



**MILITARY DEPARTMENT OF ARKANSAS
OFFICE OF THE ADJUTANT GENERAL
CAMP JOSEPH T. ROBINSON
NORTH LITTLE ROCK, ARKANSAS 72199-9600**

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WILLIAM D. WOFFORD
MAJOR GENERAL
THE ADJUTANT GENERAL

NGAR-HRO

17 February 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Implementation of USA Staffing and USA Jobs For Technician Equal Opportunity Announcements

1. Effective 21 February 2012, this office will implement USA Staffing and USA Jobs as the method of advertising and receiving applications to fill Technician vacancies in the Arkansas National Guard. This change is due to a requirement from the Office of Personnel Management and President Obama's memorandum, dated 11 May 2010. The memorandum, titled "Improving the Federal Recruitment and Hiring Process," is Phase I of the Administration's comprehensive initiative to address impediments to recruiting and hiring the best candidates into the Federal civilian workforce.

2. Implementation of USA Staffing and USA Jobs will begin with Arkansas Army National Guard Surface Maintenance Mechanic vacancies and Arkansas Air National Guard Aircraft Mechanic vacancies. Eventually, all Technician vacancies will be filled by the USA Staffing and USA Jobs process.

3. The following information will apply as Technician jobs are posted on the USA Jobs website:

a. Technician applications will no longer be accepted at the Human Resources Office (HRO). Applications mailed to HRO will not be reviewed and will be returned to sender.

b. Applications must be completed and submitted to USA Jobs no later than 2300 hours (Central Time) of the closing date on the Technician job announcement. In the past, applications were accepted until 1200 hours of the business day following the closing date; however, this will no longer be the practice under USA Staffing and USA Jobs. Applications not submitted by 2300 hours (Central Time) of the closing date will be rejected.

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4. Technician vacancies **not** posted to USA Jobs will continue to be advertised and staffed at HRO until all positions have been migrated to USA Staffing and USA Jobs. *Again, the initial implementation will impact the Technician vacancies at the locations noted in paragraph 2 of this memorandum.*
5. Instructions for applying for positions listed on USA Jobs are enclosed. Potential applicants will need to visit www.usajobs.gov to build an applicant profile. Additional information concerning the hiring reform can be found at www.opm.gov/HiringReform. You may still view all of the open announcements from the HRO website at www.arguard.org , (click on Human Resources, see Full-Time Employment Opportunities).
6. Active Guard/Reserve (AGR) and Full-Time National Guard Duty – Operational Support (FTNGD-OS) (over 179 days) vacancies **will not** be impacted by USA Staffing and USA Jobs. HRO will continue to advertise and fill these positions using the current process.
7. We encourage you to view the new announcement format when we begin posting vacancy announcements on the USA Jobs website. We look forward to working with you to make the transition to USA Staffing and USA Jobs a success.
8. If you have any questions, contact SGT Cristina Mitchem at (501) 212-4215.

FOR THE ADJUTANT GENERAL:

Encl


ANITA E. DEASON
COL, SC, ARARNG
Human Resources Officer

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