



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

Version 2.0 (Dated July 2025)

# Key Changes

- **165 Days Advertisement Period:** Positions are advertised from the 1<sup>st</sup> to the 15<sup>th</sup> of the sixth month.
- **180 Days Bidding Cycle (e.g., April 1<sup>st</sup> – September 29<sup>th</sup>)**
  - The bidding period is open from the 1<sup>st</sup> of the month to the 29<sup>th</sup> of the sixth month following the advertising start date and closing at 1159Z
    - Position will be checked on the 30<sup>th</sup> of each month, any bids made will be actioned.
  - If no bid is submitted before 1159Z on the 29<sup>th</sup> of the sixth calendar month after the advertisement's launch month, the position must be resubmitted through the NAF point of contact as a new requisition to be advertised for another 6-month cycle.

# Key Timelines

## **Guide for Billet Owners and Hiring Authority:**

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 25<sup>th</sup> 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 25<sup>th</sup> 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 1<sup>st</sup> of the month.

### **4. Submit Live Advertisement Change Requests**

1. If rank, AFSC, or other details need changes after the position advertises, submit a request to the assigned NAF before the 5<sup>th</sup> of the month.

2. Required information:

- NAF
- Position Type Officer or Enlisted (O/E)
- Job ID
- Position Number
- Change Type
- Requestor Comments

## 5. Bidding Process

- Advertisements will be active for 165 days from their launch date (the 1<sup>st</sup> of the month), and members may submit applications at any time during this period.
  - *For example, a position advertised on January 1<sup>st</sup>, 2025, would remain advertised from January 1<sup>st</sup>, 2025, to June 15<sup>th</sup>, 2025*
- *The bidding period will begin on the advertising start date and will extend for at least 180 days to allow Billet Owners an extra 15 days to make a selection on a member that applies within the advertisement window.*
  - *For example, a position advertised on January 1<sup>st</sup>, 2025, would have a bidding period from January 1<sup>st</sup>, 2025, to June 29<sup>th</sup>, 2025.*
- If no bid is submitted before 1159Z on the 29<sup>th</sup> of the sixth calendar month after the advertisement's launch month, the position must be resubmitted through the NAF point of contact as a new requisition to be advertised for another 6-month cycle.
- 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 steps:
  - Select the thumbs up button to place a bid.
  - If adjustments are needed, uncheck the thumbs up button.
  - Only the Wing Commander (WG/CC) can finalize bids unless the designated Billet Owner is on the WG/CC approved Hiring Authority delegation memo.

## 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 the position through the NAF point of contact as a new requisition to be advertised for another 6-month cycle.

## Key Timelines for FSS and NAFs



# Advertisement Lifecycle

## Guide for Advertisement Lifecycle & Hiring Process

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

1. **165 Days Advertisement Period:** Positions are advertised from the 1<sup>st</sup> to the 15<sup>th</sup> of the sixth month.
  - If no bid is submitted before 1159Z on the 29<sup>th</sup> of the sixth calendar month after the advertisement's launch month, the position must be resubmitted through the NAF point of contact as a new requisition to be advertised for another 6-month cycle.
2. **180 Days Bidding Cycle (e.g., April 1<sup>st</sup> – September 29<sup>th</sup>)**
  - The bidding period is open from the 1<sup>st</sup> of the month to the 29<sup>th</sup> of the sixth month following the advertising start date and closing at 1159Z.
  - To ensure fair selection, follow these steps:
    - 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.
    - Hiring Authority Guidelines:
      - Only the Wing Commander (WG/CC) and the designated Billet Owner on the WG/CC approved Hiring Authority delegation memo can finalize bids and provide required comments.
3. **15-Day Matching Period (e.g., May 1<sup>st</sup> – May 15<sup>th</sup>)**
  - Assignment matching and notifications will occur between the 1<sup>st</sup> and 15<sup>th</sup> of the month following bidding selection by the Billet Owner or WG/CC, 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.

## 4. Job Acceptance & Hiring Documents

Effective July 1, 2024:

- All assignment actions must be completed within 60 days of notification.

Note: Failure to meet deadlines results in cancellation of the application. Exceptions will be considered case-by-case by ARPC/DPAAG.

- Selectees must proactively communicate concerns via MyVector to avoid termination.
- If the selected candidate declines, ARPC/DPAAG automatically moves to notify the second-ranked candidate.
- If no additional candidate exists, the position must be resubmitted through the NAF point of contact as a new requisition to be advertised for another 6-month cycle.

## Understanding Requisition Statuses

Status of requisitions life cycle – Pending Advertised, Expired, Matching, Matching Complete, and \*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 from the 1<sup>st</sup> of the month to the 15<sup>th</sup> of the sixth month following the advertisement start date.
- **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 (July 2025)