



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCE HEADQUARTERS - NEW YORK
330 OLD NISKAYUNA ROAD
LATHAM, NY 12110-3514

MNHF

13 July 2007

MEMORANDUM OF INSTRUCTION (MOI)

SUBJECT: Board Procedures for Filling Vacant Federal Technician and Active Guard Reserve (AGR) Positions

1. References:

- a. NGR 600-5, The Active Guard Reserve Program, 20 February 1990.
- b. AR 135-18, The Active Guard Reserve Program, 1 November 2004.
- c. ANGI 36-101, The Active Guard Reserve Program, 3 May 2002.
- d. DMNA PAM 690-4, Civilian Personnel Merit Promotion and Placement Plan, 1 July 1994.

2. Purpose. This MOI establishes board procedures for recommending the best-qualified applicants to fill vacant federal technician and AGR positions. The Adjutant General (TAG) is the final approving authority of board recommendations. The Director, Federal Human Resource Office is authorized to approve board recommendations. The Director, Federal Human Resource Office or designated representative will notify applicants of the outcome of the selection process.

3. Appointment Authority. Directors, MACOM and Wing Commanders will ensure board members are appointed in writing, in accordance with this memorandum and the applicable reference(s) in paragraph 1. The appointing authority has the option of appointing a non-voting recorder to assist the board with administrative requirements.

4. Board Composition. Boards will be comprised of an odd number of board members with not less than three members. The board president will be the senior ranking voting board member. Members will be senior in rank or date of rank for AGR applicants and of at least the same technician grade. AGRs and federal technicians may be board members for selection of AGR or federal technicians. At the Joint Force Headquarters level board membership may be composed of a mix of Air and Army personnel. If a minority applicant is being boarded, there must be a minority voting member on the board. One minority board member may represent all minorities being considered. The minority voting member may be from a different minority group than the applicant(s). If a female is being boarded, a female must be a board member.

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5. Initial Applicant Screening. MNHF will prescreen applicants for minimum eligibility in accordance with the reference(s) in paragraph 1 prior to referring them to the appointing authority for board consideration.
6. Board Proceedings. Board proceedings are confidential. The board will interview all applicants. In person interviews are highly encouraged but may not always be practical due to mission requirements. At minimum a telephonic interview should be conducted. Board members will rank each applicant and determine an order of merit list (OML) of the top five for AGRs and the top seven for technicians. The board will use a best qualified methodology in recommending applicants for selection. Board members will sign and date a selection certificate, which the board president will forward, through the appropriate personnel channels to MNHF. The board president will collect, secure and maintain all notes and voting materials used to determine the best qualified applicant. Board records (for example: appointment memorandum, a copy of the selection certificate, etc.) will be maintained for a period of three years. The board will be in recess until the selection recommendation is approved by MNHF. The board president will adjourn the board after the board results are approved/disapproved.
7. Board Documents. The appointing authority will forward a signed selection certificate to MNHF. Failure to provide required documents will delay the selection process.
8. Exceptions. Subject to Director, Federal Human Resource Office approval, a position may be closed due to lack of funding or need to place a fully qualified member of the New York National Guard due to unplanned or unforeseen situations. Exceptions to the procedures outlined in this memorandum will be forwarded to the undersigned for approval.
9. Questions may be directed to the undersigned, (518) 786-4721/DSN 489-4721.

FOR THE COMMANDER:



CURTIS B. WILLIAMSON
COL, OD, NYARNG
Director, Federal Human Resource Office