

**Maine Human Resources Office  
Standard Operating Procedure (SOP)  
For Maine Air National Guard Technician and AGR  
Position Vacancy Announcements, Applications &  
Certificates**

3 February 2009

References: HRR 335 Maine Air National Guard Merit Placement Plan  
NGR 600-5 The Active Guard/Reserve (AGR) Program  
AR 135-18 The Active Guard Reserve (AGR) Program

**The main purpose of this SOP is to speed the selection and hiring process by instituting electronic transmission of documents.**

The following Standard Operating Procedure (SOP) outlines procedures for processing Maine Air National Guard (MeANG) Technician and AGR Position Vacancy Announcements, Applications & Certificate of Eligibles.

Applicants are highly encouraged, but are not required, to send applications/resumes in an electronic format directly to:

**Human Resource Office (HRO)**

Technician Applications: [HROTECH@me.ngb.army.mil](mailto:HROTECH@me.ngb.army.mil)

AGR Applications: [HROAGRBR@me.ngb.army.mil](mailto:HROAGRBR@me.ngb.army.mil)

OR

**101<sup>st</sup> ARW HRO Remote Designee**

Technician and AGR Applications:

[anntina.michaud@mebngr.ang.af.mil](mailto:anntina.michaud@mebngr.ang.af.mil)

**For the 101<sup>st</sup> ARW**

**After a vacancy announcement closes the HRO will:**

- **For Technician positions:** Send electronic attachments of the Promotion and Placement Certificate, the original Job Announcement and all qualified applicants' applications/resumes to the appropriate Group Commander via e-mail and a CC copy to the HRO Remote.
- **For AGR positions:** Send electronic attachments of the Certification Memo and list and all eligible applicants' applications/resumes to the appropriate Group Commander via e-mail and a CC copy to the HRO Remote.
- **For Technician & AGR DUAL BID positions:** The Technician branch will send electronic attachments of the Promotion and Placement Certificate, the original Job Announcement and all qualified applicants' applications/resumes to the appropriate Group Commander via e-mail and a CC copy to the HRO Remote. The AGR branch will send electronic attachments of the Certification Memo and list and all eligible applicants' applications/resumes to the appropriate Group Commander via e-mail and a CC copy to the HRO Remote. *Both the Promotion and Placement Certificate and the Certification Memo and list will be sent out simultaneously.*

**After a Selection is made:**

- **For Technician positions:** Selecting official will print out and complete the Promotion and Placement Certificate. The Selecting Official will sign, scan and send the completed Promotion and Placement Certificate via e-mail to the HRO Remote. The HRO Remote will send the SF-52 and the completed Promotion and Placement Certificate thru the appropriate Chain of Command to the Wing Commander via e-mail. The Wing Commander will forward both the SF-52 and Promotion and Placement Certificate via e-mail to [HROTECH@me.ngb.army.mil](mailto:HROTECH@me.ngb.army.mil) with concur or non-concur.

- **For AGR positions:** Selecting official will notify the HRO Remote of the AGR selection. The HRO Remote will complete the MENG Form 336 and electronically forward the MENG Form 336 through the appropriate Chain of Command to the Wing Commander via email. The Wing Commander will forward the MENG Form 336 via e-mail to [HROAGRBR@me.ngb.army.mil](mailto:HROAGRBR@me.ngb.army.mil) with a concur or non-concur.
- **For Technician & AGR DUAL BID positions:** Selecting official will print out and complete the Promotion and Placement Certificate. The Selecting Official will sign, scan and send the completed Promotion and Placement Certificate via e-mail to the HRO Remote. If a technician is selected the HRO Remote will send the SF-52 and the completed Promotion and Placement Certificate thru the appropriate Chain of Command to the Wing Commander via e-mail. The Wing Commander will forward both the SF-52 and Promotion and Placement Certificate via e-mail to [HROTECH@me.ngb.army.mil](mailto:HROTECH@me.ngb.army.mil) with concur or non-concur. If an AGR is selected then the Selecting official will notify the HRO Remote of the AGR selection. The HRO Remote will complete the MENG Form 336 and electronically forward it through the appropriate Chain of Command to the Wing Commander via email. The Wing Commander will forward the MENG Form 336 via e-mail to [HROAGRBR@me.ngb.army.mil](mailto:HROAGRBR@me.ngb.army.mil) with a concur or non-concur. *Both the Promotion and Placement Certificate and the Certification Memo and list will be sent back together and filled out appropriately based upon the selection.*
- **All Selecting officials will delete/shred all copies of scanned or hard copy applications for each job announcement after the Promotion and Placement Certificate is completed. The new electronic procedures will help to eliminate paper being mailed around.**

### For JFHQ MeANG and South Portland ANG Station

#### **After a vacancy announcement closes the HRO will:**

- **For Technician positions:** Send electronic attachment of the Promotion and Placement Certificate, the original Job Announcement and all qualified applicants applications/resumes to the appropriate Full-Time Commander via e-mail and CC copy to the Director of Staff - Air.
- **For AGR positions:** Send electronic attachment of the Certification Memo and list, all eligible applicants' applications/resumes to the appropriate Full-Time Commander via e-mail and CC copy to the Director of Staff-Air.
- **For Technician & AGR DUAL BID positions:** The Technician branch will send electronic attachments of the Promotion and Placement Certificate, the original Job Announcement and all qualified applicants' applications/resumes to the appropriate Full-Time Commander via e-mail and a CC copy to the Director of Staff -Air. The AGR branch will send electronic attachments of the Certification Memo and list and all eligible applicants' applications/resumes to the appropriate Full-Time Commander via e-mail and a CC copy to the Director of Staff-Air. *Both the Promotion and Placement Certificate and the Certification Memo and list will be sent out simultaneously.*

## After a Selection is made:

- **For Technician positions:** Selecting official will print out and complete the Promotion and Placement Certificate. Once the form is filled out, scan and send the Promotion and Placement Certificate via e-mail to the Support Services Specialist. The Support Services Specialist will initiate the SF-52, attach the completed Promotion and Placement Certificate and send both up thru the appropriate Chain of Command to the Director of Staff-Air via e-mail. The Director of Staff-Air will forward both the SF-52 and Promotion and Placement Certificate via e-mail to [HROTECH@me.ngb.army.mil](mailto:HROTECH@me.ngb.army.mil) with a concur or non-concur.
- **For AGR positions:** Selecting official will notify the Support Services Specialist of the AGR selection. The Support Services Specialist will complete the MENG Form 336 and electronically forward the MENG Form 336 through the appropriate Chain of Command to the Director of Staff-Air via email. The Director of Staff-Air will forward the MENG Form 336 via e-mail to [HROAGRBR@me.ngb.army.mil](mailto:HROAGRBR@me.ngb.army.mil) with concur or non-concur.
- **For Technician & AGR DUAL BID:** Selecting official will print out and complete the Promotion and Placement Certificate. Once the form is filled out, scan and send the Promotion and Placement Certificate via e-mail to the Support Services Specialist. If a technician is selected, the Support Services Specialist will initiate the SF-52, attach the completed Promotion and Placement Certificate and send both up thru the appropriate Chain of Command to the Director of Staff-Air via e-mail. The Director of Staff-Air will forward both the SF-52 and Promotion and Placement Certificate via e-mail to [HROTECH@me.ngb.army.mil](mailto:HROTECH@me.ngb.army.mil) with a concur or non-concur. If an AGR is selected, the Selecting Official will notify the Support Services Specialist of the AGR selection. The Support Services Specialist will complete the MENG Form 336 and electronically forward the MENG Form 336 through the appropriate Chain of Command to the Director of Staff-Air via email. The Director of Staff -Air will forward the MENG Form 336 via e-mail to [HROAGRBR@me.ngb.army.mil](mailto:HROAGRBR@me.ngb.army.mil) with a concur or non-concur. *Both the Promotion and Placement Certificate and the Certification Memo and list will be sent back together and filled out appropriately based upon the selection.*
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