

TO BE FILED WITH NGB TPR 300

TECHNICIAN PERSONNEL
NJDMAVA TPR 335

NEW JERSEY DEPARTMENT OF
MILITARY AND VETERANS AFFAIRS
3650 Saylor's Pond Road
JBMDL, New Jersey 08640
1 July 2014

**MERIT PLACEMENT PLAN FOR NEW JERSEY NATIONAL GUARD
EXCEPTED DUAL AND NON DUAL STATUS TECHNICIANS**

1. <u>GENERAL</u>	
1-1 . Purpose	3
1-2 . Employment Policy	3
1-3 . Scope	3
1-4 . Definition	3
1-5 . Responsibility	7
1-6 . Management Rights	8
1-7 . Appointment Authority	8
1-8 . Promotion/Appointments to Lower Grades	8
1-9 . Employment of Relatives	9
2. <u>EXCEPTIONS TO COMPETITION</u>	
2-1. Actions Excepted from Competition	10
3. <u>POSITION ANNOUNCEMENT AND APPLICATION PROCEDURES</u>	
3-1. Request for filling vacancies	12
3-2. Vacancy Announcement	12
3-3. Posting of Announcement	13
3-4. Areas of Consideration	13
3-5. Application Procedures	14
3-6. Key Staff Appointment Procedures.....	14
3-7. Action by HRO.....	14
3-8. Priority Placement Program.....	14
4. <u>PROCESSING APPLICATIONS</u>	
4-1. Basic Eligibility	15
4-2. Selective Placement Factors	15
4-3. Conditions of Employment	15
4-4. Eligible Applicants.....	15
5. <u>APPLICATION EVALUATION</u>	
5-1. Job Analysis	16
5-2. Evaluating Experience	16
5-3. Evaluating Performance	17
5-4. Rating and Awards	17
5-5. Training and Education	17
5-6. Overall Rating	17
5-7. Referral and Selection Certificate	17

This regulation supersedes NJDMAVA TPR 335.A dated 1 May 1992, including all changes

MERIT PLACEMENT FOR NEW JERSEY NATIONAL GUARD TECHNICIANS

- 6. **REFERRAL AND SELECTION PROCEDURES**
 - 6-1. Referral of Candidates 18
 - 6-2. Action by Selecting Official 18
 - 6-3. Actions by HRO 18
 - 6-4. Release of Selectee 19

- 7. **PLACEMENT/PROMOTION FILE**
 - 7-1. Purpose 20
 - 7-2. Documents required 20
 - 7-3. Duration 20
 - 7-4. Privacy Protection 20

- 8. **GRIEVANCES AND COMPLAINTS**
 - 8-1. Grievances 21
 - 8-2. Discrimination Complaints 21
 - 8-3. Other 21

CHAPTER 1
GENERAL

1-1. **Purpose.** This plan establishes procedures and provides information on the merit placement program for federal technician positions in the NJNG. This placement plan provides for the systematic and equitable procedures effecting promotion and placement within the New Jersey National Guard and it is incumbent upon all personnel, particularly those in supervisory and management positions to be thoroughly familiar with its provisions.

1-2. **Employment Policy.**

a. It is the policy of the New Jersey National Guard that all technician positions are filled by the best-qualified individuals available and insure 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 purposes of this plan, military requirements are considered as job-related qualifying factors for positions in the Excepted Service. All actions under this plan will be made without discrimination for non-merit reasons such as race, color, religion, gender, sex, age, national origin, marital status, membership or non-membership in an employee organization, age or non-disqualifying physical/mental handicap (except for military requirements for excepted military technicians).

b. The provisions of 32 USC 709 require that a technician who is employed in a position in which National Guard membership is required as a condition of employment and who is separated from the National Guard, or ceases to hold the military grade specified for his/her positions, shall be promptly separated from this technician employment. In addition to military membership, technicians must maintain the military security standards; and meet the military physical requirements appropriate for the compatible military assignment. Further, all appointments, reassignments or promotions to positions that require military membership will be in the excepted Federal service, and all candidates will meet all qualification requirements prior to placement.

1-3. **Scope.** This plan encompasses all technician positions in the New Jersey Department of Military and Veterans Affairs (NJDMAVA). It will be used in filling positions through initial appointment, promotion, reassignment, reinstatement, demotion, and transfer. This plan complies with the merit placement requirements set forth by the Office of Personnel Management (OPM) and instructions issued by the National Guard Bureau (NGB). When the guidance and procedures of this directive are in conflict with directives of a higher headquarters, the publication issued by the higher headquarters will take precedence. For the purpose of this plan there are no military requirements for Non-Dual Status (NDS) technicians and any further reference to military aspects of this plan do not apply to NDS technicians.

1-4. **Definitions.**

- a. **Excepted Service.** A person employed under Title 32 USC 709 who must also be a member of the states National Guard as a condition of employment.
- b. **Dual Status Technician (DS).** A technician hired by excepted service criteria that are required to maintain military membership as a condition of employment in the agency.
- c. **Non-Dual Status Technician (NDS).** A technician hired by excepted service criteria who is not required to have military membership as a condition of employment in the agency.

- d. **Temporary Appointment.** Appointments that are for a specified period not to exceed one year each for a total of four years. An extension beyond four years requires NGB approval.
- e. **Indefinite Appointment.** Appointments without a definite time limitation which are expected to extend beyond one year, however the appointment may end due to uncertainty of future funding, mission etc without appeal or reappointment rights. Competitive procedures must be used when filling a position on an indefinite basis.
- f. **Key Staff Appointments.** The TAG may require a key staff position to be filled by a referral of all qualified technicians, traditional guardsmen, and AGRs. NGB policy and local placement procedures will be used to identify, evaluate, and select candidates for Key Staff positions. (See para 3-6)
- g. **Term Appointment.** Appointments for work on a project or non-permanent nature and for a limited period of time, lasting for more than one year but not to exceed four years.
- h. **Career Appointment.** Appointments that are granted after one year of creditable excepted service and provides permanent reappointment rights.
- i. **Conditional Appointment.** Excepted Federal Technicians are generally brought into the Federal Service under a career conditional appointment when required to serve a one year probation/trial period.
- j. **Detail.** The temporary assignment of a technician to a different position for a specified period of time, with the technician maintaining the pay rate of their permanent position. Duration of a detail is in 120days increments and may be extended up to one year. Extensions of details beyond one year require National Guard Bureau (NGB) approval.
- k. **Reassignment.** Reassignment is a change of a technician from one position to another without a change in pay.
- l. **Change to Lower Grade.** The action is a change to lower grade if:
- (1) An employee moves from a position on the GS or FWS to a lower graded position on the same respective schedule.
 - (2) An employee moves from a position on one pay schedule to a position with a lower representative rate on another pay schedule.
- m. **Position Change.** Position change is a promotion, reassignment, or demotion. A position change by any of these methods may also involve a change in official duty station.

n. **Promotion.** A promotion is a change of technician grade:

- (1) To a higher grade when both the old and the new positions are under the same General Schedule (GS)
- (2) To a higher grade when both the old and the new positions are under the same Federal Wage Schedule (FWS)
- (3) From a grade under a one pay schedule to a grade with a higher representative rate under different wage schedule (i.e. from GS to a FWS)

o. **Temporary Promotions.** 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 filled permanently, 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.

p. **Promotions/Appointments to Lower than Authorized Grades.**

(1) A technician may be promoted/appointed to a grade lower than the target grade of the position when announced at lower levels. Applicant must meet the qualifications for the grade level for which he/she is being considered. The manager concerned must establish a training program that will permit the technician to assume the full responsibility and duties of the position in the shortest possible time. The HRO will also modify the position description with a statement-of-difference to reflect the duties at the lower grade.

(2) When an applicant is selected as a trainee, the selecting official will specify on the NGB form 650 (Appendix A) the training requirements that the applicant must meet before he/she advances to an intervening target grade. The statement of requirements must include the time period allowed for completion of the required training.

q. **Re-promotion.** To a intervening grade or position from which a technician was demoted without personal cause and not at his or her request.

r. **Area of Consideration** (See Para 3-4). The geographical or functional location in which an intensive search for eligible candidates in specific recruitment, promotion, or placement actions.

s. **Evaluation of Candidates.** Evaluation is the process of assessing a job applicant's eligibility and the degree to which the candidate possesses the general and specialized experience, applicable military qualifications, knowledge, skills, abilities (KSA's), personal characteristics, and potential needed for successful performance in the position being filled

t. **Eligible Candidates.** Those candidates, who meet the general and specialized experience, and selective placement factors identified as the minimum qualification standards for the position, are basically eligible. The selective placement factors include, but are not limited to, such things as enlisted/officer positions, Dual or Non-Dual status, military unit of assignment, etc., and will be taken into consideration whenever applicable. The minimum qualification standards are those qualifications established by the National Guard Bureau (NGB) and NJDMAVA.

TO BE FILED WITH NJDMAVA TPR 300

NJDMAVA TPR 335

ii. **Identifying Qualified Candidates.** The process of evaluating the knowledge, skills, and abilities possessed by candidates against the job related criteria to determine who's basically qualified.

v. **Managers and Activities:** As used in this regulation, managers and activities are identified as follows:

Managers

USPFO

HRO

Chief of Staff – Army

Chief of Staff - Air

Air Commander

Air Commander

Activities

United States Property and Fiscal Officer

Human Resources Officer

New Jersey Army National Guard

JFHQ, New Jersey Air National Guard

ANG Base, JBMDL

ANG Base, Egg Harbor

1-5. Responsibilities.

a. The Adjutant General (TAG) is the appointing authority for the NJNG technician program and is the highest level of authority in the state concerning the overall application of the Merit Placement Plan.

b. The Human Resource Officer (HRO) is responsible to TAG in ensuring that the requirements of this Merit Placement Program are carried out. The HRO will:

- (1) Develop, maintain, evaluate, and revise the program pursuant to 5 USC 7117.
- (2) Ensure compliance with the program.
- (3) Provide guidance and assistance to managers and supervisors concerning their responsibilities under this plan.
- (4) Ensure that candidates are properly evaluated and certified for placement.
- (5) Maintain necessary records.
- (6) Ensure technician/military compatibility requirements are published in vacancy announcements.

c. Managers and Supervisors will:

- (1) Ensure that technicians under their supervision are aware of this plan
- (2) Ensure that actions affected 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 to this plan to the HRO.
- (5) Ensure that technicians under their supervision who are absent (military duty, service schools; compensable injury which does not exceed one (1) year, etc.) are considered for positions for which they are qualified.

d. Individual Technicians are Responsible for:

- (1) Pursuing development opportunities in preparing to assume higher level duties.
- (2) Familiarizing themselves with the provisions of this plan.
- (3) Ensuring that applications, forms, and their Electronic Official Personnel Folder (EOPF) contain accurate and current information concerning qualifications and self-development activities.
- (4) Submitting job applications through USA JOBS.GOV

1-6. **Management Rights:** Recognizing that it is essential to the accomplishment of the mission of the New Jersey National Guard 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 best-qualified candidates.
- b. Select candidates from any appropriate source most likely to best meet the mission objectives of the NJNG.
- c. The issuance of a vacancy announcement does not constitute a commitment by NJDMAVA to fill the position. NJDMAVA reserves the right to fill positions by means other than promotion procedures to include: reassignment, re-promotion, demotion, reinstatement, and appointments.

1-7. **Appointment Authority.**

- a. TAG or designated authority, NJDMAVA, is the appointing authority for all federal technicians employed in the NJNG.
- b. As a condition of employment individuals appointed to DS positions in the NJNG are required to be members of the New Jersey National Guard occupying a compatible military position such as Skill Identifier, Military Occupational Skill or Air Force Specialty Code (SI/MOS/AFSC).
- c. Applicants for employment in NDS positions will be processed using Delegated Examining Unit (DEU) procedures and appointed by the TAG.

1-8. **Promotions/Appointments to Lower than Authorized Grades.**

- a. A technician may be promoted/appointed to a grade lower than the target grade of the position when announced at lower levels. Applicant must meet the qualifications for the grade level for which he/she is being considered. The manager concerned must establish a training program that will permit the technician to assume the full responsibility and duties of the position in the shortest possible time. The HRO will also modify the position description with a statement-of-difference to reflect the duties at the lower grade.
- b. When an applicant is selected as a trainee, the selecting official will specify on the NGB form 650 (Appendix A) the training requirements that the applicant must meet before he/she advances to an intervening target grade. The statement of requirements must include the time period allowed for completion of the required training.

1-9. Employment of Relatives.

a. 5 USC 3110 restricts the employment of relatives in a public official's own agency or in an agency which he/she exercise jurisdiction or control. This restriction applies to appointment, employment or promotion in both competitive and excepted services.

b. Public official means an officer, employee, or any other individual who by law, rule, regulation or delegation has the authority to appoint, employ or promote or to recommend appointment, employment, or promotion.

c. Relative means father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, sister-in-law, brother-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister.

d. A public official may not advocate or recommend a relative's appointment, promotion, employment or advancement anywhere in his/her agency or in any agency over which he/she exercises jurisdiction and control.

CHAPTER 2
EXCEPTIONS TO COMPETITION

2-1. Actions Exempt from Competition

- a. Promotion due to issuance of new classification standards or the corrections of a classification error.
- b. Placement of over-graded technicians entitled to grade retention as a result of Reduction in Force (RIF), reclassification, or management directed Change to Lower Grade.
- c. Promotion when competition was held earlier (i.e., position advertised with known promotion potential).
- d. Re-promotion to a grade or an intervening grade or position from which a technician was demoted without personal cause and not at his or her request.
- e. Promotions resulting from a technician's position being reclassified at a higher grade because of additional duties and responsibilities.
- f. Position change to a position having no higher promotion potential (reassignment).
- g. Key Staff Appointments. TAG or designated authority has the authority to non-competitively assign military technicians, AGR members, and traditional Guard members. The NGB office of Technician Management maintains the list of Key Staff positions.
- h. Position change required by Reduction In Force (RIF) regulations.
- i. Temporary promotion of 120 days or less.
- j. Detail to higher-grade position or to a position with known promotion potential for same or lower grade than the one last held.
- k. The selection of a former technician from the Reemployment Priority List for a position at the same or lower grade than the one last held.

TO BE FILED WITH NJDMAVA TPR 300

NJDMAVA TPR 335

l. The HRO will maintain a roster of all technicians entitled to grade retention as a result of a RIF or reclassification. These technicians will be afforded priority placement, provided they meet the full technician and military qualifications. Such priority placement will precede any normal placement actions.

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

(2) If vacancy exists and there are no over-graded technicians within the commuting area, the position will be offered to the technician outside the commuting area, grade and pay retention will continue.

(3) PCS is not authorized if there are qualified and available over-graded technicians within the commuting area.

m. Nothing in this section negates TAG's prerogative to convert vacancies to military duty positions.

n. Prior permanent NJDMAVA employees technician (Dual or Non-Dual Status) for a position at the same or lower grade than the one last held who:

(1) Was in Tenure 1 at time of separation may be re-employed to a position at the same or lower grade as the position which they were separated.

(2) Was in Tenure 2 may be re-employed without competition within three (3) years of separation to a position at the same or lower grade as the position from which they were separated.

o. Placement as a result of priority consideration when a candidate was not previously given proper consideration.

CHAPTER 3
POSITION ANNOUNCEMENT AND APPLICATION PROCEDURES

3-1. **Request for Filling Vacancy.** Management/supervisor initiates a SF-52, (see Appendix B) through supervisory channels to the HRO. Required information on the SF-52 is as follows:

- a. Enter "Position Fill" in Part , Block 1, Actions Requested.
- b. Enter the name of selecting official or HRO remote in Part A, Block 3
- c. Appropriate Director or Commander, Part A, Block 5
- d. Signature Block of COS – Army/Air or Air Commander, Part A, Block 6
- e. Part B, blocks 15-22. Position title and position description code number (from position description), occupational series, and grade
- f. Position Data, block 39. Duty Station
- g. Part D, remarks by Requesting Office is required as follows:
 - (1) Military Status (officer, warrant officer, enlisted).
 - (2) Minimum and Maximum Military Rank
 - (3) Military compatibility (CMF, MOSs, AFSC etc)
 - (4) Area of consideration. (See para 3-4)
 - (5) Vice: name of previous incumbent and reason position was vacated ie resigned, retired , promoted etc
 - (6) Selecting official: rank, name and title
 - (7) Designated security clearance ie secret, non sensitive
 - (8) Medical standards/physical requirements (PUHLES). Requirement for periodic medical evaluation, MOS/AFSC and qualifying scores (ASVAB/AFQT) when applicable

3-2. **Vacancy Announcements.** As a minimum, the vacancy announcement will contain the following information:

- a. Title, series, grade, and salary range of the position.
- b. Type of appointment - Dual Status or Non-Dual Status.
- c. Military requirements (officer, warrant officer, enlisted) and compatibility requirements.
- d. Organizational and geographical location of the position.
- e. Summary of duties and minimum qualification requirements.

TO BE FILED WITH NJDMAVA TPR 300

NJDMAVA TPR 335

- f. Promotion potential (if applicable) ie two graded interval positions WG - 08/10
- g. Opening and closing dates
- h. Equal employment opportunity statement.
- i. How to apply and what forms are required.
- j. Minimum area of consideration.
- k. Any selective placement factors (KSA) absolutely essential for satisfactory performance.
- l. Special conditions of employment or developmental training, if applicable.
- m. Designated security clearance required.
- n. Medical standards/physical requirements, requirement for periodic medical evaluation and MOS/AFSC qualifying scores (ASVAB/AFQT) when applicable.

Note: Vacancy announcements may be cancelled by the HRO upon request of management. Such requests must state the reason (s) for cancellation. (See para 6-2)

3-3. Posting of Announcements. The opening period will be 15 calendar days or more, to include date of publication. To insure that all interested persons are aware of vacancy announcements, they will be posted conspicuously throughout NJNG installations and on the HRO website at <http://www.state.nj.us/military/hro>

3-4 Area of Consideration (AOC). See Union Contracts for AOC specifics for ANG

- Area I - All NJNG technicians (Dual or Non Dual Status)
- Area II - All members of the NJNG
- Area III - Current and Prior Military Service Members eligible for membership in the NJNG
- Area IV - Civilian's eligible for membership in the NJNG

a. For most vacant positions, it will be assumed that a sufficient number of qualified candidates can be located within the NJNG. However, the area of consideration will be expanded to include Areas III and IV, if the vacancy announcement does not produce three (3) or more eligible candidates from Area I or II.

b. Management from time to time will limit the area of consideration to those on board technicians within a particular functional area or activity to maintain manning levels or to preclude a RIF.

3-5 Application Procedures. Applications must be submitted using USAJOBS.GOV. All posted vacancies are directly linked to USAJOBS from the state website. An online or personal resume is the basic document by which the individual's qualification for the position is determined. Resumes should reflect the applicant's current and past employment data as well as military duty assignments, qualifications, and training. Complete, detailed, and accurate data is essential to demonstrate possession of General and Specialized Qualifications, selective placement factors, and the applicant's knowledge, skills, and abilities (KSA's).

- a. All applications must be submitted online or by fax by 11:59 pm EST on the closing date specified on the vacancy announcement.
- b. Deployed personnel may submit their application by email to the job submission mailbox or fax, (application must be accompanied with Title 10 orders) OPM form 1203-FX, resume and other documents must be submitted by the vacancy closing date.

3-6 Key Staff Appointment Procedures. Management will use simplified merit placement procedures to identify, evaluate, and select candidates based on job-related criteria. Action will be taken to assure local placement efforts reach all potential candidates, including qualified minority and female applicants. Simplified merit placement factors include the following:

- a. Specific military or civilian grades to be considered due to grade inversion and/or limitation of military assignment positions.
- b. Selective placement factors – knowledge, skills, abilities, or other personal characteristics essential for satisfactory performance in the position.
- c. Review of technician and military records to determine candidates basic eligibility.
- d. Candidate interviews

3-7. Actions by the HRO. The HRO will:

- a. Notify the candidates of selection/non-selection.
- b. Arrange for a release or appointment date.
- c. Prepare placement/promotion file (See Chapter 7).

3-8 Priority Placement Program. The DOD program for Stability of Civilian Employment must be used for competitive technician vacancies if individuals are available and referred. PPP will be "cleared" before proceeding with action to fill the position.

CHAPTER 4
APPLICATION EVALUATION

4-1. **Basic Eligibility.** Applications will be reviewed by a HRO Staffing Specialist to determine basic eligibility. Candidates must meet the basic qualifications established for the position including any selective placement factors. Applicants who meet the minimum qualifications will be considered basically eligible; NGB Form 300-2 (Initial Screening Worksheet for Merit Staffing Actions) will be used to determine basic eligibility. Candidates not meeting the minimum qualifications will be notified by memorandum as to what basic qualifications were lacking.

4-2. **Selective Placement Factors.** Selective placement factors are the KSAs, or other personal characteristics absolutely essential for satisfactory performance on the job. They will be determined in advance of advertising a position and will be stated in the vacancy announcement. When used, they are a part of the basic eligibility requirements for the position.

4-3. **Conditions of Employment.** Conditions of employment are those requirements of the position, which are necessary in order to perform duties of the position (i.e., security, medical physical requirements and education requirements). In addition, positions may have established requirements 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 (IAW) TPR 700 (732.1). The HRO must determine whether the applicant has the required security clearance for the assignments. When a technician cannot meet the security requirements of the position, action must be taken IAW TPR 715, paragraph 2-2.
- b. Training requirements. Applicants for positions with developmental training requirements must be informed in advance that failure to complete required course (s) will be cause for removal from the position. The HRO will require the applicant to sign written statements to the effect that he/she must either satisfactory complete the appropriate course(s).
- c. Medical/physical requirements. Applications must meet any medical standards or physical requirements designated for the position.

4-4. **Eligible applicants.** All eligible candidates will be referred to the selecting official unless there are more than ten (10) qualified applicants. When more than ten (10) applicants are certified as meeting the basic eligibility requirements, the evaluation process as outlined in Chapter 5 will be used to further screen the candidates prior to referral. The Human Resource Officer will appoint a panel of three members to evaluate candidates. One member of the panel will be an HRO staff representative, who's qualified in qualification examination techniques, and the other two members must have technical expertise in the career field in which the vacancy exists. A union official or steward may be present, as an observer, during panel proceedings considering technicians for promotion to non-supervisory positions.

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 to determine the KSAs that will in turn be used to identify high-quality candidates for referral to the selecting official. Three to eight KSA factors will be used.

5-2. **Evaluation Experience.** After the KSAs needed for successful performance in 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 the quality or 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 exceeds the basic requirements of the position, including selective placement factors, that would allow the candidate to perform effectively in the position almost immediately or within 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, that would allow the candidate to perform effectively in the position within a reasonable period of time (e.g., three to six months).
- c. "C" level experience. Candidate satisfies the basic requirement of the position with respect to experience, including selective 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 are determined by the number of KSA factors used (See Table below)

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: 20.0	A: 16.6	A: 14.2	A: 12.5
B: 28.3	B: 21.2	B: 17.0	B: 14.1	B: 12.1	B: 10.6
C: 23.3	C: 17.5	C: 14.0	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. **Evaluating Performance.** The current official Technician Performance Appraisal will be used to evaluate the applicant's performance. Individuals who do not have official Technician Performance Appraisals on file (Trial Probationary Employees) will be given an appraisal score of **Fully Successful Standards**.

5-4. **Rating and Awards.** Credit is awarded for pertinent honorary and monetary awards and Outstanding/Excellent Standard performance ratings conferred at the next lower grade and for positions classified at two-grade intervals at the next lower qualifying grade. When outstanding performance was recognized by both an Outstanding or Excellent standard performance rating and a monetary or honorary award for the same period of time, only one of the two will be credited. The HRO staffing representative will analyze the awards record to assess the qualifications demonstrated and their bearing on the requirements of the position being filled. Only the last three years for awards are considered to assure that current qualifications are reflected. Awards that are more than three years old will not be considered. A maximum of six points may be credited for this factor. Points are assigned as follows:

	<u>Current</u>	<u>Previous</u>	<u>Next Previous</u>
Outstanding Performance Rating	3	2	1
Excellent Performance Rating	2	1	0
Fully Successful Performance Rating	1	1	0
Performance Awards	1	0	0

5-5. **Training and Education.** A maximum of two points will be awarded for this factor. This refers to training and education, other than that credited for basic eligibility that was not considered elsewhere in the evaluation process, which is relevant to the position.

5-6. **Overall Rating.** The overall rating for each factor (experience, performance, training and education, and awards) will be combined.

5-7. **Referral and Selection Certificate.** The top candidates identified through the evaluation process will be listed on the referral and selection certificate as outlined in Chapter 6.

Note: Board proceedings are considered privileged information and will be sealed. The final result of the board will list candidates on the referral and selection certificate in no specific order. No other information will be released.

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 (if applicable) the HRO will:

- a. Certify to the selecting official up to ten qualified candidates. Candidates will be listed alphabetically.
- b. Notify those individuals who were rated as basically qualified but not submitted for consideration.

6-2. Actions by the Selecting Official. The selecting official is entitled to select or non-select any candidate referred to him/her for non-discriminatory reasons such as "applicant (s) did not convey required knowledge and skill of the position". Upon receipt of the selection certificate/referral list the selecting official will:

- a. Interview candidates: Every effort will be made to conduct personal interviews. If not possible, telephone interviews should be conducted. All candidates referred will be interviewed unless they decline.
- b. Make a selection: If all candidates are non-selected, the selecting official should return the certificate/referral list to HRO, with a full non-discriminatory justification as to why a selection could not be made.
- c. Provide the military commander concerned the opportunity to comment on the selection of all supervisory positions. The commander's comments, if any, will be returned to the HRO along with the completed certificate.
- d. Consult with the military commanders concerned pertaining to the technician's military assignment, so as to comply with the NGB Technician/Military Compatibility Criteria and prevent grade inversion.
- e. Sign and return the certificate/referral list to the HRO.

6-3. Actions by the HRO. The HRO will:

- d. Notify the candidates of selection/non-selection.
- e. Arrange for a release or appointment date.
- f. Prepare placement/promotion file (See Chapter 7).

TO BE FILED WITH NJDMAVA TPR 300

NJDMAVA TPR 335

6-4. **Release of the Selectee.** After selection for placement/promotion, a technician should be released promptly (usually within two weeks) from his/her present position. Close coordination must occur between the gaining and losing supervisor to insure that all required actions to disengage from one organization in preparation for reassignment are accomplished.

CHAPTER 7
PLACEMENT/PROMOTION FILE

7-1. Purpose.

- 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 the plan.

7-2. Required documents. 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. Eligible and ineligible applicant notification letters
- b. Selected applicant's complete application
- c. Forms used in the evaluation or rating process
- d. Referral selection certificate signed by the selecting official

7-3. Duration. Records will be maintained for a minimum of two (2) years. If a grievance is pending or under investigation, 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 details of their work to unauthorized persons.

CHAPTER 8
GRIEVANCES AND COMPLAINTS

8-1. **Grievances.** A technician who believes that proper procedures were not followed in a particular placement action for which they were an applicant may present a grievance under applicable grievance procedures. A grievance will not be considered when it is based solely on non-selection.

8-2. **Discrimination Complaints.** Allegations of discrimination because of race, color, religion, sex, age, handicapping conditions, or national origin made during any phase of the selection process will be considered under the New Jersey National Guard Equal Opportunity Program or under the dispute provisions of any appropriate labor-management contract.

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

OFFICIAL:



CHRISTOPHER L. PERRON
COL, GS, NJARNG
Director, J1-HRO

MICHAEL L. CUNNIFF
Brigadier General, NJANG
The Adjutant General