



DEPARTMENT OF THE ARMY AND AIR FORCE
ILLINOIS ARMY AND AIR NATIONAL GUARD
1301 NORTH MACARTHUR BOULEVARD
SPRINGFIELD IL 62702-2317

NGIL-ZA (601)

12 May 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: NGIL Policy Memorandum 600-22-004-TAG, Guidance on Hiring Practices in the Illinois Army and Air National Guard

1. References:

a. National Guard Bureau Personnel Policy Operational Memorandum #20-026, Elimination of Department of Army (DA) Photos, and Race, Ethnicity and Gender Identification Data for Officer, Warrant Officer, and Enlisted Selection Boards, 23 July 2020

b. ILNGI 335, Merit Promotion and Placement Plan.

c. NGIL Pamphlet 135-18, Illinois Army National Guard Active/Guard Reserve (AGR) Handbook.

d. ANGI 36-101, Air National Guard Active Guard Reserve (AGR) Program.

e. 5 USC 2301, Merit System Principles

2. Applicability: This policy memorandum supersedes NGIL-ZA Memorandum, SUBJECT: Guidance on Hiring Practices in the Illinois Army and Air National Guard, dated 1 December 2020.

3. My intent is the Illinois National Guard follows a fair selection process when interviewing for all job vacancies within both the Army and Air National Guard. Selection and advancement will be determined solely based on relative ability, knowledge, and skills; after fair and open competition, which ensures all applicants receive equal opportunity.

4. Commanders and Supervisors will adhere to the following processes when interviewing applicants for full-time vacancies within the National Guard:

a. National Guard Employee (T32 or T5) Selections:

(1) Selecting officials will conduct interviews through an interview panel, IAW Reference B. Panels must include at least three members, with at least one person in a supervisory position as the chair of the panel. The members must be federal

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employees of equal or higher pay grade (GS or WG Level) than the position being interviewed for, AGRs in equivalent positions or traditional Guardsmen. By exception, lower grade subject matter experts are permitted to be panel members. Emphasize diversity when selecting panel members. The selecting official will ensure at least one panel member is a member of an under-represented race, and at least one is female (panel member positions are mutually exclusive; e.g., an under-represented female will not fill two panel demographic roles). Rotate panel members on a regular basis. Static boards with fixed membership will not be established. Selecting officials may submit a request for exception to this requirement IAW the procedure in Para 5 of this policy. An approved exception to policy must be granted prior to conducting the selection board.

(2) Selecting officials will conduct interviews for each eligible candidate listed on the job referral. Telephone/video call interviews are authorized when personal interviews are not feasible.

(3) Selecting officials will thoroughly document all interviews and secure all records. The selecting official will collect all records associated with the interview process, including all documents and data panel members used to arrive at their final rating. Documents must be submitted to HRO with selection documentation as part of the official record.

(4) The selecting official will also inform panel members that the selection process and results are strictly confidential, and that participants may be subject to disciplinary action for revealing restricted information.

(5) The selecting official for NG Employee positions will personally notify all applicants individually, via e-mail or phone followed by e-mail, to inform them of their selection or non-selection. This personal notification will also be used as an avenue to provide constructive feedback to the applicants.

b. Army AGR Personnel Selections:

(1) AGR hiring boards will conduct in-person interviews or telephone/video call interviews when in-person interviews are not feasible for all qualified applicants. In the event the position requires special qualification or background investigation requirements, the selecting official will evaluate all applicants against these standards in order to interview a fully qualified applicant pool. Those applicants screened out by this process prior to interview will be notified, documented accordingly, and submitted with the final hiring board documents. The board will complete an order of merit listing (OML) ranking for those found best qualified from the highest to the lowest, considering each

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individual applicant's records as well as the interview performance. The OML is used to select the next best-qualified applicant if the best qualified becomes disqualified or declines the position.

(2) The hiring board will be composed in accordance with guidance outlined in Reference C. Board membership will emphasize diversity and include members from the same demographic groups represented in the applicant pool whenever known and possible. Diversity of the panel will represent minorities of race and gender (same guidelines apply as referenced in para 4.a(1) of this policy). Board members should be rotated on a regular basis. Static boards with fixed membership will not be established. Panel members must be reminded of confidentiality standards, as outlined in para 4.a(4) of this policy.

(3) The selecting official may serve as a board member. If selecting officials serve as members of a board, they must accept the OML as determined by the board. If selecting officials appoint a board but do not serve on the board, they must either approve the board results, or over-rule the board results. If the board results are over-ruled, the selecting official must provide written justification for over-ruling the selection board. The justification will be in memorandum format addressed to HRO.

(4) The selecting official will complete the On-Board AGR Appointment Checklist, NGIL Form 55, enclose all required documents in the selection packet with interview documentation (including all documents and data panel members used to arrive at their final rating), and forward the selection packet to NGIL-HRO-AGR. When available, documentation must include demographics of applicants to ensure requirements outlined in para 4.a(1) of this policy are in compliance.

(5) The selecting official (for AGR or NG Employee positions) will personally notify all applicants individually, via e-mail or phone followed by e-mail, to inform them of their selection or non-selection. This personal notification will also be used as an avenue to provide constructive feedback to the applicants.

c. Air Force AGR Personnel Selections:

(1) AGR hiring boards will conduct in-person interviews or telephone/video call interviews when in-person interviews are not feasible for all applicants. In the event the position requires special qualification or background investigation requirements, the selecting official will evaluate all applicants against these standards in order to interview a fully qualified applicant pool. Those applicants screened out by this process prior to interview will be notified, documented accordingly, and submitted with the final hiring

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board documents. The board will complete an order of merit listing (OML) ranking for those found best qualified from the highest to the lowest, considering the individuals applicants records as well as the interview performance. The OML is used to select the next best-qualified applicant if the best qualified becomes disqualified.

(2) The hiring board will be composed as follows:

(a) Not less than three appointed voting members who are either Senior or equivalent to the grade of all applicants.

(b) Board members may be from Army or Air National Guard as a whole (e.g., a mix of Technician and Traditional Guardsmen).

(c) Board president will be the senior member of the Board by virtue of rank.

(d) The hiring board will be composed in accordance with guidance outlined in Reference C. Board membership will emphasize diversity and include members from the same demographic groups represented in the applicant pool whenever known and possible. Diversity of the panel will represent minorities of race and gender (same guidelines apply as referenced in para 4.a(1) of this policy).

(e) Board members should be rotated on a regular basis. Static boards with fixed membership will not be established. Panel members must be reminded of confidentiality standards, as outlined in para 4.a(4) of this policy.

(3) The selecting official may serve as a board member. If selecting officials serve as members of a board, they must accept the OML as determined by the board. If selecting officials appoint a board but do not serve on the board, they must either approve the board results, or over-rule the board results. If the board results are over-ruled, the selecting official must provide written justification for over-ruling the selection board. The justification will be in memorandum format addressed to HRO.

(4) The selecting official will complete the NGIL 140 or NGIL 49 and submit in the selection packet with interview documentation (including all documents and data panel members used to arrive at their final rating) and forward the selection packet to NGIL-HRO-AGR. Documentation must include demographics of applicants to ensure requirements outlined in para 4.a(1) of this policy are in compliance.

(5) The selecting official will personally notify all applicants individually via e-mail or phone followed by e-mail to inform them of their selection or non-selection. This

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in the Illinois Army and Air National Guard personal notification will be used as an avenue to provide constructive feedback to the applicants.

5. For National Guard Employee and AGR personnel selections, the selecting official may request an exception to the interview process requirement due to extenuating circumstances. Exceptions may include, but are not limited to, an applicant who is unavailable for interview due to deployment. Submit exception requests with justification to appropriate staffing branch manager listed in para 6 of this policy prior to conducting interviews or making a selection. Final approval authority for exceptions to policy is The Adjutant General.

6. Examples for selection documents and board memos are available by contacting the State AGR Manager at (217)761-3511 (for AGR Employees), a Supervisory Human Resource Specialist at (217)761-3854 (for NG Employees), or on GKO at https://gko.portal.ng.mil/states/IL/fed_staff/hro/SitePages/Home.aspx

7. Address questions to COL Daniel Reichen or Mr. Joseph Schweickert at (217)761-3540.

A handwritten signature in black ink, appearing to read 'R. Neely', is positioned above the printed name and title of the signatory.

RICHARD R. NEELY, Major General, ANG
The Adjutant General for Illinois
Commander, Illinois National Guard

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