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**Personnel
AIR NATIONAL GUARD ACTIVE GUARD
RESERVE (AGR) PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication applies to all Ohio Air National Guard (OHANG) Wings, tenants, detachments, and geographically separated units (GSU). This publication supplements ANGI 36-101. Users are directed to read the standalone supplement in conjunction with the publications being supplemented. This publication requires the collection and/or maintenance of information protected by the Privacy Act (PA) of 1974. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional-office's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

ANGI 36-101, 3 June 2010 is supplemented as follows:

1.3.4.1. (Added) NGOH-AAG provides implementation guidance for the management and employment of OHANG Air AGR personnel IAW ANGI 36-101 and ANGI 36-101 OHANGSUP, to include review/approval of any waivers and/or exceptions to this policy (ETPs).

1.3.4.2. (Added) IAW section 1.3.4 of ANGI 36-101, the HRO is hereby delegated the responsibilities, as described in sections 1.3.1., 1.3.2., and 1.3.3 of the same ANGI.

2.6.1.1. (Added) Off-Duty Employment. Commanders and the Ohio National Guard (OHNG) AGR Office must maintain copies of written approvals for all AGR Airmen, using AF Form 3902, *Application and Approval for Off-Duty Employment*.

4.1.7.3. (Added) All requests to fill a vacant AGR position will be submitted using the Air Merit Announcement Request Form, NGOH Form 690-52b, May 2019.

4.2.1.1. (Added) Application Process: At a minimum, application packages will include: National Guard Bureau (NGB) Form 34-1 (Application for Active Guard/Reserve (AGR) Position), current and complete Report on Individual Personnel (RIP) printout from virtual MPF, copy of current passing fitness assessment, and a current (within last 12 months) Individual Medical Readiness (IMR) Record accessible through My IMR/ASIMS-Medical Readiness. Additionally, the Selecting Official (SO) may require Officer Performance Reports (OPR) or Enlisted Performance Reports (EPR), letters of recommendation, military biography or other documentation.

4.2.3. (Added) Concurrent: IAW the Ohio Air National Guard Career-Status AGR Resource Allocation Management (Portability of AGR Resources) dated 15 January 2019, a Career Status AGR member may apply for any concurrent job announcement with his or her current AGR resource (as long as the resource is not within a fenced Program Element Code (PEC)). Applicants must provide proof of career status by submitting their two most recent AGR orders from the Air National Guard Reserve Order Writing System (AROWS) or their AGR Continuation Board (ACB) approval letter.

4.2.3.1. Non-Career Status AGRs who wish to apply for a concurrent job announcement must have written approval from their Wing or Geographically Separated Unit (GSU) commander authorizing the use of their existing resource.

4.3.2.1. (Added) AGR Selection Process: The SO will receive instructions for conducting interviews as an attachment to the Referral and Selection Certificate. The SO is responsible for ensuring interviews are conducted IAW the established procedures in the Ohio Merit Placement Plan and they comply with the instructions in this supplement. The SO, or his/her designated representative, is responsible for ensuring each member of the interview board is provided access to the necessary materials prior to conducting interviews. When 10 or more applicants exist for a Job Announcement, the AGR Branch will coordinate with SO regarding options to narrow applicant pool before Selection Certificate is issued.

4.3.2.1.1. Upon receipt of the Selection Certificate, the SO will prepare to interview applicants (IAW all applicable policy guidance, regarding interview procedures). If the selection certificate contains only one eligible applicant or all but one applicant on the certificate withdraws from consideration, the SO may choose to take one of the following actions: conduct an interview (IAW all applicable policy guidance, regarding interview procedures); recommend the sole applicant for selection without an interview; or re-announce the position to a wider area of consideration. If the SO chooses to re-announce the vacancy, the initial position advertisement will be canceled and the single applicant will be advised that his/her application may be transferred to the re-advertised position upon request by emailing the OHNG AGR office. When there are two (2) or more qualified applicants on a selection certificate, the SO must conduct interviews and attempt to make a selection. All applicants, certified as eligible for consideration, will be interviewed, unless an applicant declines or withdraws in writing.

4.3.2.1.2. The SO will appoint an interview board to assist in the interview and evaluation of all applicants. The SO will either act as the interview board president or appoint a management representative with appropriate knowledge of the position requirements to act as the interview board president. The interview board shall consist of a minimum of three members. All board members must be equal or greater in rank than the position being filled. The SO will also ensure that the interview board includes, at a minimum, one gender diverse member (one female or one male based on the individual board member's gender identity) and one minority based on the race/ethnicity with which this individual self-identifies. Individuals who self-identify with the following races/ethnicities may be considered minorities for interview board purposes: African American, Latino/Latina/Hispanic, Asian, Pacific Islander, and Native American. The gender diversity and minority board members may not be the same person. This requirement applies regardless of the gender, race, or ethnicity of the certified applicants. Requests for Exception to Policy (ETP), to this requirement, require the concurrence of the Director of Staff (DoS) (Air) and must be submitted to the Human Resource Office (HRO) for approval with a clear justification, **prior to** conducting interviews. Failure to obtain ETP approval, prior to conducting interviews, **will negate the selection results** and will require the SO to reconvene a board and conduct new interviews. The SO may appoint a non-voting technical advisor to the interview board who can answer technical questions about a candidate's capabilities. This technical advisor (if appointed) may neither express an opinion on a candidate's capabilities nor be part of the selecting/recommending process in any way. Interviews that are conducted outside of the aforesaid parameters, without prior DoS concurrence and HRO approval, will be void; furthermore, the SO will be required to re-conduct interviews, using the aforementioned parameters.

4.3.2.1.3. Interview dates must be identified with sufficient lead-time to coordinate the schedules of the interview board members and will take place during normal duty hours. Prospective applicants are expected to arrange their schedules to interview for advertised positions. Every reasonable effort must be made to conduct in-person interviews with all applicants. If an in-person interview is not feasible, telephone interviews may be conducted. Reasonable efforts must be made to contact the applicants. Should the SO be unable to contact an applicant after three (3) attempts, he/she may proceed with the interview process, excluding those applicants they could not contact. A record of the dates and times of the attempts to notify the applicant will be included on the return endorsement of the certificate to the HRO.

4.3.2.1.4. The SO must identify the criteria that the interview board will use to evaluate applicants and ensure the board understands the criteria. The evaluation and selection of all applicants will be conducted based on job-related, merit-based factors. When the relative assessment of applicants, using merit-based factors does not result in a clear selection, thoughtful consideration of the organization's diversity goals will be used in arriving at a final selection. Interview questions and the selection recommendation process shall be qualitative in nature (i.e. individual interview questions shall not be assigned a point value). The Selecting Official/interview board president will provide questions linked to the technical and behavioral competencies required for the position. The number of technical questions should be nearly equal to the number of questions linked to behavioral competencies. Each question will have a desired response indicated so that the interview board evaluates consistently. The SO/interview board president will provide a space for notes so the interview board can capture responses and take notes for evaluation.

4.3.2.1.5. Employment references. The SO, or the designated interview board president, may make employment inquiries of applicants' previous employers or supervisors. If employment inquiries are made, the results of the inquiries will be shared with the interview board prior to completing the recommendation for selection. Derogatory reference information related to work habits, conduct, and other employment-suitability factors may be considered in conjunction with experience, knowledge, and skills of an applicant in the evaluation. If inquiries are made for one applicant, they must be made for all applicants. Additionally, any board members first-hand knowledge of applicants' work habits and capabilities may be considered in the selection process.

4.3.2.1.6 SOs, or their designees, must review the interview questions and written expected responses with all interview board members prior to conducting the interviews. Using a fair, merit-based process, the interview board will produce an order of merit list (OML) ranking the applicants numerically: i.e. The applicant recommended for selection will be ranked #1, the applicant assessed as second best will be ranked #2, etc. The SO is entitled to select or non-select any applicant; however, a selection that deviates from the recommendation of the interview board must be communicated to all board members, and explained in a written narrative to the HRO. The HRO may overturn a SO's selection that deviates from the interview board's recommendation, if he or she determines the SO's rationale is not sufficient and/or violates established policy and/or law.

4.3.2.1.7. Completed selection packages are subject to administrative review. The selection is not final until the selection has been administratively approved via the HRO staffing function. The SO and interview board members are not authorized to release the proposed selectee's name prior to administrative approval from the HRO. The SO will be notified when the final approval has occurred. Only when this notification is given, may the SO inform the applicants of the results. SOs are responsible to ensure all applicants are informed of the selection results.

4.3.2.1.8. Board members will conduct themselves in a professional manner throughout all phases of the interview and evaluation process. Personal information regarding applicants must be treated as protected information, and discussions within the interview board evaluation process will be treated as confidential.

4.3.2.1.9. Completed selection packages may also be reviewed by the State Equal Employment Manager (SEEM), the HRO, and the DoS (Air) as appropriate. An Equal Opportunity (EO) review will be conducted on a random sampling of completed selection packages, as a standard business practice. Any reported or suspected irregularity in the selection process will trigger an EO/Command review of the selection process. When this occurs, the vacancy-fill process will be placed on hold, pending the outcome of the review. Selectins results may be overturned as a result of this review.

4.3.2.1.10. After administrative review (and EO/Command review, if applicable) is complete, approval or disapproval of the SO's tentative selection and notification procedures will be as follows:

4.3.2.1.10.1. Selection approval. The HRO staffing section will inform the SO that the selection has been authorized. The HRO staffing section will also coordinate with the SO to ensure position offer(s) and non-select notifications are made appropriately. Non-select notifications will not be made until after the job has been accepted. This may require more than one offer. If the selected applicant does not accept the offer, the SO must offer the

position to another candidate. If required to make multiple offers, those offers must be made to the applicants in the order they appear on the aforementioned OML: i.e. if the selectee declines, the offer, the position will be offered to the #2 ranked applicant. If that applicant declines the offer, the position will be offered to the #3 ranked applicant, etc. A non-selected applicant may request an out-briefing in regards to his or her qualifications for the position. In that case, the SO will reconvene the interview board. The feedback will cover the board's evaluation of the merits and deficiencies of that applicant only. The performance of other applicants and overall rankings will not be disclosed.

4.3.2.1.10.2. Selection disapproval. The HRO may disapprove the selection results submitted by the SO. When this occurs the HRO will notify the SO of the reason(s) for disapproval and provide a list of actions required to remediate the conditions leading to the disapproval. Reasons for disapproval may include—but are not limited to—improper board composition, failure to follow prescribed board procedures, changes in resource availability, etc.

4.3.2.1.11. The effective date, as determined by the HRO, for new appointment actions will be the first or 16th day of each month. If the selectee is currently an on-board NG T32 dual status technician or NG T5 employee, the gaining supervisor must coordinate a start date with the losing supervisor, allowing the individual to assume his/her new position as soon as practicable. The gaining supervisor must keep the HRO informed when this situation arises. Release will normally be within two weeks after selection, unless a later effective date is coordinated with the HRO. Disputes over a release date will be resolved by the Director of Human Resources.

4.3.2.1.12. Recordkeeping: HRO will maintain a record of each position filled, using processes described in this plan, sufficient to allow for reconstruction of the placement action.

4.3.2.1.12.1. Complete placement/promotion records will be maintained by the HRO to:

- (1) Provide a clear record of the action taken.
- (2) Evaluate the AGR Placement and Promotion Program.
- (3) Provide proof that AGR placements are made on a fair and equitable basis.

4.3.2.1.12.2. The required information includes, but is not limited to:

- (1) The Job Opportunity Announcement
- (2) The application package submitted by all applicants
- (3) The individual qualification sheets, if used--the panel ranking sheets
- (4) Correspondence to and from applicants
- (5) The referral and selection certificate with SO's endorsement
- (6) Documentation provided by the SO to justify selection
- (7) HROs endorsement or disapproval of selection justification
- (8) All other relevant documents associated with the selection, including but not limited to EO, HRO, DoS, and/or Command review documents

4.3.3.1. (Added) HRO is delegated final approval authority for the selection of applicants.

8.4.1.1. (Added) Voluntary Tour Curtailments: All Voluntary Tour Curtailment requests must be sent to the HRO AGR Branch thirty days in advance to allow adequate time for staffing and approval/disapproval decision. No tours will be curtailed prior to approval by TAG or TAG's designated approval authority.

8.4.1.2. (Added) HRO is delegated final approval/disapproval authority for Voluntary Tour Curtailment requests.

9.10.1.1. (Added) Ohio Air National Guard Active Guard/Reserve (AGR) 20-year Policy. No OHANG AGR Airman will be issued AGR-tour orders that cause the Airman to achieve in excess of (20) years, three (3) months of Total Active Federal Military Service (TAFMS). Any subsequent tour orders, will be issued in increments not exceeding two years in length. These subsequent orders (i.e. beyond 20 years and three months TAFMS) require OHANG ATAG approval, rather than using the AGR Continuation Board (ACB) procedures.

9.11.1.1. (Added) AGR Airmen selected for non-retention by a selective retention review board, rather than an AGR Continuation Board, shall have their orders curtailed to separate them, IAW ANGI 36-2651 section 3.1.2.2., rather than continuing them to the end of their current AGR-tour orders.

13.3.2.1. (Added) Ohio Air National Guard Control Grade Management Policy.

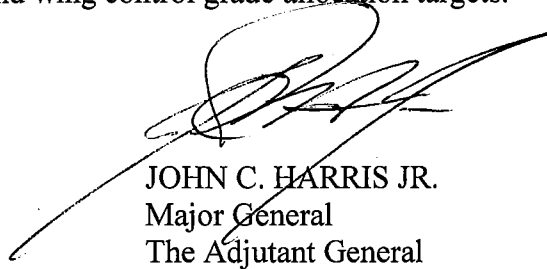
13.3.2.1.1. (Added) Enlisted Process. The HRO will monitor all control grades for the state. HRO will maintain a roster with the control grade waiting list. The Enlisted Force Development Council (EFDC) will convene as needed to consider all promotion-eligible enlisted AGR packages and make selections for promotion.

13.3.2.1.2. (Added) Considerations. The EFDC will take into consideration the following: TAFMS, Time in Grade (TIG), Force Management plan (to include projected retirement), Passing Fitness Score, Tour type/length, UTC (Unit Tasking Code) Considerations, Unfavorable Information File (UIF), Unit Justification, and wing control grade allocation targets.

13.3.2.1.3. (Added) NGOH-A1 will execute promotions IAW the EFDC promotion selections when a control grade is available. NGOH-A1 must receive a memorandum from the HRO or HRO's designee, verifying that a controlled grade is available, prior to publishing the promotion order.

13.3.2.1.3. (Added) Officer Process. HRO will monitor control grades for the state. HRO will maintain a roster with the control grade waiting list and projections. The Force Development Council (FDC) will convene as needed to consider all promotion-eligible officer AGR packages and make a recommendations for promotion. The FDC will present their recommended promotion roster to AAG-AF for approval. NGOH-A1 will submit promotion requests to NGB as control grades are available. Before submitting promotion requests, NGOH-A1 must first receive a controlled grade validation memorandum, verifying a controlled grade is available for the promotion. The FDC reserves the right to modify their selection at any time and award control grades for new hires or temporary tours, as needed.

13.3.2.1.3.1 (Added) Considerations. The FDC will take into consideration the following: TAFMS, TIG, Force Management Plan (to include projected retirement), Passing Fitness Score, Tour type/length, UTC Considerations, UIF, Unit Justification, Command Position, Reserve Officer Personnel Management Act (ROPMA), and wing control grade allocation targets.



JOHN C. HARRIS JR.
Major General
The Adjutant General

Attachment 1 (Added)(OHANG)**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN33-363, *Management of Records*, 1 March 2008

ANGI36-101, *Air National Guard Active Guard/Reserve (AGR) Program*, 3 June 2010

Abbreviations and Acronyms

AFI — Air Force Instruction

AGR — Active Guard/Reserve

ANGI --- Air National Guard Instruction

CGWG --- Control Grade Working Group

DAFSC — Duty Air Force Specialty Code

DOS — Director of Staff

DP --- Director of Personnel

FDC — Force Development Council

FSS — Force Support Squadron

GSU — Geographically Separated Unit

HRO — Human Resource Office

IAW — In Accordance With

IMR — Individual Medical Readiness

MCR — Manpower Change Request

NGOH --- Joint Force Headquarters, Ohio

OHANG — Ohio Air National Guard

OPR — Office of Primary Responsibility

PA — Privacy Act

PAS — Personnel Accounting Symbol

POC — Point of Contact

RDS — Records Disposition Schedule

RIC — Resource Identification Code

RIP — Report on Individual Personnel

RRNCO — Recruiting and Retention Non-Commissioned Officer

SORTS — Status of Resources and Training System

UMD — Unit Manning Document

VMPPF — Virtual Military Personnel Flight

Terms

Unit — A unit is a separate and distinct functional organization. In most cases, a unit is defined in manpower and personnel data systems by a Personnel Accounting Symbol (PAS) code. However, operating locations and detachments, which have their own PAS codes are not separate units, but are integral parts of their parent unit. Combat Readiness Training Centers (CRTC) will be treated as units.

Unit Manpower Document — A unit-specific document provided by NGB/A1M that reflects all validated and authorized military and full-time positions (requirements) and the authorized grade.