

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

23 April 2009

References: SPMR 335-2 Army 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 Army National Guard (MEARNG) Technician and AGR Position Vacancy Announcements, Applications and Certificates of Eligibles.

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

Technician Applications: HROTECH@me.ngb.army.mil
AGR Applications: HROAGRBR@me.ngb.army.mil

After each vacancy announcement closes the Human Resources Office (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 Director/Commander via e-mail.
- **For AGR positions:** send electronic attachment of the Certification Memo and list, the original Job Announcement and all eligible applicants' applications/resumes to the appropriate Director/Commander via e-mail.

After Selection is made:

- **For Technician positions:** Selecting official will print out the Promotion and Placement Certificate and fill it out. The Selecting official will initiate the SF-52 and attach the scanned completed Promotion and Placement Certificate and send both up thru the appropriate Chain of Command via e-mail to HROTECH@me.ngb.army.mil. HRO will forward to the Chief of Staff for approval and notify the selecting of the Chief of Staff's decision.
- **For AGR positions:** Selecting official will print and complete the AGR Selection Board Order of Merit Listing (OML). The Selecting Official will scan and email the AGR Selection Board Order of Merit Listing (OML) thru channels to HROAGRBR@me.ngb.army.mil. The HRO-AGR office will staff with the HRO and Chief of Staff for review and approval. The Chief of Staff will forward to the HRO-AGR office with a concur or non-concur. The HRO-AGR office will forward a copy of the approved OML to the MSC or Director with instructions.

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 these paper copies being mailed around.