



STATE OF MARYLAND
MILITARY DEPARTMENT
FIFTH REGIMENT ARMORY
BALTIMORE, MARYLAND 21201-2268

MDNG-AG-HRO

30 January 2007

HRO POLICY/GUIDANCE LETTER #44

SUBJECT: Advertising Maryland Air National Guard Full-Time Support Positions Technician and/or Active Guard Reserve (AGR)

SEE DISTRIBUTION

1. REFERENCE:

- a. MDNG TPR 335-2, dtd 15 Nov 90, Merit Placement Plan.
- b. ANGI 36-101, dtd 29 Dec 93, Active Guard/Reserve (AGR) Program.

2. PURPOSE: To establish policy and provide guidance when advertising a Maryland Air National Guard Full-Time Support positions which may be filled as either Technician or Active Guard Reserve (AGR).

3. It is the policy for the Maryland National Guard (MDNG) to adhere to the following guidelines when it has been determined to advertise a MDANG Full-Time Support position to both Technician and AGR applicants:

- a. A Standard Form 52 (Fill Position) requesting to advertise a position as both Technician and AGR will be forwarded through appropriate channels to the Human Resource Office (HRO).
- b. The HRO will publish two (2) separate and independent vacancy announcements (i.e., a Technician announcement and an AGR announcement).

This HRO Policy/Guidance Letter supersedes HRO Policy/Guidance Letter # 44 dated 1 July 1997, same subject.



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c. Individuals (depending on their eligibility or preference) will submit applications in accordance with the procedures outlined in the Technician or AGR Announcement.

d. The HRO will evaluate the applicants as each announcement closes. Applicants' qualifications will be determined only for the announcement (Technician or AGR) for which they applied.

e. Candidates determined to be Qualified will be placed, when necessary, on separate Selection Certificates (1-Technician and 1-AGR). Both Selection Certificates will be forwarded as part of two (2) separate Selection Packages to the Selecting Official. All candidates on both Selection Certificates must be interviewed.

f. After a selection is made, the Selecting Official will ensure that the necessary forms are completed in accordance with the appropriate Technician and/or AGR regulations, and returned to the HRO for processing.

4. These guidelines have been established to ensure that all applicants for Maryland Air National Guard Full-Time Support Positions are afforded fair and equitable consideration.

FOR THE ADJUTANT GENERAL:



CHARLES C. BLACKISTON, III
Colonel, MDANG
Human Resource Officer

DISTRIBUTION:

All Full-Time Support Managers/
Supervisors (Air Only)