JFHQ-SC-HR

MEMORANDUM FOR See Distribution

SUBJECT: USA Staffing Automation Initiative and Its Deployment for the National Guard

1. Reference: NGB-J1-TNS TN-10-30, Subject: dated 14 October 2010.

2. In meeting the initiative outlined by NGB in the above referenced memorandum, effective 1 January, 2012, this office will implement the use of the web-based automation recruitment tool USA Staffing.

3. The integration of this system offers many opportunities to improve the efficiency of the Department of Defense, National Guard Bureau, and the state's technician staffing processes to include the following recruitment functions:

   a. Generate vacancy announcements within USA Staffing;

   b. Post vacancy announcements on USA Jobs;

   c. Accept applications electronically;

   d. Review and analyze submitted applicants' competencies and qualifications per questionnaire responses and submitted resumes/applications and documentation;

   e. Ability to rate and rank applicants per the state's Merit Promotion Plan and bargaining unit agreements;

   f. Produce and update referral certificates electronically;

   g. Notify applicants electronically of the receipt of their application, results of evaluation, and the selection outcome; and

   h. Manage applicant records.

4. While any change in procedures offers hesitation and issues in its implementation, we anticipate the use of USA Staffing to streamline our technician employment functions and look forward to working with all of our employees and applicants in making this conversion to this new system a success.

5. Direct any questions to the Staffing Department at 803-806-4279 or 803-806-2856 or 803-806-1203.