

CIVILIAN PERSONNEL

MERIT PLACEMENT PLAN FOR EXCEPTED AND COMPETITIVE TECHNICIANS

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Supersedes WV Technician Personnel Regulation Number 300-1, 15 November 1991
DISTRIBUTION: A, B, C

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STATE OF WEST VIRGINIA
THE ADJUTANT GENERAL'S DEPARTMENT
CHARLESTON, WEST VIRGINIA 25311-1085

WV Technician Personnel Regulation
Number 300-1

15 July 1999

EMPLOYMENT

MERIT PLACEMENT PROGRAM FOR THE WEST VIRGINIA NATIONAL GUARD

This regulation establishes the procedures and provides information on the Military Technician Merit Placement Program for the West Virginia National Guard. It is applicable to all military technician positions, both excepted and competitive.

CHAPTER 1

GENERAL

- 1-1. PURPOSE.** This regulation establishes procedures and provides information on the Military Technician Merit Placement Program for excepted and competitive positions in the West Virginia National Guard. It will be used in filling positions in the excepted and competitive service through initial appointment, promotion, reassignment, reinstatement, demotion and transfer.
- 1-2. POLICY.** It is the policy of the West Virginia National Guard that all military technician positions be filled by the best qualified individuals available and to ensure that all military technicians have an opportunity to develop and advance to their full potential. All military 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, national origin, marital status, membership or nonmembership in an employee organization, and age or nondisqualifying physical handicap (except for military requirements for excepted military technicians).
- 1-3. OBJECTIVES.**
- a. This article will be used for filling bargaining unit vacancies that the Employer elects to fill in the excepted and competitive services of the West Virginia National Guard and will be used for promotions and competitive reassignments.
 - b. To present for the Employer's consideration qualified applicants.
 - c. To give technicians an opportunity to receive fair and appropriate consideration for higher level jobs.
 - d. To ensure maximum utilization of technicians.
 - e. To provide an incentive for technicians to improve their performance and develop skills, knowledge, and abilities.
 - f. To provide attractive career opportunities for technicians.

1-4. DEFINITIONS.

- a. Interviewing Official: Normally the first-line supervisor. The use of selection panels or several levels of supervision is authorized, if deemed appropriate.
- b. Activity Head: The following positions are designated as Activity Heads for the purpose of this agreement: Air Commanders, Executive Support Staff Officer, Command Administrative Officer, United States Property and

Fiscal Officer, Surface Maintenance Manager, Human Resource Officer and Army Aviation Support Facility Commanders.

- c. Reviewing Official: The Human Resource Officer is the Reviewing Official for all recommendations prior to approval by The Adjutant General. If the position is designated as supervisory or managerial, and there are female or minority applicants certified, the State Equal Employment Manager and a female or minority representative, as appropriate, will also serve as reviewing officials.
- d. Final Approving Authority: The Adjutant General is the final approving authority on all technician selections.
- e. Supervisory/Managerial Positions: The National Guard Bureau designates position as Supervisor or Manager as part of the standardized technician position description process.
- f. Entry Level Positions: Those positions that will normally be filled from outside the technician work force. The include:
 - 1. ARNG – All positions at GS-05/WG-08 or below.
 - 2. ANG – All positions at GS-05/WG-10 or below.
 - 3. Officer only positions at GS-09/WS-10 or below.

1-5. RESPONSIBILITIES.

- a. The Adjutant General is the appointing authority for the West Virginia National Guard Military Technician Program, and is the highest level of authority concerning the overall application of this Merit Placement Regulation.
- b. The Human Resource Officer (HRO) is responsible to the Adjutant General for insuring that the requirements of this Merit Placement Regulation are carried out. The HRO will:
 - 1. Develop, maintain, evaluate and revise the program as necessary.
 - 2. Assure compliance with the Program.
 - 3. Provide guidance and assistance to commanders, managers and supervisors concerning their responsibility under this regulation.
 - 4. Assure that candidates are properly evaluated and certified for placement.
 - 5. Maintain necessary records.
- c. Managers and supervisors will:
 - 1. Assure that military technicians under their supervision are aware of this regulation.
 - 2. Assure that actions effected within their area of responsibility are based on merit without discrimination.
 - 3. Encourage military technicians under their supervision to participate in developmental opportunities and to apply for position for which qualified.
 - 4. Recommend changes to this regulation to the HRO.
- d. Individual military technicians are responsible for:
 - 1. Pursuing developmental opportunities in preparing to assume higher level duties.

2. Familiarizing themselves with the provisions of this regulation.
3. Assuring that application forms contain accurate and current information concerning qualifications and self-development activities.
4. Technicians are responsible for maintaining a copy of their own current application.
5. Arranging with the HRO to submit applications for vacancies in which they are interested when temporarily absent from their jobs.

1-6. MANAGEMENT'S RIGHTS. Recognizing that it is essential to the mission of the West Virginia National Guard that military 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 certified individuals.
- b. Select candidates from any appropriate source most likely to best meet the mission objectives of the West Virginia National Guard.

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 military technicians entitled to grade retention as a result of 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 military technician was demoted without personal cause and not at his or her request.
- e. Promotion resulting from a military technician's position being reclassified at a higher grade because of additional duties and responsibilities.
- f. Management or voluntary reassignment of technicians to positions in the same grade and pay plan and having no higher promotion potential. Consideration will be given to the impact such action may have on the potential upward mobility for other technicians.
- g. Position change to a position having no higher promotion potential.
- h. Position change required by RIF regulations.
- i. Temporary promotion of 120 days or less.
- j. Detail to a higher graded position or to a position with known promotion potential for 120 days or less.
- k. Selection of a former military technician from Reemployment Priority List for a position at the same or lower grade as the position from which separated.

- l. 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.** A copy of SF-52 will be submitted to the HRO to request the filling of a position. Required information on the SF-52 is:
 - a. Function code, position title, job number, grade(s), and location.
 - b. Type of appointment for those positions that can be filled by either excepted or competitive military technicians. Position cannot be announced for both types of appointments – must specify excepted or competitive. Refer to Chapter 8 for filling Competitive vacancies.
 - c. Military grade (officer, warrant officer, enlisted) must be listed if the position is excepted.
 - d. Recommended area of consideration.
 - e. Position sensitivity. (Designated Security Clearance required).
 - f. Identification of medical standards/physical requirements.
- 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 – excepted or competitive.
 - c. Military requirements (officer, warrant officer, enlisted) and compatibility requirements. **Applicant does not have to be assigned to the position or possess the AFSC/MOS to apply or be considered for selection.**
 - d. Organizational and geographical location of the position.
 - e. Summary of duties, minimum qualification requirements, and knowledge, skills and ability factors. Three to eight KSA factors will be used.
 - f. Information regarding known promotion potential, if applicable.
 - g. Opening and closing dates and how to apply.
 - h. Equal Employment Opportunity statement.
 - i. Designated security clearance, if required.
 - j. Special conditions of employment, or developmental training, if applicable.
 - k. Area of consideration.
 - l. Freedom of Information and Privacy Act.
 - m. Special Consideration (AGR) if applicable.

3-3. POSTING OF ANNOUNCEMENTS. Vacancy announcements will normally be advertised for a minimum of fifteen (15) calendar days. To insure that all interested persons are aware of the vacancy, announcements will be posted conspicuously and secured from tampering throughout the area of consideration in those areas most accessible to all members of the West Virginia National Guard. A copy of all vacancy announcements will be forwarded to the appropriate Association chapter president.

3-4. AREAS OF CONSIDERATION.

- a. The area of consideration for each specific position vacancy announcement will be that deemed most appropriate by the HRO to insure the receipt of sufficient highly qualified candidates. The 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 may not, or did not, provide a sufficient number of highly qualified candidates.
- b. The following is a list of those established areas of consideration:
 1. AREA ONE – Current on-board full-time support personnel in the WVNG and may be limited to specific activities within the state on a case by case basis as long as there is a pool of qualified applicants at that location, as determined by the HRO. (Does not include temporary technicians.)
 2. AREA TWO – All members of the West Virginia National Guard.
 3. AREA THREE – All members of the National Guard nationwide and other when eligible for membership in the WVNG.
- c. Management agrees to give first-round consideration to Area One personnel on technician vacancies. The list of Area One qualified applicants will be referred to the interviewing official before Area Two or Area Three personnel. Technicians will be interviewed and recommendation made from Area One.
- d. Second-Round consideration may be given to Area Two personnel, if a recommendation is not made after full consideration of Area One personnel and Third-Round consideration for Area Three personnel if a recommendation is not made after full consideration of Area Two.
- e. The final recommendation for selection may be made from Area One, Area Two, or Area Three personnel. If selection is made from an area of consideration previously bypassed for recommendation a written statement will be added to the selection documentation noting this fact. The Adjutant General's Department General will approve the recommendation before notification to any applicants.

3-5. AREAS OF CONSIDERATION-SUPERVISOR AND NON-BARGAINING UNIT POSITIONS. The area of consideration for each specific position vacancy announcement will be that deemed most appropriate by the HRO to insure the receipt of sufficient highly qualified candidates. The type of position, availability of candidates, position qualifications, budgetary limitations, and compatibility requirements will be considered in determining of the area of consideration. Management can extend the established are of consideration for a particular placement action, when it has been determined that the initial area may not, or did not, provide a sufficient number of highly qualified candidates. The following is a list of those established areas of consideration.

- a. Current on-board full-time support personnel in the West Virginia National Guard. This area may be limited to a specific activity based on limited resources.
- b. All members of the National Guard nationwide and others when eligible for membership in the West Virginia National Guard.
- c. Special consideration for AGR's will be included on the vacancy announcement when appropriate.

3-6. APPLICATION PROCEDURES. The application is the basic document by which the individual's qualification for the position determined. It must therefore, reflect the applicant's current and past employment data as well as military duty

assignments, qualifications, and training. Complete and accurate data is essential to insure proper evaluation of applicants. In fairness to all applicants, only information contained on the application will be used.

- a. Applicants should specifically address the basic eligibility factors (which include general and specialized experience) and the KSA factors as stated on the vacancy announcement. Along with the application form, supplemental forms that show the candidate's qualifications may be submitted.
- b. Applicants are encouraged to complete a new application for each position they are applying for and to contact the HRO Staffing Specialist for assistance in completing their application.
- c. Technicians scheduled for TDY may notify their first-line supervisor or the HRO Representative in writing of their temporary address and request job vacancy announcement be forwarded to them with appropriate applications forms.
- d. HRO will consider only applications that are postmarked or date stamped on or before the closing date.
- e. Individuals applying for positions requiring commissioned officer or warrant officer status, who do not possess the required status, may be considered if the application contains a signed statement of eligibility by the appropriate Military Personnel Officer. Enlisted personnel applying for "officer only" positions are not required to test for the Air Force Officer Qualification Test (AFOQT)/Officer Selection Battery Test (OSBT) until the recommendation has been approved. An individual selected for an officer or officer/warrant officer position may not be promoted, reassigned, or detailed into the new position until receipt of Federal recognition. Assignment must be in a military position compatible with the technician position unless an approved waiver is received from the National Guard Bureau.

CHAPTER 4

PROCESSING APPLICATIONS

- 4-1. 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; AGO FORM 690-300-1-R-E will be used to document the basic eligibility by summarizing the contents of the application.
- 4-2. SELECTIVE PLACEMENT FACTORS.** Selective placement factors are the knowledge, skills, abilities, or other personal characteristics absolutely essential for satisfactory performance of the job. They will be determined in advance of advertising a position, and will be stated in the vacancy announcement. When required, they are part of the basic eligibility requirements for the position.
- 4-3. CERTIFICATION.** The Personnel Staffing Specialist will review all applications to determine basic eligibility. A Subject-Matter Specialist may be used if desired. For "Officer Only" position and "Managerial/Supervisory" positions, the Personnel Staffing Specialist will certify. If there are more than five applications for a non-supervisory position vacancy, the Personnel Staffing Specialist will convene a certification panel.
- 4-4. CERTIFICATION PANEL.** For all "non-supervisory" positions, the union may appoint a representative to serve on the panel. The panel may utilize an advisory subject matter specialist if desired. If there are female or minority applicants, a female or minority representative, as appropriate, will serve as a designated member of the panel.
- 4-5. MAXIMUM NUMBER TO BE CERTIFIED.** Following the certification of candidates, when there are more than ten (10) qualifying candidates, the HRO will refer the ten (10) highest rated to the selecting official. If more than one position is covered, the maximum number will be increased by three (3) for each additional position, i.e., 2-13, 3-16, 4-19, etc. Candidates will be listed in alphabetical order. Applications and supporting documents submitted by candidates will also be forwarded to the interviewing official. This process will continue until all qualified applicants from each area of consideration have been referred or selection has been achieved.

4-6. NOTIFICATION TO INDIVIDUALS NOT CERTIFIED. Individuals not meeting the minimum qualifications for the position as determined by the certification panel, or those applicants determined to be not “best qualified” under the provisions of Chapter 6, will be notified at the same time as the certification to the selecting official. The notification will include a statement as to what basic qualifications were lacking or that the applicant was determined not the “best qualified.” Applications will be maintained in the vacancy announcement file for a period of two years and then destroyed.

4-7. APPEAL RIGHTS. Individuals may appeal non-certification by immediate notification to the Human Resource Office. The Human Resource Office will furnish guidelines as to requirements for filing a formal appeal. This appeal must be filed in writing no later than five working days from receipt of notification of non-certification. The appeal should be specific as to which areas to be reconsidered.

CHAPTER 5

EVALUATING CANDIDATES

5-1. JOB ANALYSIS. When it is necessary to refine a list of eligible candidates through the evaluation process, the knowledge, skills, and abilities (KSAs) will be used to identify candidates for referral to the selecting official. The KSA factors will be recorded on AGO FORM 690-300-2-R-E for use in evaluating candidates qualifications.

5-2. EVALUATING EXPERIENCE. After the KSAs needed for successful performance of the job have been reviewed, the application 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 and 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 exceeds the basic requirements of the position, including selective placement factors, and 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 exceeds the basic requirements of the position, including selective placement factors, and that would allow the candidate to perform effectively in the position within a reasonable period of time, i.e., 3 to 6 months.
- c. **“C” Level Experience.** Candidate satisfies the basic requirements 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.
- d. **Point Values of Category Ratings.** The point value assigned to A, B, and C levels, is determined by the number of KSA factors used. (See Table 5-1). Points are then totaled for each candidate and transferred to AGO Form 300-2-R-E.

TABLE 5-1. POINT VALUES OF CATEGORY RATINGS

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. 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. Points will be credited as indicated below:

<u>Type of Training</u>	<u>Point Value</u>
Each 30-semester hours or 50 quarter hours above high school	1
Each 3 months of trade/business school	1
Each 4 weeks of attendance in residence at a military course	1
Each 50 credit hours of military correspondence courses completed	1

NOTE Each type of training will be rounded to the nearest whole number.

5-4. OVERALL RATING. The overall rating for each factor (experience, training and education.) will be combined, and the total score for all factors recorded on AGO FORM 690-300-2-R-E.

5-5. CERTIFICATE OF REFERRAL. The top candidates determined through the evaluation process will be listed on the Certificate of Referral 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 outline in Chapter 6, if applicable, the HRO will:

- a. Prepare a Certificate of Referral, listing applicants in alphabetical order. The maximum number will be in accordance with Paragraph 5-5. All applications plus a return endorsement and a SF 52 for selection will be included as enclosure to the basic letter.
- b. Notify all individuals not certified as outlined in Paragraph 4-6.
- c. Certification for positions advertised at multiple grade levels will be as follows:
 - (1) Initial certification will only include qualified applicants at the highest grade level advertised.
 - (2) In the event there are no qualified applicants, or a selection is not made from the initial Certificate of Referral, the qualified applicants at the next lower grade advertised will be referred. (See 7-1 (4) below.)
 - (3) This procedure will be repeated until a selection is made or all advertised grade levels have been considered.
 - (4) If the number of applicants found qualified exceed the numbers specified in Paragraph 5-5, and the provisions of Chapter 6 are utilized to evaluate candidates, no additional referrals at lower levels will occur.

6-2. Action by the Interviewing Official. The interviewing official is entitled to recommend or not recommend any candidate referred to him/her. Upon receipt of the Certificate of Referral, the interviewing official will:

- a. Review each application using the same selection criteria for each candidate.
- b. The interviewing official will contact the appropriate military personnel officer to insure the recommended individual can be assigned to the appropriate compatible military career field. This includes the availability of position, military grade, prerequisite test scores for assignment to the MOS/AFSC, physical requirements and any other prerequisites outlined in the appropriate military assignment.. This action will be accomplished prior to making any recommendation for selection. Enlisted personnel applying for "officer only" position are not

required to test for the Air Force Officer Qualifications Test (AFOQT)/Officer Selection Battery Test (OSBT) until the recommendation has been approved.

- c. Interview applicants. Each applicant **must** be interviewed. A personal interview is desired. A telephone interview may be used if requested by, or agreed to by the applicant. In the event an applicant cannot be located, a certified letter with a return requested, will be forwarded to the address on the application with instructions to contact the selecting supervisor within three (3) days. Failure to respond will be considered as withdrawal of the application. The letter and return receipt will be attached to the application and returned to the HRO with the selection indorsement. All applicants must be interviewed by the same interviewing official or selection panel.
- d. Make a recommendation. The interviewing official may recommend or not recommend any of the candidates listed in the Certificate of Referral. Once a recommended action is made the interviewing official will complete the endorsement and the SF 52 and forward with the applications through channels to the activity head. **No notification will occur until final approval of the Adjutant General's Department General and notification by the HRO.**
- e. Upon receiving the material related to the recommendation, the activity head will approve/disapprove the recommendation. If disapproved, the activity head will return the material to the interviewing official and request another recommendation be made. If recommended for approval, the activity head will endorse all of the related material to the HRO.
- f. The HRO will review the recommendation to determine if the position is supervisory/manager, and if there are female or minority certified applicants. If so, the recommendation will be forwarded to the State Equal Employment Manager (SEEM), The Adjutant General's Department General will appoint an individual to review the recommendation. The adjutant General will appoint the female or minority representative as required. The SEEM will provide a statement of review for inclusion with the recommendation package to The Adjutant General's Department General.
- g. Upon receipt of the material relating to the selection, The Adjutant General's Department General will render his approval or disapproval. If The Adjutant General's Department General disapproves the recommendation, the HRO will endorse all of the related materials through channels to the Activity Head and advise him/her of The Adjutant General's Department General's desire that another recommendation be made. If The Adjutant General's Department General approves the recommendation, the HRO will notify the interviewing official that the recommendation has been approved, the interviewing official will notify certified candidates of their selection or nonselection as required.
- h. The interview official will determine an effective date with the selected individual and their supervisor/employer. Military technicians will normally be released within two weeks. The HRO will be notified of the effective date of the personnel action.
- i. The HRO will complete the SF-50, Notification of Personnel Action, effecting the appropriate personnel action on the selected individual.
- j. The HRO will file the application of the selected military technician in her/her Official Personnel Folder (OPF). All other applications will be maintained in the vacancy announcement file for two years and then destroyed.

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 regulation.

7-2. Records Required. Sufficient records are required to allow reconstruction of the placement action. As a minimum, the following information and forms will be retained in the records:

- a. A copy of the vacancy announcement.
- b. A copy of the letter of certification.
- c. An AGO Form 690-300-1-R-E, "Evaluation of Applicant's Qualifications" for each applicant.
- d. All forms used in the evaluation and rating process.
- e. All endorsements relating to recommendation/non-recommendation and approval.
- f. Application (AGO Form 690-47-R-E for each applicant).

7-3. Duration. Merit Promotion records will be maintained for a minimum of two years. If a grievance or other action 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 and personnel specialists participating in merit placement actions will not disclose the details of their work to unauthorized persons.

CHPATER 8

COMPETITIVE VACANCIES:

8-1. Competitive Position: Management will normally fill military technician position with excepted military technicians. Request to advertise a position for a competitive employee as an exception must be approved by The Adjutant General's Department General.

8-2. Currently Employed Competitive Military Technicians: In consideration of currently employed competitive military technicians, recommending officials may request to advertise a competitive position where the position description authorizes such employment status. All such requests will be considered on an individual basis. If the position is advertised for a competitive military technician, it must be limited to current on-board permanent military technicians with competitive status.

8-3. Types of Competitive Vacancies: Management in conjunction with the HRO will determine which of the following methods to use in filling competitive positions:

- a. Career-Conditional
- b. Career
- c. OPM Register
- d. Reinstatement
- e. Direct-Hire Authority
- f. Pre-Determined Score

- g. Handicapped
- h. Veterans Re-Adjustment
- i. Disabled Veteran
- j. Office of Workers Compensation Program

8-4. DOD “Stopper List”. The “Stopper List” must be cleared before proceeding with action to fill the position through normal competitive procedures. The DOD Program for Stability in Civilian Employment must be used for competitive technician vacancies if individuals are available. Since the “Stopper List” pertains to positions in the Department of Defense, any individual who has career status in the competitive service whose name appears on such list, (if they possess the proper grade, title and series of the vacancy to be filled) must be made an offer of the position prior to advertisement.

CHAPTER 9

KEY STAFF POSITIONS

- 9-1. Purpose. This chapter identifies those military technician positions in the West Virginia National Guard considered to be key staff positions. Because of their importance to the West Virginia National Guard and their unique military qualifications, these positions are exempt from the normal merit promotion procedures contained in other chapters of this regulation.
- 9-2. Procedures. The Adjutant General's Department General will approve the use of the key staff procedures and any selection factors to be used. Personnel folders will be screened to determine basic eligibility and to prepare a list of eligibles submitted to the appropriate official. The appropriate official will provide a statement for record purposes as to why the person selected was considered the best qualified.
- 9-3. Key Staff Positions. The following positions are identified in the West Virginia National Guard as key staff:

SELECTING SUPERVISOR

MILITARY TECHNICIAN POSITION

The Adjutant General

Command Administrative Officer
 Air Commander (Pilot/Navigator) CRW
 Air Commander (Pilot/Navigator) MRB
 Administrative Officer (ESSO)
 Human Resource Officer
 Construction & Facilities Manager
 Senior Enlisted Advisor

Command Administrative Officer

Military Personnel Officer
 Plans, Operations & Training Officer
 Supervisory Aircraft Pilot
 Surface Maintenance Officer
 Facility Manager
 Logistics Management Officer
 Supervisory Computer Specialist

U.S. Property & Fiscal Officer

Supervisory Logistics Management Specialist

Air Commander (Pilot) each base

Vice Air Commander
 Air Operations Officer
 Asst Aircraft Maintenance Officer

Administrative Officer, GS-13, F8896000
Airplane Flight Instructor, GS-12, F80051000
Logistics Management Officer
Airplane Flight Instructor (Safety)

CHAPTER 10

GRIEVANCES AND COMPLAINTS

- 10-1. Grievance. An applicant who believes that proper procedures were not followed in a particular action for which they were an applicant may present a grievance under the agency or negotiated procedures, as appropriate. A grievance will not be considered when it is based solely on non-selection.
- 10-2. Discrimination Complaints. Allegations of discriminations based on race, color, religion, gender, age, or non-disqualifying physical handicap, or national origin, made during any phase of the selection process will be considered under the National Guard Equal Employment Opportunity Program.
- 10-3. Other. Other complaints or inquiries including those made by nontechnician candidates should be directed to the HRO. All such inquiries will be considered, and every effort made to resolve such complaints.

FOR THE GOVERNOR:

- 2 Encls
1. AGO Form 690-1-R-E
2. AGO Form

ALLEN E. TACKETT
Major General, WVARNG
The Adjutant General