

**HEADQUARTERS UTAH NATIONAL GUARD  
OFFICE OF THE ADJUTANT GENERAL  
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UTNG REGULATION  
NUMBER 690-12

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**Civilian Personnel  
MERIT PLACEMENT PLAN FOR EXCEPTED AND COMPETITIVE TECHNICIANS**

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## CHAPTER 1

### GENERAL

**1-1. PURPOSE.** This regulation establishes procedures and provides information on the Merit Placement Program for excepted and competitive technician positions in the Utah National Guard (UTNG).

**1-2. POLICY.**

a. It is imperative in the accomplishment of the Utah Army and Air National Guard's (UTARNG and UANG) missions that technician positions be filled by the best qualified personnel available and ensure that all technicians have an opportunity to develop and advance to their full potential. All technician vacancies will be filled on the basis of merit and job related factors. For purpose of this regulation, military requirements are considered as job related qualifying factors for positions in the excepted service.

b. Personnel applying for excepted service positions require military membership in the UTARNG or UANG. Excepted technicians must be assigned as the position incumbent to a military MTOE/TDA or UMD position compatible with their full-time duties and responsibilities. Under no circumstances will military technicians be assigned in an excess status. Compatible MOSs, AOCs, and AFSCs are designated by the National Guard Bureau (NGB) and are listed in each technician vacancy announcement. Care must be exercised to ensure compatibility is not violated. Females are excluded from consideration for certain technician vacancies when the Direct Combat Probability Code restricts assignments to male only.

c. Military mission, mobility requirements, available military positions, and advancement potential are influencing factors in filling excepted technician positions. Military grade inversion, in itself, is not a reason to nonselect a candidate for a position. However, such candidates must be eligible for assignment to a compatible military position and have potential for advancement to a military grade that eliminates the grade inversion within a reasonable period of time. An approved grade inversion waiver from the NGB must be obtained prior to the effective date of any placement action.

d. The NGB is responsible for determining the military requirements (i.e., officer, warrant officer, or enlisted) and the compatible military duty assignment; however, the recruiting source (i.e., on-board employees only) for excepted positions is an option left for local management.

e. Personnel applying for competitive positions under this regulation must fulfill the requirements of the Office of Personnel Management (OPM) Handbook X-118, Qualification Standards for Positions Under the General Schedule.

f. All actions taken within the authority of this regulation will be made without regard to race, color, religion, gender, age, national origin, labor organization affiliation or nonaffiliation, political affiliation, marital status, nondisqualifying handicap, or any other nonmerit factor.

**1-3. SCOPE.** This regulation encompasses all technician positions in the State of Utah. It will be used in filling positions in the excepted and competitive service through initial appointment, promotion, reassignment, reinstatement, demotion and transfer.

**1-4. DEFINITIONS.** The definitions listed may not necessarily appear in the text of this regulation, however, these are terms commonly used when conducting placement actions.

a. Applicant/Candidate. Any person being considered for promotion or placement in a position vacancy.

b. Appointing Authority. The Adjutant General (TAG) of Utah.

c. Approving Authority. For the purpose of the required signature in Part A, Block 6, Standard Form (SF) 52, Request for Personnel Action, this is the TAG of Utah or his designated representative.

(1) The Chief of Staff (C/S) is delegated approval authority for personnel actions involving technician personnel in the UTARNG.

(2) The Air Commander is delegated approval authority for personnel actions involving technician personnel in the UANG.

d. Area of Consideration. The geographical or functional location in which an intensive search is made for eligible candidates in specific recruitment, promotion, or placement actions.

e. Change to Lower Grade. The action is a change to lower grade if:

(1) An employee moves from a position on the General Schedule (GS) to a lower graded position on the GS, or

(2) An employee moves from a position on a Federal Wage System (FWS) to a lower graded position on the same FWS, or

(3) An employee moves from a position on one pay schedule to a position with a lower representative rate on another pay schedule.

f. Competitive Service. The competitive service includes any person employed under Title 32 USC 709 for whom military membership is not a condition of employment. Types of appointments in the competitive service include:

(1) Career Conditional: Competitive technicians are generally brought into the Federal service under a career conditional appointment. Three months service must be performed before a transfer, reassignment, or promotion to another position can be approved. Reappointment may be accomplished within three years after separation.

(2) Career: Appointments that are granted after three years of creditable competitive service and provides permanent reappointment rights.

g. Detail. The temporary assignment of a technician to a different position for a specified period of time, with the technician returning to his\her regular assignment at the conclusion of the detail (see Chapter 10).

h. Excepted Service. Any person employed under Title 32 USC 709 who must also be a member of the UTNG. All permanent excepted technicians, upon initial appointment in the Military Department of Utah, will serve a one year trial period. Types of excepted appointments other than permanent include:

(1) **Temporary:** Appointments that are for a specified period not to exceed one year which enables an activity to meet special or unusual requirements, temporary increased workloads, and temporary or extended absences of permanent technicians. Requires a not to exceed (NTE) date on the SF 52. Competitive procedures must be used when the temporary appointment is expected to last or is extended beyond 120 days.

(2) **Indefinite:** Appointments without a definite time limitation which are expected to extend beyond one year (see Chapter 12).

i. **Eligible Candidate.** An applicant who meets the minimum qualification requirements established for the position, including appropriate selective placement factors.

j. **Merit Promotion.** A Merit Promotion Regulation is designed to insure a systematic means of selection and promotion according to merit. In general, to be eligible for promotion, technicians must meet the qualification standards for the competitive or excepted position.

k. **National Guard Technician.** An individual employed by the TAG within the UTNG technician workforce, possessing an excepted or competitive Title 32 USC 709 appointment.

l. **Position Change.** A promotion, reassignment, or demotion.

m. **Priority Placement.** Placement of overgraded technicians entitled to grade retention as a result of Reduction in Force (RIF) or reclassification.

n. **Promotion.** A change in the pay grade of a technician:

(1) To a higher grade when both the old and new positions are under the GS.

(2) To a higher grade when both the old and new positions are under the same FWS.

(3) From a grade under one pay schedule to a grade with a higher representative rate under a different pay schedule (i.e., from GS to a FWS, etc.).

o. **Reassignment.** A change of a technician from one position to another position without a change of pay.

p. **Reduction In Force.** A RIF occurs when a technician is released from his/her competitive level by separation, change to lower grade, furlough for more than 30 days, or reassignment involving displacement of another technician. Such action may be due to lack of work or funds, a reorganization, transfer of function, or the need to make room for a technician exercising restoration rights. Reduction in force is covered in greater detail in NGB TPR 300 (351), Reorganizations Realignment and Reduction In Force.

q. **Referral and Selection Certificate.** List of top candidates arrived at through the evaluation process.

r. **Representative Rates.** A rate used to determine the nature of action in a position change (i.e., promotion, change to lower grade, etc.) when different kinds of pay schedules are involved.

(1) Representative rate for GS is Step 4.

(2) Representative rate for FWS is Step 2.

s. Requesting Official. For the purpose of the required signature in Part A, Block 3, SF 52, Request for Personnel Action this will be the Selecting Official.

t. Restoration After Military Duty. Technicians who leave their technician positions to enter on extended active military duty may be restored to the technician workforce at the end of their tour (not to exceed five years). This request must be made in writing by the individual to the Human Resources Office (HRO). Further guidance and information may be obtained through the HRO.

u. Selecting Official. Supervisors designated by the appointing authority to submit SF 52, for filling a vacancy, and request a referral and selection certificate from the HRO. Selecting Officials interview and recommend selection to the approving authority of qualified candidates for promotion/placement. The Selecting Official is normally the immediate supervisor of the position to be filled.

v. Selective Placement Factors. The knowledge, skills, and abilities (KSA) or other personal characteristics absolutely essential for satisfactory performance in the job (i.e., required to speak a foreign language).

w. Selective Placement Programs. Selective Placement Programs include employment of and promotion of eligible candidates (i.e., Upward Mobility).

x. Subject Matter Specialist. Technicians who are qualified in the area of operation in which specific vacancies exist and who assist in rating applications for promotion or placement. Where possible, they must be of equal or higher grade than the position to be filled.

y. Supervisor. For the purpose of this regulation, the supervisor has the authority to hire, reassign, suspend, promote, discharge, assign, or discipline subordinates; and has the responsibility to direct them, adjust grievances, or to effectively recommend such action.

z. Technician Vacancy Announcement. An announcement published to attract qualified applicants for a known or projected vacancy.

aa. Technician/Military Compatibility. The concept of compatibility within the National Guard (NG) Military Technician Program is that all technicians who are required to be members of the UTNG will be assigned to a military position that is compatible with their full-time technician position and occupy a military assignment in the same unit by which employed (or a unit that is supported by the employing activity). Compatible MOSs, AOCs, and AFSCs are published by the NGB for all military technician positions.

bb. Temporary Promotion. A promotion for a specified period of time to fill a position during the extended absence of a technician, to fill a vacant position until it is permanently filled, or to participate in a special project which will last for a limited period. Competitive procedures must be used when the promotion is expected to last more than 120 days. If competitive procedures are used and the position is advertised as having "permanent potential" the candidate selected may be converted to permanent status without further competition.

**1-5. ABBREVIATIONS.** The following are abbreviations which are used throughout this regulation.

- a. C/S - Chief of Staff.
- b. EEO - Equal Employment Opportunity.
- c. FWS - Federal Wage System.
- d. GS - General Schedule.

- e. HRO - Human Resources Office.
- f. KSA - Knowledge, Skills, and Abilities.
- g. NG - National Guard.
- h. NGB - National Guard Bureau.
- i. NTE - Not to Exceed.
- j. OPF - Official Personnel Folder.
- k. OPM - Office of Personnel Management.
- l. RIF - Reduction in Force.
- m. SF - Standard Form.
- n. SMS - Subject Matter Specialist.
- o. TAG - The Adjutant General.
- p. UANG - Utah Air National Guard.
- q. UTARNG - Utah Army National Guard.
- r. UTNG - Utah National Guard.

**1-6. RESPONSIBILITIES.**

a. The Adjutant General is the appointing authority for the UTNG Technician Program and is the highest level of authority in the State concerning the overall application of this Merit Placement Plan. The TAG is the final approving authority for all actions taken under the provisions of the Merit Placement Plan. However, this authority may be delegated to the Personnel Officer, HRO.

b. The Personnel Officer, HRO, is responsible to the TAG for ensuring that the requirements of the Merit Placement Plan are carried out. The Personnel Officer will:

- (1) Develop, maintain, evaluate, and revise the program as necessary.
- (2) Ensure compliance with the program.
- (3) Provide guidance and assistance to commanders, supervisors, and management officials concerning their responsibilities under this regulation.
- (4) Assure that candidates are properly evaluated and certified for placement.
- (5) Maintain necessary records.
- (6) Determine areas of consideration, job related requirements, and selection placement factors.

c. Management officials and supervisors will:

- (1) Assure that technicians under their supervision are aware of this regulation.
- (2) Assure that actions effected within their area of responsibility are based on merit without discrimination.
- (3) Encourage technicians under their supervision to participate in developmental opportunities and to apply for positions for which they are qualified.
- (4) Recommend changes on this regulation to the HRO.
- (5) Assure that technicians under their supervision who are absent (military duty, service schools, etc) are considered for positions for which qualified.

d. Individual technicians are responsible for:

- (1) Pursuing developmental opportunities in preparing to assume higher level duties.
- (2) Familiarizing themselves with the provisions of this regulation.
- (3) Assuring that application forms and official personnel folders (OPFs) contain accurate and current information concerning qualifications and self-development activities.
- (4) Arranging with their supervisors to submit applications for vacancies when temporarily absent from their jobs.

**1-7. MANAGEMENT'S RIGHTS.** Recognizing that it is essential to the accomplishment of the mission of the UTNG that technician positions be filled with the best qualified individuals available, management retains the right to:

- a. Select or not select from among a group of properly certified candidates.
- b. Select candidates from any appropriate source most likely to best meet the mission objectives of the UTNG.

**1-8. RESTRICTIONS ON APPOINTMENT, ASSIGNMENT, AND PROMOTION OF RELATIVES.**

The following basic information is extracted from Federal Personnel Manual 310 and applies to all NG technicians.

a. A relative of a public official (manager or supervisor) may be employed by a subordinate supervisor of the official, if the official is not involved in the action. A manager or supervisor may not advocate a relative's appointment, promotion, or advancement anywhere in the technician program. The official will cancel his/her authority (in writing) concerning any such actions and entrust to the next higher level supervisor the authority to approve or recommend appointment, promotion, incentive awards, and any other actions relative to pay and advancement. This letter will be forwarded through supervisory channels to the HRO. It will be filed in the supervisor's OPF until the supervisor/relative affiliation ceases to exist (i.e., reassignment/promotion of either party to another functional area, retirement, resignation, etc.).

b. The term "relative" includes father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother or half sister.

**1-9. SELECTIVE SERVICE REGISTRATION.** The Defense Authorization Act of 1986 prohibits any male born after 31 December 1959 from being appointed to a position as a Federal employee if he has knowingly and willfully failed to register with the Selective Service System. Prior to appointing an applicant (permanent, indefinite, or temporary) the HRO must receive the individual's Pre-Appointment Certification Statement for Selective Service Registration (see Appendix A).

## CHAPTER 2

### EXCEPTIONS TO COMPETITION

**2-1. PERSONNEL ACTIONS EXEMPT FROM COMPETITION:** Certain placement actions may be accomplished within the technician program that are exempt from competition. They are as follows:

- a. Promotion due to issuance of new classification standards or the correction of a classification error.
- b. Placement of overgraded technicians entitled to grade retention as a result of RIF, reclassification, or management directed change to lower grade.
  - (1) A listing of overgraded technicians is maintained in the HRO. When a vacancy occurs for which overgraded employees are fully qualified, the selecting official will be provided a list of eligibles from which to select (even when there is only one qualified candidate).
  - (2) If an employee in retained grade status refuses a valid offer, his retained grade status will be immediately terminated.
- c. Promotion when competition was held earlier (i.e., position advertised with known promotion potential).
- d. Promotion to a grade or an intervening grade or position from which a technician was demoted without personal cause and not at his/her request.
- e. Promotion resulting from a technician's position being reclassified at a higher grade because of additional duties and responsibilities.
- f. Reassignment to a position having no higher promotion potential (employee requested or management directed). The technician must meet the qualifications for the position to which assigned.
- g. Position change required by RIF regulations.
- h. Temporary promotion of 120 days or less. The technician must meet the qualifications for the position to which promoted.
- i. Detail to higher graded position or to a position with known promotion potential for 120 days or less.
- j. Selection of a former excepted technician from the Reemployment Priority List for a position at the same or lower grade than the one last held who:
  - (1) Were in tenure I at the time of separation, may be reemployed to a position at the same or lower grade as the position from which separated, will be considered for two years from the date of registration.
  - (2) Were in tenure II at the time of separation, may be reemployed to a position at the same or lower grade as the position which separated, will be considered for one year from the date of registration.
- k. Placement as a result of priority consideration when a candidate was not previously given proper consideration in a competitive action.

**2-2. ADMINISTRATIVE PROCEDURES.** To effect a placement action under the provisions of paragraph 2-1, the immediate supervisor will coordinate the proposal with the HRO. When placement actions result from the issuance of new classification standards or the placement of overgraded technicians in a retained grade status, the HRO will coordinate the administrative actions with the immediate supervisor through the appropriate UTARNG Director/Manager or UTANG Air Commander.

### CHAPTER 3

#### POSITION ANNOUNCEMENT AND APPLICATION PROCEDURES

**3-1. REQUEST TO FILL VACANCY.** When requesting that a position be filled, the supervisor will submit an SF 52, (see Appendix B), through supervisory channels to the HRO. Required information on the SF 52 is as follows:

- a. Enter "Request for Job Announcement" in Part A, Block 1, Actions Requested.
- b. Enter the selecting supervisor and telephone number in Part A, Block 3.
- c. Part A, Block 5 must be signed and dated by the appropriate Director, Deputy, or Command AO.
- d. Part A, Block 6 must be signed and dated by the Chief of Staff for all ARNG actions and the Air Commander for all ANG actions. The HRO will obtain the C/S signature on all ARNG actions.
- e. Part B, Blocks 15 through 22. Position title and position description code number (from the position description), occupational series, and grade, will be completed by the selecting supervisor. If it is apparent that a sufficient number of qualified applicants are not available, supervisors should request a multiple grade announcement (i.e., WG-10/08). The Personnel Officer, HRO, may issue a multiple grade announcement at his/her own discretion - based upon availability of potential qualified applicants.
- f. Part D, Remarks by Requesting Office, should include the following:
  - (1) Type of appointment, (i.e., competitive, permanent excepted, indefinite excepted, temporary, etc.). For those positions that can be filled by either excepted or competitive technicians, position will not be announced for both types of appointments - must specify excepted or competitive.
  - (2) Military requirement (i.e., officer, warrant officer, enlisted).
  - (3) Maximum military grade.
  - (4) Military compatibility requirements (i.e., MOSs, CMFs, AFSCs, etc.).
  - (5) Recommended area of consideration (i.e., nationwide, statewide, on-board technicians only, or concurrent with AGR.).
  - (6) Selecting official's name, rank, duty title, unit, and telephone number.
  - (7) If the supervisor wants the job advertised longer than the normal 15 calendar days, also include the recommended closing date.
  - (8) Recommended selective placement factors, required training courses, etc. (if any).
  - (9) Security clearance requirements.

**3-2. VACANCY ANNOUNCEMENTS.** When a vacancy is not going to be filled as an exception to competition (see Chapter 2), the vacant position will be announced. As a minimum, the vacancy announcement will contain the following information:

- a. Title, series, grade, and salary range of the position.
- b. Type of appointment -- excepted or competitive.
- c. Military requirements (i.e., officer, warrant, or enlisted) and compatibility requirements.
- d. Organizational and geographical location of the position.
- e. Summary of duties and minimum qualification requirements.
- f. Information regarding known promotion potential, if applicable.
- g. Special conditions of employment or developmental training if applicable.
- h. Opening and closing dates and how to apply.
- i. Equal Employment Opportunity (EEO) statement.
- j. Designated security clearance required.
- k. Medical standards/physical requirements and requirement for periodic medical evaluation when applicable.
- l. Statement regarding mandatory participation in Direct Deposit/Electronic Funds Transfer Program.

### **3-3. APPOINTMENT AT LOWER GRADES.**

a. General Schedule and FWS technicians may be employed in grades lower than the authorized grade of the position (target grade). In these cases, positions will be advertised at multiple grade levels. Applicants selected for employment will be appointed to the position in the grade for which they meet the minimum qualifications of specialized experience, training, and education.

b. When a candidate is selected for a position at a grade less than the target grade, a training program will be established that will permit the lower graded technician to assume the full responsibilities and duties of the position in the shortest time possible. A training program for an excepted technician may consist of on-the-job training, technician training courses, and/or satisfactory completion of a mandatory military school.

c. Appointments or promotions of technicians in lower grades will be identified as follows:

(1) The position title will be the same as for the higher grade. Exception: For WG positions, the WG-5 entry level will have "Helper" added to the position title.

(2) The position number will be the same as the target grade with the addition of an alphabetical suffix. The letter "A" will be added to the position number when the technician is employed at one grade level below the target grade (the intermediate level). The letter "B" will be used when the technician is employed at two grade levels below the target grade (the helper level). The term "level" refers to the normal grade progression pattern for that specific occupational series. Some positions are classified in a series that follow a one-grade interval pattern (i.e., GS-3, 4, 5, 6, 7) where one level equals one grade. Other positions have been classified in a series that follows a two-grade interval pattern (i.e., GS-5, 7, 9, 11) where one level equals two grades.

(3) The position description will be modified by the HRO with a statement of difference to reflect the duties at the lower grade in which the technician is appointed. Supervisors will be required to prepare the NGB Form 430(T),

Performance Standards and Critical Elements Form, for the period when the employee occupies the helper or intermediate level, which specifies duties and responsibilities at that level.

**3-4. POSTING OF ANNOUNCEMENTS.** Technician vacancy announcements will be posted for a minimum of 15 calendar days. To ensure that all interested persons are aware of the vacancy, announcements will be posted conspicuously throughout the area of consideration in those areas most accessible to all members of the UTNG. If the vacancy announcement is restricted to current full-time employees of the UTARNG or UANG, the vacancy announcement will be posted for a minimum of 15 calendar days. If the position is to be advertised "nationwide", the vacancy announcement will be posted for a minimum of 30 calendar days.

**3-5. AREAS OF CONSIDERATION.** The area of consideration for each position vacancy announcement will be what is deemed most appropriate by the HRO to ensure the receipt of a sufficient number of highly qualified applicants. The type of position, availability of candidates, position qualifications, budgetary limitations, and compatibility requirements will be considered in determining the area of consideration. Management may extend the established area of consideration for a particular placement action when it has been determined that the initial area did not produce a sufficient number of highly qualified applicants. Normally, the areas of consideration will be as follows:

- a. Open to on-board permanent and indefinite technicians of the UTARNG or UTANG only.
- b. Open to all members of the UTNG.
- c. Open to all personnel eligible for membership in the UTNG.
- d. Open to all permanent competitive technicians of the UTNG (for competitive positions).

**3-6. APPLICATION PROCEDURES.** The application is the basic document by which the individual's qualifications for the position is determined. It must, therefore, reflect the applicant's current and past employment data as well as military duty assignments, qualifications, and training. Complete and accurate data is essential to ensure fair evaluation of candidates. Along with the application forms discussed below, supplemental forms that reflect the candidate's military qualifications may be submitted. Applications will be submitted as follows:

- a. Applications must arrive at the HRO no later than the closing date and time specified on the vacancy announcement. Applications received after the closing date will not be considered for the vacancy.
- b. All applicants will apply using resumes, SF 171, Personal Qualification Statement, or any other written format. Whatever format is used, it is critical that the job seeker understands that they must include all the information required on the vacancy announcement. Otherwise, the applicant may lose consideration for a job.
- c. Applications must include a UTNG Form 1080, Sex, Race and National Origin Form (see Appendix C).
- d. Applicants not currently commissioned, applying for a position requiring commissioned status, must submit evidence of eligibility for a commission.
- e. Technicians whose absence may preclude them from having knowledge of or applying for a vacancy, may request in writing that applications be submitted for them by their supervisor.
- f. Each applicant must fully justify on their application how they meet each of the qualifications listed (i.e., KSAs).

g. All applications must have an original signature and date.

NOTE: No other attachments will be considered (i.e., position descriptions, training certificates, appraisals, letters of appreciation, letters of recommendation).

## CHAPTER 4

### PROCESSING APPLICATIONS

#### 4-1. BASIC ELIGIBILITY.

a. Applications will be reviewed by the HRO Staffing Specialist to determine basic eligibility. The HRO Staffing Specialist may request the assistance of a Subject Matter Specialist (SMS) when evaluating the technical experience of the applicants. Candidates must meet the basic qualifications established for the position, including any selective placement factors (i.e., KSAs) as published in the vacancy announcement, to be considered qualified for the position. Applicants who meet the minimum qualifications will be considered basically eligible and will be certified to the Selecting Official. An NGB Form 300-2, Initial Screening Worksheet for Merit Staffing Actions, will be used to determine basic eligibility. Applicants not meeting the minimum qualifications will receive a letter with a statement as to what basic qualifications were lacking.

b. The Personnel Staffing Specialist will list all applicants on an NGB Form 300-2. The form will be annotated in such a manner as to reflect an applicant's eligibility or to document the reasons why the applicant is not qualified for consideration. The form will contain sufficient documentation on each applicant to provide an adequate audit trail of the screening process in the event an evaluation must be conducted at a later date as a result of a grievance or complaint. All applications considered for the vacancy and evaluated by the Personnel Staffing Specialist will remain in the announcement case file for a period of two years.

#### 4-2. EXPERIENCE.

a. Each KSA will be reviewed individually against the candidate's application. Applicants with possession of all KSAs, or possession of any number of KSAs, which significantly prevails among the applicants, or those applicants that possess KSAs previously identified as "critical for success", are then determined to be "well qualified" and referred to the selecting official.

NOTE: Application of the above would be the example of a total of four basically qualified applicants and five KSAs. (a) In the instance where all four applicants are credited with possession of four of the KSAs, all four would be referred. (b) In the instance where two of the applicants possess five KSAs, and two of the applicants possess only two KSAs, then only the applicants who possess all five of the KSAs, would be referred. Only two applicants were referred because there is a significantly higher level of possession of KSAs of the first two applicants, which would make them well qualified. (c) In the instance where specific KSAs were previously identified, only applicants who possess those KSAs would be referred.

b. Experience will be credited toward meeting the experience requirements, provided such experience relates to the duties of the position to be filled.

(1) Civilian experience. Civilian experience, whether paid or unpaid, performed in a technician status, or as a nontechnician will be credited.

(2) Active duty. Credit one full day of experience for each day of active duty.

(3) National Guard military (part-time) service is considered as full-time experience when evaluated against the qualification requirements for a technician position. The applicant is credited with actual numbers of months the member has been in the NG provided such experience relates to the duties of the position to be filled. A technician cannot receive dual credit for active duty for training, or inactive duty periods which were performed subsequent to his/her technician employment.

(4) Related education is education above the high school level which has equipped the applicant with the KSAs to perform successfully the duties of the position being filled. Education may relate to the duties of a specific position or to the occupation, but must be appropriate for the position being filled. It is the applicants responsibility to provide documentation or proof of their education (i.e., official transcripts, statement from the institution's registrar, dean, or other appropriate official).

**4-3. SELECTIVE PLACEMENT FACTORS.** Selective placement factors are the KSAs, or other personal characteristics absolutely essential for satisfactory performance. They will be determined in advance of advertising a position, and will be stated in the vacancy announcements. When used, they are a part of the basic eligibility requirements for the position.

**4-4. CONDITIONS OF EMPLOYMENT.** Conditions of employment are those requirements of the position which are necessary in order to perform the duties of the position (i.e., security, medical/physical requirements, and education requirements). In addition, positions may have established requirements which must be met for continued retention (i.e. developmental training). When either conditions of employment or requirements for continued position retention have been established they must be included in the vacancy announcement.

a. Security Requirements. A technician is subject to the personnel security requirements in accordance with TPR 700(732.1), Personnel Security. The HRO must determine whether the applicant has the required security clearance for the assignment. If not, the HRO will ensure that the clearance is obtained. When a technician cannot meet the security requirements of the position, action must be taken in accordance with TPR 715, Voluntary and Non-Disciplinary Actions, paragraph 2-2.

b. Training Requirements. All applicants for a position with a designated developmental training requirement must be informed in advance that failure to complete the required course(s) will be cause for removal from the position. An example of required developmental training is proponent course(s) at the NG Professional Education Center. The HRO will require the applicant to submit a written statement to the effect that he/she understands he/she must either satisfactorily complete the appropriate course(s) or corrective action will be taken.

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

**4-5. EVALUATION.** All eligible candidates will be certified to the Selecting Official unless there are more than ten qualified applicants. In this case, the evaluation procedures in Chapter 5 will be used to further screen candidates prior to referral. The personnel officer may appoint a panel to evaluate candidates. One member will be an HRO representative who is qualified in qualification examination techniques, and the other member(s) must have technical expertise in the career field in which the vacancy exists. Selecting officials should contact former employers and references, as listed on the applicant's application, to help document qualifications and fitness for the job advertised.

## CHAPTER 5

### EVALUATING CANDIDATES

**5-1. JOB ANALYSIS.** When it is necessary to refine a list of eligible candidates through the evaluation process, a job analysis will be conducted by the HRO and the SMS to determine the KSAs that will in turn be used to identify high quality candidates for referral to the selecting official. The KSA factors will be recorded on NGB Form 300-3 worksheet, Knowledge, Skills, and Abilities Category Worksheet, for use in evaluating candidates' qualifications. Three to eight KSA factors will be used.

**5-2. EVALUATING EXPERIENCE.** After the KSAs needed for successful performance on the job have been identified through the job analysis, the applications and OPFs will be used to gather job-related background data to be used in the evaluation process. Experience will be evaluated in terms of type and quality in relation to the requirements of the position. Length of service or experience will only be used when there is a clear relationship with quality of performance or when necessary to break ties when all other ratings are equal. Experience will be rated in categories as shown below on each KSA determined in the job analysis:

a. "A" level experience. Candidate possesses type and quality of experience that substantially exceed the basic requirements of the position, including selective placement factors, and that would allow the candidate to perform effectively in the position almost immediately or with a minimum of training and/or orientation.

b. "B" level experience. Candidate possesses type and quality of experience that exceed the basic requirements of the position, including selective placement factors, and that would allow the candidate to perform effectively in the position within a reasonable period of time (i.e., three to six months).

c. "C" level experience. Candidate satisfies the basic requirement of the position with respect to experience, including placement factors, but:

- (1) Type and quality of experience beyond that which is basically required are minimal, and/or
- (2) Extensive additional training and/or orientation would be required to enable the candidate to satisfactorily perform the duties of the position.

The point value assigned to A, B, and C levels is determined by the number of KSA factors used (see Table 5-1). Points are then totaled for each candidate and recorded on NGB Form 300-3.

**TABLE 5-1**  
**POINT VALUES OF CATEGORY RATINGS**

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

(Using five KSA factors, a candidate's combined category rating of AABBC (20, 20, 17, 17, 14) converts to 88.)

**5-3. REFERRAL AND SELECTION CERTIFICATE.** The top candidates (ten or less) arrived at through the evaluation process will be listed on NGB Form 300-6 (LRA), Referral and Selection Certificate as outlined in Chapter 6.

## CHAPTER 6

### REFERRAL AND SELECTION PROCEDURES

**6-1. REFERRAL OF CANDIDATES.** Following the determination of basic eligibility and evaluation of candidates as outlined in Chapter 5, the HRO will:

- a. Certify to the Selecting Official up to ten qualified candidates. If the Selecting Official wants to interview all qualified applicants, it must be annotated on the SF 52. Candidates will be referred, in alphabetical order, to the Selecting Official on NGB Form 300-6 (LRA), Referral and Selection Certificate (see Appendix D).
- b. Written notification will be sent to those individuals who were not submitted for consideration (see Chapter 4, 4-1).

**6-2. ACTION BY THE SELECTING OFFICIAL.** The Selecting Official is entitled to select or nonselect any candidate referred to him/her. Upon receipt of the selection certificate, the Selecting Official will:

- a. Review all the applications of the referred candidates.
- b. Contact individuals certified and arrange for a personal interview. Every effort will be made to conduct a personal interview; however, if an applicant is unable to be present because of distance or other extenuating circumstances, an interview by telephone will be acceptable. This should be noted on the referral and selection certificate. Unsuccessful attempts to contact applicants will be recorded on the referral and selection certificate to include the times and dates when attempts were made. The content of the interview will consist of job related criteria only. Questions relating to political affiliation, race, color, creed, sex, religion, age, or marital status may be perceived as discriminatory and **MUST** be avoided. All applicants for a vacant position must be asked identical questions. See Chapter 15 for proper and improper interview subjects.

\*NOTE: The Selecting Official must not conduct any performance tests as a part of the interview process (i.e., typing test, etc.).

- c. Nomination of Selectee.
  - (1) UTARNG - Complete the SF 52 and notify the HRO Staffing Specialist of selection. The HRO Staffing Specialist will obtain final approval from C/S and then confirm approval with selecting official before notifying selectee.
  - (2) UANG - Complete the SF 52 and obtain signature from the Air Commander in part C. Contact the HRO for final approval before notifying selectee.
- d. Notify Candidates. Notify all candidates of selection or non-selection and determine a start date after coordination with selectee's current supervisor and the HRO Staffing Specialist. Sign and return the NGB Form 300-6, Referral and Selection Certificate, along with all applications and appropriate appointment checklist to the HRO (see Appendix E or F, UTARNG or UTANG Military Technician Appointment Checklist). For excepted technicians, UTNG Form 7005, Verification of Employment Compatibility, must also be completed and returned to the HRO (see Appendix G).

**6-3. ACTION BY THE HRO.** Upon receipt of a completed referral and selection certificate, the Personnel Staffing Specialist, HRO, will:

- a. Notify candidates of selection/nonselection in writing to confirm phone call from Selecting Official.
- b. Arrange for release date/start date.
- c. Prepare promotion file (see Chapter 7).

**6-4. RELEASE OF SELECTEE.** After selection for promotion/placement, a technician must be released promptly from his/her present position. Release will normally be within two weeks after selection.

## CHAPTER 7

### PLACEMENT/PROMOTION RECORDS

**7-1. PURPOSE.** Complete selection records will be maintained by the HRO to:

- a. Provide a clear record of the action taken.
- b. Evaluate the Merit Placement Program.
- c. Provide proof that merit placement actions are being made on a fair and equitable basis in accordance with this regulation.
- d. Provide justification and answers to general or specific questions regarding a promotion or placement action.

**7-2. RECORDS REQUIRED.** Sufficient records are required to allow reconstruction of the placement action. As a minimum, the following information and forms will be retained in the record:

- a. Copy of the vacancy announcement.
- b. List of all applicants' names (NGB Form 300-2).
- c. Forms used in the evaluation and rating process.
- d. Referral and selection certificate signed by selecting official.
- e. Application forms from all candidates considered.
- f. Selecting officials rating sheets, question's asked, matrix, etc., may be maintained in the placement records.

**7-3. DURATION.** Records will be maintained for a minimum of two years. If a grievance is pending, records will be maintained until resolution.

**7-4. PRIVACY PROTECTION.** Information relating to individual placement action or to the candidate will not be discussed with or shown to unauthorized individuals. Supervisors and personnel specialists participating in merit placement actions will not disclose the details of their work to unauthorized persons.

## CHAPTER 8

### GRIEVANCES AND COMPLAINTS

**8-1. GRIEVANCES.** A technician who believes that proper **administrative** procedures were not followed in a particular placement action for which he/she was an applicant may present a grievance under applicable grievance procedures. A grievance will not be considered when it is based solely on nonselection.

**8-2. DISCRIMINATION COMPLAINTS.** It is the policy of the Military Department of Utah that all technician positions in the UTNG be filled by the best qualified personnel available. The purpose of this regulation is to ensure that technician vacancies are filled on the basis of merit and job related factors. Allegations of discrimination because of race, color, religion, sex, age, handicapping condition, or national origin made during any phase of the selection process will be considered under the UTNG EEO Program.

**8-3. OTHER.** Other complaints or inquiries, including those made by non-technician candidates, should be directed to the HRO. All such inquiries will be considered and every effort made to resolve such complaints.

## CHAPTER 9

### TEMPORARY PROMOTIONS

**9-1. PURPOSE.** Generally, a temporary promotion is the appropriate way to meet a situation requiring the temporary service of a technician in a higher graded position. Promoting an employee recognizes the increased responsibility and properly compensates him/her accordingly for the level of work being performed. Normally, temporary promotions are not made unless the technician's services are required for more than 30 days. In cases where the assignment is for 30 days or less, a detail would be more appropriate.

**9-2. RESPONSIBILITIES.** It is management's responsibility to determine when and if a temporary promotion would be the appropriate placement action. Examples of the most frequent use of temporary promotions are:

- a. Assign a technician to perform the duties of a position during the absence of an incumbent (i.e., active duty/active duty for training for over 30 days, or extended period of sick leave).
- b. To fill a vacant position until a permanent appointment is made. (Temporary promotions will not be made for the purpose of evaluating a technician for promotion or to train a technician in the higher graded duties.)

**9-3. DURATION.** Temporary promotions may not exceed five years. The state may extend an excepted service temporary promotion beyond five years to accomplish project work, pending reorganization, downsizing or to meet other temporary needs for a specified period. Approval for the extension of a competitive service temporary promotion beyond five years must be obtained from OPM.

- a. Competitive procedures (technician vacancy announcement) must be used if the temporary promotion will last for more than 120 days.
- b. A temporary promotion may be made permanent without further competition if competitive procedures were used originally and all potential candidates were made aware that it could lead to a permanent position. A statement to this effect would be included in the technician vacancy announcement.

**9-4. QUALIFICATIONS.** The technician being temporarily promoted must possess the qualifications and appropriate selective placement factors (i.e., security clearance) for the higher graded position.

**9-5. PROCEDURES.** When a supervisor has determined that a temporary promotion is the appropriate placement action, he/she will:

- a. If the action is non-competitive (120 days or less) - submit a SF 52 through supervisory channels to the HRO identifying the selectee and the position to which promoted not later than ten working days prior to the effective date.
- b. If the action is competitive (more than 120 days) - submit a SF 52 through supervisory channels to the HRO requesting a technician vacancy announcement be published, indicate whether or not the position has permanent potential.
- c. When a selection is made for a temporary promotion (competitive or non-competitive) the supervisor must ensure the selectee understands the following prior to accepting a temporary promotion:

- (1) Why the promotion is temporary.

(2) The expected length of the promotion, including the fact that it may be terminated at any time management determines the services are no longer needed.

(3) Under what circumstances the promotion can be made permanent.

d. The HRO will ensure that the technician selected for a temporary promotion signs a Condition of Temporary Promotion Certificate and a signed copy is filed on the left side of their OPF (see Appendix H).

e. An SF 52 is required to be submitted to the HRO for termination of the temporary promotion not later than ten working days prior to the effective date of termination.

## CHAPTER 10

### DETAILS

**10-1. PURPOSE.** A detail is the temporary assignment of an employee to a different position or set of duties for a specified period of time. There is no formal position change; officially, the employee continues to hold the position from which detailed and keeps the same status and pay. Details are intended to meet any legitimate management purpose, for example, to handle unexpected workloads or special projects; to fill in during another employee's absence; or pending security clearance or investigation.

**10-2. RESPONSIBILITIES.** Supervisors are responsible for keeping details within the shortest practical time limits and for making every effort to secure the required manpower through the use of appropriate personnel placement actions.

**10-3. DURATION.** The HRO has the authority to approve details of technicians in up to 120 days increments to the same or lower graded positions for up to one year. An extension beyond one year to positions under the GS require prior approval from HRO. Extension requests must be forwarded through supervisory channels to the HRO.

**10-4. PROCEDURES.** To effect a detail the supervisor will:

- a. Contact the HRO to coordinate TAG approval and the placement action.
- b. Discuss the reason for the placement action with the selected technician, the nature of duties and responsibilities to be performed, and the approximate or proposed length of the detail.
- c. Submit a SF 52 and a letter outlining the reasons why a detail is needed through supervisory channels to the HRO. If the technician being detailed has a different supervisor, the proposed action must be coordinated with the current supervisor. After HRO approval, the SF 52 will be retained in the employee's OPF.
- d. If a detail needs to be extended, the gaining supervisor must ensure a SF 52 is received in the HRO at least ten working days prior to the original NTE date. The SF 52 for the termination of the detail needs to arrive in the HRO at least ten working days prior to the NTE date.
- e. A detail of more than 120 days, to a higher graded position, or to a position with known promotion potential, must be made under merit promotion/placement procedures.

**10-5. PROHIBITED DETAILS.** Technicians in the excepted service may not be detailed to a position in the competitive service. Technicians in the competitive service may not be detailed to a position in the excepted service. NGBs qualification standards, other than those involving minimum education requirements, are not mandatory for details.

**CHAPTER 11**  
**TEMPORARY APPOINTMENTS**

**11-1. PURPOSE.**

a. A temporary limited appointment is made for a specific period of time and is used to meet administrative needs such as filling temporary positions or filling permanent positions for a temporary period. The following are examples of the types of positions which may be filled by a temporary limited appointment:

(1) Positions that are not expected to last more than one year.

(2) Seasonal positions (i.e., positions involving periodically recurring employment rather than continuous employment).

(3) Part-time and intermittent positions that are not clearly of a continuing nature.

(4) Permanent positions, when temporarily vacated for periods less than one year.

b. Individuals appointed under the authority of this regulation:

(1) Must be a military member of the UTARNG or UTANG.

(2) Must meet the qualification standards established for the position.

(3) Does not acquire permanent status under a temporary appointment or eligibility to be noncompetitively converted to a permanent appointment.

(4) Does not serve a trial period.

(5) Is not eligible for promotion or reassignment to other jobs, but may be detailed.

(6) Does not have the protection of RIF procedures and may be terminated at any time upon notice in writing from the HRO.

(7) Is not eligible for coverage under the Civil Service Retirement System, the Federal Employees Retirement System, or the Federal Employees Group Life Insurance Program.

(8) Is not eligible for coverage under the Federal Employee Health Benefits Program until the technician has completed at least one year of current, continuous service.

**11-2. DURATION.** Temporary Appointments. The TAG may make and extend temporary appointments in increments of up to one year each, for a total of four years. Extensions beyond four years must be approved by the NGB Western Personnel Center.

**11-3. PROCEDURES.** To hire a temporary employee the immediate supervisor will:

- a. Coordinate with the HRO to ensure availability of funds and that there has not been a policy imposed to restrict hiring for an interim period of time.
- b. If the appointment is to be non-competitive (temporary under 120 days) - submit a SF 52 through supervisory channels to the HRO with the complete application of the selectee attached.
- c. If the appointment is to be competitive (temporary or indefinite for more than 120 days) - submit a SF 52 through channels to the HRO indicating the type of appointment and requesting the position be advertised on a technician vacancy announcement. State on the SF 52 if the position may become permanent. Also state on the SF 52 the purpose of the temporary appointment (i.e., FY close out).
- d. Temporary technicians must be provided a statement describing the "Conditions of Temporary Limited Employment" and how they differ from permanent employment. The statement must be signed at the time of initial appointment and will be retained as a temporary record in the technicians OPF (see Appendix I).
- e. Termination of Temporary Technicians. Temporary technicians may be terminated at any time upon notice from the HRO. A copy of the SF 50 is sufficient for this purpose.

**CHAPTER 12****INDEFINITE APPOINTMENTS****12-1. PURPOSE.**

a. An indefinite appointment is a nonstatus appointment in an excepted service position. States may use indefinite appointments when it is expected the need will last longer than one year. Competitive procedures must be used when filling a position on an indefinite basis. Examples of appropriate uses of indefinite technicians include:

- (1) Replacing permanent technicians who have entered military service.
- (2) Staffing new or existing programs of limited duration.
- (3) Filling positions in activities undergoing or projected to downsize.

b. Individuals appointed under the authority of this regulation with indefinite status:

- (1) Must meet all military membership and compatibility requirements.
- (2) Must meet the qualification standards established for the position.
- (3) Do not acquire permanent status.
- (4) Do not serve a trail period.
- (5) May be promoted, changed to lower grade, reassigned, or detailed to other positions with indefinite status. Competitive procedures must be used when the promotion is expected to last more than 120 days.
- (6) Are in tenure group III for RIF purposes. States are not required to use procedures to separate indefinite technicians when their services are no longer needed.
- (7) Are eligible for coverage under the Federal Employees Retirement System, the Federal Employees Health Benefits Program, and the Federal Employees Group Life Insurance Program.
- (8) Earn leave when appointed to a position with a regularly scheduled tour of duty.

**12-2. DURATION.** Indefinite Appointments. Excepted indefinite appointments are made without time limitations.

**12-3. PROCEDURES.** To hire an indefinite employee the immediate supervisor will:

a. Submit an SF 52 through supervisory channels to the HRO indicating the type of appointment and requesting that the position be advertised on a technician vacancy announcement. State on the SF 52 if the position may become permanent.

b. When the services of indefinite employees are no longer required, supervisors must immediately advise the HRO. An indefinite employee's termination must be preceded by a 30 day advance notice issued by the HRO.

c. Indefinite technicians must be provided a statement describing the Conditions of Indefinite Employment. The statement must be signed at the time of initial appointment, and will be retained as a temporary record in the technicians OPF (see Appendix J).

## CHAPTER 13

### MERIT PLACEMENT PLAN FOR COMPETITIVE POSITIONS

**13-1. PURPOSE.** This chapter establishes the merit placement policies and procedures for filling technician positions in the "competitive" service (positions that do not require military membership as a condition of employment).

**13-2. SCOPE.** This Chapter is applicable to competitive technicians of the UTARNG and UANG.

**13-3. PREREQUISITES FOR USING THIS PLAN.** The following requirements must be met before a position can be advertised under the competitive provisions of this regulation.

a. The vacant position will be used to place a qualified technician whose position has been or is scheduled for elimination or downgrade.

b. The vacant position will be used to place a qualified technician being misplaced due to a RIF.

**13-4. EXCEPTIONS TO COMPETITION.** Follow procedures in Chapter 2.

**13-5. AREA OF CONSIDERATION.** The normal area of consideration will be given to any current career or career conditional employee of the UTARNG or UANG. Consideration will be limited to current permanent on-board competitive technicians.

**13-6. PROCEDURES FOR ANNOUNCING POSITION VACANCY.** After the supervisor reviews the position description to assure the position may be filled with a competitive technician, he/she will request the position be advertised following the procedures in Chapter 3, paragraph 3-1. The announcement will contain the information listed in paragraph 3-2 without military requirements.

#### **13-7. APPLICATION PROCEDURES.**

a. All candidates applying for competitive positions must submit an SF 171, Application for Federal Employment, resume, Personal Qualification Statement, or other format with an original signature and date.

b. Applications must be received in the HRO no later than close of business on the closing date on the vacancy announcement. Applications received after the closing date will not be considered for the vacancy.

#### **13-8. EVALUATION OF CANDIDATES.**

a. No person may be promoted, reassigned, or appointed under the provisions of this regulation who fail to meet the minimum qualification standards prescribed by OPM.

b. The Staffing Specialist will review applications to determine whether or not they meet the minimum qualification requirements stated on the vacancy announcement (from the OPM Qualification Standards Handbook). A SMS may also be used to determine qualifications.

c. Applications will be evaluated on the basis of identifiable KSAs (as listed on the application) using the evaluation methods in Chapter 5.

**13-9. PROMOTION/PLACEMENT RECORDS.** Records will be maintained in accordance with Chapter 7.

**13-10. GRIEVANCES AND COMPLAINTS.** A competitive technician may file a grievance on the merit promotion/placement action if improper administrative procedures were used in a placement action. Follow procedures in Chapter 8.

## CHAPTER 14

### SELECTIVE PLACEMENT PROGRAMS

**14-1. DEFINITION.** Selective Placement Programs include employment or promotion of eligible candidates (i.e., Upward Mobility).

**14-2. TARGETED POSITIONS.** Each organization/directorate, with the assistance of the HRO Personnel Staffing Specialist, may target at least one position to be filled under one of the above programs.

**14-3. REQUEST TO FILL VACANCY.** When requesting that a position be filled, the supervisor will submit a SF 52 to the HRO. For the list of the information required on the SF 52 (see Chapter 3).

**14-4. VACANCY ANNOUNCEMENTS.** When a vacancy is not going to be filled as an exception to competition, the vacant position will be announced. The vacancy announcement will contain the same information as stated in Chapter 3 with any additional special requirements for the program.

**14-5. POSTING OF ANNOUNCEMENTS.** Vacancy announcements will be posted for a minimum of 15 calendar days prior to the closing date. They will also be mailed to appropriate outside agencies to aid in the recruiting process (i.e., Veterans Administration, State Employment Offices, local university Cooperative Education offices, OPM, etc.).

**14-6. AREA OF CONSIDERATION.** The area of consideration for each position will be targeted for the particular program being used.

**14-7. REFERRAL OF CANDIDATES.** The HRO Personnel Staffing Specialist in conjunction with the Selecting Official will review applications, talk with outside agency officials and interview the qualified candidates to match the very best candidate with the position.

**14-8. ACTION BY THE SELECTING OFFICIAL.** The Selecting Official has the right to select or non-select any candidate referred to him/her.

a. If a selection cannot be made from the candidates referred to him/her, the vacancy will be reannounced with an expanded area of consideration.

b. When a candidate is selected, the Selecting Official will, upon notification from the HRO of the approved selection, notify the candidate and confirm the effective date.

**14-9. ACTION BY THE HRO.** Upon receipt of the selection, the HRO Personnel Staffing Specialist will:

- a. Coordinate the selection with the EEO.
- b. Ensure applicant meets the medical and security clearance requirements of the position.
- c. Establish the official grade, step, and rate of pay to which the selectee will be assigned.
- d. Establish the enter on duty date. NOTE: If the candidate selected is already a technician, coordinate the start date with the losing supervisor and the HRO Staffing Specialist.
- e. Obtain approval/disapproval of the selection action.

- f. Coordinate selection with appropriate outside recruiting agencies.
- g. Confirm selection approval with the Selecting Official.
- h. Provide notification to applicants not selected.
- i. Close out the job announcement case file and ensure records are maintained in accordance with Chapter 7.

**CHAPTER 15**

**PROPER AND IMPROPER INTERVIEW SUBJECTS**

<b><u>SUBJECT</u></b>	<b><u>IMPROPER</u></b>	<b><u>PROPER IF JOB RELATED</u></b>
Age	Any questions which tend to identify applicants 40-59 years of age. How long have you been a registered voter?	<b>NONE.</b> The HRO may verify age, if necessary, to ensure that legally set age limits are met.
Citizenship	Are you a citizen of the United States? Are your parents and/or spouse US citizens? When did you become a US citizen? Are you/your spouse/your parents native born or naturalized?	<b>NONE.</b> The HRO may verify citizenship requirements if they exist for the job to be filled.
National Origin	What is your national origin. What language do you speak at home? What is your native language?	<b>NONE.</b>
Race/Color	Any comment or question which directly or indirectly relates to race or color.	<b>NONE.</b>
Religion	What church do you attend? What is your religion? What religious holidays do you observe?	<b>NONE.</b>
Sex	Any inquiry or comment as to gender. What are your plans for having children? Do you mind having a male/female supervisor? Can you work with a group of all men/women?	<b>NONE.</b>

Marital Status	<p>Are you married/divorced/separated/widowed? With whom do you live? Do your children live with you? What ages are your children? Is your husband or wife in the military?</p>	<p><b>NONE.</b> The HRO may verify if other family members work in the organization, if it is relevant to program requirements.</p>
Education	<p>Any question asking the specific nationality, racial, or religious affiliation of a school. Questions asking for a general education level, not relating specifically to the job to be filled.</p>	<p>Questions related to the job to be filled and how the applicant's academic, vocational, or any professional education may fulfill KSAs.</p>
Organizational Affiliation	<p>To what organizations, societies, and/or clubs do you belong? Avoid mentioning or asking about any whose name or character indicates the race, religion, creed, color, national origin, or ancestry of its member.</p>	<p>Questions related to the job to be filled and how the candidate's participation in the organization may fulfill KSAs.</p>
Police Record	<p>Have you ever been arrested?</p>	<p>If the job to be filled has special requirements, such as bonding, the following may be stated: In order to fill this position, you must be bonded. Are there any problems that this presents?</p>
Work Schedule/Availability for Travel	<p>Any questions relating to child care, ages of children, or other non-job related areas.</p>	<p>If the job to be filled has special requirements, such as travel, overtime work, unusual hours, these conditions may be stated. In this job, you would have to travel one week in every month. Does this present a problem for you?</p>
Military Discharge	<p>Were you honorably discharged from active Federal military service?</p>	<p><b>NONE.</b> The HRO may verify this, if there is a job related requirement to do so.</p>
Economic Status	<p>Do you have a good credit rating? Do you have any trouble with paying bills or collection agencies?</p>	<p><b>NONE.</b></p>
Security Clearance	<p>Do you have a secret/top secret/other security</p>	<p>If the job to be filled requires a certain type of security clearance,</p>

	clearance?	this condition may be stated. Example: "This job requires a top secret clearance; does this present any problem?"
Personal Plans	Do you plan to live in this area for long?	<b>NONE.</b>
Participation in other Non-Job Related Activities	Do you plan to take savings bonds? Do you participate in the Combined Federal Campaign? Do you plan to join the coffee fund?	<b>NONE.</b>
Miscellaneous	Any inquiry that is not job related or necessary for determining a candidate's possession of KSAs.	Statement or notice that any misstatements or omissions of significant facts may be cause for non-selection.

## CHAPTER 16

### CRITICAL CONSIDERATIONS IN INTERVIEWING WOMEN CANDIDATES

The following suggestions are provided to help you properly conduct pre-employment interviews. They advise you on proper and improper areas, terms, and tone of address.

These suggestions are not intended to establish that any specific behavior is legal or illegal. They are provided only to help you. The perspective is one of common sense, courtesy, and professionalism. As a supervisor, you want to do the right thing, make a favorable impression, and avoid embarrassment to yourself, the agency, or the person you are interviewing.

#### 1. DON'T INQUIRE INTO CERTAIN AREAS THAT ARE NONE OF YOUR BUSINESS.

- a. Her marital status (or non-marital arrangements) or plans.
- b. What her husband does, how much he makes, whether he's subject to transfer, how he feels about her working, traveling, or anything else.
- c. Whether she has any children (or plans to), and how many or what ages or sex they are.
- d. Arrangements for the care of her children.
- e. Her views on birth control, abortion, or women's lib.

#### 2. DON'T BRING UP ANY OF YOUR PREJUDICES.

- a. Women shouldn't travel alone, shouldn't travel with men, or shouldn't stay overnight in another city.
- b. Women don't want responsibility, or aren't aggressive enough.
- c. Women are too emotional.
- d. Women aren't really interested in certain fields, or never stick with a job.
- e. Women won't accept travel assignments, or aren't mobile enough.
- f. Women only want to work until marriage, or that they all want to marry.
- g. Women are absent from work more than men, or use more sick leave than men.
- h. Women can't supervise men, or can't supervise women.

**3. DON'T USE THE WRONG WORDS.** Remember that the women in your office are not "girls" or "gals". The women you are interviewing are never "dear," "honey," "babe," or "sweetie," even if you do call men you've never met before things like "buddy," "pal," or "chum".

#### 4. DON'T FLIRT.

**5. DON'T PATRONIZE.** "You'll find lots of guys around," or "It'll be easy to find a boyfriend".

**6. DON'T PRESUME FRIENDSHIP.** Candidates for employment are required to present a friendly, positive image. It is sometimes easy to take advantage of an interviewee's friendliness to act as if there is a degree of friendship. Keep it businesslike.

**7. DON'T PLACE UNDUE EMPHASIS ON CONDITIONS OF EMPLOYMENT IN HOPES OF DISCOURAGING THE CANDIDATE.** It is for the applicant, not the employer, to decide whether or not she wants the job...based on a clear explanation of what the conditions are.

**8. DON'T INDICATE YOUR INTEREST IN A WOMAN OR MINORITY CANDIDATE AS ONE WHOSE SELECTION WILL HELP IMPROVE YOUR EEO PICTURE.** This is an insulting suggestion that you would apply different standards.

**9. DON'T CONSIDER THE FOLLOWING WHEN MAKING A SELECTION OR RECOMMENDATION.**

- a. That your supervisors or managers might prefer men, preferring not to deal with women.
- b. Co-workers might object.
- c. It might be difficult to establish the credibility of a woman's work with other departments.
- d. The job involves travel, or travel with men.
- e. The job involves unusual working conditions.

**10. SOME DO'S WHEN CONDUCTING AN INTERVIEW.**

- a. DO talk about the position, its duties and responsibilities, and requirements.
- b. DO talk about the mission, programs and achievements of the organization.
- c. DO talk about career opportunities and possibilities for advancement.
- d. DO talk about the location and work environment of the position (i.e., facilities, equipment, travel requirements, etc.).
- e. DO discuss the candidate's qualifications (i.e., abilities, related experience, related education, and related interests, etc.).
- f. DO consider having a female/minority representative present with you for all interviews.

## CHAPTER 17

### CRITICAL CONSIDERATIONS IN CONDUCTING PRE-EMPLOYMENT INTERVIEWS

The following list will help you properly conduct pre-employment interviews. It advises you on the proper and improper tones of address to be used when accomplishing ANY personal interview.

#### 1. SHOULDs...ESTABLISH A POSITIVE TONE.

- a. Be friendly and interested.
- b. Work to invite confidence.
- c. Suggest possibilities rather than impose opinions.
- d. Be patient...don't rush your prospect.
- e. Make few promises. (You'll have to keep the ones you make.)
- f. Be objective in your approach.
- g. Treat and respect your prospect as a conversational equal at all times.
- h. Be a good listener...an "active" listener.

#### 2. SHOULD-NOTs...ESTABLISH A NEGATIVE TONE.

- a. Don't play dictator, teacher, or know-it-all.
- b. Don't say or do anything that discourages your prospect from talking freely or that makes him or her hold things back.
- c. Don't force your opinions on the prospect.
- d. Don't dominate the discussion, or use too many "I's" or "We's" in your approach.
- e. Don't let your habits or patterns of behavior detract from rapport and the tone of the interview (i.e., personal mannerisms such as tone of voice, repeated verbal expressions, or facial expressions.).
- f. Don't be tricky, clever, or sneaky with your prospect.

The proponent of this regulation is  
UT-HRO. Users are invited to send  
comments and suggested improvements  
directly to the proponent.

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