



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
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ARLINGTON, VA 22202-3231

NGB-J1-TNS

7 June 2006

MEMORANDUM FOR THE HUMAN RESOURCES OFFICERS OF ALL STATES, THE COMMONWEALTH OF PUERTO RICO, THE U.S. VIRGIN ISLANDS, AND THE DISTRICT OF COLUMBIA

SUBJECT: USA Staffing Automation Initiative and Deployment (TN 06-30)

1. As we approach full operating deployment of USA Staffing (USAS), NGB-J1-TN must ensure we maintain an enterprise-wide staffing automation system that is standardized across all States, applicable territories and the District of Columbia. The National Guard Bureau *must* remain competitive with other Federal agencies in an environment where private sector employers often offer higher salaries. The National Guard Bureau must employ innovative recruitment approaches that meet its mission needs, the needs of the workforce and market NGB's strengths as an employer.
2. This policy memorandum requires all States, Territories (with the exception of Guam and the Virgin Island) and the District of Columbia to begin implementing USA Staffing to perform the following recruitment functions **NLT 30 June 2006**:
 - a. Generate vacancy announcements within USA Staffing
 - b. Post vacancy announcements on USAJOBS
 - c. Accept applications via Internet or fax
 - d. Analyze applicants' competencies and qualifications
 - e. Rate and rank job applicants (per your Merit Placement and Promotion Plan)
 - f. Produce and update certificates electronically
 - g. Notify applicants of referral and selection results
 - h. Manage applicant records
3. States are required to build vacancy announcements within USAS for:

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a. **Non-Dual status (NDS).** Merit Promotion vacancy announcements will be created in USAS and posted to USAJOBS. Internal Merit Promotion vacancy announcements *may* be posted to USAJOBS at the discretion of the Human Resource Officer (HRO). Competitive vacancy announcements for NDS vacancies will continue to be processed through the Alabama Delegated Examining Unit (DEU).

b. **Dual Status (DS).** Competitive and Merit Promotion vacancy announcements will be created in USAS and posted to USAJOBS. DS Internal Merit Promotion vacancy announcements *may* be posted to USAJOBS at the discretion of the HRO.

4. Task-based assessment tools have been created in the NGB USAS Program Office "Organizational Library" for your use. Each tool is identified by the series, occupation, and applicable GS or FWS grade. Assessment tools should be copied to your USAS "Office Library" for future reference. Once the Assessment tool has been copied to your office library, you may modify the tool as required.

5. Two types of Assessment tools have been developed:

a. **Merit Promotion.** The Merit Promotion Assessment tool incorporates the FACTOR for AREA 1 and AREA 2 consideration. Merit Promotion Assessment tools are identified in the NGB Organizational Library as follows: (MP) Personnel Clerical and Assistance.

b. **Competitive.** The Competitive Assessment tool should be used for all DS competitive announcements. The Competitive Assessment tools are identified as follows: Personnel Clerical and Assistance.

6. Two Types of Vacancy Announcement Templates have been developed to assist Staffing Specialist. Vacancy Announcement Templates should be copied to your USAS "Office Library" for future reference. Once the Announcement Template has been copied to your office library, you may modify the tool as required.

a. **Merit Promotion.** The Merit Promotion Vacancy Announcement Templates define AREA 1 and AREA 2 consideration. Additional areas of consideration may be added to the announcement tool if required.

b. **Competitive.** The Competitive Vacancy Announcement Template should be used for all DS competitive announcements.

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7. **Labor Negotiations.** USAS is a DoD initiative, not an NGB initiative. We do not believe that impact and implementation bargaining is necessary for USAS based on the following reasons:

a. USAS is technology and a means of performing work for mostly non-bargaining unit employees such as staffing specialist and selecting officials. As such, it is negotiable "at the election of the agency." So therefore, we recommend the agency not bargain USAS.

b. USAS does not totally replace mailing/hand carrying applications to the HRO for those who do not have access to computers. Thus, there is no potential adverse affect on employment.

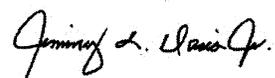
c. There should be no change in your merit promotion plan regarding USAS. USAS should provide the requirements of your contract, not the other way around.

d. In most contracts, impact and implementation bargaining is required if the change is substantive and there is a potential "adverse affect" on employees. Since the merit promotion plan does not change, there should be no adverse affect. Since they can still apply using the old method, then there is no substantive change.

8. The integration of this web-based system offers many opportunities to streamline the National Guard's employment functions, improve quality and quantity of applicants and improve the overall efficiency of NGB's staffing processes.

9. Questions or requests for additional information regarding USAS policy and guidance may be directed to Mr. Ron Miller, NGB-J1-TNS, DSN 327-1456, CML 703-607-1456, or ronald.miller@ngb.ang.af.mil.

10. This memorandum will expire one year from date of publication unless sooner rescinded or superseded.



JIMMY L. DAVIS, JR.
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