



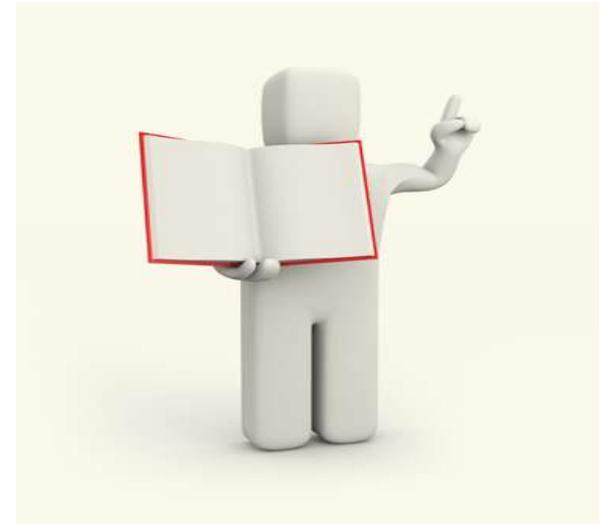
Human Resources Recruitment and Placement

Module 7



Human Resources – Resources Branch

- Mission
- Regulations and Policies
- Information for Supervisors
- Points of Contact





Human Resources – Resources Branch

- **Mission of Recruitment and Placement**
 - To fill positions with qualified applicants
 - Uphold the Merit Principles
 - Avoid Prohibited Practices



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- Technician Personnel Regulation 300 (TPR 300)
Merit Placement
- TPR 300 Ohio Merit Placement Plan
- TPR 303 Military Technician Compatibility
- TPR 715 Voluntary and Non-Disciplinary Actions
- Collective Bargaining Agreement



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Where to find information:

http://www.ong.ohio.gov/human_resources/HRO_index.html

<http://www.ngbpdc.ngb.army.mil/>





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- CBA Article VII – Hiring and Promotion
 - Goal is to select the best qualified individual for mission needs
 - Sets Standard Area of Consideration of “All Onboard Technicians”
 - Can expand to military members or nationwide with union input





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- CBA Article VII – Hiring and Promotion
 - Can request certificate be reduced to 10 if more than 10 applicants qualified
 - If only one qualified can select, interview or re-advertise
 - Issues are raised to HRO then Service PEC





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- CBA Article VII – Hiring and Promotion
 - Interviews cannot be conducted on same day as notification of interview
 - Give technicians time to clean up
 - Non-selects can request feedback within 30 days of interview





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- CBA Article VIII – Details and Temp Promotions
 - Must consult union before sending request to HRO
 - Consultation required for all details and temporary promotions





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- PEC Letter #2
 - To deviate from Standard Area of Consideration
 - Coordinate with Union
 - Issues referred to HRO and Union President





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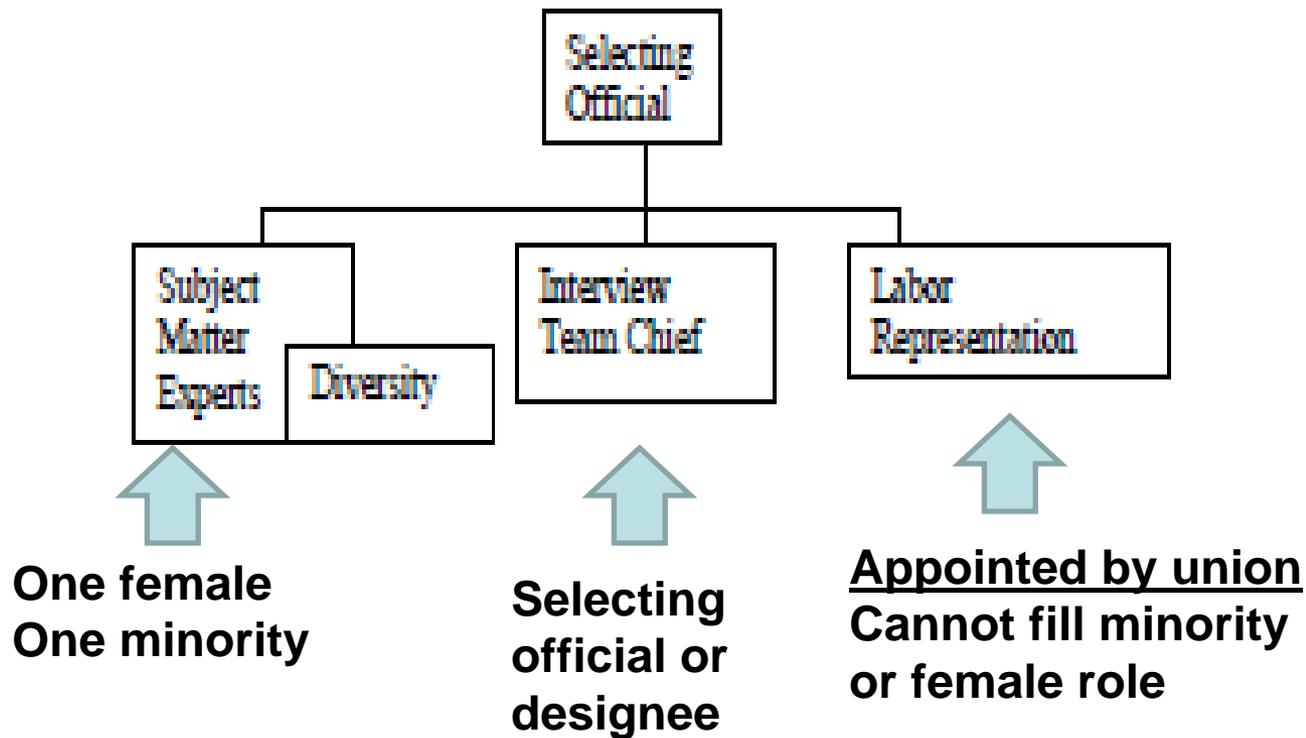
- PEC Letter #5
 - Boards should be diverse
 - Union representatives sit on boards for BU positions
 - Board Consensus (Rank top 3)
 - Non-consensus determinations to go HRO and Union
 - Then Service PEC if unresolved





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Interview Team Structure





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- Completing a SF-52
 - Administrative Data
 - Person Data – When applicable
 - Position Data – Where to find it
 - Hierarchy Data – Include the First and Second line supervisors over the position

A sample SF-52 Request for Personnel Action form. The form is titled "REQUEST FOR PERSONNEL ACTION" and "PART 1 - Requesting Office (Use separate form for each action)". It contains various fields for administrative data, person data, position data, and hierarchy data. The form is divided into several sections, including "PERSONNEL ACTION", "PERSON DATA", "POSITION DATA", and "HIERARCHY DATA".



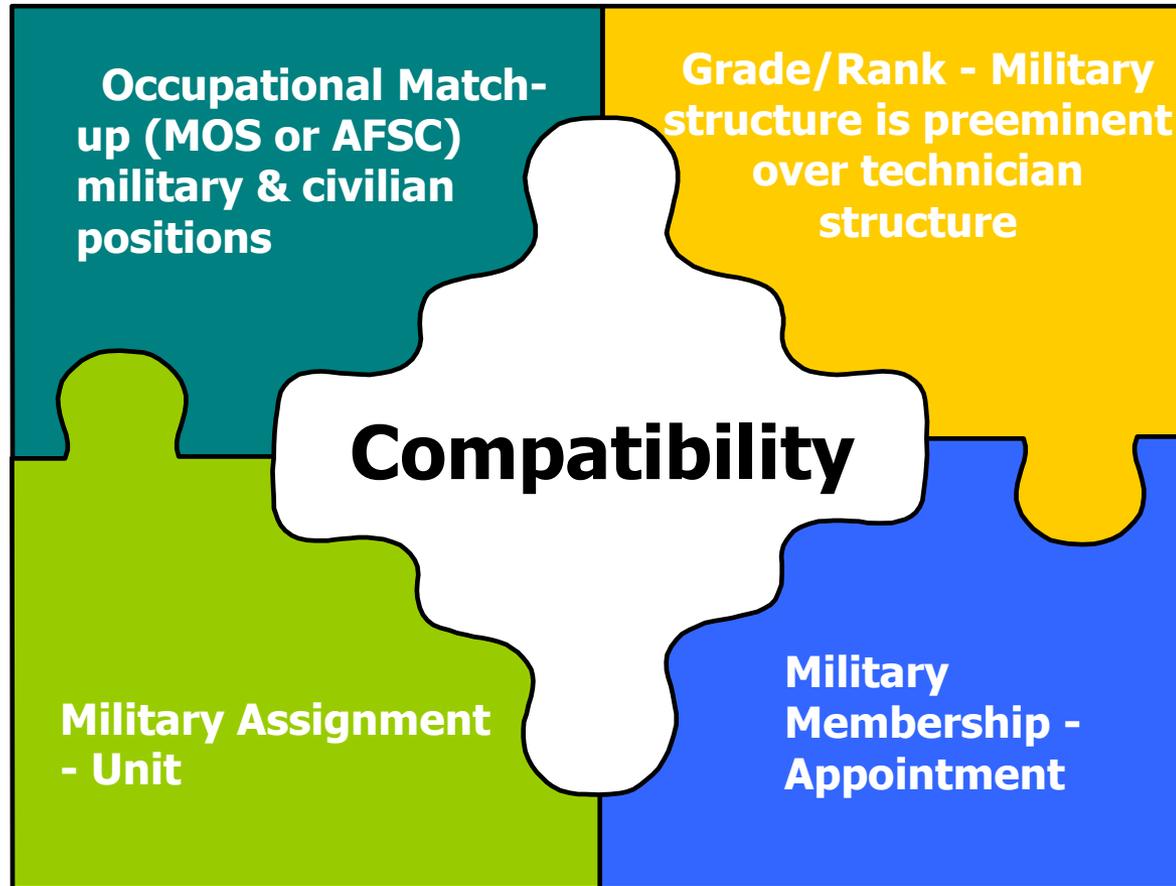
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- Recruitment, Retention and Relocation Incentives





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Points of Contact

CPT Daryl Scott – Branch Manager

614-336-7049 daryl.scott@us.army.mil

CMSgt Caroline French – Staffing Specialist

614-336-7390 caroline.french@us.army.mil

Ms. Beverly Sherwin – Classification Specialist

614-336-7313 beverly.sherwin@us.army.mil



Human Resources Development

What can I clarify?

