



Air Force Reserve Personnel Center Active Guard Reserve (AGR) Hiring Guide

Version 1.0 (Dated May 2025)

Key Timelines

Guide for Billet Owners and Hiring Authority: Key Timelines for 1st Advertisement

This guide provides clear timelines and processes for billet owners and hiring authorities when advertising positions in the Talent Marketplace (TM). Follow these steps to ensure a smooth hiring process:

1. Submit Position for Advertisement

- Submit requests through the chain of command.
- All requests must be submitted via NAF to ARPC by the **25th of the month**.
- If the position has an incumbent leaving, include:
 - *Vice* (member name)
 - MV ticket number for the incumbent exiting
 - Separation date
 - Example: *MV-20250501234, Vice AMN Snuffy, DOS 7/31/2025*

2. Build Out Requisition in Talent Marketplace (TM)

- Create the requisition through **My Vector** by the **25th of the month, 1159Z**.

3. Verify Position is Advertising

- Ensure the position appears in the Search AFR Assignments & ADOS Opportunities list or (Search EQUAL Plus/365 Deployments for Reg AF members) by the **1st of the month**.

4. Submit Live Advertisement Change Requests

- If rank, AFSC, or other details need changes after the position advertises, submit a request to the assigned NAF **before the 5th of the month**.
- Required information:
 - NAF
 - Position Type Officer or Enlisted (O/E)
 - Job ID
 - Position Number
 - Change Type
 - Requestor Comments

5. Bidding Process

- Runs from **1st to 29th of the month** (*February bidding period ends on the 27th*).
- **1159Z on the 15th of the month**: advertisement window closes

- **16th of the month:** Position status changes to “**Expired**”, but bidding remains open.
- The Wing Commander **must** enter tour length in the **Billet Owner Comments (2, 3, 4, or 5 years)**. If left blank, a default **3-year tour** applies—this **cannot** be delegated.
- **Bidding Process:**
 - Select the **like button (thumbs up)** to place a bid.
 - If adjustments are needed, **uncheck** the like button.
 - **Only** the Wing Commander (WG/CC) can finalize bids unless written delegation is provided.

6. Billet Owners & Hiring Authority

- Billet owners can create requisitions but are not automatically the hiring authority.
- Roles are combined in TM and **cannot** be separated.
- Check with FSS to ensure delegation **before** placing bids.

7. Bidding Period Extensions

- Requests must be **submitted to ARPC by the 25th of the month** via FSS and/or NAF.
- Required information:
 - NAF
 - Position Type (O/E)
 - Job ID
 - Position Number
 - Requestor Comments

Guide for Billet Owners and Hiring Authority: Key Timelines for Re-advertisement (2nd Advertisement)

If a position was advertised the previous month and received no bids, follow this process to ensure a smooth re-advertisement and bidding period.

1. Re-advertisement Process

- The **existing requisition in TM** will serve as the **re-advertisement**.

2. Handling Positions Without Applicants or Bids

- If the position has already been re-advertised and **still** receives no applicants or bids:
 - The **ARPC/DPAAG Assignment Team Lead** will notify **NAF A1**.
 - NAF A1 must **resubmit the position for re-advertisement** through the monthly quota.

3. Submitting Advertisement Change Requests

- Submit **live advertisement change requests** to NAF **before the 5th of the month** for updates to rank, AFSC, etc.
- Required information for change requests:
 - NAF
 - Position Type (O/E)
 - Job ID
 - Position Number
 - Change Type
 - Requestor Comments

4. Bidding Process

- Runs from **1st to 29th of the month** (*February bidding period ends on the 27th*).
- **15th of the month:** Position status changes to “**Expired**”—applications close, but bidding remains open.
- Wing Commander **must** enter tour length in comments (**2, 3, 4, or 5 years**). If left blank, a **default 3-year tour** applies—this **cannot** be delegated.
- **Bidding Process:**
 - Select the **like button (thumbs up)** to place a bid.
 - If adjustments are needed, **uncheck** the like button.
 - **Only** the Wing Commander (WG/CC) can finalize bids unless written delegation is provided.

5. Billet Owners & Hiring Authority

- Billet owners can create requisitions but are not automatically the hiring authority.
- Roles are combined in TM and **cannot** be separated.
- Check with **FSS** to ensure you are on the **delegation memo** before placing bids.

6. Bidding Period Extensions

- Requests must be **submitted to ARPC/DPAAG by the 25th of the month** via **FSS and/or NAF**.
- Required information:
 - NAF
 - Position Type (O/E)
 - Job ID
 - Position Number
 - Requestor Comments

Guide for Billet Owners and Hiring Authority: Key Timelines for 3rd Advertisement

For positions that require a third advertisement due to no previous bids, follow these timelines and actions to ensure proper submission and matching.

1. Re-advertisement Process (3rd Advertisement)

- Position **must** be re-submitted through the **quota process**.
- Follow steps outlined in the **1st advertisement process**.
- Previously built requisition in **Talent Marketplace (TM)** must be **rebuilt with a new job ID**.

Key Timelines & Actions for Positions with Declined Selection

If a position has matched but the first selection declined:

1. **ARPC/DPAAG** requires a **Decline SOU** (Statement of Understanding) from the first selection.
2. **ARPC/DPAAG** moves to **Bid #2** for matching.
3. If **no 2nd or 3rd selection** exists, the **billet owner must resubmit** quota and **build a new requisition**, following the **1st advertisement key timelines**.

Key Timelines for FSS and NAFs

1. **Quota requests** must be submitted by **NAF to ARPC/DPAAG by the 25th of the month**.
 - Each **FSS must follow respective NAF policies** for submitting quota requests.
2. **Live advertisement change requests** must be submitted to **ARPC/DPAAG by the 5th of the month** for rank, AFSC, or other updates.
 - Required information:
 - NAF
 - Position Type (O/E)
 - Job ID
 - Position Number
 - Change Type
 - Requestor Comments
3. **Bidding period extensions** must be submitted to **ARPC/DPAAG by the 25th of the month**.
 - Required information:
 - NAF
 - Position Type (O/E)
 - Job ID

Advertisement Lifecycle

1. All approved requisitions will be advertised in Talent Marketplace (TM) on the 1st of the month.
2. All re-advertisements will be advertised in TM on the 1st of the month.
3. Advertisement change requests will be updated by the 7th of each month.
4. Bidding period extension requests will be updated by the 27th of the month.
5. Assignment matching and notification will occur between the 1st and 15th of the following month.

Requisition Lifecycle																																
Approved Quota Release - 25th of month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1st - 15th of Month	
Pre-Advertisement action	Active advertisement																Hiring Authority Bidding Period										Post-Advertisement action					
Requisitions Built, NLT 25th of Month																																Matching / Selectee Notification
Requisitions submitted, NLT 25th of Month					*																				*		Bidding					
Requisitions turn active NLT 30/31st of Month																											Period Extended completed					

Guide for Advertisement Lifecycle & Hiring Process

To ensure a smooth and efficient hiring process, follow these structured timelines and procedures.

1. Advertisement Lifecycle

15-Day Advertisement Period: Positions are advertised from the 1st to the 15th of the month.

- **Initial Advertisement Cycle:** (e.g., April 1 - April 15, 2025)
 - If a **Job ID** has **no volunteers or bids**, and the **Billet Owner (BO)** has not requested a **bidding period extension**, ARPC/DPAAG automatically re-advertises the position.
 - **Re-advertisements** occur on the **30th of each month** (*or on the 27th during February*).

- **Re-Advertisement Cycle:** (e.g., May 1 - May 15, 2025)
 - Positions **are only re-advertised once.**
 - If no bids or volunteers exist **after the second cycle**, the position must **re-enter the quota system for a third announcement.**
- **Termination Process:**
 - If **no extension request** is submitted by the **25th of the month**, the position will be either:
 - **Re-advertised (2nd Advertisement)**
 - **Terminated (3rd Advertisement)**
 - **Termination Process:** The NAF will prioritize the position accordingly.
- **Requesting an Extension:**
 - **Extensions** must be requested **via the servicing FSS and/or NAF** through the **ARPC/DPAAG AGR Hiring Quota Management SharePoint.**

Important Reminder:

- **Talent Marketplace (TM) runs on Zulu Time (UTC)**, so applicants should not wait until the last minute to apply.
- Force matching, actions, and "open until filled" positions are **NOT** permitted.
- **Positions will ONLY be advertised twice**—third advertisements are **not allowed.**

2. Bidding Cycle (e.g., April 1 - April 29, 2025)

The bidding period is **open from the 1st to the 29th of each month**, closing at **1159Z**.

To ensure fair selection, follow these steps:

- **1st to 15th:** Review applicant profiles and applications thoroughly.
- **Rank selections carefully:**
 - **Preferred volunteers should be prioritized** in order of selection.
 - If the **first bid declines**, the **2nd bid** will be notified.
- **Avoid Early Bids:**
 - Do **not** place bids until **the 16th or later** to allow for all applicants to be fairly considered.
- **Hiring Authority Guidelines:**
 - Only the **designated hiring authority** (e.g., **Wing Commander or equivalent**) or a delegated **written designee** may submit bids.
 - The Hiring authority **must also be assigned as an additional Billet Owner** to submit bids and provide the required comments.

 **Bidding Closes at 1159Z:** Avoid last-minute submissions!

3. 15-Day Matching Period (*e.g., May 1 - May 15, 2025*)

After bidding closes, **ARPC/DPAAG will verify final selections.**

- Hiring Authority confirmation:
 - **Wing Commander/equivalent** must approve the tour length before final selection.
 - If the tour length is **not** annotated, ARPC/DPAAG **defaults to 3 years.**
- **Assignment Notification Process:**
 - The selected candidate is notified via My Application (MyVector) to accept the position.

Key Deadlines for Selectees:

- Selectees have **60 days from notification** to submit all required hiring documents or request an extension.
- Failure to meet deadlines results in cancellation of the application.

4. Job Acceptance & Hiring Documents

Effective July 1, 2024:

- All assignment actions must be completed within 60 days of notification.
- Exceptions will be considered case-by-case by ARPC/DPAAG.
- Selectees must proactively communicate concerns via MyVector to avoid termination.

5. If a Candidate Declines a Selection

- If the selected candidate declines, ARPC/DPAAG automatically moves to notify the second-ranked candidate.
- If no additional candidate exists, the position must follow the initial advertisement key timelines.

Understanding Requisition Statuses

Status of requisitions life cycle – Pending → Advertised → Expired → Matching → Matching Complete → **Removed*

- **Pending** – Requisition was submitted by the BO and is pending to be advertised.
 - Will be pending until the position is approved in the NAF quota.
- **Advertised** – Requisition is actively advertising, and it is open for volunteers to apply.
 - Will be advertised from the 1st to the 15th of every month.
- **Expired** – Advertisement has expired and it's on the bidding phase.
 - No longer advertised and will show in this status until the bid selection is matched.

- **Matching** – Bid selection was matched by ARPC/DPAAG.
 - A My Application was sent to the member for acceptance.
- **Matching Complete** – Bid was matched, accepted position and requisition was completed.
- ***Removed** – Only if a requisition was removed and will not be advertised.

Important Links

TM Application-Talent Marketplace Home

Link: <https://myvector.us.af.mil/myvector/Talentmarketplace/Home>

TM Billet Owner-Billet Owner direct link (if assigned as a BO)

Link: <https://myvector.us.af.mil/myvector/billetowner/home>

TM Search AFR Assignment & ADOS Opportunities- For open AGR Assignments

Link: <https://myvector.us.af.mil/myvector/talentmarketplace/search/specialassignments>

TM Resources- Assignments Splash page for everything resources and information for all AGR assignments. (Hiring documents, guides, and governance)

Link: <https://www.arpc.afrc.af.mil/Services/Assignments/>

Current as of (May 2025)