STATE OF NEW MEXICO
OFFICE OF MILITARY AFFAIRS
SANTA FE, NEW MEXICO 87501

AGONM TECHNICAIN PERSONNEL
REGULATION NUMBER 335

TECHNICIAN PERSONNEL (ARMY & AIR)

MERIT PLACEMENT PLAN
FOR
EXCEPTED AND COMPETITIVE TECHNICIANS

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This regulation supersedes AGONM TPR 335 dated 1 Mar 76 and AGONM TPR 335-1 dated 1 Mar 76

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INCLS.

1. NGB Form 300 (LRA), Application for Vacancy
2. NGB Form 300-1 (LRA), Evaluation of Performance
3. NGB Form 300-2 (LRA), Initial Screening Worksheet for Merit Staffing Actions
4. NGB Form 300-3 (LRA), Knowledges, Skills, and Abilities Category Worksheet
5. NGB Form 300-4 (LRA), Rating Worksheet
6. NGB Form 300-6 (LRA), Referral and Selection Certificates

CHAPTER 1

GENERAL

1-1. PURPOSE. This plan establishes procedures and provides information on the merit placement program for excepted and competitive technician positions in the New Mexico National Guard.

1-2. POLICY. It is the policy of the New Mexico National Guard that all technician positions be filled by the best qualified individuals available and insure that all technicians have an opportunity to develop and advance to their full potential. All technician vacancies will be filled on the basis of merit and job-related factors. For purposes of this plan, military requirements are considered as job-related qualifying factors for positions in the excepted service. All actions under this plan will be made without discrimination for nonmerit reasons such as race, color, religion, sex, national origin, marital status, membership or nonmembership in an employee organization and age or nondisqualifying physical handicap (except for military requirement for excepted technicians).

1-3. SCOPE. This plan encompasses all technician positions in the State of New Mexico. It will be used in filling positions in the excepted and competitive service through initial appointment, promotion, reassignment, reinstatement, demotion and transfer.

1-4. DEFINITIONS. a. Position Change. A promotion, reassignment, or demotion. A position change by any of these methods may also involve a change in official duty station.

b. Promotion. A change of a technician:

(1) To a higher grade when both the old and the new positions are under the General Schedule.

(2) From one grade to a higher grade under the same type Federal Wage System.

(3) From a job or grade under a wage schedule to a job or grade with a higher representative rate under a different wage or General Schedule.

(4) From a position under the General Schedule to a job or grade with a higher representative rate under a wage schedule.

c. Reassignment. A change of a technician from one position to another without promotion or demotion.

d. Area of consideration. The area in which an intensive search is made for eligible candidates in specific promotion actions.

e. Evaluation of candidates. The process of assessing a job applicant's eligibility for promotion or appointment and the degree to which he possesses the military qualifications, knowledge, skills, abilities, personal characteristics and potential needed for successful performance in the position to be filled.

f. Eligible candidates. Those candidates who meet the minimum qualification standards for the position, including any appropriate selective placement factors. These selective placement factors include such things as enlisted/officer position, competitive/excepted status, military unit of assignment, etc. and must be taken into consideration whenever applicable. Vacancies at entrance levels of an occupation series will be advertised and merit promotion procedures will be used if the position is in the excepted service, unless the position is used for internal placement. An Office of Personnel Management Certificate of Eligibles, if available, or the reinstatement of career status eligible, if available, will be used when filling entry level positions in the competitive service, unless the position is used for internal placement. Determination of entrance levels will be made by the Technician Personnel Office.

g. Identifying qualified candidates. The process of evaluating the skills, knowledge, abilities, and personal characteristics possessed by candidates against the job-related criteria to determine those whose qualifications equal or exceed the criteria.

h. Job related criteria. The combination of factors that position descriptions have shown to be important for performance of a specific position. The total set of criteria includes all knowledges, requirements, skills and personal characteristics that meet job and performance analysis requirements for the position.

1-5. RESPONSIBILITIES. a. The Adjutant General is the appointing authority for the New Mexico National Guard technician program and is the highest level of authority in the State concerning the overall application of this merit placement plan.

b. The Technician Personnel Officer (TPO) is responsible to the Adjutant General in insuring that the requirements of this merit placement plan are carried out. The TPO will:

(1) Develop, maintain, evaluate, and revise the program as necessary.

(2) Assure compliance with the program.

(3) Provide guidance and assistance to commanders and supervisors concerning their responsibilities under this plan.

(4) Assure that candidates are properly evaluated and certified for placement.

(5) Maintain necessary records.

c. Managers and supervisor will:

(1) Assure that technicians under their supervision are aware of this plan.

(2) Assure that actions effected within their area of responsibility are based on merit without discrimination.

(3) Encourage technicians under their supervision to participate in developmental opportunities and to apply for positions for which qualified.

(4) Recommend changes to this plan to the TPO.

(5) Assure that technicians under their supervision who have complied with paragraph d(4) below, who are absent (military duty, service schools, etc.) are considered for vacant positions for which they desired consideration.

d. Individual technicians are responsible for:

(1) Pursuing developmental opportunities in preparing to assume higher level duties.

(2) Familiarizing themselves with the provisions of this plan.

(3) Assuring that application forms and Official Personnel Folders (OPFs) contain accurate and current information concerning qualifications and self-development activities.

(4) Arranging with their supervisors to submit applications for vacancies when temporarily absent from their jobs.

1-6. MANAGEMENT'S RIGHTS. Recognizing that it is essential to the accomplishment of the mission of the New Mexico National Guard that technician positions be filled with the best qualified individuals available, management retains the right to:

a. Select or not select from among a group of best qualified candidates.

b. Select candidates from any appropriate source most likely to best meet the mission objectives of the New Mexico National Guard.

CHAPTER 2

EXCEPTIONS TO COMPETITION

2-1. ACTIONS EXEMPT FROM COMPETITION: a. Promotion due to issuance of new classification standards or the correction of a classification error.

b. Placement of overgraded technicians entitled to grade retention as a result of RIF or reclassification.

c. Promotion when competition was held earlier (i.e. position advertised with known promotion potential).

d. Repromotion to a grade or an intervening grade or position from which a technician was demoted without personal cause and not at his or her request.

e. Promotion resulting from a technician's position being reclassified at a higher grade because of additional duties and responsibilities.

f. Position change to a position having no higher known promotion potential without further competition.

g. Position change required by RIF regulations.

h. Temporary promotion of 120 days or less.

i. Detail to higher grade position or to a position with known promotion potential for 120 days or less.

j. Selection of a former technician from the Reemployment Priority List for a position at the same or lower grade than the one last held.

CHAPTER 3

POSITION ANNOUNCEMENT AND APPLICATION PROCEDURES

3-1. REQUEST FOR FILLING VACANCY. When requesting that a position be filled, the supervisor will submit a Standard Form 52, Request for Personnel Action, to the TPO. Required information on the Standard Form 52 is:

a. Position title, job number, grade(s), and location.

b. Type of appointment recommended (for those positions that can be filled by either excepted or competitive technicians). Position will not be announced for both types of appointments - must specify excepted or competitive.

c. Military grade (officer, warrant officer, enlisted).

d. Recommended area of consideration.

e. Recommended selective placement factors.

3-2. VACANCY ANNOUNCEMENTS. When a vacancy is not going to be filled as an exception to competition (see Chapter 2) or is not a "key staff" position as defined in Chapter 4, the vacant position will be announced. As a minimum, the vacancy announcement will contain the following information:

a. Title, series, grade, and salary range of the position.

b. Type of appointment - excepted or competitive.

c. Military requirements (officer, warrant officer, enlisted) and compatibility requirement.

d. Organizational and geographical location of the position.

e. Summary of duties and minimum qualification requirements.

f. Information regarding known promotion potential, if applicable.

g. Opening and closing dates and how to apply.

h. Equal employment opportunity statement.

3-3. POSTING OF ANNOUNCEMENTS. Vacancy announcements will be opened for a minimum of 15 calendar days. To insure that all interested persons are aware of the vacancy, announcements will be posted conspicously throughout the area of consideration in those areas most accessible to all members of the National Guard.

3-4. AREAS OF CONSIDERATION. The area of consideration for each specific position vacancy announcement will be that deemed most appropriate by the TPO to insure the receipt of sufficient highly qualified candidates. The type of position, availability of candidates, position qualifications, budgetary limitations, and compatibility requirements will be considered in determining the area of consideration. Management can extend the established area of consideration for a particular placement action when it has been determined that the initial area did not produce a sufficient number of highly qualified candidates. Following are the established areas of consideration:

a. All permanent excepted technicians in the New Mexico Army/Air National Guard.

b. All members of the New Mexico Army/Air National Guard.

c. Personnel eligible for membership in the New Mexico Army/Air National Guard.

d. All competitive technicians of the Army/Air National Guard (for competitive positions).

3-5. APPLICATION PROCEDURES. The application is the basic document by which the individual's qualification for the position is determined. It must therefore reflect the applicant's current and past employment data as well as military duty assignments, qualifications, and training. Complete and accurate data is essential to insure fair evaluation of candidates. Along with the application forms discussed below, supplemental forms that reflect the candidates military qualifications may be submitted. Applications will be submitted as follows:

a. Applications will be forwarded to the Support Personnel Management Office no later than the end of the business day on the vacancy announcement closing date.

b. Current technicians will apply by submitting a Standard Form 171 or an NGB Form 300.

c. Other applicants will apply on SF 171, Personal Qualifications Statement.

d. Applicants not currently commissioned, applying for a position requiring commissioned status, must submit evidence of eligibility for a commission.

e. Technicians whose absence may preclude them from having knowledge of or applying for, a vacancy may request in writing that applications be submitted for them by their supervisor.

3-6. "STOPPER LIST". The Department of Defeense Program for Stability of Civilian Employment must be used for competitive technician vacancies if individuals are available and referred. The stopper list will be "cleared" before proceeding with action to fill the position.

CHAPTER 4.

RESERVED

CHAPTER 5.

PROCESSING APPLICATIONS

5-1. BASIC ELIGIBILITY. Applications will be reviewed by a Support Personnel Management Office staffing specialist to determine basic eligibility. Candidates must meet the basic qualifcations established for the postion including any selective placement factors. Applicants who meet the minimus qualifcations will be considered basically eligible. NGB Form 300-2, Initial Screening Worksheet For Merit Staffing Actions, will be used to document basic eligibility. Candidates not meeting the minimum qualifications will be notified in writing with a statement as to what basic qualifications were lacking.

5-2. SELECTIVE PLACEMENT FACTORS. Selective placement factors are the knowledges, skills, abilities, and other requirements absolutely essential for satisfactory performance in the job. They will be determined in advance of advertising a position and will be stated in the vacancy announcements. When used, they are a part of the basic elibibility requirements for the position.

5-3. EVALUATION. On vacancies advertized to presently employed technicians only, all qualified eligible applicants will be certified and referred to the selecting official. When vacancies which are advertised outside of the presently employed technicians and there are more than ten qualified applicants, the evaluation procedures in Chapter 6 will be used to further screen candidates prior to referral. The Support Personnel Management Officer shall appoint a panel of at least three members when there are more than ten qualified applicants. One member will be a Support Personnel Management Office staff representative and the other voting members must have technician expertise in the career field in which the vacancy exists. All panels convened for consideratton of bargaining unit positions will have an oberver who will be provided by the union.

CHAPTER 6

EVALUATING CANDIDATES

6-1. JOB ANALYSIS. When it is necessary to refine a list of eligible candidates through the evaluation process, a job analysis will be conducted by the TPO to determine the knowledges, skills and abilities (KSA's) that will in turn be used to identify high quality candidates for referral to the selecting official. The KSA factors will be recorded on NGB Form 300-3 for use in evaluating candidates qualifications. Three to eight KSA factors will be used.

6-2. EVALUATING EXPERIENCE. After the KSA's needed for successful performance in the job have been identified through the job analysis, the applications and OPFs will be used to gather job-related background data to be used in the evaluation process. Experience will be evaluated in terms of type and quality in relation to the requirements of the position. Length of service or experience will only be used when there is a clear relationship with quality of performance or when necessary to break ties when all other ratings are equal. Experience will be rated in categories as shown below on each KSA determined in the job analysis:

a. "A" level experience. Candidate possesses type and quality of experience that substantially exceed the basic requirements of the position, including selective placement factors, and that would allow the candidate to perform effectively in the position almost immediately or with a minimum of training and/or orientation.

b. "B" level experience. Candidate possesses type and quality of experience that exceed the basic requirement of the position, including selective placement factors, and that would allow the candidate to perform effectively in the position within a reasonable period of time (e.g., 3 to 6 months).

c. "C" level experience. Candidate satisfies the basic requirement of the position with respect to experience, including selective placement factors, but:

(1) Type and quality of experience beyond that which is basically required are minimal, and/or

(2) Extensive additional training and/or orientation would be required to enable the candidate to satisfactorily perform the duties of the position. The point value assigned to A, B, C levels is determined by the number of KSA factors used. (See Fig 1) Points are then totalled for each candidate and transferred to NGB Form 300-4.

FIGURE 1. POINT VALUES OF CATEGORY RATINGS

Three KSA Factors	Four KSA Factors	Five KSA Factors	Six KSA Factors	Seven KSA Factors	Eight KSA Factors
A 33.3	A 25.0	A 20	A 16.6	A 14.2	A 12.5
B 28.3	B 21.2	B 17	B 14.1	B 12.1	B 10.6
C 23.3	C 17.5	C 14	C 11.6	C 10.0	C 8.7

(Using five KSA factors a candidate's combined category rating of AABBC (20, 20, 17, 17, 14) converts to 88).

6-3. EVALUATING PERFORMANCE. NGB Form 300-1 will be included as a part of the application, unless there is a current (less than one year old) NGB Form 300-1 on file in the TPO. The supervisor rates all elements on the form pertaining to the technician's current position. (Instructions for appraising technicians and assigning ratings to the elements are on the form). During the job analysis process, different performance elements are identified for use in this segment of the evaluation process. The elements (at least seven) selected are those that best measure the knowledges, skills and abilities that have been determined necessary for successful job performance. These elements are then combined to arrive at a total appraisal score. The appraisal score is computed by totalling the numerical value of those elements (at least seven) that make up the pattern for the position being filled; divide that result by the number of rating elements; multiply that result by 10. (The final result cannot exceed 50).

6-4. AWARDS. Credit is awarded for pertinent honorary and monetary awards and outstanding/excellent performance ratings conferred at the next lower grade or for positions classifiable at two-grade intervals at the next lower qualifying grade. When outstanding performance was recognized by both an outstanding/excellent performance rating and a monetary or honorary award for the same period of time only one of the two will be credited. The TPO staffing representative will analyze the awards record to assess the qualifications demonstrated and their bearing on the requirements of the position being filled. The recency of the award or rating is also considered. A maximum of six points may be credited for this factor.

Points are assigned as follows:

	1st Yr	2nd Yr	3rd Yr
Outstanding Performance Rating	3	2	1
Excellent Performance Rating	2	1	0
Sustained Superior Performance	1	1	0
Suggestion Award	1	0	0

6-5 TRAINING AND EDUCATION. A maximum of two points will be awarded for this factor. This refers to training and education, other than that credited for basic eligibility that was not considered elsewhere in the evaluation process, which is relevant to the position.

6-6. OVERALL RATING. The overall rating for each factor (experience, performance, training and education, and awards) will be combined, and the total score for all factors recorded on NGB Form 300-4.

6-7. REFERREL AND SELECTION CERTIFICATE. The top candidates arrived at through the evaluation process will be listed on the referral and selection certificate as outlined in Chapter 7.

CHAPTER 7

REFERRAL AND SELECTION PROCEDURES

7-1. REFERRAL OF CANDIDATES. Following the determination of basic eligibility and evaluation of candidates as outlined in Chapters 5 and 6 (if applicable) the SPMO will:

a. Forward NGB Form 300-6 (LRA), Referral and Selection Certificate to the selecting official. The applicants will be listed alphabetically.

b. Notify those individuals who were rated as basically qualified but not submitted for consideration.

7-2. ACTION BY THE SELECTING OFFICIAL. The selecting official is entitled to select or nonselect any candidate referred to him/her. Upon receipt of the selection certificate, the selecting official will:

a. Consider Eligibles. The selecting official shall either interview all referred applicants or shall interview none. Interviews shall be either face-to-face or by telephone.

b. The selection certificate will have an expiration date of 15 working days from the date of issuance. The selecting official may request an additional 15 working days to be added to the original expiration date. Request to the SPMO for extensions of certificate expiration dates should be accompanied by full justification as to why the original period was insufficient.

c. Make Selection. If all candidates are rejected, the selecting official should return the certificate to the SPMO with full justification as to why a selection could not be made.

d. Sign and return certificate to the SPMO.

e. Upon official notification of SPMO, the selecting official may contact the selected candidate.

f. If appropriate, the selecting official should discuss with the non-selected candidates what they may do in the areas of performance, training and education, to be eligible for promotion in the future.

7.3. ACTION BY THE SPMO: The SPMO will:

a. Notify the selected and nonselected candidates in writing.

b. Arrange for a release date.

c. Prepare promotion file. (See Chapter 8)

7-4. RELEASE OF SELECTEE. After selection for promotion/placement, a technician must be released promptly from his/her present position. Release will normally be within two weeks after selection.

CHAPTER 8

PLACEMENT/PROMOTION RECORDS

8.1. PURPOSE. Complete promotion records will be maintained by the SPMO to:

a. Provide a clear record of the action taken.

b. Evaluate the merit placement program.

c. Provide proof that merit placement actions are being made on a fair and equitable basis in accordance with this plan.

8-2. RECORDS REQUIRED. Sufficient records are required to allow reconstruction of the placement action. As a minimum, the following information and forms will be retained in the record:

a. Copy of the vacancy announcement.

b. List of all applicants' name (NGB Form 300-2).

c. Supervisory appraisal of each candidate (if required).

d. Forms used in the evaluation and rating process.

e. Referral and selection certificate signed by selecting official.

f. Record of the "Stopper List" having been cleared (for competitive positions).

8-3. DURATION. Records will be maintained for a minimum of two years. If a grievance is pending, records will be maintained until resolution.

8-4. PRIVACY PROTECTION. Information relating to individual placement actions or to the candidate will not be discussed with or shown to unauthorized individuals. Supervisors and personnel specialists participating in merit placement actions will not disclose the details of their work to unauthorized persons.

CHAPTER 9

GRIEVANCES AND COMPLAINTS

9-1. GRIEVANCES. A technician who believes that proper procedures were not followed in a particular placement action for which they were an applicant may present a grievance under applicable grievance procedures. A grievance will not be considered when it is based solely on nonselection.

9-2. DISCRIMINATION COMPLAINTS. Allegations of discrimination because of race, color, religion, sex, age, handicapping conditions, or national origin made during any phase of selection process will be considered under the New Mexico National Guard Equal Employment Opportunity Program.

9-3. OTHER. Other complaints or inquiries including those made by non-technician candidates should be directed to the TPO. All such inquiries will be considered and every effort made to resolve such complaints.

FOR THE ADJUTANT GENERAL:

MARVIN D. BOHANNON
COL, GS, NMARNG
Technician Personnel Officer

6 Incls
1. NGB Form 300 (LRA), Application for Vacancy
2. NGB Form 300-1 (LRA), Evaluation of Performance
3. NGB Form 300-2 (LRA), Initial Screening Worksheet for Merit Staffing Actions
4. NGB Form 300-3 (LRA), Knowledges, Skills, and Abilities Category Worksheet
5. NGB Form 300-4 (LRA), Rating Worksheet
6. NGB Form 300-6 (LRA), Referral and Selection Certificate

DISTRIBUTION:
A, B, C, F, G, H, I
ANG - 75
NFFE - 25

APPLICATION FOR VACANCY

TO BE COMPLETED BY APPLICANT IN DUPLICATE

INSTRUCTIONS:

1. *To be completed in DUPLICATE.*
2. *Complete your mailing address on reverse.*
3. *Fold at marks and staple so that the TPO address is on the outside.*
4. *This form may be handcarried.*

ANNOUNCEMENT NO.	JOB TITLE AND SERIES OF VACANCY	GRADE

TO:

I wish to be considered for the above position. A current record of my qualifications is contained in my official personnel folder or is made current by the attached Standard Form 172.

NAME	PRESENT TITLE, GRADE	
ORGANIZATION	NAME OF SUPERVISOR	
SIGNATURE	TELEPHONE NUMBER	DATE

FOR USE OF TECHNICIAN PERSONNEL OFFICE

TO: Applicant

Your application has been considered and the following action has resulted:

☐ You were selected for the vacancy. Placement action will be effective _____.

☐ You were among the best qualified group of candidates referred for consideration by the supervisor; however, _____ was selected.

☐ You were found to be qualified, but after evaluation of your qualifications under Merit Placement Plan competition, your qualifications were not rated high enough to be included among the best qualified for referral to the selecting supervisor.

☐ You did not meet the minimum qualifications or regulatory requirements because:

☐ You lack the minimum.

☐ You did not have sufficient time in grade.

☐ Other

Additional information may be obtained from your Placement Representative. Your participation in the Merit Placement Program is appreciated.

SIGNATURE	DATE

NGB FORM 300 (LRA)
1 OCT 78

MERIT PLACEMENT PROGRAM
EVALUATION OF PERFORMANCE

DESTROY AFTER _____ DATE

NAME OF CANDIDATE	TITLE AND GRADE	ORGANIZATIONAL UNIT
PREPARED BY *(Signature)*	TITLE AND GRADE	ORGANIZATIONAL UNIT

WORK RELATIONSHIP TO CANDIDATE	PERIOD COVERED BY THIS EVALUATION
☐ IMMEDIATE SUPERVISOR ☐ OTHER (EXPLAIN)	MONTH DAY YEAR FROM / / TO / /

TO THE RATER

The information you furnish on this form will be an important element in determining which candidates are best qualified for competitive placements. Successful placements depend upon matching candidates abilities to job requirements. You are asked to describe this candidate's performance so that his abilities will be clear to evaluation panels and management officials.

Elements of performance are grouped under general headings. First mark each to show its importance in the candidate's job. In the appropriate box put:

- 0 if that element is of no importance or of only minor importance.
- ✓ if that element contributes, but is not essential, to good performance.
- + if that element is important in the job.

Then mark each element with the number of the statement that best describes the candidate's performance with respect to that element. Mark:

- (5) If the candidate's performance exceeds expectation to such an extent that it warrants special mention for placement consideration.
- (4) If the candidate has demonstrated ability to a degree that is clearly above that expected of a fully competent employee and you would expect him to display the same degree of ability in another position.
- (3) If the candidate has demonstrated ability to the full extent expected of a thoroughly competent employee and you would recommend him with confidence for another position in which the ability is important.
- (2) If the candidate's performance is acceptable but you would have some reservations about recommending him for another position in which the ability is important.
- (1) If the candidate's performance exhibits some definite weakness in this respect.
- (X) If the candidate does not have the opportunity on the job to show ability in this respect.

It is expected that most elements of performance will be accurately described by a 3. Remember that almost everyone rated in this program has been through careful screening to reach his current position. A "3" describes thoroughly competent performance that is expected of a selected group and a 5 or a 4 goes well beyond this high standard.

All ratings must be supported by facts, with examples if possible.

Use the space under "Comment" to expand on the information about performance conveyed by your element ratings in a manner useful to a panel matching abilities to job demands. Use specific terms and examples and avoid generalities. Do not limit your discussion to the elements given under each heading if the candidate has demonstrated other significant job-related capabilities or weaknesses in that area.

After completing the evaluation, write the number and letter of the three elements in which the candidate has shown the greatest capability, in the space provided. Then give the candidate a narrative description of his overall performance in relation to the standards you hold for the job.

Discuss your evaluation with candidate so that he will know how he is measuring up to the standards you are applying to performance on the job. Ask the candidate if he believes you have overlooked any of his strong points. Give the candidate the opportunity to add any remarks he wishes to make in the spaces provided for that purpose. This discussion can serve as a guide to the employee in realistic career planning.

IMPORTANCE ON JOB	PERFORMANCE	
1. JOB KNOWLEDGE		
☐	☐	a. Breadth and depth of knowledge of general occupational field.
☐	☐	b. Experience and knowledge needed for specific job.

(In narrative, describe fields of special competence and, as appropriate, comment on developmental progress and needs in current job.)

COMMENT:

2. WORK PRODUCTS		
☐	☐	a. Turns out complete, high-quality products.
☐	☐	b. Produces large quantity of work, or completes projects quickly.
☐	☐	c. Meets deadlines.

COMMENT:

3. COMMUNICATIONS SKILLS		
☐	☐	a. Displays skill in oral expression: organization of ideas, adapting to the listener and situation, clarity of expression, effective use of language.
☐	☐	b. Can address groups formally.
☐	☐	c. Writes well: writing is clear, correct, well-organized, complete, appropriate in style and language. (In narrative, state type of writing: e.g., general, Congressional, or policy correspondence; reports; instructions; research papers.)

COMMENT:

4. WORKING RELATIONSHIPS		
☐	☐	a. Within immediate organization, gets along with co-workers, is good group worker, heeds others' points of view.
☐	☐	b. Outside immediate organization, wins respect and cooperation of peers, management officials in other agencies or general public (In narrative, state type or nature of contacts.)

COMMENT:

IMPORTANCE ON JOB	PERFORMANCE	
5. JUDGMENT AND PROBLEM SOLVING		
☐	☐	a. Gets to the root of the problem and makes sound proposals, decisions.
☐	☐	b. Foresees probable consequences of actions or recommendations.
☐	☐	c. Can analyze situations, determine issues, gather sufficient facts, weigh alternatives, and arrive at useful conclusions in making studies or in staff-type assignments.
☐	☐	d. Recognizes situations that supervisor should be consulted on or informed of.

COMMENT:

6. ADAPTABILITY AND CREATIVITY		
☐	☐	a. Recognizes new needs and need for new approaches.
☐	☐	b. Displays creativity and originality in attaining work objectives.
☐	☐	c. Adapts readily to changes in program direction or in procedures.
☐	☐	d. Gives an extra portion when the job requires.

COMMENT:

7. RESPONSIBILITY AND INDEPENDENCE		
☐	☐	a. Carries out assignments on his own; can work with success independently.
☐	☐	b. Reacts with understanding to opposing views or obstacles to accomplishment.
☐	☐	c. Sees that necessary things get done.
☐	☐	d. Can be depended upon, in terms of presence on the job, effective use of time.
☐	☐	e. Accepts responsibility.

COMMENT:

8. OTHER STRENGTHS deserving special mention

Three greatest capabilities (Give number and letter): _____ _____ _____

CANDIDATE REVIEW *(Record any comments you have in the space under each numbered rating element, or use the space below, referring to the number and letter of the item you are discussing. If an evaluation was made on NGB FORM 300-3 also, check here. ☐)*

I have reviewed this completed evaluation and it has been discussed with me.

_____ Date

_____ Candidate's Signature

My comments on this evaluation are as follows:

SECOND-LEVEL SUPERVISORY REVIEW *(If these comments cover NGB FORM 300-3 also, check here. ☐)*

(Where you are able to add significant comments based on your personal knowledge of the candidate's performance, you should do so. If you do add any comments, return the evaluation to the candidate's immediate supervisor. He will show the form to the employee rated, and give him another opportunity to comment in the space above.

My comments on this evaluation are as follows:

_____ Date _____ Signature _____ Title

I have reviewed the comments of the second level supervisor.

_____ Candidate's Signature

_____ Date

KNOWLEDGES, SKILLS, AND ABILITIES CATEGORY WORKSHEET

VACANCY NUMBER:

POSITION:

	CANDIDATES															
POINTS																
KSA FACTORS																
1.																
2.																
3.																
4.																
5.																
6.																
7.																
8.																

DOCUMENTATION

PANEL DATE

SIGNATURE OF PERSONNEL REPRESENTATIVE

NGB FC
1 OCT 78 300-3 (LRA) NGB-PP-Pe 78

INITIAL SCREENING WORKSHEET FOR MERIT STAFFING ACTIONS

VACANCY NUMBER:	POSITION:

DATE RECEIVED	CANDIDATE'S NAME, TITLE, SERIES, GRADE, OFFICE	RATING*		REASON FOR NOT QUALIFIED RATING
		Q	NQ	

DATE	SIGNATURE OF PERSONNEL REPRESENTATIVE	*Q IS QUALIFIED NQ IS NOT QUALIFIED

NGB FORM 300-2 (LRA)
1 OCT 78

RATING WORKSHEET

VACANCY NUMBER

POSITION

FACTORS	MAXIMUM POINTS	CANDIDATES															
1. EXPERIENCE																	
2. APPRAISALS OF PERFORMANCE																	
3. Awards																	
4. Training and Education																	
TOTALS																	

DOCUMENTATION

PANEL DATE

SIGNATURE OF PERSONNEL REPRESENTATIVE

NGB FORM 1 OCT 78 300-4 (LRA) NGB-PP-N 78

REFERRAL AND SELECTION CERTIFICATE

			CERTIFICATE NO.	DATE ISSUED	EXPIRATION DATE
ISSUED TO:	OFFICE SYMBOL	NAME OF SELECTING SUPERVISOR			
FOR THE FOLLOWING POSITION ONLY		SF 52 NO. AND DATE	POSITION TITLE, SERIES, AND GRADE		POSITION NO.
AREA OF CONSIDERATION ☐ MINIMUM ☐ EXTENDED			REASON FOR CERTIFYING LESS THAN 3 OR MORE THAN 5 BEST QUALIFIED CANDIDATES		

REMARKS

FOR ADDITIONAL INFORMATION OR ASSISTANCE, CALL *(Name and Extension of Personnel Staffing Specialist)*

SIGNATURE OF

INFORMATION ON THE REVERSE AND ATTACHED TO THIS CERTIFICATE MUST NOT BE SHOWN TO, DISCUSSED WITH, OR DIVULGED TO ANY ELIGIBLE OR OTHER UNAUTHORIZED PERSON. THE CERTIFICATE AND ATTACHMENTS MUST BE HANDCARRIED OR MAILED IN A SEALED ENVELOPE.

INSTRUCTIONS TO SELECTING SUPERVISOR

1. CONSIDER ELIGIBLES. You are required to give all eligibles equitable consideration, evaluating the data provided on their qualifications and comparative evaluation ratings. You are urged, although not required to interview all candidates, thus assuring them that they are being accorded full consideration. You may contact employees' supervisors to obtain additional information. If an employee declines interview or position offer, have him complete a statement of declination and return with this form.
2. SELECT CANDIDATE. Select the candidate who, in your judgment, is best qualified for your position.
3. NOTIFY CANDIDATES. Notify all candidates on the certificate you have interviewed and all who are under your supervision, whether interviewed or not, of the name of the person you selected.
4. COMPLETE ACTION BY EXPIRATION DATE. Every effort should be made to complete your selection promptly and, in any event, by the expiration date. When extenuating circumstances create an unavoidable delay, contact your Personnel Staffing Specialist to determine whether an extension can be granted. Reasons for the delay must be documented in merit placement records and provided to certified employees on request.
5. REPORT YOUR SELECTION. Complete the "Supervisor's Action" columns using these symbols:

"INTERVIEWED" COLUMN

I - Interviewed
DI - Declined interview
NR - Not requested to report for interview

"DECISION" COLUMN

S - Selected
D - Declined
NS - Not selected

6. SIGN AND DATE the certificate and return it to _____ by the expiration date.

SEE TPM 300 FOR DETAILED INFORMATION ON THE MERIT PLACEMENT PROGRAM

NGB FORM 1 OCT 78 300-6 (LRA) NGB-PP-PL 78

REFERRAL AND SELECTION CERTIFICATE

(Continuation sheet)

CERTIFICATE NO.

CANDIDATES *(Eligible's name, present title, series, grade and employing organization; name and telephone extension of eligible's supervisor are in parenthesis)*	RATINGS ON RANKING FACTORS						MERIT FACTORS	SUPERVISOR'S ACTION		
	AP-PRAISAL	AWARDS	EXPERI ENCE	TNG		TOTAL RATING		INTER VIEWED	DECI SION	DATE NOTIFIED

AGONM Technician Personnel
Regulation Number 335
Change 6

11 August 1993

TECHNICIAN PERSONNEL (ARMY & AIR)

MERIT PLACEMENT PLAN

FOR

EXCEPTED AND COMPETITIVE TECHNICIANS

1. AGONM TPR 335 is changed as follows:

Remove Contents and pages 7 and 8, insert Contents and pages 7 and 8.

2. The purpose of this change is to comply with Change 10 to NGB TPR 335, Merit Placement for National Guard Technicians, dated 1 July 1991. This change eliminated the provisions for "KEY STAFF PROSITIONS".

FOR THE ADJUTANT GENERAL:

RUDY F. GONZALES, GM-13
Personnel Officer

DISTRIBUTION:

A,B,C,F,G,H,I
ANG - 100
NFFE 1636 - 25
MATES - 8
CSMS - 8

AGONM Technician Personnel
Regulation Number 335
Change 5

13 February 1990

TECHNICIAN PERSONNEL (ARMY & AIR)

MERIT PLACEMENT PLAN

FOR

EXCEPTED AND COMPETITIVE TECHNICIANS

1. AGONM TPR 335 is changed as follows:

Remove page 11 and 12 and insert Change 5, pages 11 and 12 attached.

2. Purpose of this change is to incorporate changes to the Referral and Selection Procedures (paragraph 7-1) which were brought about by the Agreement between the Adjutant General of New Mexico and National Federation of Federal Employees Local 1636 dated 30 November 1987. These changes were erroneously omitted in Change 3 dated 28 November 1988. Another purpose of this change is to correct the notification of selectee (paragraphs 7-2 and 7-3). All references to TPO were changed to read SPMO.

FOR THE ADJUTANT GENERAL:

RUDY F. GONZALES, GM-13
Support Personnel Mangement Officer

DISTRIBUTION:

A, B, C, F, G, H, I
ANG - 100
NFFE 1636 - 25
MATES - 8
CSMS - 8

AGONM Technician Personnel
Regulation Number 335
Change 4

1 September 1989

TECHNICIAN PERSONNEL (ARMY & AIR)

MERIT PLACEMENT PLAN
FOR
EXCEPTED AND COMPETITIVE TECHNICIANS

1. AGONM TPR 335 is changed as follows:

Remove page 8 and insert Change 4, pages 8 and 8a attached.

2. Purpose of this change is to add a new key staff position.

FOR THE ADJUTANT GENERAL:

RUDY F. GONZALES, GM-13
Support Personnel Management Officer

DISTRIBUTION:

A,B,C,F,G,H,I
ANG - 100
NFFE 1636 - 25
MATES - 8
CSMS - 8