and Systems  
JTR, Volume 2, Chapter 5, Permanent Duty Travel  
FTR 41 CFR Chapter 302 Relocation Allowances  
TPR 300 (335) Merit Placement for National Guard Technicians  
ANGI 36-101, Air National Guard Reserve (AGR) Program  
ANGI 36-2101, Assignments within the Air National Guard  
ANGI 36-2005, Appointment of Officers in the Air National Guard of the United States and as Reserve of the Air Force  
ANGI 36-2503, Administrative Demotion of Airmen

##### 2. Policy

It is the policy of the Colorado National Guard (CONG) that all positions be filled by the best qualified individuals available and to ensure that all personnel have an opportunity to develop and advance to their full potential. All actions under this policy will be made with regard only to merit reasons. All dual status technicians must maintain Colorado National Guard military membership, except while serving on a Title 10 tour.

##### 3. Scope

This policy encompasses all Title 32 Dual Status Excepted, Title 32 Non Dual Status (NDS) Competitive Technician positions, and Army and Air AGR positions in the State of Colorado.

##### 4. Definition of Terms and Abbreviations

Abbreviations and special terms used in this regulation are explained in the glossary located on page [44](#).

#### B. Responsibilities

##### 1. The Adjutant General

The Adjutant General is the appointing authority for the Colorado National Guard Technician and AGR Program and is the highest level of authority concerning the overall application of this Policy.

## **2. The Human Resources Officer (HRO)**

The Adjutant General delegates the authority for administering this Policy to the HRO. The HRO is responsible for:

- a) *Ensuring compliance with this Policy within the Colorado National Guard (CONG);*
- b) *Developing, maintaining, evaluating, and revising the program as necessary;*
- c) *Ensuring legal and regulatory compliance with the program and that all procedures used to identify, qualify, evaluate, and select are based on job-related criteria;*
- d) *Providing guidance and assistance to supervisors concerning their responsibilities under this Policy;*
- e) *Publishing Technician Vacancy Announcements (TVAs) and AGR Vacancy Announcements;*
- f) *Ensuring that applicants are properly evaluated using the qualification requirements issued by the National Guard Bureau to evaluate applicants for excepted and competitive service positions;*
- g) *Ensuring that the "Certificate of Eligibles" (CERT) referred to the Selecting Supervisor contains a list of all qualified applicants meeting the minimum qualification standards prescribed for the position;*
- h) *Reviewing, approving and processing selection packages. Notifying selecting supervisor of approval and determining any special conditions, for example superior qualifications and start date;*
- i) *Maintaining necessary records in accordance with regulatory guidance and sufficient to reconstruct each placement action;*
- j) *Retaining records for a minimum of 2 years. (This is an exception to AR 340-18). If a grievance is pending, records will be retained until resolution;*
- k) *Oversight for AGR Announcements and Selections;*
- l) *Reviewing consistency of the AGR program vacancy announcement and hiring procedures;*
- m) *Processing all requests for AGR tour announcements to ensure compliance with directives or instructions;*
- n) *Reviewing full time position movements prior to notification to employee.*

### **3. Selecting Supervisors and Officials**

Selecting Supervisors and Officials are responsible for:

- a) *Reviewing and acting in compliance with the provisions of this Policy;*
- b) *Ensuring that technicians and AGR personnel under their supervision are aware of and have access to this Policy, for example Share Point, hardcopy, etc.;*
- c) *Ensuring that all personnel actions within their area of responsibility are in compliance with this regulation;*
- d) *Recruiting for TVAs, to include members who are absent, for example deployment, leave, service school, etc.;*
- e) *Conducting interview boards in compliance with all provided instructions, to include ensuring Board Members understand and sign the Confidentiality Agreement;*
- f) *Obtaining approval from the HRO prior to notifying selectees of their selection;*
- g) *Discussing special conditions, such as pay setting and start date, with the selectee and the HRO;*
- h) *Notifying all non-selectees, preferably verbally or via email if not reachable verbally, of their non-selection. Supervisors are encouraged to give constructive feedback to non-selectees to develop them for their next opportunity;*
- i) *Ensuring that the individual will accept the position before non-selectees have been notified;*
- j) *For AGR hires, coordinating with Air AGR Specialist for the effective date of the selectee so orders can be generated;*
- k) *For Technician hires, coordinating with the HRO Staffing Section so a technician can attend the New Employee Orientation.*

### **4. Applicants**

Applicants are responsible for:

- a) *Reviewing the provisions of this Policy;*
- b) *Discussing their career goals with their supervisor;*
- c) *Applying for vacant positions in accordance with applicable rules for either technician or AGR positions;*

- d) *Submitting legible and complete application materials;*
- e) *Ensuring that the Human Resources Office (HRO) has received their complete application package prior to midnight on the closing date on the announcement. Exceptions may be granted to military members in a deployed status, who are TDY to a location that does not have computer access, or to individuals who applied during a verifiable system outage and experienced issues submitting their application materials;*
- f) *Calling or emailing the HRO with any questions or issues prior to the closing of the job announcement.*

## **C. Discretionary Decisions**

### **1. Management's Rights**

Management retains the right to:

- a) *Select or non-select from among a group of properly referred qualified applicants;*
- b) *Select applicants from any appropriate source most likely to best meet mission objectives;*
- c) *Choose the method of filling a vacancy. Management may choose from the following methods:*
  - (1) **Competition:** This is the normal method of filling either a newly established position or a routine vacancy. If this method is selected, then an appropriate Area of Consideration must be selected as well;
  - (2) **Key Staff Referrals (KSR):** This is an alternative to competition established exclusively for identified Key Staff Positions. See the most current NGB-TN Key Staff Position List memo;
  - (3) **Management Directed Reassignment (MDR):** Management may reassign a technician to another position at the same technician grade and pay, if it is the best interests of the CONG. Management may reassign a technician to a lower technician graded position if the reassignment is considered to be in the best interest of the CONG and the technician concurs with the reassignment. Non-concurrence with a management directed reassignment to another position at the same grade and pay can result in separation. Reassignments must be coordinated with the HRO.
- d) *Adjust the Area of Consideration: The most common areas of consideration are **normally** defined as: 1) Current full time members of the CONG, 2) current members of the CONG, and 3) Nationwide. However, management may request to further restrict expand the area of consideration with HRO approval. An area of consideration is selected to ensure there are an adequate number of qualified and quality applicants.*



## **D. Key Staff Referrals**

### **1. Purpose**

A Key Staff position is a managerial position whose incumbent is a member of the immediate staff of The Adjutant General or who serves under the direct supervision of the Director of Joint Staff, Command Administrative Officer, or Air Commander. The Adjutant General has the authority to select National Guard members for assignment to Key Staff positions as Dual Status technicians, and members may be selected from three personnel sources: Dual Status military technicians, Active Guard Reservists (AGR), or traditional State National Guard members. The Adjutant General may not delegate this selection authority.

### **2. Procedures**

The Adjutant General may require that a key staff position be filled by a Key Staff Referral (KSR) of all qualified dual status career tenured technicians, AGRs, and/or traditional Guardsmen. If the KSR procedure is selected, TAG will provide the CO-HRO with selection criteria for determining qualifications. Selection criteria will include the following:

- a) *Area(s) of Consideration;*
- b) *Specific military or civilian grades to be considered due to grade inversion and/or limitation of military assignment positions;*
- c) *Any selective placement factors;*
- d) *Anticipated start date.*

The Human Resources Office will screen the appropriate records and generate a CERT with qualified/eligible applicants based on the TAG's request and applicant qualifications. The CERT will be sent to the TAG for completion and returned to the CO-HRO. Once a selection is made, TAG approval will be obtained and the selectee notified.

The positions eligible for Key Staff appointment are listed in the current Key Staff Positions memo from NGB-TN.

## CHAPTER 2

### II. TECHNICIAN MERIT PLACEMENT PLAN

**Merit System Principles.** Federal personnel management should be implemented consistent with the merit system principles set out of 5 USC 2301, Merit System Principles.

#### A. General

##### 1. References

32 USC 709, National Guard Technician Act  
5 USC2301 Merit Systems Principals  
5 CFR 530-536 Pay Rates and Systems  
JTR VOL 2, Chapter 5 Permanent Duty Travel  
FTR 41 CFR Chapter 302 Relocation Allowances  
TPR 300 (335) Merit Placement for National Guard Technicians

##### 2. Policy

It is the policy of the Colorado National Guard that all positions be filled by the best qualified placement actions are made without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, non-disqualifying handicap (except for the military requirements for excepted technicians), or age. This covers all aspects of the placement program and is the responsibility of every individual involved. All Dual Status technicians must maintain Colorado National Guard military membership, except while serving a Title 10 tour.

##### 3. Scope

This plan encompasses all Title 32 Dual Status Excepted and Non Dual Status (NDS) Competitive Technician positions in the State of Colorado.

#### B. Responsibilities

See Chapter 1

#### C. Management's Rights

Management retains the right to:

1. Select or non-select from among a group of properly referred qualified applicants;
2. Select applicants from any appropriate source most likely to best meet mission objectives;
3. Choose the method of filling a vacancy. Management may choose from the following methods:

a) *Competition: This is the normal method of filling either a newly established position or a routine vacancy. If this method is selected, then an appropriate Area of Consideration must be selected as well;*

b) *Internal Staff Referrals (ISR): In instances where there is no vacancy but there is a need to create a leader or supervisory position, management may select from the available qualified technicians in the Area of Consideration. This method is generally used during reorganization. See HRO Policy regarding ISR;*

c) *Management Directed Reassignment (MDR): Management may reassign a technician to another position at the same technician grade and pay if it is in the best interest of the CONG. Management may reassign a technician to a lower technician graded position if the reassignment is considered to be in the best interest of the Government and the technician concurs with the reassignment. Non-concurrence with a management directed reassignment to another position at the same grade and pay can result in separation.*

#### **D. Actions Exempt from Competition**

The following circumstances do not require competition through a normal TVA process:

1. Promotion due to the implementation of a new national Classification Release Authority (CRA) or the correction of a classification error;
2. Promotion when competition was held earlier. For example, trainee positions clearly advertised as a multi-graded promotion opportunity. Further competition is not required to achieve the target promotion grade advertised;
3. Re-promotion to a grade, intervening grade, or position from which a technician was demoted without personal cause and not at his or her request. (i.e., Management directed reassignment, RIF);
4. Promotion resulting from a technician's position being reclassified at a higher grade because of a position review;
5. Management Directed Reassignments and Key Staff Referrals;
6. Placement of over-graded technicians entitled to grade retention as a result of RIF, reclassification or management directed change to lower grade;
7. Selection of a former technician from the priority placement list for a position at the same or lower technician grade as the position from which separated;
8. Temporary promotion of 120 days or less;
9. Details of 120 days or less to a position at the same or lower technician grade;

10. Position changes required by RIF regulations;

11. Hire of temporary technicians.

#### **E. Recruitment Incentive**

Supervisors may offer recruitment incentives for hard to fill vacancies with prior approval from NGB through HRO.

##### **1. Recruitment, Retention, and Relocation Incentives**

a) *Recruitment Incentives are only offered to new federal technicians;*

b) *Retention Incentives are only offered to existing federal technicians in an effort to retain highly desirable technicians within the CONG. In lieu of funding a PCS move, a relocation or recruitment incentive may be offered prior to the acceptance of a position and may be included on the announcement. This must be pre-approved by the HRO as authorization must be obtained from NGB for the TVA incentive to be published;*

c) *Relocation Incentives are only offered to existing federal technicians.*

For detailed information concerning recruitment, retention, and relocation incentives please see DMVA Regulation 690-17

#### **F. Permanent Change of Station (PCS)**

The impact of a PCS move and its related expenses, while a significant consideration, will not deny qualified applicants outside the commuting range access to consideration. Supervisor's must consider PCS costs when determining area of consideration. If PCS funding is not available, such information must be noted on the TVA to ensure applicants make informed decisions on applying for positions. If a position is announced with the statement -PCS funds are not available, then there can be no PCS granted at a later date. (See JTR Volume 2 Chapter 5 Permanent Duty Travel).

#### **G. Non-Dual Status**

##### **1. Non-Dual Status (NDS) Positions**

This Merit Placement Plan applies equally to filling Dual Status and Non-Dual Status (NDS) positions. This does not increase the number of available NDS positions nor does it change or expand the positions that may be filled with NDS positions. NDS positions must be validated by National Guard Bureau-Technician Personnel (NGB-TN) before being advertised. Positions to be filled with a NDS technician must have a current NDS position description. All NDS positions will be filled using an Office of Personnel Management – Delegated Examining Unit (DEU). Current DEU policy and procedures will be used to fill NDS positions and NDS TVA's will be funded from tech pay.

## **2. NDS Internal Hire**

A NDS internal hire may occur without a DEU only if the NDS Employee has already been selected from a DEU Certificate and has completed their Probationary time. The DEU process is administered by OPM to ensure NDS authorizations are not exceeded and priority placement applicants are considered.

## **3. Priority Placement**

Priority Placement is an automated mandatory placement program used to match eligible well-qualified employees, who are/were subject to displacement, with vacant DoD positions.

Priority Placement takes precedence over DEU hires – clearing the Priority Placement Plan (PPP) list will occur before any NDS selection is made via DEU. If there is a match, a determination will be made based upon the Position Description and the resume supplied. If that individual is qualified, they will be placed and the DEU certificate is void.

## **H. Application Procedures**

### **1. Resumé**

The resumé is the basic document used to determine an individual's qualifications against the Specialized Experience required by the TVA for a position. It must reflect the applicant's current and past employment data as well as military duty assignments and training. Complete and accurate data is essential to ensure fair evaluation of applicants. The resume, at a minimum, must have basic position titles with to and from dates in mm/yy – mm/yy (month/year) format.

### **2. Determination of Basic Eligibility**

Applications are reviewed by HRO Staffing to determine basic eligibility as described in each TVA. The following is a brief description of how this is accomplished in the application screening process:

a) *A screen for any Area of Consideration requirements is completed (i.e. current technician members, technician/AGR applicants only, officer v. enlisted, rank requirements, compatible or restricted AFSC's listed per the supervisor's request). Any individual not meeting the Area of Consideration for the TVA will be disqualified via USAJobs.gov; a subsequent email will be sent to the applicant regarding the reason behind their disqualification.*

b) *National Guard applicants who possess the MOS/BRANCH/AFSC stated on the vacancy announcement are given credit for Specialized Experience at the rate of one month of specialized experience for each drill weekend the service member performed duties in that MOS/BRANCH/AFSC. MOS/BRANCH/AFSC must be documented under the position in which performed, in the applicant's resume. A DD214 showing months worked in duty MOS/BRANCH/AFSC will also count as credit towards specialized experience.*

c) *Specialized Experience gained outside of the MOS/BRANCH/AFSC credit explained above will be evaluated based on the information contained in the applicant's resume.*

d) *In accordance with 32 USC 709(g), Veterans preference, , disability preference, and any other "preference" eligibility under 5 USC 2108 do not apply to Title 32 Positions.*

### **3. Required Documents**

Applicants must submit all required documents in the TVA.

### **4. Submission**

Applicant must submit applications in accordance with the procedures required on [www.usajobs.gov](http://www.usajobs.gov). Late or incomplete applications will not be considered. All positions announced via [www.usajobs.gov](http://www.usajobs.gov) close at 11:59pm Eastern Standard Time, on the date listed on the announcement.

### **5. Evaluating Experience**

HRO Staffing uses National Guard Qualification Standards (Specialized Experience), based on the occupational series for the position to evaluate an applicant's experience.

### **6. Training and Education**

Per National Guard Qualification Standards, "Candidates' experience should be evaluated on the basis of duties performed rather than strictly on the rank of the individual; however, established compatibility criteria/assignments must be followed. The applicant's record of experience, training, and education must show possession of the knowledge, skills, and abilities needed to fully perform the duties of the position to be filled." Satisfactory graduation from a service school that awards an MOS or AFSC listed in the announcement may count towards Specialized Experience if there is documentation of the applicant's knowledge, skills, and abilities while attending the course.

### **7. Conditions of Employment**

Conditions of employment are requirements of a position necessary to hold the position (for example, maintain military membership, commission, security clearance, educational requirements, and/or developmental training). Failure to meet or maintain these conditions may result in termination. Conditions of employment are discussed more fully in TPR 715 – consider deleting or revising this section.

### **8. Posting of Announcements**

Supervisors may request the following:

- a) *Announcement Duration. Open to close dates as described in the CONG Position Announcement SOP, or Open until Filled.*
- b) *TVA Amendments - Any requested changes to qualifying data will extend the TVA closing date by 14 days from date of change (for example minimum rank) however, any changes to non-qualifying data will not affect the closing date (for example a spelling error).*
- c) *TVA Extensions – Normally due to a lack of qualified applicants or a TVA change in qualifying data. May be extended for a minimum of 15 days.*
- d) *Open Until Filled - Normally used when several selections for a position will be filled during the year. It displays an unspecified TVA closing date (usually end of the Fiscal Year). TVAs remain open until the minimum number of qualified applicants is met and the supervisor requests a selection certificate. This type of TVA can immediately resume Open until Filled status to accomplish multiple selections during the Fiscal Year; with notification from the supervisor.*

## **I. Selection Procedures / Board Composition**

### **1. Selection / Non-Selection of Applicants**

Following the determination of basic eligibility and evaluation of experience, the HRO Staff will:

- a) *Deliver a Supervisor Selection Certificate of Eligibility (CERT) via email, containing a list of all qualified applicants to the selecting supervisor with instructions for interviewing and selecting an applicant. (Note: The selecting supervisor will not be advised or given a list of each applicant prior to the issuance of the supervisor selection certificate);*
- b) *Complete an additional CERT through the USAStaffing portal. The supervisor can gain access to this portal using their assigned username / password. Instructions are printed in the Supervisor Selection Certificate email. This portal enables the supervisor to view and print all application materials, for each eligible applicant;*
- c) *Notify via e-mail, those individuals who were not qualified on the CERT with a brief explanation of why they were not qualified.*

### **2. Action by the Selecting Supervisor/Official**

The Selecting Supervisor/Official is entitled to select or non-select any applicant on the CERT. The Selection Certificate is valid for 120 days. Upon receipt of the CERT, the Selecting Supervisor/ Official will:

- a) *Establish an interview panel. The interview panel must include at least three (3) panel members. If there is an ethnic minority applicant, the interview panel must include a voting ethnic minority panel member. If there is a female applicant, the interview panel must*

*include a voting female panel member. It is highly encouraged that at least one member of the panel be from outside the unit or organization. Interview questions must be submitted to the Staffing Section of the HRO and approved by the State Equal Employment Manager prior to interviews. No HRO member will be permitted to participate on a hiring board, unless the hiring board is internal to the HRO;*

*b) Interview all applicants. Once the selection certificate is received, the supervisor must move forward with the interviewing of all eligible applicants. The selecting supervisor must make every effort to contact applicants to conduct an interview. If a face-to-face interview is not possible, the selecting supervisor will conduct a telephone interview. If an applicant cannot be contacted, the selecting supervisor will annotate that remark on the CERT in the "reason for non-selection" area. The annotation will include the date and time of the call and any comments as necessary. It is in the best interest of all supervisors to conduct a face-to-face hiring board; this enables the applicant to ask any pertinent questions concerning the position prior to selection, allows the supervisor the opportunity to view demeanor, and allows the supervisor time to address any concerns prior to hire. If more than 15 applicants are forwarded on the selection certificate, a paper board may be conducted to narrow the number of applicants to no fewer than 5 interviewees. Prior to conducting a paper board, the selecting supervisor must submit the criteria to be used to narrow the number of applicants for HRO approval. The criteria must be objective and measurable. The same board members will conduct both the paper board and the interview board;*

*c) Make a selection (if appropriate). Complete the CERT appropriately. The order of merit list from the interview selection process will be valid for 120 days from the date the selection packet is approved. The technician program strives to select the best candidate for the position. Therefore, in some cases the highest rated applicant may not be selected for the position. In this situation, the Selecting Supervisor will include a memorandum for record stating a valid reason why another applicant was selected. If all applicants are rejected; the selecting supervisor will return the entire selection package to the HRO with an explanation concerning why a selection could not be made;*

*d) The selecting supervisor and all panel members must sign the confidentiality statement and the CERT. Once the selection package is complete, the selecting supervisor will obtain all necessary signatures. If the next line supervisor disagrees with the selection and cannot resolve the issue, it will continue through the supervisory chain in an attempt to resolve the selection issues and make a final determination. The final authority for all selections rests with The Adjutant General.*

*e) Once the package is complete, the entire package will be returned to the HRO. The package must include:*

- (1) All items that were originally sent to the selecting supervisor from the HRO;*



(2) The original interview questions and answers sheets and the original application packets;

(3) The original total tally score sheet.

### **3. Notification of Selection to Applicants**

Upon HRO approval of the selection, the selecting supervisor will:

- a) *Notify the selectee, determine any special conditions of the selection, and, in coordination with the HRO, establish the effective hire date;*
- b) *Notify non-selectees that the position has been filled and provide feedback to each applicant concerning their interview.*

## **J. Placement / Promotion Records**

### **1. Purpose**

Complete placement and promotion records are maintained by the HRO Staff to provide a clear record of the action taken and evaluate compliance with the Merit Placement Program.

### **2. Records Required**

Sufficient records are required to allow re-construction of any placement action. As a minimum, the following information and forms are retained in the Technician Vacancy record, (all Technician Vacancy records as of September 2012 will be filed electronically):

- a) *A copy of the TVA;*
- b) *A copy of the Position Description;*
- c) *All applications involved in the action;*
- d) *Forms used in the evaluation and rating process;*
- e) *CERT signed by Selecting Supervisor/ Official, the Nominating Official and the appropriate HRO Staff;*
- f) *Additional Records as required such as the DoD "Priority Placement List", CONG enlistment documentation, medical physicals having been cleared and security clearance obtained, etc.*

### **3. Duration of Records**

Records are maintained electronically for two years. If a grievance or EEO complaint is pending, records will be maintained until the grievance/complaint process is complete.

#### **4. Privacy Act Protection**

Information relating to any individual placement action (to include applicant's names) will not be released or discussed with any unauthorized individuals. This applies to all supervisors and HRO Staff members participating in placement actions.

### **K. Temporary Employment**

#### **1. Procedure**

Temporary appointments are used to fill positions when there is no permanent need for an employee's services. Employees serving under temporary appointments cannot be converted to permanent or indefinite appointments without competition. Temporary employees are required to meet the qualification standards for the position; there is no requirement that temporary employees be MOS/BRANCH/AFSC compatible to the position of hire. An SF-52 request and resume for the temporary employee must be submitted to the HRO by the Wednesday prior to the employee's start date. Once a decision is made whether or not to hire the temporary employee an email will be sent out to the supervisor.

#### **2. Term of Employment**

A temporary employee may be terminated at any time. Under no circumstances will a temporary employee be employed beyond a four year period, cumulative.

#### **3. Benefits**

- a) *Leave. Temporary employees are eligible to earn leave (if their term of employment is for 90 or more days) and are covered by Social Security and unemployment compensation, but do not receive the other benefits provided to excepted service (permanent/indefinite) employees.*
- b) *Health Insurance. Temporary employees can purchase health insurance after they have completed 365 days of consecutive service; however, the employee must pay for the full cost of the health insurance with no Government contribution and will render them ineligible for Tricare Reserve Select.*
- c) *Life Insurance. Temporary employees are ineligible for coverage under the Federal Employees' Group Life Insurance Program (FGLI) or the Federal employees' retirement systems.*

#### **4. Pay Setting**

Temporary employees are not eligible for promotion in their current position but may be considered for other temporary positions in a higher grade.

## **L. Probationary Periods**

### **1. Probation Policy**

The first year of service of a technician is a probationary period regardless of the method of employment. The probationary period is intended to ensure the appointee is capable of performing the duties of the job and to determine whether they have the qualities needed for continued Government employment. Only one probationary period will be served. This probationary period must be served for 12 consecutive months in the same type of work and in the same state. Removal action may be taken at any time during the probationary period.

### **2. Temporary Service**

Time served in a temporary capacity may count towards the probationary period. Non-permanent appointments that immediately precede a permanent appointment in the same type of work in the same state will count as creditable time toward the probationary period.

### **3. Supervisory Probation**

Newly appointed supervisors will incur a one year supervisory probationary period. Higher level supervisors will receive notification of the probationary status of new supervisors and will be expected to provide guidance and training. Higher level supervisors will also receive notification of the pending expiration of the supervisory probationary period so appropriate action may be taken, if necessary. If unsuccessful, removal action will be from the supervisory position only.

### **4. Extension of a Probationary Period**

The probationary period will be extended on a day-for-day basis in those instances where Leave Without Pay (LWOP) or furlough exceeds more than 30 days of LWOP or 22 workdays of furlough. This does not apply to LWOP for military service.

## **M. Pay Setting Procedures**

### **1. Maximum Payable Rate Rule**

The maximum payable rate rule is a pay setting rule that allows an agency to set pay for an employee at a rate above the rate that would be established using normal rules, based on a higher rate of pay the employee previously received in another Federal job. The pay set under the maximum payable rate rule may not exceed the maximum rate for the grade or be less than the rate to which the employee would be entitled under normal pay-setting rules. The maximum payable rate rule may be used when an employee is reemployed, reassigned, transferred, promoted, or changed to a lower grade.

### **2. Highest Previous Rate (HPR)**

The highest previous rate is-

- a) *The highest rate of basic pay previously received by an individual while employed in a civilian position in any part of the Federal Government (including service with the government of the District of Columbia for employees first employed by that government before October 1, 1987), without regard to which pay system; or*
- b) *The highest rate of basic pay in effect when an employee held his or her highest grade at the highest step within that grade.*

The highest previous rate must be a rate of basic pay received by an employee while serving-

- c) *On a regular tour of duty under an appointment not limited to 90 days or less; or*
- d) *For a continuous period of not less than 90 days under one or more appointments without a break in service.*

If the highest previous rate is a locality rate, the underlying rate must be used as the highest previous rate in applying the maximum payable rate rule.

### **3. Use of Maximum Payable Rate**

. Only rates earned within the previous five (5) years will be used to determine Highest Previous Rate (HPR) when the Maximum Payable Rate rule is applied. Maximum Payable Rate will not be applied when a technician is returned to their previous grade upon the expiration of the term of a temporary promotion of any duration.

### **4. Determining HPR**

The highest previous rate may not be based on certain types of rates, including the following:

- a) *Erroneous rates;*
- b) *A rate received during a temporary promotion lasting less than 1 year, except (1) upon permanent placement at the same or higher grade or (2) when a temporary promotion is extended so that the total time equals or exceeds 1 year;*
- c) *A special rate established under 5 U.S.C. 5305, except in a reassignment within the same agency when the special rate is the employee's current rate and the agency has a need for the employee's services. (See 5 CFR 531.222(c) for use of a special rate as the HPR.) When a special rate is not used, the employee's underlying GS rate is the HPR.;*
- d) *A rate received as a member of the uniformed services; or*
- e) *A retained rate under 5 U.S.C. 5363 or a similar rate under another legal authority.*

If a temporary promotion of less than 1 year is extended so that the total time of the temporary promotion equals or exceeds 1 year, the HPR may be based on the rate received during the temporary promotion once the total time of the temporary promotion equals or exceeds 1 year.

## **5. Superior Qualifications**

The supervisor may request to set the rate of basic pay for an employee above the minimum rate of the grade for the employee's position of record based on superior qualifications of the employee. There is no requirement to use this type of pay-setting. Superior Qualifications must be initiated and approved by the HRO PRIOR the employee's date of hire (New Employee Orientation Date). The employee must meet the following criteria in order to qualify for Superior Qualification Pay-Setting:

- a) *Be a first time appointment (regardless of tenure) as a civilian or dual status employee of the Federal Government;*
- b) *Must have superior qualifications. This agency may determine that a candidate has superior qualifications based on the level, type, or quality of the candidate's skills or competencies demonstrated or obtained through experience and/or education, the quality of the candidate's accomplishments compared to others in the field, or other factors that support a superior qualifications determination, for example if the position is hard to fill. The candidate's skills, competencies, experience, education, and/or accomplishments must be relevant to the requirements of the position to be filled. These qualities must be significantly higher than that needed to be minimally required for the position and/or be of a more specialized quality compared to other candidates, and/or;*
- c) *The candidate fills a special agency need. This agency may determine that a candidate fills a special agency need if the type, level, or quality of skills and competencies or other qualities and experiences possessed by the candidate are relevant to the requirements of the position and are essential to accomplishing an important agency mission, goal, or program activity;*
- d) *Temporary GS employees are not eligible for appointment under superior qualifications.*

## **6. Superior Qualification Pay Rate Determination**

The Selecting Supervisor/Selecting Official must submit a Superior Qualifications Request prior to the hire of a new technician. The request must articulate the unique qualifications or training the appointee possesses, and the benefit to the agency. Refer to the Tables below as a guide to determine appropriate placement on the pay scale.

**Table 3-1 Superior Qualification Guideline for  
GS Appointees**

|                        |   |   |   |   |   |   |   |    |    |    |
|------------------------|---|---|---|---|---|---|---|----|----|----|
| Experience<br>in YEARS | 0 | 1 | 2 | 3 | 5 | 7 | 9 | 12 | 15 | 18 |
| Equivalent<br>GS STEP  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8  | 9  | 10 |

**Table 3-2 Superior Qualification Guideline for  
WG Appointees**

|                         |   |   |    |    |    |
|-------------------------|---|---|----|----|----|
| Experience in<br>MONTHS | 0 | 6 | 24 | 48 | 72 |
| Equivalent<br>WG STEP   | 1 | 2 | 3  | 4  | 5  |

**7. Retained Grade**

An employee under a covered pay system who is placed in a lower-graded position under the same or different covered pay system (e.g., as a result of a reduction in force or when his or her position is reduced in grade as a result of a reclassification) is entitled to retain the grade held immediately before the reduction for a period of two years. This agency may not provide grade retention to an employee who:

- a) *Is reduced in grade or pay for personal cause or at the employee's request;*
- b) *Was employed on a temporary or term basis immediately before the action causing the reduction in grade or pay;*
- c) *Changes geographic location which may result in a different locality allowance;*
- d) *Employees under retained grade will continue to receive within grade increases at the normally scheduled intervals.*

(Note: There are various rules and regulations provided by OPM in Title 5 of the Code of Federal Regulations with regard to the administration of Grade Retention. Not all rules are encompassed in the MPP and regulatory guidance must be consulted for each specific situation)

## **8. Retained Pay**

An employee whose rate of basic pay otherwise would be reduced as a result of a management action is entitled to retain his or her rate of basic pay. Management action means an action (not for personal cause) by an agency official not initiated or requested by an employee which may adversely affect the employee's grade or rate of basic pay. Pay retention will not be paid to an employee who:

- a) *Is reduced in grade or pay for personal cause or at the employee's request;*
- b) *Was employed on a temporary or term basis immediately before the action causing the reduction in grade or pay;*
- c) *Voluntarily changes geographic location which may result in a different locality allowance.*

(Note: There are various rules and guidance given by OPM and Title 5 CFR in regards to the administration of Pay Retention, not all rules are encompassed in the MPP and therefore we refer back to regulatory guidance given for each specific situation)

## **N. Grievances**

### **1. Grievances**

A technician who believes proper procedures were not followed in a 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 for promotion. Members of a bargaining unit may file a grievance using the negotiated grievance procedure in the appropriate (Army or Air) collective bargaining agreement. Technicians who are not members of a bargaining unit may file a grievance using the State Administrative Grievance Procedure through the Labor Relations office.

### **2. Discrimination Complaints**

Allegations of discrimination made during any phase of the selection process due to race, color, religion, gender, age, handicapping condition, or national origin will be considered under the CONG Equal Employment Opportunity Program managed by the State Equal Employment Manager.

### **3. Administrative Complaints**

Other complaints or inquiries, including those made by applicants who are not yet technicians, are directed to the Human Resources Officer. All inquiries will be addressed and every effort will be made to resolve such complaints.



## CHAPTER 3

### III. ARMY AGR PROGRAM

#### A. AGR Personnel Management

The AO of each MSC/BDE has the authority to laterally reassign MOS qualified Soldiers of the like grade within their MSC/BDE up to the rank of O-3. All Warrant Officers must have Command Chief Warrant approval before being moved. Once this has been identified as the course of action, the AO must submit a memorandum to the AGR Manager, prior to any movement, requesting orders for the transfer. This memorandum allows the AGR office to effectively track all AGR movement in order to avoid any future pay issues.

#### B. Position Announcement

##### 1. Request for filling vacancies



Position announcements are the last step in the process of filling a vacancy. The priority for filling a valid vacancy is as follows:

- a) *Soldiers in Excess/Over graded positions must be used to fill vacancy first;*
- b) *Lateral reassignment (grade to grade);*
- c) *EPS (for enlisted positions);*
- d) *Position announcement (in the following order):*
  - (1) 15 Days – current on board AGRs
  - (2) 30 Days – current members of the Colorado ARNG (Statewide)
  - (3) 45 Days – current members of the Colorado ARNG and those eligible to become members (Nationwide)

#### C. Application Procedures

##### 1. Unit Vacancy Fill Request

The AO/readiness NCO of each unit will monitor the unit manning report (UMR) to ensure the approved AGR manning strength is maintained. This is a vital readiness NCO function. Upon identifying a vacancy, the unit AO/readiness NCO will submit a fill request using a DA Form 4187 (example below). This request will go through the unit's command channels to the brigade administrative officer (AO). Each echelon S-1 will verify whether or not there are available Soldiers to laterally fill the vacancies. Once the AO validates there are no Soldiers to fill the vacancy laterally, the request is forwarded to the AGR Office.

| <b>PERSONNEL ACTION</b>   |  |   |
|---|--|---|
| For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is OOCSPER   |  |   |
| <b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>   |  |   |
| <b>AUTHORITY:</b>   | Title 5, Section 3012; Title 10, USC, E. O. 9397.  |   |
| <b>PRINCIPAL PURPOSE:</b>   | Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).             |   |
| <b>ROUTINE USES:</b>  | To initiate the processing of a personnel action being requested by the soldier.   |   |
| <b>DISCLOSURE:</b>  | Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action. |   |
| 1. THRU (Include ZIP Code)  | 2. TO (Include ZIP Code)   | 3. FROM (Include ZIP Code)                                    |
| 169th FiB<br>660 s. aspen st m/s #9<br>Aurora, Co 80011   | JFHQ-CO MILPO-EPS<br>6848 S. REVERE PARKWAY<br>CENTENNIAL, CO 80112  | 188TH FSC (HIMARS)<br>1215 ACERO AVE<br>PUEBLO, CO 81004-2603 |
| <b>SECTION I - PERSONAL IDENTIFICATION</b>  |  |   |
| 4. NAME (Last, First, MI)   | 5. GRADE OR RANK/PMOS/AOC  | 6. SOCIAL SECURITY NUMBER                                     |
|   |  | - -   |
| <b>SECTION II - DUTY STATUS CHANGE (AR 600-8-6)</b>   |  |   |
| 7. The above soldier's duty status is changed from _____ to _____<br>effective _____ hours, _____   |  |   |
| <b>SECTION III - REQUEST FOR PERSONNEL ACTION</b>   |  |   |
| 8. I request the following action: (Check as appropriate)   |  |   |
| <input type="checkbox"/> Service School (Enl only)  | <input type="checkbox"/> Special Forces Training/Assignment  | <input type="checkbox"/> Identification Card                  |
| <input type="checkbox"/> ROTC or Reserve Component Duty   | <input type="checkbox"/> On-the-Job Training (Enl only)  | <input type="checkbox"/> Identification Tags                  |
| <input type="checkbox"/> Volunteering For Oversea Service   | <input type="checkbox"/> Releasing in Army Personnel Tests   | <input type="checkbox"/> Separate Rations                     |
| <input type="checkbox"/> Ranger Training  | <input type="checkbox"/> Reassignment Married Army Couples   | <input type="checkbox"/> Leave - Excess/Advance/Outside CONUS |
| <input type="checkbox"/> Reassignment Extreme Family Problems   | <input type="checkbox"/> Reclassification  | <input type="checkbox"/> Change of Name/SSN/DOB               |
| <input type="checkbox"/> Exchange Reassignment (Enl only)   | <input type="checkbox"/> Officer Candidate School  | <input checked="" type="checkbox"/> Other (Specify)           |
| <input type="checkbox"/> Airborne Training  | <input type="checkbox"/> Asgmt of Pers with Exceptional Family Members   | <b>EPS FILL 1SG POSITION</b>                                  |
| 9. SIGNATURE OF SOLDIER (When required)   |    | 10. DATE (YYYYMMDD)   |
| <b>SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)</b>   |  |   |
| 61. IAW NGR 600-200, AR 600-8-19, and COARNG PAM 600-8-19, request a position fill.   |  |   |
| a. UNIT: (Name), (UIC), (PRN) 188TH FSC (HIMARS)/ WY28AA/264 MTOE_X_TDA _____   |  |   |
| b. Para/Line: 101/03  |  |   |
| c. UMR Position Title: FIRST SERGEANT   |  |   |
| d. DMOS: 91Z5M Security Clearance Required: (Select one) <u>X</u> Yes, ___ No   |  |   |
| e. Status: (Select one) ___ M-Day, <u>X</u> AGR, ___ Tech, ___ Incumbent / (Select one) <u>X</u> Non Mobilized, ___ Mobilized   |  |   |
| f Vice: DOE JOHN/MOBILIZED FOR DEPLOYMENT   |  |   |
| <b>SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL</b>   |  |   |
| 11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -  |  |   |
| <input checked="" type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED |  |   |
| 12. COMMANDER/AUTHORIZED REPRESENTATIVE   | 13. SIGNATURE  | 14. DATE (YYYYMMDD)   |
|   |   |   |

2. The AGR Office will receive the request and verify if there are any Soldiers to lateral into the position. One of the following will occur:

- a) *If there are any excess, over graded or displaced Soldiers available the AGR office will validate and coordinate the lateral move.*
- b) *If no excess, over graded, displaced or lateral Soldiers are available, the AGR Office will check the EPS list for a qualified Soldier. All officer requests for fill will be managed by the AGR Manager and the HRO for coordination. The current CMB guidance will be used to move Soldiers in the ranks of O-4 and above. Warrant Officer request for fill will be coordinated with the Command Chief Warrant Officer.*
- c) *If a qualified Soldier is available, the AGR office will validate (within 24 business hours) that an AGR authorization is available according to the unit AGR voucher and the Chief of Staff's guidance on AGR authorization distribution.*
- d) *If there is no qualified Soldier on the EPS list the AGR office will forward the unit the Request to Advertise memo template.*
- e) *The AGR office will not process any vacancy fills for any positions in which the paragraph/line has a Soldier assigned to it or the vice is not showing pending loss (if they are leaving the position). All the proper steps to filling a vacancy will be followed. The AGR office will not process a fill based on a verbal conversation or a command direct that has not been approved in writing by the Command Administrative Officer (CAO). The CAO signed approval is the AGR offices source document for the fill.*
- f) *The AGR office will then forward a vacancy announcement template to the brigade AO to fill-out and return to the AGR office. The AGR office will have 48 business hours to post the vacancy announcement to the Colorado Army National Guard jobs website (<http://co.ng.mil/jobs/default.aspx>). Once the vacancy announcement closes, the AGR office will forward a board composition memorandum and question score card to the AO. The AGR office will wait 72 business hours before finalizing applicant packets. The 72 hours is to reasonably allow any applicant packets that have been mailed to the AGR office in response to a vacancy announcement. Mailed applications may only be mailed if the applicant is deployed or the address in SIDPERS shows over 100 miles from Centennial, Colorado.*

### **3. Soldier Application Process**

As applicant packets arrive into the AGR office they are screened and all qualifications are verified. All applicants will receive an email notifying them if the packet has been qualified or disqualified. Any disqualified packets will have a final verification by the AGR office NCOIC or manager before the notification email is sent to the applicant. Some points of clarification:

- a) *It is the applicant's responsibility to submit a fully complete application packet. Assistance in assembling application packets may be obtained from your unit admin personnel.*
- b) *Two of the most common reasons for an otherwise qualified packet are missing documents and an unsigned NGB Form 34-1. An unsigned or incomplete DA Form 34-1 is considered a missing document for the purposes of applying for an AGR position. An improperly filled-out DA Form 705 (i.e., same person initialed events and signed as NCOIC/OIC) is considered a missing document. A DA Form 5500/5501 that is improperly filled-out (i.e., preparer and supervisor are the same person) will be considered a missing document.*
- c) *Pregnancy in itself is not a disqualifier to apply for the AGR program. If there are any profiles which prevent qualification for service and/or qualification for the position in which applied for, that particular profile may disqualify the application.*
- d) *Profiles in itself will not automatically disqualify an application. If there are any profiles which prevent qualification for service and/or qualification for the position in which applied for, that particular profile may disqualify the application.*
- e) *Soldiers in the grade of E6 and above who do not hold the military occupational specialty (MOS) for the position in which they are applying for may not enter the AGR program at the grade of E6 or above; however, if the Soldier agrees in writing to take a voluntary reduction, they may apply and be selected for this position.*
- f) *Applicants entering the AGR program must meet the AGR program standards for Active Federal Service as stated in the current COARNG Active Federal Service Requirement.*
- g) *Any current AGR that applies for another AGR position must meet stabilization requirements as outlined in the most current policy.*

#### **4. AGR Application**

An AGR Application consists of the following documents:

- a) *NGB 34-1 must be complete with original signature and memos.  
[http://www.ngbpdcc.nqb.army.mil/forms/ngbf34\\_1.htm](http://www.ngbpdcc.nqb.army.mil/forms/ngbf34_1.htm)*
- b) *PHYSICAL: Individual Medical Readiness Record (MEDPROS) with last Periodic Health Assessment (PHA) within 12 months of closing date of announcement. This can be found in AKO under "My Medical".*
  - (1) *If your last PHA is older than 12 months at time of hire a new PHA will be required prior to hire date (provide a memo for discrepancies i.e. missing or out of date documents).*

(2) Must have HIV less than 24 months old at time of application. If test results are older than 24 months you will be required to have new test results prior to hire date.

(3) Must have a favorable Drug Screen less than 6 months as of initial entry into the AGR program.

c) *DA Photograph in Class A military uniform (ASUs), three-quarter or full length, taken within the last 12 months (provide a memo for discrepancies, i.e. missing or out of date documents). Name, SSN, Rank, Branch, and date of photo on rear of photograph (unless listed on menu board of official military photo).*

d) *Photocopy of last 5 NCOERs (provide a memo for discrepancies. i.e., missing or out of date documents).*

e) *Copy of a current ERB with ASVAB scores or ORB. **Copy of current APFT Scorecard (DA 705).** (within 6 months) Profiles must be attached if applicable. Soldiers on a temporary profile are eligible to enter the AGR program on a case-by-case basis. The HRO will evaluate applicants with temporary profiles to determine eligibility. Copy of current RCAS Ht-Wt history and report.*

f) *Must have a current (within 6 months) DD 5500 or 5501-R (Female) attached if body fat content test required.*

g) *NGB 23, NGB 23b (RPAS Statement), retirement record (National Guard only).*

h) *Copy of all DD214's / NGB 22's showing all prior service.*

i) *Copy of current Driver's License.*

j) *All applications for the Colorado Army National Guard Title 32 AGR program will be scanned and delivered to the AGR office in one .pdf document via email to [ng.co.coarng.list.agr-admin@mail.mil](mailto:ng.co.coarng.list.agr-admin@mail.mil). The subject line of emailed applications for AGR Announcements will be in the following format: # xxx-xx – Rank – Last Name*

#### **D. Referral and Selection Procedures / Board Composition**

##### **1. Qualification for selection**

Qualification for entry in the Title 32 AGR Program can be found in AR 135-18, Table 2-1.

##### **2. Position selection criteria**

Each job announcement will have the selection criteria listed. Each position may have unique criteria.

### **3. Board composition**

Board compositions will follow the guidance found in NGR 600-5, para 2-5.

### **E. One Time Occasional Tours**

If there is an operational need for a Soldier to be placed on a one time occasional tour within the Colorado Army National Guard, TAG may direct that the AGR office place a Soldier on an AGR order, but not assess them into the Colorado Army National Guard full-time force. These Soldiers must meet all qualifications to enter the AGR program, but are only placed on orders for a limited time to accomplish a specific mission. Once the mission is accomplished, they will be returned to a non-active duty status. Some things that must be considered before placing a Soldier on a one time occasional tour are:

1. The tour may not allow a Soldier to reach sanctuary.
2. Controlled grades must be considered.
3. This tour must first be approved by the AGR Office and the NGB-HRM office to ensure funding.
4. Title 10 tours will be coordinated through the Soldiers unit, the G3 mobilization Office, the AGR Office (HRO), and the CAO for approval.

### **F. Probationary Periods (Initial Tours)**

#### **1. Initial tour**

The initial tour length for a newly assessed AGR will be three years. After initial entry or reentry into the AGR Program, and while serving on active duty or FTNGD, *ARNGUS* Soldiers will be considered by a Tour Continuation Board prior to the issuance of subsequent assignment orders. The board's results will be provided to Soldiers through the MACOM Administrative Officers prior to the issuance of subsequent tour orders. Retention criteria will be based on the needs of the ARNGUS.

### **G. Grievances**

Any AGR related grievances should be reported through the Soldiers full-time chain-of-command to the AGR office manager and/or NCOIC. All efforts will be made to resolve any grievances at the lowest level possible. If the grievance cannot be resolved at this level, it will be forwarded to the HRO director, CAO, then TAG if necessary.

### **H. Command, Leadership, and Staff Assignment Policy (CLASP)**

Please read NGB Policy memo #11-028 (or most current) for the full CLASP policy. Use the following link to locate it:

<https://g1arng.army.pentagon.mil/Policies/PPOMHRH/Pages/default.aspx?SearchType=Basic&PFX=&KW=clasp>.

1. Under no circumstances will a CLASP assignment be offered to an AGR Soldier without the approval of the HRO Director. Soldiers may be selected for a CLASP assignment during the selection process, but may not be notified of such assignment until approved in writing by the HRO director.
2. The NGB Policy Memo #11-028 (current memo attached) which provides the directives for a CLASP assignment is a waiver in itself. There are no waivers for the guidance stated in this policy. The following are some key points to understand about a CLASP assignment:
  - a) *To be placed on a CLASP assignment to Commander/First Sergeant, the Soldier must already be a current AGR Captain/Master Sergeant (MSG). A Soldier's AGR fulltime position must be of equal grade to the CLASP tour position.*
  - b) *To be placed on a CLASP assignment to Battalion Commander/Command Sergeant Major (CSM), the Soldier must already be a current AGR Lieutenant Colonel/Sergeant Major (SGM). The SGM must have already submitted a CSM packet to the State CSM for routing to NGB for approval.*
  - c) *To be placed on a CLASP assignment to Brigade Commander/Command Sergeant Major (CSM), the Soldier must already be a current AGR Colonel/Sergeant Major (SGM). The SGM must have already submitted a CSM packet to the State CSM for routing to NGB for approval.*
  - d) *The AGR authorization and fulltime AGR position MUST be in the headquarters table of distribution of allowances (TDA) or Military Table of Organization and Equipment (MTOE) (Brigade, Battalion, or State headquarters). The AGR fulltime position MUST be in the chain of command and vertically aligned with the CLASP assignment. For example, a Soldier on a First Sergeant CLASP tour with the 947<sup>th</sup> Engineer Company must be assigned as an AGR with the 193<sup>rd</sup> MP Battalion, 89<sup>th</sup> Troop Command or Joint Force Headquarters.*
  - e) *Soldiers must meet the MOS/area of concentration (AOC) qualifications for the paragraph/line number for the CLASP unit. The MOS/AOC qualification requirement cannot be waived.*
  - f) *Soldiers in the following units/positions are ineligible for a CLASP tour:*
    - (1) The Chief of Staff/CAO;
    - (2) The Primary Staff Officers of the: G3 and J3;
    - (3) The 100<sup>th</sup> Ground Missile Defense;
    - (4) 8<sup>th</sup> Civil Support Team

## CHAPTER 4

### IV. AIR AGR PROGRAM

#### A. Position Announcement

##### 1. Vacancies

It is the responsibility of the AGR Specialist to ensure a vacancy/projected vacancy is advertised and filled within the State's Resource Allocation (RA) and Control Grade (CG) ceilings. Once this is determined, the AGR Specialist will determine grade limitations and qualification criteria. They will also need to consider current AGR's affected by Priority Placement Plan (PPP). An AGR affected by PPP, must be offered in writing, the first available full-time position for which they are fully qualified for and is within a normal commuting distance from the Airman's residence or current work assignment (within 50 miles). A vacant position may also be elected for Management Directed Reassignment (MDR). With HRO concurrence, the commander may elect that a current AGR be placed into vacated position without advertising the position. If the vacated position meets the RA, CG, and is not affected by PPP or MDR, it will go before the Wing Executive Board (WEB) for approval to advertise. The COANG 120 (Figure 4-1) will be filled out and signed by the Selecting Supervisor and the unit's Group Commander. If the position is approved to stay within the unit, the Wing Commander will approve by signing the form, and the form should be returned to the AGR Specialist to prepare the announcement. The only positions that are exempt from movement out of their respective unit are positions that are fenced (Recruiting, Security Forces, ACA, Range, 233 SG, 200 AS).

##### 2. Announcement Procedures

The COANG 120 will be filled out and approved by the Wing Commander prior to announcement getting posted. Once the AGR Specialist receives the completed form, they will then draft the announcement to mirror the grade limitations and qualification factors to the position they are hiring for. When drafting the announcement, the AGR Specialist will consider these factors:

- a) *All announcements will be open to all eligible members of the Colorado Air National Guard; however, supervisors may extend eligibility nationwide in order to access qualified applicants. If the announcement is to go nationwide, justification must be provided through the AGR Specialist to the HRO;*
- b) *Announcements may also be limited to a functional area for force management considerations provided that two or more people are eligible to apply and justification of the limitation is provided to the AGR Specialist;*
- c) *In the event that a vacant AGR Employment Authorization (EA) does not exist, but the potential for promotion does, an Internal Staffing Referral (ISR) may be utilized. In instances where there are five or fewer qualified candidates in the Area of Consideration (AOC), ISR's may be used to select an incumbent. This method is generally used during reorganizations, when no position has been vacated or created, and the candidate pool is limited. In place of an announcement and applications from qualified candidates, the AGR Specialist will*



*determine basic eligibility and evaluation of candidates from the AOC determined by the Selecting Supervisor. The COANG 120 with the list of eligible candidates will be given to the Selecting Supervisor. The board, interview, and notification procedures outlined in Paragraph 4.3, will still need to be followed;*

*d) AGR personnel and military technicians may be considered concurrently for the same full-time position vacancy. Announcements may be posted as two concurrent announcements (Technician and AGR). However, if a concurrent announcement is used, both military technician and AGR duty information (military title, grade, qualifications, etc.) must appear on the announcement;*

*e) In the event of promotion potential within the unit where Traditionals, Technicians, and AGR's may apply, two concurrent announcements will be used to outline the application requirements and qualifying process. The AGR Specialist will qualify all AGR applicants, the 140 FSS Superintendent will qualify Traditional applicants, and the HRO will qualify Technician applicants. The COANG 120 with the list of eligible candidates will be provided to the senior ranking official to prepare the board package. The board package will then be provided to the Selecting Supervisor. The board, interview, and notification procedures outlined in Paragraph 4.3, will be followed;*

*f) If the position was vacated by AGR personnel entering an ANG Title 10 Statutory Tour, announcements must indicate that this position is temporary until such time as the incumbent is either restored or the restoration period expires;*

*g) If the position is an officer, the Supervisor may consider announcing it as a commissioning opportunity.*

The announcement period will be for a minimum of 30 calendar days. The announcement period may be reduced (not less than 2 weeks) if the Supervisor provides justification through the AGR Specialist to the HRO (i.e. mission requirement). All vacancies will be posted on <http://co.ng.mil/jobs/default.aspx>.

### **3. Permanent Change of Station (PCS)**

AGRs and their authorized dependents may be entitled to PCS benefits provided by law IAW the Joint Federal Travel Regulations (JFTR)-PCS Entitlements. Contact the 140th CPTF for pay and travel entitlements, as they may be affected by tour length, etc. The AGR Specialist will publish the AGR order that includes authorized PCS entitlements and number of days required for the Airman to travel. The travel must take place inside the tour start and stop dates. The order is contingent upon the conditional release of the individual and subsequent enlistment or appointment in the gaining State. The same procedures apply for PCS moves between units within the COANG (i.e. Buckley to Greeley). If a current AGR accepts an AGR assignment in another state, the gaining State will publish the order to include PCS entitlement and travel days.

| REQUEST FOR FULL-TIME MILITARY DUTY MANNING<br>(Active Guard Reserve (AGR) – Air)   |  |
|---|--|
| VICE<br><b>DEPARTING INCUMBENT</b>  | MILITARY UNIT  |
| DUTY AFSC   | UMD POSITION NUMBER  |
| UMD GRADE   | UMD DUTY TITLE   |
| FTMD POSITION INFORMATION   |  |
| FTMD FUNCTIONAL ACCOUNT CODE  | PDCN   |
| FTMD MAX MILITARY GRADE   | FTMD MAX CIVILIAN GRADE                                    |
| <b><u>QUALIFICATION REQUIREMENTS IAW ANGI 36-101:</u></b>   |  |
| <b><u>DUTIES AND RESPONSIBILITIES:</u></b>  |  |
| <b>Selecting Supervisor will fill in requirement of position based on PD and AFECD/AFOCD</b>  |  |
| <b>CERTIFICATION:</b>   |  |
| _____<br><b>Name, Rank, COANG</b><br>Selecting Supervisor, Unit   | _____<br><b>Name, Rank, COANG</b><br>Commander, 140th Wing |
| _____<br><b>Name, Rank, COANG</b><br>Group Commander, Unit  | _____<br><b>Name, Rank, COANG</b><br>AGR Specialist        |
| Return completed form ATTN: AGR Specialist, JFHQ, 6848 South Revere Parkway, Centennial, CO 80112, 720-250-1207<br>COANG Form 120 (supplement to DMA 120a, Dec 2011) <span style="float: right;">Resp. Agency: AGR Manager – Air</span><br>March 2014 |  |

COANG 120

Figure 4-1

## **B. Application Procedures**

### **1. Process**

IAW ANGI 36-101 and local policy, Application Packages must include the following:

- a) *NGB form 34-1, Application for Active Guard Reserve (AGR) Position.*  
[http://www.ngbpd.c.ngb.army.mil/forms/ngbf34\\_1.htm](http://www.ngbpd.c.ngb.army.mil/forms/ngbf34_1.htm)
- b) *Current Report of Individual Person (RIP). This can be pulled by the members unit CSS or found on vMPF through the Air Force Portal Home page.* <https://www.my.af.mil/>
- c) *Current, passing Report of Individual Fitness. This can be pulled by the members unit CSS or found on Air Force Fitness Management System (AFFMS).* <https://www.my.af.mil/>
- d) *Military Resume*
- e) *If the position was opened as a commissioning opportunity, the enlisted member must be qualified for commissioning by the closing date IAW ANGI 36-2005. If selected, the AGR assignment will not become effective until after commission is received.*
- f) *An applicant's military grade cannot exceed the maximum grade on the UMD; therefore, they must indicate in writing their willingness to be administratively demoted IAW ANGI 36-2503.*
- g) *If the applicant does not possess the required AFSC, and they are selected, they must sign an agreement to retrain, IAW ANGI 36-101.*

Selecting Supervisors may ask for other documentation to be provided such as training certificates, letters of recommendation, copies of EPRs/OPRs, full length photo in uniform, etc. If the applicant does not provide the required items listed on the announcement, they will be notified via email of the disqualification. The AGR Specialist must receive the application package by Close of Business (COB) on the closing date of the announcement. If the application package is mailed, it must be post-marked by the closing date of the announcement. Any applications received after the closing date will not be accepted and the applicant will be notified via email of the disqualification.

## **C. Referral and Selection Procedures / Board Composition**

### **1. Selection Board**

After all applications have been qualified, the AGR Specialist will submit the board package to the Selecting Supervisor in a sealed envelope. The package will include the following:

- a) *All qualified applications with the AGR Eligibility Checklist (Attachment 2 of ANGI 36-101) attached and properly filled out. (Figure 4-2)*

- b) *AF 1768, Staff Summary Sheet. (Figure 4-3)*
- c) *AGR Vacancy Selection Sheet. (Figure 4-4) This form will include:*
  - (1) Name, gender, and ethnicity of all qualified applicants.
  - (2) UMD/FTMD Placement Information.
  - (3) Section for all Board members to include the Selecting Supervisor to sign.
  - (4) Section for the Unit/Group Commander and HRO to approve/disapprove the selection.
- d) *The Selecting Supervisor will then prepare for the hiring board. The hiring board will include:*
  - (1) Selecting Supervisor/Official.
  - (2) An individual (equal or higher rank as the interviewees) with technical expertise in the job skill.
  - (3) An individual outside the unit (equal of higher rank as the interviewees).
  - (4) Additional members may be utilized as necessary to enable the best possible selection (equal of higher rank as the interviewees).
- e) *When minority and/or female applicants are boarding, there must be gender and ethnic representation within the board members. If unable to appoint minority representation, they must provide a letter of justification with the hiring package through the AGR Specialist to the HRO. All board members and questions will be approved by the State Equal Employment Manager (SEEM) prior to the board convening.*

## **2. Interview/Selection Criteria**

All applicants will be offered the opportunity to interview in person. If this is not possible, telephone interviews may be utilized. When interviewing, confine questions and discussion to content relevant to determining the applicants' experience and potential for fulfilling the duties and responsibilities of the position. Questions or discussion not related to determining qualifications of the applicant for the position are inappropriate and could compromise the integrity of the selection process. It is important to read all questions verbatim to all applicants, without changing verbiage, to maintain continuity for all interviews. No portion of any particular question should be emphasized for one applicant and not another. Selection criteria will be determined by the Selecting Supervisor, and/or the board, and will be shared with each applicant at the beginning of the interview. Each section will be assigned a value and questions will be developed to assist in the evaluation of each attribute. Each applicant will be exposed to the same interview format and be given the opportunity to respond to the same questions.

3. Each board member will evaluate each applicant relative to the selection criteria by assigning points to each section. Each board member will rank the applicants in order of selection preference. Rankings will be consolidated to determine the overall board selection. If board rankings are not decisive, a second ranking may be accomplished following discussion of the applicants' qualifications among the board members. The total points of each board member is not to be used in making a selection, as this procedure may give individual board members disproportionate influence.

4. Once the board convenes, each board member will tally up the scores for each applicant. The board package, to include the questions and the tally sheet will need to be returned to the AGR Specialist for final approval from HRO. The AGR program strives to select the best candidate for the position. Therefore, the highest scoring applicant may not always be selected for the position if the Selecting Supervisor and Nominating Official (the Supervisor's immediate supervisor) agree that another applicant is more qualified for the position. In this situation, the Selecting Supervisor will include a Memorandum for Record stating why they selected another applicant (i.e. more experience in career field; doesn't need to go to technical school for position, etc.). After all documentation has been returned to the AGR Specialist, and HRO has approved the selection, the AGR Specialist will notify the Selecting Supervisor of the results.

#### **D. Notification Process**

After the AGR Specialist receives approval from the HRO, the AGR Specialist will contact the Selecting Supervisor. It is the Selecting Supervisors job to complete the following:

1. Notify the selectee first. Ensure that the individual will accept the position and identify a potential effective date.
2. Contact the AGR Specialist to arrange for an effective date. This will give the AGR Specialist time to get medical clearance, prepare orders, and arrange the selectees PCS and arrival date (if required).
3. Notify the non-selectees that the position has been filled. When notifying the non-selectees, you:
  - a) *May not compare the non-selectee to the other interviewers.*
  - b) *May not tell the non-selectee the other interviewers' scores.*
  - c) *May recommend improvements for future interviews.*
  - d) *May tell the non-selectee their interview score.*

**AGR ELIGIBILITY CHECKLIST**

*(ANGI 36-101, Attachment 2)*

|                |                       |      |
|----------------|-----------------------|------|
| Name           | Rank                  | SSAN |
| Announcement # | Rank/AFSC of Position |      |
| Closes         | Reviewed              |      |

| Y<br>e<br>s | N<br>o | N<br>/ A | Questions   |
|-------------|--------|----------|---|
|             |        |          | Has individual been separated "for cause" from active duty or a previous Reserve Component AGR tour?  |
|             |        |          | AFI 36-2905 (Fitness Program) - Has met minimum requirements for each fitness component in addition to scoring an overall composite score of 75 points or higher for "Pass" score.                              |
|             |        |          | AFECD or AFOCD has aptitude requirements of:<br>Mech: _____ Admin: _____ Gen: _____ Elect: _____<br><br>Applicant has aptitude scores of:<br>Mech: _____ Admin: _____ Gen: _____ Elect: _____                   |
|             |        |          | Applicant's aptitude scores meet requirement IAW AFECD/AFOCD for entrance into the announced AFSC?  |
|             |        |          | Applicant will require aptitude testing to meet entrance requirements IAW AFECD/AFOCD for AFSC _____ if selected?   |
|             |        |          | Applicant possesses the announced AFSC and/or is qualified for entrance into the announced AFSC?  |
|             |        |          | Applicant must retrain to AFSC _____ from entry level if selected?  |
|             |        |          | This applicant will require an AF 2096 if selected?   |
|             |        |          | Applicant's military grade does not exceed the maximum military grade authorized on UMD for position? If so, for enlisted, applicant indicates in writing an agreement to be administratively reduced in grade? |
|             |        |          | If officer applicant is not a current member of the ANG, does the individual have a Bachelor's or higher degree?  |
|             |        |          | Officer applicants DOR: _____; Grade: _____<br>ROPMA date will be: _____  |
|             |        |          | If an officer position and enlisted applicant, they are eligible for commissioning upon application for AGR position?   |
|             |        |          | Applicant has sufficient retainability to complete twenty years of active duty prior to MSD?  |
|             |        |          | Applicant is in sanctuary—between 18 to 20 total active federal military service (TAFMS)?   |
|             |        |          | Applicant has the minimum current security clearance required or an updated clearance investigation initiated prior to receiving the new AGR order?   |

|  |  |   |
|--|--|---|
|  |  | If Top Secret clearance is not held but required, Airman initiated a new security investigation upgrade prior to receiving the new AGR order? |
|  |  | Applicant received referral performance reports within 2 years or has established UIF within last 2 years-enlisted or 5 years-officer?        |
|  |  | Applicant is an AGR assigned to: _____  |
|  |  | Applicant is a technician assigned to: _____  |
|  |  | Will a grade inversion exist if the applicant is selected?  |
|  |  | Will a PCS move be required?  |
|  |  | Status of Applicants security clearance   |
|  |  | Applicant is qualified for interview based on the announcement written?   |
|  |  | Application is being forwarded for interview because no qualified applications were received—applicant will require retraining.               |
|  |  | Applicant meets requirements for entry into required AFSC.  |
|  |  | Application is being returned to the individual due to: _____<br>_____<br>_____<br>_____<br>_____   |

ANGI 36-101, Attachment 2, AGR Eligibility Checklist

Figure 4-2

| STAFF SUMMARY SHEET   |              |         |  |              |                   |               |                                     |
|---|--------------|---------|--|--------------|-------------------|---------------|-------------------------------------|
|   | TO           | ACTION  | SIGNATURE (Surname), GRADE AND DATE        |              | TO                | ACTION        | SIGNATURE (Surname), GRADE AND DATE |
| 1   | Unit         | Sign    | Name, Rank<br><small>Click to sign</small> | 6            |                   |               | <small>Click to sign</small>        |
| 2   | JFHQ/<br>HRO | Approve | Name, Rank<br><small>Click to sign</small> | 7            |                   |               | <small>Click to sign</small>        |
| 3   |              |         | <small>Click to sign</small>               | 8            |                   |               | <small>Click to sign</small>        |
| 4   |              |         | <small>Click to sign</small>               | 9            |                   |               | <small>Click to sign</small>        |
| 5   |              |         | <small>Click to sign</small>               | 10           |                   |               | <small>Click to sign</small>        |
| SURNAME OF ACTION OFFICER AND GRADE   |              |         | SYMBOL                                     | PHONE        | TYPIST'S INITIALS | SUSPENSE DATE |                                     |
| Name, Rank, COANG   |              |         | HRO/AGR                                    | 720-250-XXXX | XX                |               |                                     |
| SUBJECT   |              |         |  |              |                   |               | DATE                                |
| AGR Announcement 14-3XX/Job Title/Rank of Position/Unit   |              |         |  |              |                   |               |                                     |
| SUMMARY   |              |         |  |              |                   |               |                                     |
| <p>1. PURPOSE: AGR announcement selection</p> <p>2. BACKGROUND: Please refer to Chapter 4 of the Colorado National Guard Full Time Support Management Procedures for further instructions.</p> <p>3. DISCUSSION:</p> <p>4. RECOMMENDATION: Commnader sign AGR vacancy selection sheet.</p> <p>5. END DISPOSITION: Final document should be returned to Air AGR Specialist, JFHQ-CO/HRO, 720-250-XXXX.</p> <p style="text-align: center;">//SIGNED//</p> <p>Name, Rank, COANG<br/>Air AGR Specialist, JFHQ-CO/HRO</p> <p>Tab:<br/>AGR Vacancy Selection Sheet<br/>Score Tally Sheet<br/>Any other supporting documentation</p> |              |         |  |              |                   |               |                                     |

AF IMT 1768, 19840901, V5

PREVIOUS EDITION WILL BE USED.

AF 1768, Staff Summary Sheet

Figure 4-3

AGR VACANCY SELECTION SHEET

**SECTION I. Position Identification**

Vacancy Announcement#: 14-315

Position Title: **Human Resources Specialist**

Max Grade: **MSgt**

Vice: **Snuffy**

Recommending Official & Unit: **CMSgt I.M. DeBoss**

**SECTION II. Applicant Identification**

| <u>QUALIFIED NAMES:</u> | <u>SEX</u> | <u>ETHNICITY</u> | <u>SELECT /NOT SELECTED</u>      |
|-------------------------|------------|------------------|----------------------------------|
| Doe, John               | M          | Hispanic         | List of all qualified applicants |
| Applicant, Jennifer     | F          | White            |                                  |

**SECTION III. Unit Manning Document Placement/FTMD Placement**

| Duty AFSC | FTMD Position Number | UMD Grade Authorized | UMD Position Number |
|-----------|----------------------|----------------------|---------------------|
| 3S071     | 123456               | MSgt                 | IC0123456           |

**SECTION IV Signatures of all Board Members. \* Note: Action cannot be taken by HRO unless all signatures are present.**

Signature of Selecting Official:

Print: \_\_\_\_\_ Sign: \_\_\_\_\_  
SEX: M/F Ethnicity: \_\_\_\_\_

Signature of Panel Members (if applicable):

Print: \_\_\_\_\_ Sign: \_\_\_\_\_  
SEX: M/F Ethnicity: \_\_\_\_\_

Print: \_\_\_\_\_ Sign: \_\_\_\_\_  
SEX: M/F Ethnicity: \_\_\_\_\_

Print: \_\_\_\_\_ Sign: \_\_\_\_\_  
SEX: M/F Ethnicity: \_\_\_\_\_

Selecting Supervisor

All other Board Members

**SECTION V. Authentication**

Signature of Unit or Group Commander (must be full-time representative):

I DO / DO NOT CONCUR: \_\_\_\_\_

Reviewed by HRO: \_\_\_\_\_

Reviewed by Classification: \_\_\_\_\_

Full Time Unit or Group CC

HRO Approval

Classification

**SECTION VI. (Remarks)**

**Please select your top 2 choices as Selected #1, Selected #,2, and then mark the rest as Not Selected. Please submit your tally sheet with your selection.**

AGR Vacancy Selection Sheet

Figure 4-4



## **E. AGR Files**

### **1. Purpose**

Complete AGR files on each AGR member are maintained by the AGR Office at JFHQ/HRO for the duration of the member's tour. Once member retires or separates from the AGR program, the file is maintained for 1 year.

### **2. Documents**

Each AGR file contains pertinent documents that relate to their AGR tour. Documents include:

- a) *All AGR orders throughout member's AGR tour.*
- b) *Retention paperwork (Tour Renewal Letters; Reenlistment/Extension documents).*
- c) *Point Credit Summaries (PCARS).*
- d) *Any other documentation that pertains to member's tour (i.e. Career Status Bonus paperwork (CSB); Aviator Retention Pay contracts (ARP); Medical clearance forms; copies of PT tests; etc.).*

### **3. Privacy Act Protection**

Information relating to any individual placement action (to include applicant's names) will not be released or discussed with any unauthorized individuals.

## **F. Occasional Tours and AGR Deployment Backfills**

### **1. Occasional Tours**

IAW ANGI 36-101, Paragraph 13.4.1., Occasional Tours will be for a minimum of 31 consecutive days but less than 179 days to fulfill validated full-time workload already documented on the UMD as full-time requirements (duty AFSC and grade on full-time UMD must match). Occasional tours support full-time requirements on the UMD and need not be advertised through normal announcement procedures. However, the selectee must meet all AGR program accession requirements IAW ANGI 36-101, Chapter 5 and Chapter 12. The intent of an occasional tour is to temporarily fill a full-time requirement short term while that requirement is being advertised and hired. Vacant AGR resources will not be filled by continuous occasional tours being served by multiple Airmen or the same Airman. There is no authority to unilaterally establish new workload requirements for AGRs. Operational Readiness Inspection/Unit Compliance Inspection (ORI/UCI) preparation is considered organic workload to existing documented full-time requirements on the UMD and not additional or temporary workload. The maximum tour length is 179 days, however, a waiver can be submitted to NGB/A1 to go over the 179 days. Airmen must have at least a 31 day break in AGR service to be placed on a second occasional AGR tour. All occasional tours are accommodated within the State's current resource allocations. Occasional tours will not require an MCR action. AGR occasional tour personnel must be managed within the State's resource allocation and controlled grade ceiling

on any given day to adhere to approved OSD end-strength accounting rules. For example, you cannot use an officer resource to hire an enlisted person and vice versa. Occasional Recruiting and Retention tours are authorized for short periods of time to fulfill work requirements that directly support recruiters and ROMs. Requests for occasional Recruiting and Retention tours will be submitted in writing through HRO to NGB/RS with full justification and expected results. Provisions of paragraph 13.4 apply.

## **2. AGR Deployment Backfills**

IAW ANGI 36-101, Paragraph 13.4.2., AGRs activated under Title 10 and deployed away from home station for 31 days or more may be backfilled (in-kind: AFSC, grade, and AGR category). If AFSC and grade is not available, the HRO has the authority to approve a backfill with an Airman within the 2 digit AFS not to exceed the deployed AGR's authorized grade on the UMD. The backfill is authorized only for the specific period of the incumbent's deployment. This does not include pre-deployment preparation or the incumbent's return from deployment, to include the deployed Airman's leave and reconstitution time. Copies of CED orders must be provided to HRO to determine backfill inclusive dates. AGR authorizations, which are not backfilled, regardless of the amount of time, are not —bankable for future use. Due to Office of Secretary Defense (OSD) accounting rules, personnel on AGR occasional tour/backfill orders (not MPA Man-day program) count against the State or Territory AGR strength and controlled grade ceilings (if applicable) while in AGR status.

## **G. Initial Tours**

Probationary Period. IAW ANGI 36-101, Paragraph 6.2 and DoDI 1205.18, Full-Time Support (FTS) to the Reserve Components, the probationary period for all AGRs begins when the individual starts their initial AGR assignment and is defined by the length of the initial tour. The probationary period will not exceed 3 years. Individuals who are not granted career status after probationary period or are not renewed will be separated on the expiration of their AGR order. All AGRs, regardless of their career status, are entitled to separate on the expiration of their AGR order with applicable entitlements. If an individual is not being renewed, the AGR Specialist will ensure that they are notified as soon as possible but not less than 30 days prior to tour end date.

## **H. Appeals**

### **1. Equal Opportunity Complaints**

All AGRs and AGR applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions. Any allegations of discrimination made during any phase of the selection process will be considered under the COANG Equal Employment Opportunity Program managed by the State Equal Employment Manager (SEEM).

## **I. Exceptions to Competition**

### **1. Actions Exempt from Competition**

The following circumstances do not require competition through a normal announcement process:

- a) *Reduction in Force (RIF) is designed to manage those AGR Airmen who become excess to the AGR RAs. Placement of a Career AGR will take precedence over non-career AGRs. The RIF will take precedence over the Priority Placement Program also (PPP). Reference ANGI 36-101, Paragraph 10.4.*
  
- b) *Priority Placement Program (PPP) is designed for the management of overgrade AGR Airmen. An AGR affected in the PPP will be offered, in writing, the first available UMD full-time AGR position within the State for which the Airmen is fully qualified for assignment. Reference ANGI 36-101, Paragraph 10.1.*
  
- c) *Management Directed Reassignment (MDR) is an option commanders may use to lateral an AGR Airman without advertising or Airman's consent. The individual must be fully qualified for the position and the move will not create an overgrade or excess assignment or lead to a promotion beyond the highest military grade. Reference ANGI 36-101, Paragraph 6.8.*

## 5. GLOSSARY OF ABBREVIATIONS

AFFMS – Air Force Fitness Management System  
AFSC- Air Force Specialty Code  
AGR – Active Guard Reserve  
ANCO – AGR Office Administrative NCO  
ANGI – Air National Guard Instruction  
AO – Administrative Officer  
AR – Army Regulation  
ASU- Army Service Uniform  
CERT – Certificate of Eligible  
CFR – Code of Federal Regulation  
CG – Control Grade  
COANG – Colorado Air National Guard  
COARNG – Colorado Army National Guard  
COB – Close of Business  
COHRO – Colorado Human Resource Office  
CONG – Colorado National Guard  
CRA – Classification Release Authority  
DEU – Delegated Examining Unit  
DMVA – Department of Military and Veterans Affairs  
DOD – Department of Defense  
DS – Dual Status  
EEO – Equal Employment Opportunity  
EPR – Enlisted Performance Report  
EPS – Enlisted Promotion Section  
ERB – Enlisted Record Brief  
FEGLI – Federal Group Life Insurance  
FTMD – Full Time Manning Document  
GS- General Schedule  
HPR – Highest Previous Rate  
HRO – Human Resource Officer / Human Resource Office  
IAW – In Accordance With  
IDP – Individual Development Plan  
ISR – Internal Staff Review  
JFHQ – Joint Forces Headquarters  
JTR – Joint Travel Regulation  
KSR – Key Staff Referral  
LWOP – Leave Without Pay  
MDR – Management Directed Reassignment  
MEDPROS – Medical Protection System  
MOS – Military Occupational Specialty  
MPP – Merit Placement Plan

NCO – Non-commissioned Officer  
NCOER – Non-commissioned Officer Evaluation Report  
NDS – Non-Dual Status  
NEO – New Employee Orientation  
NGB – National Guard Bureau  
NGR – National Guard Regulation  
OPM – Office of Personnel Management  
OPR – Officer Performance Report  
PCARS – Point Credit Summaries  
PCS – Permanent Change of Station  
PCS – Permanent Change of Station  
PHA – Periodic Health Assessment  
POC – Point of Contact  
PPP – Priority Placement Program  
PQR Personnel Qualification Record  
RA – Resource Allocation  
RIF – Reduction In Force  
SEEM – State Equal Employment Manager  
SF – Standard Form  
SIDPERS - Standard Installation Division Personnel System  
TAG – The Adjutant General  
TDY – Temporary Duty  
TPR – Technician Personnel Regulation  
TVA – Technician Vacancy Announcement  
UMD – Unit Manning Document  
UMR – Unit Manning Report  
USC – United States Code  
WEB – Wing Executive Board  
WG – Wage Grade  
WL – Wage Leader  
WS – Wage Supervisor