



ALASKA NATIONAL GUARD NOTICE

NGAK-HRO
DISTRIBUTION: AKNG

AKNGN 1419.10
25 Jun 2019

2019 USA Staffing & USA Jobs Onboarding Process

References:

- a. 2016-2018 Labor Management Agreement, Signed 30 December 2015
- b. AKNGM 1417.19, Merit Placement Plan for Alaska National Guard Technicians. Dated: 6 Dec 2017
- c. AKNGN 1418.01 2016-2018 LMA Extension Announcement. Dated: 2 Feb 2018

1. Purpose. This Notice provides information and guidance concerning the new onboarding process for all new hires Title 5 and Title 32 technicians (Permanent/Indefinite/Temporary) in USA Staffing/USA Jobs.
2. Cancellation. There are no previous cancellations.
3. Applicability. This instruction applies to all technicians (Title 5 and Title 32) assigned to the Alaska National Guard.
4. Background. The National Guard Bureau is going live with the Office of Personnel Management (OPM) onboarding process. Onboarding is the automated process applicants must use to complete forms that are required for Federal Employment and to start or move to another position within our agency. The National Guard is one of the last Federal Agencies to fully execute this process. Onboarding is designed to streamline bringing new employees onboard. We are projected to start 1 July 2019.
5. Action or Procedure. Process:
 - a. When an applicant is selected for a position and the selection has been approved by the appropriate hierarchy within our agency, the applicant, the selecting supervisor, and the HR Representative for the Wing (Cc'd) will receive a Tentative Job Offer (TJO). The applicant MUST accept or decline the automated job offer and the applicant forms must be completed and returned through the automated system by a specific suspense date (10 calendar days). If the applicant fails to do this process by the suspense date, it could result in the job offer being rescinded. There may be some instances where selecting supervisors may need to assist applicants as 2 of the forms must be printed with wet signatures and the individual will need to upload them back into onboarding.
 - b. Onboarding will be utilized no later than 1 July 2019, meaning any job offers sent as of 1 July 2019 must follow this process. Once the TJO portion is completed by the applicant (to

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include any required documents), they will then receive an Official Job Offer (OJO) with additional tasks to complete and a specific projected start date (adjustable).

c. We will be doing two applicant training sessions via DoD DCS which will last roughly an hour each:

(1). 26 Jun 2019, 1230-1400 hours,
<https://conference.apps.mil/webconf/4f2afp7dvsdtse4akhwp3f0wso0lhb6i> Audio call: 410-874-6300 or
DSN: 312-874-6300 Pin: 661309879

(2). 27 Jun 2019, 0730-0900 hours,
<https://conference.apps.mil/webconf/o21de01xyrbam53flwfie93eh9mf7f10> Audio call: 410-874-6300
or DSN: 312-874-6300 Pin: 715818924

6. Releasability. This issuance is approved for public release; distribution is unlimited. This notice will be posted in a prominent visible place, and is available for download.

7. Please forward all requests for change and or questions to Mr. Anderson, SHRS by calling (907) 428-6589 or email at paul.j.anderson1.civ@mail.mil.

8. Effective Date. This notice is effective upon receipt.

FOR THE ADJUTANT GENERAL:



KEVIN L. PARK, GS-14
Director, Human Resources Office
Alaska National Guard