



IDAHO NATIONAL GUARD
JOINT FORCE HEADQUARTERS
HUMAN RESOURCE OFFICE
4794 GENERAL MANNING AVE, BLDG 442
BOISE, IDAHO 83705-8112



NGID-HRO

06 December 2023

MEMORANDUM FOR All Idaho Army National Guard Personnel

SUBJECT: HRO Policy Letter 003, Idaho Army National Guard Officer Hiring Policy

1. References: National Guard Regulation 600-5, The Active Guard Reserve (AGR) Program Title 32, Full Time National Guard Duty (FTNGD) Management; Army Regulation 135-18, The Active Guard Reserve Program.
2. Applicability. This policy applies to Active Guard Reserve (AGR) personnel in the Idaho Army National Guard (IDARNG).
3. Policy. To set forth requirements and procedures for hiring Officers into the Idaho IDARNG AGR program and provide requirements for selection panel composition and the selection process for Officers in the IDARNG.
4. Procedures
 - a. Selection panels will determine the 'best suited' applicant. Panel members must document and interpret the information presented by all applicants. Selection panels will reduce the risk of biases in selection consideration and allow for a diverse range of interviewers, indicating to applicants that the IDARNG values diversity and fair treatment.
 - b. HRO/AGR Manager or designated representative will direct the convening of a selection panel, provide administrative guidance to the selecting official, and approve or disapprove the panel proceedings.
 - c. Selection panels hiring an AGR Officer will comprise at least five members. A minimum of two board members must be from outside the hiring organization and provide representation from different major subordinate commands (MSC), including the 116th CBCT, Aviation Group, 204th RTI, and the Idaho Installation Training Unit. Selection panels will be rotating and utilize different personnel.
 - d. All board members must be senior to all applicants. The Director, HRO, is the approving authority and appointing official for all AGR selection panels. The panel's president will be the panel's senior member and originate from the hiring unit.

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e. Selection panels considering applicants for Judge Advocate General, Chaplain, and Medical Corps positions will have at least one panel member from the corresponding branch.

f. Selection Panels will make every attempt to represent the diverse nature of the applicant pool and the IDARNG. Panels considering female or minority applicants will include representation as such. Exceptions will need approval from the SEEM and HRO.

g. The selection panel will provide the selecting official with an order of merit listing (OML) ranking all applicants interviewed from the highest to the least recommended. If the highest recommended applicant becomes disqualified for entry into the AGR program, the OML will be used to select the next best-qualified applicant for the position. The OML will remain valid for up to 90 days from the date of the selection panel close.

5. Questions regarding this policy may be directed to the AGR Branch Chief at 208-272-4211.

JAMES W. HICKS
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