



MICHIGAN NATIONAL GUARD
HUMAN RESOURCE OFFICE

TECHNICIAN POLICY LETTER

NUMBER 07-1

08 June 2007

ARMY TECHNICIAN SELECTION TEAM PROCEDURES

1. PURPOSE Provide guidance to commanders/supervisors concerning the establishment, composition, and conduct of a diverse Army Technician Selection Team. The guidelines outlined in this policy were established in order to increase diversity of the Michigan Army National Guard technician workforce.

2. COMPOSITION An Army Technician Selection Team will consist of, at a minimum, three individuals. Selection team members will be designated by the selecting official and meet the following criteria:

- a. The Selecting Official is highly encouraged to ensure female and minority representation on each selection team when possible. Selection team members should be volunteers and it is recommended that at least one should be a member of the team where the vacancy exists.
- b. If the Selecting Official is unable to obtain female and minority representation, they may contact the Human Resource Office (HRO) – Equal Employment Office (EEO) to obtain a recommendation. The recommended individual is not required to participate and will become a member of the team on a voluntary basis.

3. CONDUCT OF THE SELECTION TEAM Selection teams will conduct technician hiring in accordance with the following:

- a. All candidates certified to the selecting official must be given the opportunity for an interview before a selection is made. For candidates outside the commuting area, interviews may be conducted over the phone. If an applicant cannot be contacted, then the selecting official must document his/her attempts to contact the candidate for the interview. Applicants who were not available for an interview (after attempting to contact the individual for 7 calendar days in accordance with the State Merit Placement Guide), will not receive retroactive consideration. Exception: For individuals mobilized in support of contingency operations, the interview will be waived if the mobilized candidate can not be contacted, and they will still be considered for the position, based on their application only.

- b. The team will select the best applicant for the position based on a combination of factors to include qualifications, the interview process and a consensus decision on who is the best fit.

4. SELECTION PACKAGE CLOSEOUT Upon completion of the proceedings:

- a. The selection memorandum will be prepared using the enclosed sample. Selecting officials must submit this memorandum along with a completed selection certificate with selection justification, and Standard Form (SF) 52 for each technician selection package to the Human Resource Office. The memorandum, selection certificate and SF-52 must be routed through all appropriate levels and faxed to:

Human Resource Office
Attention: Staffing
517-481-7692

- b. The Adjutant General's designated representatives are the Assistant Adjutant General for Army, the Chief of Staff for Army and the HRO. One of the Adjutant General's designated representatives will approve or disapprove all selections. In the instance of alleged or actual discriminatory hiring practices, the Adjutant General's designated representative will determine the appropriate selection in consonance with the state Affirmative Employment/EEO Program.
- c. Public announcement or individual disclosure of the Team's selection will not be made prior to the final approval of the board recommendation through HRO-TM.

5. Any questions pertaining to Army Technician selection team procedures may be addressed to MSgt Devon Lavengood at (517) 481-7698 or Ms. Jody Young-Woodbury at (517) 481-7699. Any questions pertaining to diversity and Equal Employment Opportunity may be directed to MSG Steve Alflen at (517) 483-5832 or MSG Oscar Flores at (517) 483-5460.

SAMPLE OF ARMY TECHNICIAN SELECTION MEMORANDUM

MEMORANDUM FOR HRO-TM

SUBJECT: Army Technician Selection Team Results

1. An Army Technician Selection Team convened on (date) to consider applicants for the position of **Advertisement Number, position title, grade**. The following individuals were detailed as the selection team:

<u>Last Name, First Name</u>	<u>SSN</u>	<u>Gender/Race</u>	<u>Position</u>
Charge, Ima N.	###-##-####	WF	Team Coach
Toledo, Holy D.	###-##-####	WM	Member
Gosh, Ohm I.	###-##-####	WM	Member

2. Interview and selection results are included on the attached selection certificate. Any questions may be directed to the undersigned at **(###) ###-####**.

IMA N. CHARGE
Team Coach