



MICHIGAN NATIONAL GUARD
HUMAN RESOURCE OFFICE

TECHNICIAN POLICY LETTER

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TECHNICIAN VACANCY APPLICATION PROCEDURES FOR INDIVIDUALS MOBILIZED IN SUPPORT OF CONTINGENCY OPERATIONS

1. The Human Resource Office has established technician vacancy announcement application procedures to assist our Soldiers and Airmen mobilized in support of contingency operations. To better assist our mobilized members, the following procedures will be used:
 - a. Individuals mobilized need to submit a resume or OF 612 electronically to: NGMIHRO@ng.army.mil in order to take advantage of this benefit. The following information needs to be included in the e-mailed request:
 - (1) Name of individual mobilized, and unit being mobilized with.
 - (2) Beginning and Ending dates of mobilization.
 - (3) List of ALL **SPECIFIC** job titles and grades (i.e. aircraft mechanic/WG-10), interested in applying for while mobilized. You **MUST** specify which titles and grades you are interested in to take advantage of this benefit.
 - (4) E-mail address while deployed.
 - b. The HRO will apply applications/resumes against any requested Michigan National Guard Technician vacancies that become available on the USA Jobs website, for which the applicant may be eligible.
 - c. After the HRO applies the application/resume against a vacancy, an e-mail will be sent to the applicant's deployed e-mail address, including a link to the vacancy announcement on USA Jobs, notifying them that their resume/application was applied to that vacancy announcement. **Upon receipt of this e-mail, applicants MUST complete the Qualifications Questionnaire for that specific vacancy announcement and submit it following the instructions in the "How to Apply" section of the vacancy announcement BEFORE THE CLOSING DATE.** Failure to submit a questionnaire for each announcement before the closing date will result in disqualification for the vacancy.

- d. If qualified for a position, the selecting official will make attempts to contact candidates for an interview. If after seven (7) calendar days, the selecting official is unable to contact a candidate, the requirement for an interview will be waived and the candidate will be considered for a position based on their submitted resume/application.
 - e. Members are not eligible nor may they utilize these procedures until their mobilization orders begin.
 - f. Upon termination of the mobilization orders a letter will be sent to individuals informing them that their eligibility for this benefit has expired.
 - g. A new request must be accomplished for **EACH** mobilization period.
2. Questions concerning this procedure should be directed to CW2 Jessica Ulrey at: (517) 483-5592 or to MSgt Devon Lavengood at: (517) 483-5593.