

We're excited to announce updates to the Hiring Delegation process, designed to streamline the delegation of hiring authorities from Wing Commanders (WG/CC) or equivalent to the appropriate billet owners. As part of our commitment to transparency in communication, this article will provide key updates on the new process.

New Hiring Delegation Process:

To streamline the delegation of AGR hiring authorities, AGR Management has merged all delegation letter submitted prior to 31 July 2025, into the our new delegation authority tracking system, and now requires NAF POC to submit all updated AGR hiring authority delegations through the ARPC AGR Hiring Management SharePoint page. Below are the steps to complete this process:

1. Log in to the ARPC AGR Hiring Management SharePoint page.
2. Once logged on to the SharePoint page, Click the dropdown menu labeled "AF/RE, AFRC HQ, RS, and NAF POC Hiring Request Form File Upload Libraries (R)", then click the "Customer AGR Hiring Management Form Library" box.
3. Once library has loaded, click the "ARPC AGR Hiring Authority Delegation Memo" link. This will open the form.

Note: Carefully review the form instructions by clicking the "Instructions" tab at the bottom of the Excel sheet before proceeding.

4. Once the ARPC AGR Hiring Authority Delegation Memo form is open, click "File," then "Save As," and finally "Download a Copy." Save the file to your computer.

Note: When saving the form to your computer, Use the following naming convention and be sure to verify the WG and date is accurate: ARPC Hiring Authority Delegation Memo WG [YYYY-MM-DD]

- **Example:** ARPC Hiring Authority Delegation Memo 356 WG 2025-06-12

5. Open the downloaded copy of the form, then click the "Form" tab at the bottom of the Excel sheet, then enter the following information for each delegated member, as requested on the form: "Last Name," "First Name," "Middle Initial," "Rank," "NAF," and "WG of Assignment."

Note: If a Wing Commander opts not to delegate hiring authority, they must personally include their name and complete the required signature procedures.

Note: Only one delegation memo per Wing will be accepted. This memo must include a comprehensive list of all delegated members within that Wing. The AGR Management team will remove any members not listed on the most recent delegation memo for their respective Wing from the delegation roster.

6. WG/CC or Equivalent will then need to right click on the “Commander” box then click “Sign”.
7. Once document is signed by the WG/CC or equivalent, the form will then need to be routed to the designated NAF POC for processing.
8. The designated NAF POC will review the form for accuracy. Once verified, the NAF POC will navigate to the "AGR Hiring Change Request Customer Upload Library" SharePoint page by clicking the "Instructions" tab at the bottom of the ARPC AGR Hiring Authority Delegation Memo form and then clicking the library image. On the "AGR Hiring Change Request Customer Upload Library" SharePoint page, click "Upload," then "Files." Locate and select the saved, completed ARPC AGR Hiring Authority Delegation Memo form from your computer, and click "Open" to upload.
9. Once the form is uploaded, the AGR Management team will update the "AGR Hiring Delegation Roster" with the new delegated members.

Helpful SharePoint Links:

- [ARPC AGR Hiring Management SharePoint page](#)
- [Customer AGR Hiring Management Form Library](#)
- [AGR Hiring Change Request Customer Upload Library](#)

Resources:

For comprehensive information, tools, and guidance on AGR Management policies and procedures, please visit the ARPC Assignment Splash Page:

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

AGR Management is dedicated to serving our customers, stakeholders, and mission partners. We are committed to providing timely updates as we continuously improve our processes.

Thank you for your attention to this important policy update.

Sincerely,

Chief, Assignments Division