



MISSOURI NATIONAL GUARD
JOINT FORCE HEADQUARTERS
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JEFFERSON CITY, MISSOURI 65101-1203

NGMO-HRD-AGR

19 November 2015

MEMORANDUM FOR Selecting Supervisors

SUBJECT: Memorandum of Instruction for Title 32 AGR Vacancy Selection Panels

1. Reference NGR 600-5, The Active Guard Reserve (AGR) Program Title 32, Full Time National Guard Duty (FTNGD) Management, 21 Sep 15.
2. The purpose of convening a selection panel is to create an impartial panel to fairly and thoroughly examine an applicant's credentials. The selection panel is required to determine the "best qualified" applicant for an AGR authorized vacancy.
3. The selecting official is the individual responsible for making the decision whether to select an applicant for a position. The selecting official may or may not be part of the selection panel. The selecting official will be the president of the panel when they are a member of the panel. The panel will provide their recommendation to the selecting official when the selecting official is not a panel member.
4. Panels will be composed as follows:
 - a. Selection panel will include not less than three members who are senior in grade or date of rank or position to all applicants being considered.
 - b. A member of the organization with the vacancy will be appointed as a selection panel member.
 - c. Panel members will be drawn from the ARNG and may include a mix of Full-time Support (FTS) (AGR, Military Technician, and Non-Dual Status Technicians) and inactive duty training (IDT) Soldiers. Hiring panels may consist of both ARNG and Air National Guard personnel for organizations with joint membership.
 - d. The president will be the senior member on the panel when the selecting official is not a panel member.
 - e. Panels that consider female or minority applicants will have such representation. At least one panel member will be an enlisted Soldier if the panel considers applicants for an enlisted position.

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SUBJECT: Memorandum of Instruction for Title 32 AGR Job Announcement Selection Panels

f. Panels considering applicants for Judge Advocate (JA), Chaplain (CH), and Army Medical Department (AMEDD) positions will have at least one panel member from the appropriate branch, when available.

g. Panel members should be rotated on a regular basis. Static panels with a fixed membership will not be established.

5. Applicants are encouraged, but not required, to appear personally before the panel.

6. The selection panel will conduct all proceedings in a closed session other than personal appearances by applicants for the purpose of interviewing.

7. Applicants listed on the selection certificate are assumed to meet the minimum eligibility criteria on the basis of initial HRO/ AGR Management Section screening.

8. The selection panel will provide the selecting official with an order of merit listing (OML) ranking all applicants interviewed from the highest recommended to the least recommended. The OML may be used to select the next best qualified Soldier recommended for the position in the event that the highest recommended applicant becomes disqualified for entry into the program. The OML should remain valid for no more than 90 days from the date of the selection panel. If the OML is exhausted, or if the selecting official chooses not to use the OML, the selection process will be reinitiated.

9. The selecting official will accept the recommendation of the panel when they are a member of the panel. When the selecting official is not a member of the panel, they will accept the recommendation of the panel or must provide justification if the highest recommended applicant is not selected. The selecting official will provide the decision to the HRO/AGR Manager for approval and further processing.

10. The point of contact for this memorandum is MSG Shanon Johnson, AGR Branch NCOIC, at 573-638-9500, extension 39654.

FOR THE ADJUTANT GENERAL:

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