

MISSOURI NATIONAL GUARD
 TECHNICIAN PERSONNEL
 REGULATION NUMBER 335

HEADQUARTERS MISSOURI NATIONAL GUARD
 OFFICE OF THE ADJUTANT GENERAL
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MERIT PLACEMENT PLAN

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CHAPTER 1

GENERAL

1-1. Purpose. This plan establishes procedures and provides information on the merit placement program for excepted and competitive technician positions in the Missouri National Guard.

1-2. Policy. It is the policy of the Missouri National Guard (MONG) that all technician positions be filled by the best qualified individuals available and ensure that all the 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, sex, national origin, marital status, membership or non-membership in an employee organization, age, or non-disqualifying physical disability (except for military requirements for excepted technicians).

1-3. Scope. This plan encompasses all MONG technician positions in the State of Missouri. 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.

a. COMPETITIVE TECHNICIAN - Technicians that are NOT REQUIRED to maintain military membership.

b. EXCEPTED TECHNICIAN - Technicians that MUST maintain military membership.

c. COMPATIBILITY

(1) Applicants need only meet technician qualification requirements for CERTIFICATION OF ELIGIBILITY for technician employment.

(2) A excepted technician must be assigned in a compatible MOS/AFSC for his/her excepted technician position in accordance with NGR 600-25/ANGI 36-102.

d. AREA OF CONSIDERATION - Area (or arena) within which a search for qualified candidates will be made.

e. MERIT PLACEMENT ACTIONS

(1) Appointment:

-- placement of an individual in a position in the federal service

(2) Promotion:

-- placement of a current technician into a different position of higher grade or higher rate of pay

-- may be permanent or temporary

-- worker MUST MEET ALL QUALIFICATION CRITERIA for position to which being promoted (to include military compatibility for Excepted Service Technicians)

-- ALL PROMOTIONS MUST BE MADE SUBJECT TO MERIT PRINCIPLES AND LABOR AGREEMENTS

(3) Reassignment:

-- movement of current technician to different position at same or equivalent rate of pay, with NO known promotion potential

-- may be permanent or temporary

-- worker MUST MEET ALL QUALIFICATION CRITERIA for position to which being reassigned (to include military compatibility for Excepted Service Technicians)

-- reassignment to positions with known promotion potential must be through competition in accordance with merit principles

(4) Detail:

-- temporary assignment

- can be to positions at higher, same, or lower grade
- intended for short-term situations

(5) Change to a Lower Grade:

- VOLUNTARY movement of a current technician to a position at a lower grade (or rate of pay, if under a different pay system)
- may be permanent or temporary
- worker MUST MEET ALL QUALIFICATION CRITERIA for position to which being down-graded
- worker IS NOT ELIGIBLE TO RECEIVE EITHER RETAINED GRADE OR RETAINED PAY (may receive retained pay for documented medical reasons if approved by HRO)

f. DOD PRIORITY PLACEMENT PROGRAM

(1) The policy of the Department of Defense (DOD) is to promote stability of employment for civilian employees affected by changing manpower requirements and to provide maximum opportunity for placement in other DOD positions.

(2) "Stopper List". The DOD Program for Stability of Civilian Employment must be used for competitive technician vacancies if individuals are available and referred. The stopper list will be "cleared" before proceeding with action to fill the position.

1-5. Responsibilities.

a. The Adjutant General is the appointing authority for the Missouri National Guard Technician Program, and is the highest level of authority in the State concerning the overall application of this Merit Placement Plan.

b. The Human Resources Officer (HRO) is responsible to the Adjutant General for ensuring that the requirements of this Merit Placement Plan are implemented and enforced. The HRO will:

(1) Develop, maintain, evaluate, and revise the program as necessary.

(2) Ensure compliance with the program.

(3) Provide training, guidance and assistance to commanders, supervisors, and technicians concerning their responsibilities under this plan.

(4) Ensure that candidates are properly evaluated and certified for placement.

(5) Maintain necessary records.

c. Managers and supervisors will:

(1) Ensure that technicians under their supervision are aware of this plan.

(2) Ensure 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 qualified.

(4) Recommend desired changes to this plan to the HRO.

(5) Attempt to notify technicians under their supervision who are absent (e.g., military duty, service schools, compensable injury which does not exceed 1 year) of vacant positions for which they have indicated an interest.

(6) Assist the HRO in establishing job related criteria and selective placement factors.

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 plan.

(3) Ensuring that their application contains accurate and current information concerning qualifications and self-development activities.

(4) Notify supervisors of the types of vacancies and locations for which application would be filed in their behalf; technician must provide supervisor with a complete application package (see para 3-5b).

1-6. Management's Rights. Recognizing that it is essential to the accomplishment of the mission of the Missouri 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 properly certified candidates.

b. Select candidates from any appropriate source most likely to best meet the mission objectives of the Missouri National Guard, to include noncompetitive selections.

c. Fill positions at less than full performance level.

d. Detail employees.

(1) Generally, technicians can be detailed in 120 day increments to the same or lower grade positions for up to 1 year. HRO will consider approving periods exceeding 1 year in exceptional circumstances with appropriate justification.

(2) Except for brief periods (30 days or less), a technician will not be detailed to perform work of a higher grade unless there are compelling reasons for doing so. Work to be performed in a higher grade position for more than 30 consecutive days will be accomplished by temporary promotion. The technician must meet the minimum qualification requirements for the position.

(3) All details, regardless of length, must be initiated on Standard Form 52 (SF-52), Request for Personnel Action, and recorded on the detailed technician's 904-1, Supervisor's Record of Technician Employment.

e. Management may direct the reassignment of employees. See TPR 715, paragraph 2-5.

f. Temporary Promotion:

(1) A "**temporary assignment**" for more than 30 consecutive days of a technician to a higher grade position will be made by temporary promotion provided the legal qualifications for promotion are met.

(2) An exception to competitive merit placement procedures may be made for "**temporary promotions**" limited to 120 days or less. Competitive merit placement procedures must be used for temporary promotions in excess of 120 days. This would include technicians who have spent more than 120 days (to include prior details and temporary promotions) in higher grade positions during the preceding 12 months.

CHAPTER 2

EXCEPTIONS TO COMPETITION

2-1. Actions Exempt from Competition:

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 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. Repromotion 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. Promotion resulting from a technician's position being reclassified at a higher grade because of additional duties and responsibilities.

f. Position change from a position having no higher promotion potential.

g. Position change required by RIF regulations.

h. Temporary promotion of 120 days or less.

i. Appointment of a former excepted technician to a position at the same or lower grade than the one previously held.

j. Transfer of a competitive employee from another agency or former career/career conditional competitive employee to a position at the same or lower grade than the one previously held.

k. Prior permanent DOD employees (excepted and competitive) who:

(1) Were in tenure 1 at time of separation may be reemployed to a position at the same or lower grade as the position from which separated.

(2) Were in tenure 2 may be reemployed without competition within 3 years of separation to a position at the same or lower grade as the position from which separated.

1. Placement as a result of priority consideration when a candidate was not previously given proper consideration in a competitive action.

CHAPTER 3

POSITION ANNOUNCEMENT AND APPLICATION PROCEDURES

3-1. Request for Filling Vacancy. When requesting that a position be filled, the supervisor will submit an SF-52, Request for Personnel Action, to the HRO. Required information is:

- a. Position title, Position Description Control Number (PDCN), grade(s), and location.
- b. Type of appointment (for those positions that can be filled by either excepted or competitive technicians). Positions will not be announced for both types of appointment. The SF-52 must specify either excepted or competitive.
- c. Military requirements (officer, warrant officer, enlisted).
- d. Recommended area of consideration.
- e. Recommended selective placement factors.
- f. Designated security clearance required.
- g. Medical standards/physical requirements and/or requirement for periodic medical evaluation when applicable.
- h. Functional code for Air National Guard positions.
- i. Reason for request of position vacancy or anticipated vacancy announcement (incumbents' pending retirement, termination, resignation, or conversion to AGR status).
- j. Signature of first and second level supervisor is required.

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 (officer, warrant officer, 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 statement.
- j. Designated security clearance required.
- k. Medical standards/physical requirements and requirement for periodic medical evaluation when applicable.
- l. Selective placement factors if appropriate.
- m. Area(s) of consideration.

3-3. Posting of Announcements. Vacancy announcements will normally be posted for 15 calendar days but not less than 10 calendar days. To ensure that all interested persons are aware of the vacancy, announcements will be posted conspicuously throughout the area of consideration.

3-4. Areas of Consideration. The area of consideration for each specific position vacancy announcement will be that deemed most appropriate by the HRO to ensure the receipt of sufficient highly qualified candidates. The grade and type of position, availability of candidates, position qualifications, budgetary limitations, and compatibility requirements will be considered in determining the area of consideration. Management can extend the established area of consideration for a particular placement action when it has been determined that the initial area would not produce a sufficient number of highly qualified candidates.

3-5. Application Procedures. The application is the basic document by which the individual's qualifications for the position are determined. It must, therefore, reflect the applicant's current and past employment data as well as military duty assignments, qualifications, and training relevant to the requirements as outlined in the vacancy announcement. 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 be received by the HRO no later than the closing date specified on the vacancy announcement. (Facsimile documents will not be accepted.)

b. Applications and supporting documents:

(1) As stated on the vacancy announcement.

(2) Knowledge, Skills, and Abilities (KSAs) (listed on the vacancy announcement) to be addressed on a separate sheet of paper and submitted with application.

(3) Forms are available in all National Guard facilities.

c. Technicians whose absence may preclude them from having knowledge of vacancy announcements, may complete applications for desired positions prior to their departure. The applications will be left with their appropriate supervisor who in turn is responsible for submitting to HRO.

d. Technicians with restoration rights to this agency will receive consideration for vacancies for which they have expressed an interest and for which they are qualified. This applies only to persons outside the MONG Active Guard/Reserve (AGR) program. Persons in the MONG AGR program have access to employment announcements and have the same opportunity to apply for vacancies as other employees.

e. Applicants not currently commissioned, applying for a position requiring commissioned status, must submit evidence of eligibility for a commission.

f. Substitution of education will only be based on information submitted on a certified copy of college transcripts or OPM Form 1170/17, Supplemental Qualifications Statement.

3-6. "Stopper List". The Department of Defense (DOD) Program for Stability of Civilian Employment must be used for competitive technician vacancies if individuals are available and referred. The stopper list will be "cleared" before proceeding with action to fill the position.

CHAPTER 4

PROCESSING APPLICATIONS

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 advertised selective placement factors. Candidates who meet the minimum qualifications will be considered basically eligible. Individuals not meeting the minimum qualification requirements will be informed as to what basic qualification(s) was lacking.

4-2. Selective Placement Factors. Selective Placement Factors are the knowledge, skills, abilities, 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 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. All technicians are subject to the personnel security requirements of TPR 700 (732.1). The HRO will determine whether the applicant has the required security clearance for the applied position. If the security requirements are not adequate, HRO will ensure that the clearance is obtained. When a technician cannot meet the security requirements of the position, the technician will be removed in accordance with paragraph 2-2, TPR 715.

b. Training requirements. All applicants for a position with a designated developmental training requirement will be informed by the Employee Development Specialist in advance that failure to complete the required course(s) will be cause for removal from the position. 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 courses(s) or corrective action will be taken.

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

4-4. Evaluation. All eligible candidates will be certified to the selecting official, unless there are more than fifteen (15) 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 of three members to evaluate candidates. One member will be an HRO representative who is qualified in qualifications examination techniques, and the other two members must have technical expertise in the career field in which the vacancy exists.

CHAPTER 5

EVALUATING CANDIDATES

5-1. Knowledge, Skills, and Abilities (KSAs). When it is necessary to limit the list of qualified candidates to fifteen (15), the KSAs indicated on the Technician Vacancy Announcement will be evaluated to assist in determining the most qualified candidates to be referred to the selecting supervisor. Normally three to eight KSAs will be listed.

5-2. Evaluating Experience. After KSAs needed for successful performance on the job have been identified through the job analysis, the applications and attached documents 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, 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, that would allow the candidate to perform effectively in the position within a reasonable period of time, e.g., 3 to 6 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 KSAs used. (See Table 5-1.) Points are then totaled for each candidate and transferred to NGB Form 300-4.

Table 5-1
Point Values of Category Rating

<u>Level</u>	<u>3 Factors</u>	<u>4 Factors</u>	<u>5 Factors</u>	<u>6 Factors</u>	<u>7 Factors</u>	<u>8 Factors</u>
A	33.3	25.0	20	16.6	14.2	12.5
B	28.3	21.2	17	14.1	12.1	10.6
C	23.3	17.5	14	11.6	10.0	8.7

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

5-3. Awards. Credit is awarded for pertinent honorary and monetary awards and outstanding/excellent performance ratings conferred at the next lower qualifying grade. When outstanding performance was recognized by both an outstanding/excellent 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 award records to assess the qualifications demonstrated and their bearing on the requirements of the position being filled. The recency of the award or rating is also considered to assure that current qualifications are reflected. Awards that are more than 3 years old will not be considered. A maximum of six points may be credited for this factor. Points are assigned as follows:

	<u>1st year</u>	<u>2nd year</u>	<u>3rd year</u>
Outstanding Performance Rating	4	3	2
Excellent Performance Rating	2	1	0
Sustained Superior Performance	1	1	0
Suggestion Award	1	0	0

5-4. 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.

5-5. Overall Rating. The overall rating for each factor (Experience, Performance, Training and Education, and Awards) will be combined and the fifteen (15) candidates who have the highest composite score will be listed on the referral and selection certificate and submitted to the selecting official for consideration.

5-6. Referral and Selection Certificate. The top fifteen (15) candidates arrived at through the evaluation process will be listed on the 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 (if applicable), the HRO will:

a. Certify to the selecting official up to fifteen (15) qualified candidates for one grade level announcements. For multiple level announcements, candidates at the trainee levels will only be considered if there are less than three candidates qualified at the full performance level. Candidates will be listed alphabetically.

b. Notify those individuals who were rated as basically qualified but not submitted for consideration.

c. Ensure that National Guard managers and/or supervisors actively support Equal Employment Opportunity (EEO) and Affirmative Employment programs, plans, and goals.

6-2. Action by the Selecting Official. The selecting official is entitled to select or non-select any candidate referred to him/her. Upon receipt of the selection certificate, the selecting official will:

a. Interview candidates. Every effort will be made to conduct personal interviews. If not possible, telephone interviews will be conducted. Every effort will be made to interview all those on the certificate. Written documentation is required for any candidates who could not be contacted for an interview.

b. Actively support EEO and Affirmative Employment programs, plans, and goals. A selecting official must become familiar with their work force composition; know what their work force should be; become familiar with organizational Affirmative Employment plans and goals, and establish his or her own goals to help the organization achieve its objectives. This is accomplished by selecting qualified minorities, women, and disabled workers for employment, promotion, favorable work assignments, and training opportunities whenever you have the chance.

c. Make a selection. If all candidates are rejected, the selecting official will return the certificate to the HRO with full written justification as to why a selection was not made. Written justification must also be submitted when a selection is made at a trainee level when other candidates are listed at higher grades on the certificate.

d. Supervisors must inform candidates that appointments are confirmed only after approval of the HRO. Supervisors will coordinate with the HRO to arrange a date and time for pre-employment briefing, which must be held NOT LATER THAN the candidate's first day of duty, and will provide transportation and escort when necessary. New employees must report for orientation on the first work day of the effective pay period. Army National Guard orientations will be conducted at 1300 hours in the Human Resources Office at Jefferson City, Missouri. Air National Guard orientations will be conducted at 0900 in the office of the Remote Designee at the appropriate Air National Guard Base.

e. Support documents must be completed by the new or current employee as indicated below and returned as an entire selection package (i.e., completed referral and selection certificate, all support documents and applications). All documentation should be complete and returned to NGMO-HRT-S not later than 5 workdays prior to the desired effective date of action. The employee's personnel action cannot be acted upon until the selection package is returned.

	<u>CURRENT EMPLOYEE</u>	<u>NEW EMPLOYEE</u>
Optional Form 306		X
MOTP Form 296-1	X	X (Excepted only)
MOTP Form 296-3		X
Standard Form 177	X	X
DD Form 214		X (copy is acceptable)

NOTE: Failure to provide this documentation may delay the effective appointment date. Retroactive issue of Standard Form 50 (SF-50), Personnel Action, for appointment is forbidden by federal law; therefore, if an individual is permitted to begin work prior to HRO issuance of the SF-50, he/she cannot be paid for the time worked prior to the effective date of the SF-50.

f. Complete and sign the Referral and Selection Certificate in accordance with instructions on the document, and return, with all attachments, to the HRO. (All incomplete documents will be returned to the selecting official for completion/correction.)

NOTE: A supervisor may neither select nor influence the selection of a relative.

6-3. Action by the HRO. A representative of the HRO will:

a. Provide written notification to all candidates who was selected for the position.

b. Assist in the negotiation of a release date of on board technicians, if requested.

c. Prepare promotion file. (See Chapter 7)

6-4. Release of Selectee. Technicians who are militarily compatible must be released promptly from their present position after selection for placement. Release will normally be within two weeks after selection. No release date will be delayed longer than 30 days without approval of the Adjutant General.

6-5. Temporary Employment.

a. The HRO is responsible for authorizing temporary appointments. Authorization to hire temporary employees will be on a case by case basis. The following guidelines will be adhered to when hiring temporaries:

(1) Grade levels, for appointments of 1 year or less for Excepted positions, will be determined by the HRO after receipt of the SF-52, application and necessary documents as stated in paragraph 6-2(e).

(2) Competition must be held for all competitive technician temporary positions.

(3) Competition must be held for all excepted technician temporary positions expected to last more than 1 year.

(4) Competition is not required for excepted technician temporary positions that will not exceed a 12 month period. However, that person must compete for any temporary technician

positions for the next 12 months following his/her separation from a 12 month period or any combination of temporary duty that equals 12 months, for which that person did not compete.

b. Temporary employees must report for new hire orientation on the first work day of the effective pay period. Army National Guard orientations will be conducted at 1300 hours in the Human Resources Office at Jefferson City, Missouri. Air National Guard orientations will be conducted at 0900 in the office of the Remote Designee at the appropriate Air National Guard Base.

c. Temporary appointments will not be used for training purposes or as trial or evaluation period prior to making a permanent appointment.

d. Supervisors WILL NOT make a firm employment commitment to a temporary candidate until the HRO has made a final review of submitted documentation.

CHAPTER 7

PLACEMENT/PROMOTION RECORDS

7-1. Purpose. Complete promotion 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 plan.

7-2. Records. 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 considered.
- c. Copy of application or summary of work and education history of all applicants.
- d. Forms used in the evaluation and rating process.
- e. Referral and selection certificate signed by selecting official.
- f. Records of the "Stopper List" having been cleared (for competitive positions).

7-3. Duration. Records will be maintained for a minimum of 2 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, personnel specialists, and rating panel members 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 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 condition, or national origin made during any phase of selection process will be considered under the Missouri National Guard Equal Employment Opportunity Program, or other applicable procedures.

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.

RAYMOND L. PENDERGRASS
Major General (MO), MONG
The Adjutant General

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