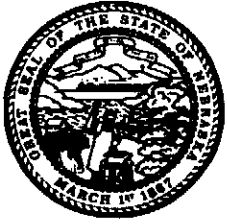


STATE OF NEBRASKA



Dave Heineman
Governor

MILITARY DEPARTMENT
Timothy J. Kadavy
Director
1300 Military Road
Lincoln, Nebraska 68508-1090
Phone: (402) 309-7210

NGNE-JF-DJS

19 November 2008

MEMORANDUM FOR All Army National Guard Active Guard/Reserve (AGR) Soldiers

SUBJECT: NE ARNG Policy Memorandum (AR 02-027-09) AGR Enlisted Career Management

1. This policy memorandum establishes the hiring policy for Nebraska Army National Guard AGR enlisted vacancies. AGR enlisted vacancy fill may be restricted by current full-time manning authorizations. It establishes criteria for the assignment of any Soldier to an initial AGR tour or reassignment of an on-board AGR Soldier to a vacant position. This policy provides guidance for AGR Soldiers who wish to participate in Officer Candidate School or Warrant Officer Candidate School.
2. **AGR CPMOS Selection and Assignment** AGR's are subject to statewide reassignment at any time. Therefore, AGR's will not make mileage or unit declinations with their annual EPS review. AGR's will not be allowed to select a CPMOS outside their PMOS for any reason other than reorganization unless there is a compelling reason for it to be another MOS. For example, a merger MOS that changes at the next level; a command directed reassignment for an AGR Soldier; or a Soldier in an isolated MOS with little chance of progression. In all cases, requests for change in CPMOS will require approval through the chain of command and review by the AGR Branch. In addition, with approval of the State CSM and Chief of Staff selecting supervisors may require up to 24 months of *current* experience in the CPMOS of a key E7-E9 position vacancy. Therefore, it is critical that AGR's are careful in making their annual CPMOS selection.
3. **Hiring for AGR Position Vacancies** When an AGR position is identified for fill, either through a vacancy or addition of a new requirement, a Standard Form 52, Request for Advertisement, will be forwarded to the Human Resources Office (HRO) for consideration/action. If the position is approved for fill by the Chief of Staff, the process HRO will use to fill the vacancy will be as follows.
 - a. **Command-Directed Reassignment**

NENG-JF-DJS

SUBJECT: NE ARNG Policy Memorandum (AR 02-027-09) AGR Enlisted Career Management

(1) The Chief of Staff retains the authority to direct reassignment of all AGR Soldiers. Command-Directed Reassignments will be used when critical positions need to be filled rapidly, when unique qualifications are needed to support the mission of an organization or when reassignment is deemed necessary for the overall needs of the Nebraska Army National Guard.

(2) Command-Directed reassignments will ordinarily be to a like-graded position.

(3) The Chief of Staff retains the authority to command direct reassign at any time prior to and during the hiring process.

b. **Selection Procedures to fill NCO Vacancies.** In accordance with chapter 4 of NGR 600-200, HRO will fill unit NCO vacancies utilizing the following sequence, in order as they appear:

(1) Excess personnel. Over-strength conditions caused by unit reorganization actions or inactivation will be managed on a case-by-case basis. For the purposes of AGR vacancies, excess personnel will be included in the instructions for Priority Placement.

(2) Priority Placement. Priority placement will precede the AGR vacancy announcement procedures identified in paragraph 2c below.

(a) Priority placement of any Soldiers who are over-grade or excess as a result of unit reorganization or inactivation will be considered for all positions requested for fill. If any AGR Soldier is over-grade and/or excess (as a result of unit reorganization or inactivation) and meets the minimum criteria for assignment to a position requested for fill, that Soldier *may* be offered the position. Minimum criteria are defined as the ability to be awarded the military occupational specialty (MOS) in accordance with DA Pam 611-21, Military Occupational Classification and Structure and/or award of any required certifications. Soldiers in the Priority Placement Program will normally be offered a position of equal pay grade.

(b) If a Soldier in the priority placement program declines an assignment, the Soldier will remain in the Priority Placement Program until the expiration date of their assignment to the Priority Placement Program or acceptance of subsequent available position, whichever occurs first. The Priority Placement Program is intended to allow the organization and the Soldier one year to correct the over-grade/excess condition. After one year in the Priority Placement Program, a Soldier may be reduced or involuntarily re-assigned in order to continue to serve in the AGR program.

(3) Lateral assignment (**Category 1 Applicants**). Refer to paragraph 2c(2)i below for additional details.

NENG-JF-DJS

SUBJECT: NE ARNG Policy Memorandum (AR 02-027-09) AGR Enlisted Career Management

(4) Enlisted Promotion System (EPS) (**Category 2 Consideration**). Refer to paragraph 2c(2)ii below for additional details.

(5) Selection by hiring board upon exhausting 1-4 above (**Category 3 Applicants**). Refer to paragraph 2C(2)iii below for additional details.

c. **AGR Vacancy Announcement**

(1) First, any Soldier in the Priority Placement Program (PPP) will be considered for filling the vacancy. If there are no Soldiers in the PPP then the Chief of Staff may consider a Command Directed Reassignment. If the Chief of Staff does not wish to Command Direct a Soldier into the vacancy then a job vacancy announcement will be prepared for posting to the NE ARNG website. AGR Vacancy Announcements will normally be opened for a minimum of 14 calendar days to allow adequate time for Soldiers to apply for the position. When utilizing the AGR Vacancy Announcement Process, the position will be posted to the Nebraska Military Department website and emailed directly to all Military Department email accounts. The web site may be accessed at <http://www.neguard.com>. Application procedures may be found on the AGR Vacancy Announcement or on the website.

(2) **Any Soldier (to include AGR Soldiers) wishing to be considered for any AGR position vacancy must submit an application to be considered for Category 1 and 3 only.** . Applications will be screened by HRO-AGR Branch to ensure Soldiers meet minimum qualifications for the position. Applicants will then be considered by an AGR Hiring Board based on the following categories in priority order:

(a) **Category 1: On-Board AGR Lateral Applicants** Category 1 applicants are AGR Soldiers applying to move laterally (based on current grade held) to a position vacancy for which they hold the same grade without regard to MOS qualification. Soldiers on interim promotions are not eligible to apply for a lateral position at their current grade. AGR Hiring Boards will interview and select from among this category **first** when filling an AGR position vacancy. If applicants in this category are not selected then written justification will be prepared and forwarded to the AGR Branch for approval to move to the next category. An automatic offer will be extended to Soldiers on the appropriate EPS list as outlined in Category 2 below.

(b) **Category 2: #1 EPS On-Board AGR CPMOS Qualified** Category 2 is AGR Soldiers that are on the current EPS roster in the CPMOS of the MOS indicated on the AGR Vacancy Announcement **and** not more than one grade lower than the maximum grade indicated on the AGR Vacancy Announcement. The **#1 AGR Soldier** on the EPS roster in the appropriate grade and CPMOS will automatically be offered the position *via* EPS. **Soldiers in their initial AGR stabilization period will receive an automatic waiver of their stabilization period in the event they are selected from this category.** In the event the EPS list is exhausted, selecting

NENG-JF-DJS

SUBJECT: NE ARNG Policy Memorandum (AR 02-027-09) AGR Enlisted Career Management

supervisors will automatically receive packets from Category 3.

(c) **Category 3 Applicants: All Others. All Soldiers and applicants not considered under Categories 1 and 2 are considered Category 3 applicants. All interested applicants must submit an application to be considered for the position.** If an AGR Soldier applies for and is offered a Category 3 position and subsequently declines the position, the AGR Soldier will not be removed from the EPS list, but will be moved to the bottom of the EPS list.

(3) The Hiring board will initially receive applications from Category 1 only. Upon non-selection from Category 1 and approval of non-selection from the AGR Branch then an offer will be automatically extended to the Soldier who is number one on the current EPS list for the CPMOS of the vacant position. Position offers will continue until the EPS list is exhausted. In the event the CPMOS list is exhausted Category 3 packets will be forwarded to the selecting supervisor.

(4) **Declining EPS Offers:** AGR Soldiers declining Category 2 EPS offers **will** be removed from the EPS list for the remainder of the cycle.

(5) Special *additional* hiring provisions for SRRO and the RTI are covered under separate NGB policy and regulation.

4. **Selection Process.** In order to expedite the filling of position vacancies, a single AGR Vacancy Announcement will be utilized announcing the eligible categories of fill for all position vacancies, i.e., Category 1 thru Category 3. Once the advertisement period is closed, the Cat 1 applications will be certified and forwarded to the Hiring Board President. AGR Hiring Boards will determine the best-qualified Soldier for the position by moving through the Categories 1 and 3 as outlined above. The board President will forward justification of the final selection/non-selection through the Chief of Staff, the State Equal Employment Manager to the HRO for approval except as outlined for Category 2 above.

5. **MOS Qualification** Soldiers selected for position vacancies who are not MOSQ will have twelve months from date of assignment to become qualified. Soldiers who do not qualify within 12-months will be reassigned to a position for which they are qualified or be separated from the AGR program. If a Soldier cannot become MOS qualified within the 12-month period, due to no fault of their own (i.e., availability of school dates, etc.) an extension may be requested through the AGR Branch.

6. **Stabilization** AGR Soldiers will not normally be reassigned, except as outlined above during the first 18 months of their initial tour. AGR Soldiers who are reassigned (voluntarily or involuntarily) will not normally be reassigned again for a minimum of 12 months. Soldiers who are paid for a permanent change of station (PCS) will not be reassigned under any conditions to

NENG-JF-DJS

SUBJECT: NE ARNG Policy Memorandum (AR 02-027-09) AGR Enlisted Career Management

another duty station for 12 months. Requests for waivers of these stabilization periods (with justification) will be forwarded through the Soldier's Chain-of-Command to the Chief of Staff with the application packet. Waivers will be considered on a case-by-case basis.

7. **Promotion.** The respective gaining command is responsible for the processing of all promotions associated with approved hiring selections. If a MOS qualified Soldier meets all requirements for promotion, he/she will be promoted to the grade of the position concurrent with assignment, depending on the availability of control grades (if applicable).

a. In order to be promoted, AGR Soldiers must be in a position authorizing the higher grade on both the MTOE/TDA and Full Time Support Manning Document.

b. To provide equal promotion opportunity for all enlisted AGR Soldiers serving in Master Sergeant/First Sergeant or Sergeant Major/Command Sergeant Major positions, an Order of Merit Listing (OML) will be used as a method of distributing controlled grades.

c. Soldiers will be placed on the OML based upon a written request from the Soldier's chain of command. The chain of command for the Soldiers listed on the OML will be notified when a controlled grade becomes available and promotion action may take place. Promotion will be based upon favorable review and approval of J-1. No guarantee of promotion is implied by status on the OML. Command maintains the right to adjust the placement of Soldiers on the OML based on mission requirements.

d. Category 3 Selections (AR 600-8-19, para 7-39h(2)). Soldiers assigned to higher graded positions who are not immediately promotable due to their sequence number on the MOS promotion list may remain in their positions and be promoted when the eligible and available Soldiers ranked ahead of them on the list in their MOS's have been promoted. This list includes Soldiers who have been selected and assigned, whether promoted or not removed from the list administratively, determined ineligible or not available for an assignment, or who declined an assignment and promotion.

8. **Officer and Warrant Officer Candidate Schools.** Approval of the Chief of Staff will be required prior to entry of an AGR Soldier into any commissioning program such as the State Officer Candidate School (OCS) or State Warrant Officer Candidate School (WOCS). Requests for attendance at the state OCS or WOCS will be considered on a case-by-case basis and must be endorsed through the chain of command for consideration. AGR Soldiers may apply to an active component Officer Candidate School or Warrant Officer Candidate School (WOCS) only if they have been selected for an Officer/Warrant Officer position and are to be assigned into that position immediately upon commissioning. All Soldiers who are accepted into an OCS/WOCS program will be removed from the EPS list.

NENG-JF-DJS

SUBJECT: NE ARNG Policy Memorandum (AR 02-027-09) AGR Enlisted Career Management

9. **Command Leadership Assignment Policy (CLASP)** The policies and procedures for assignment to leadership positions (Command Sergeant Major and First Sergeant) are contained in NGR 600-5.

10. This Policy supersedes NE ARNG Policy Memorandum (AR 01-127-07) AGR Enlisted Career Management, dated 10 December 2007. Questions regarding this policy may be directed to the AGR Manager at (402) 309-7117.

FOR THE ADJUTANT GENERAL:

A handwritten signature in black ink, appearing to read 'THOMAS E. SCHUURMANS', is written over a horizontal line. The signature is stylized and somewhat abstract.

THOMAS E. SCHUURMANS
COL, AV, NEARNG
Director of Joint Staff