



**DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NEW JERSEY NATIONAL GUARD
JOINT FORCE HEADQUARTERS 3650 SAYLORS POND ROAD
JOINT BASE MCGUIRE DIX LAKEHURST NJ 08640-7600**

NGNJ-J1-HRO

01 December 2022

MEMORANDUM FOR RECORD

SUBJECT: NGNJ Merit Placement & Promotion Addendum – Accelerated Hiring Authority

1. References:

- a. National Guard Accelerated Hiring Authority of Certain Shortage or Critical Need Positions (TCP-2022-002), dated 25 March 2022
- b. NGB Policy Memorandum, Military Key Staff Appointments (TCP-2021-003)

2. Overview: Effective the date of this memorandum, the New Jersey National Guard (NGNJ) is implementing the National Guard Bureau's Accelerated Hiring Authority for critical need positions. This addendum serves to provide implementation authority and guidance. Appointments to positions within the Adjutant General's key staff must be requested in accordance with Reference B of this memorandum. All requests for fill are contingent upon availability of funding.

3. Process: Hiring managers (HM) must submit a Standard Form (SF-52) Worksheet signed and approved through their full-time Director/Commander (O-5 to O-6/or equivalent) to each organization's HRO Remote.

a. Option A: Public Notice Announcement

- i. All public notice announcements will be posted to NJ Department of Military and Veterans Affairs' website
- ii. All applications must be submitted to HRO by 11:59 pm EST on the closing date of the public notice announcement.
- iii. HRO - Recruitment & Placement branch will distribute the referral lists of qualified applicants to the HM. HRO will furnish notifications of referral and disposition directly to all applicants via the email provided within their application.
- iv. All referred applicants must be afforded interview opportunity IAW Reference A. Referral certificates are valid for 90 days.

b. Option B: Accelerated Hiring Appointment

i. HM must include justification on recruitment efforts made to ensure fair, diverse, candidate pool

ii. Resume and supporting documents must be submitted with the SF-52 Worksheet to the HRO Remote(s)

4. Point of Contact: If you have any questions in reference to this memorandum, please contact Mr. Gary Reed, at 609-562-0874 or email at gary.b.reed2.civ@army.mil.

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