** INCLUDES BASIC AND CHANGES 1-11 **

*TPR 300

TECHNICIAN PERSONNEL REGULATION
NO. 300

HEADQUARTERS
DEPARTMENTS OF THE ARMY AND THE AIR FORCE
Washington, DC, 5 November 1979

TECHNICIAN PERSONNEL REGULATION 300

This regulation contains the National Guard Bureau regulatory requirements that States must observe in developing local merit placement plans. It also contains guidance to assist States in developing their plans. TPR 300 will be expanded to include material currently found in TPM 300.

1. The following parts of TPR 300 are inclosed:

a. TPR 335 b. TPR 335.A c. TPR 335.B

2. File this change sheet in front of the publication for reference purposes.

Users of this publication are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to NGB-TN, Washington, DC 20310

BY ORDER OF THE SECRETARIES OF THE ARMY AND THE AIR FORCE:

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Chief, National Guard Bureau

OFFICIAL

ROBERT H. NEITZ
Colonel, USAF
Executive, National Guard Bureau

DISTRIBUTION: D
(Each TPO)

Supersedes TPP 911, 10 Sep 1973; TPM 300 (302.3; page 1 & 2 of 302.4; 302.B; 335.2; 335.3; and 335.4)

TECHNICIAN PERSONNEL REGULATION
NO. 300

HEADQUARTERS
DEPARTMENTS OF THE ARMY AND THE AIR FORCE
Washington, DC 17 March 1981

TECHNICIAN PERSONNEL REGULATION 300

This regulation contains the National Guard Bureau requirements concerning: time in-grade requirements; details; employment of retired military members; trial periods; unique features of National Guard technician employment (legal requirements, military disqualification, military status change, promotion to General Officer, commissioning of enlisted technicians, physical standards, appointment authority, adverse action, reduction in force, wearing the military uniform, personal appearance and dress, veteran's preference, compatibility, understudies, establishment of temporary additional identical positions, medical requirements, and appointment requirements for TPO positions); employment of experts and consultants; employment of relatives; temporary appointments; Intergovernmental Personnel Act assignments; an editorial change in merit placement guidance; criteria for appointments above the minimum salary; and implementation of part-time employment program.

TPR 300, 5 November 1979, is changed as follows:

1. Remove old pages and insert pages as indicated below:

Remove page -	Insert page -
	1 (300.6)
	1 (300.8)
	1 (300.12)
	1 (302.1)
	1 (302.2)
	1 thru 6 (302.7)
	C1 and C2 (302.C)
	1 (304.1)
	1 (310.1)
	1 and 2 (316.4)
	1 (334.1)
	1 (334.2)
1 and 2 (335)	1 and 2 (335)
	1 (338.6)
	1 and 2 (340)

*Supersedes TPM 300 (page 1 of 300.4; page 1 of 300.8; pages 1 thru 4 of 300.12; pages 1 and 2 of 300.A; pages 1 thru 3 of 300.B; pages 1 and 2 of 302.1; pages 1 thru 3 of 302.2; page 3 of 302.4; page 1 of 302.5; page 1 of 302.A; page 1 of 304.1; page 1 of 310.1; page 1 of 311.1; page 1 of 312.1; pages 1 thru 3 of 312.3; page 1 of 316.5; page 1 of 330.1; page 1 of 332.4; page 1 of 334.1; pages 1 and 2 of 334.2; page 1 of 339.1 and page 1 of 339.2); TPR 300 (pages 1 and 2 of 335). TPMB No. 300-1, dated 23 Aug 77; and TPRB No. 302-1, dated 27 June 1980, and TPRB No. 302-2, dated 4 November 1980. This also supersedes Chapter 3 of TPP 904.

17 March 1981

2. Changed material is indicated by an asterisk.

3. File this change sheet in front of the publication for reference purposes.

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TECHNICIAN PERSONNEL REGULATION
No. 300

HEADQUARTERS
DEPARTMENTS OF THE ARMY AND THE AIR FORCE
Washington, DC 20310 23 September 1983

TECHNICIAN PERSONNEL REGULATION 300

This regulation contains the National Guard Bureau requirements concerning: time-in-grade restrictions; details; employment of noncitizens; employment of retired military members; trial periods; equal employment opportunity; citizenship; qualification requirements for motor vehicle operators; agency qualification standards; unique features of National Guard technician employment (legal requirements, adverse actions, reduction-in-force, wearing the military uniform, personal appearance and dress, veteran's preference, compatibility, understudies, establishment of temporary additional identical positions, medical requirements and appointment requirements for SPMO positions); employment of experts and consultants; employment of relatives; probation; temporary appointments; Intergovernmental Personnel Act assignments; and merit placement for National Guard technicians.

1. TPR 300, 5 November 1979, is changed as follows:

Remove Page	Insert Page
1 (300.6)	1 (300.6)
1 (300.8)	1 (300.8)
	1 (300.11)
1 (300.12)	1 (300.12)
1 (302.1)	1 (302.1)
1 (302.2)	1 (302.2)
1 thru C-2 (302.7)	1 thru 5 (302.7)
1 (304.1)	1 (304.1)
1 (310.1)	1 (310.1)
	1 (315.8)
1 and 2 (316.4)	1 (316.4)
1 (334.1)	1 (334.1)
1 thru B-14 (335)	1 thru B-16 (335)
1 (338.6)	1 (338.6)

2. Changed material is indicated by an asterisk. Deleted information is indicated by two asterisks.

3. File this change sheet in front of the publication for reference purposes.

Users of this publication are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to NGB-TN, 5600 Columbia Pike, Falls Church, VA 22041

BY ORDER OF THE SECRETARIES OF THE ARMY AND THE AIR FORCE:

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TECHNICIAN PERSONNEL REGULATION
No. 300

HEADQUARTERS
DEPARTMENTS OF THE ARMY AND THE AIR FORCE
Washington, DC 20310 21 November 1983

TECHNICIAN PERSONNEL REGULATION 300

This regulation contains National Guard Bureau policy and procedures concerning position management and applies to both military and competitive technicians.

TPR 300, 5 November 1979, is changed as follows:

1. Remove old pages and insert new pages as indicated below:

Remove Page -	Insert page -
	1 (312.3)
	1 (312.4)
	1 thru 9 (312.C)

2. File this change sheet in front of the publication for reference purposes.

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TECHNICIAN PERSONNEL REGULATION
No. 300

HEADQUARTERS
DEPARTMENTS OF THE ARMY AND THE AIR FORCE
WASHINGTON, D.C. 25 February 1985

TECHNICIAN PERSONNEL REGULATION 300

This regulation contains National Guard Bureau policy and procedures concerning the quarterly incompatibility report, understudy authority, wear of the military uniform and personal appearance, and temporary reassignments.

TPR 300, 5 November 1979, is changed as follows:

1. Remove old pages and insert new pages as follows:

Remove Page	Insert Page
1 (302.1)	1 (302.1)
1 thru 5 (302.7)	1 thru 4 (302.7)
	1 (306.3)
	1 (307.1)
1 (312.4)	1 (312.4)
1 (316.4)	1 (316.4)
1 (334.1)	1 (334.1)
1 (334.2)	1 (334.2)
5 (335)	5 (335)

2. This change supersedes TPRB 302-1 dated 31 January 1984. Changed material is indicated by an asterisk. Deleted information is indicated by two asterisks.

3. File this change sheet in front of the publication for reference purposes.

Users of this publication are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to NGB-TN, 5600 Columbia Pike, Falls Church Virginia 22041-5125

BY ORDER OF THE SECRETARIES OF THE ARMY AND THE AIR FORCE:

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TECHNICIAN PERSONNEL REGULATION
No. 300

HEADQUARTERS
DEPARTMENTS OF THE ARMY AND THE AIR FORCE
WASHINGTON, D.C. 20310-2500 6 December 1985

TECHNICIAN PERSONNEL REGULATION 300

This regulation contains National Guard Bureau policy and procedures concerning authorization to adjutants general to make and extend excepted service temporary appointments in increments of up to one year each for a total of 4 years; requires competition when temporary appointments exceed 120 days; adds air commander to positions identified as key staff; specifies procedures to be followed when certain job requirements have been identified (i.e., security and educational requirements); and provides NGB guidance concerning the restoration of military technicians after completion of military duty.

1. TPR 300, 5 November 1979, is changed as follows:

Remove Page	Date	Insert Page
1 (316.4)	25 Feb 85	1 and 2 (316.4)
5(335)	25 Feb 85	5 and 6 (335)
A-3 thru A-6 (335.A)	23 Sep 83	A-3 thru A-6.1 (335.A)
B-7 thru B-10 (335.B)	23 Sep 83	B-7 thru B-10 (335.B)
		1 (353.1)
		1 (353.2)
		1 (353.3)
		1 (353.4)
		1 (353.5)
		1 (353.7)
		1 (353.A)
		A-1 (353.A)
		B-1 (353.B)

2. Changed material is indicated by an asterisk. Deleted information is indicated by two asterisks.

3. File this change sheet in front of the publication for reference purposes.

Users of this publication are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to NGB-TN, 5600 Columbia Pike, Falls Church, Virginia 22041-5125

BY ORDER OF THE SECRETARIES OF THE ARMY AND THE AIR FORCE:

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TECHNICIAN PERSONNEL REGULATION
No. 300

HEADQUARTERS
DEPARTMENTS OF THE ARMY AND THE AIR FORCE
WASHINGTON, DC 20310-2500 23 February 1987

TECHNICIAN PERSONNEL REGULATION 300

This regulation deletes the requirement to use competitive procedures when making temporary excepted service appointments; eliminates the quarterly overgraded technician report; clarifies the use of "key staff" provisions; provides guidance on processing trial period actions; adds instructions concerning travel by military aircraft and occupying government quarters; states policy concerning assignments as unit commander, command sergeants major and first sergeant; outlines procedures for processing probationary period actions; includes award program for handicapped employees and updates references to regulations.

1. TPR 300, 5 November 1979, is changed as follows:

Remove Pages	Date	Insert Pages
1 (302.1)	25 Feb 85	1 and 2 (302.1)
1 thru 4 (302.7)	25 Feb 85	1 thru 5 (302.7)
		1 (306.10)
1 (315.8)	23 Sep 83	1 (315.8)
1 and 2 (316.4)	6 Dec 85	1 and 2 (316.4)
3 thru 6 (335)	6 Dec 85	3 thru 6 (335)
A-3 and A-4 (335.A)	6 Dec 85	A-3 and A-4 (335.A)
B-9 and B-10 (335.B)	6 Dec 85	B-9 and B-10 (335.B)

2. Changed material is indicated by an asterisk. Deleted information is indicated by two asterisks.

3. File this change sheet in front of the publication for reference purpose.

Users of this publication are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to NGB-TN, 5600 Columbia Pike, Falls Church, VA 22041-5125

BY ORDER OF THE SECRETARIES OF THE ARMY AND AIR FORCE:

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TECHNICIAN PERSONNEL REGULATION
No. 300

HEADQUARTERS
DEPARTMENTS OF THE ARMY AND THE AIR FORCE
WASHINGTON, DC 20310-2500 28 October 1988

TECHNICIAN PERSONNEL REGULATION 300

This regulation spells out that active duty under Title 10 U.S.C. is subject to restoration under 38 U.S.C. 2024(b)(1) while active duty for training under Title 32 U.S.C. is subject to the provisions of 38 U.S.C. 2024(d). Technicians entering on Title 32 active duty will have the option of selecting separation or leave without pay. The period may not exceed four years, the same period permitted by 38 U.S.C. 2024(b)(1).

1. TPR 300, 5 November 1979, is changed as follows:

Remove Pages	Date	Insert Pages
1 (353.1)	6 Dec 85	1 thru 3 (353.1)
1 (353.2)	6 Dec 85	
1 (353.3)	6 Dec 85	
1 (353.4)	6 Dec 85	
1 (353.5)	6 Dec 85	
1 (353.7)	6 Dec 85	
A-1 (353.A)	6 Dec 85	
B-1 (353.B)	6 Dec 85	

2. Entire regulation has been changed to match format of revised FPM Chapter 353 dated 24 February 1988. All personnel actions effected after that date will be in accordance with this regulation.

3. File this change sheet in front of the publication for reference purpose.

Users of this publication are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to NGB-TN, 5600 Columbia Pike, Falls Church, VA 22041-5125

BY ORDER OF THE SECRETARIES OF THE ARMY AND AIR FORCE.

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HEADQUARTERS
DEPARTMENTS OF THE ARMY AND THE AIR FORCE
WASHINGTON, DC 20310-2500
1 July 1991

C10
TPR 300

TECHNICIAN PERSONNEL REGULATION 300

1. This regulation contains National Guard Bureau policy and procedures concerning the time-in-grade restrictions, detail of employees, merit placement for National Guard Technicians, appointment above the minimum because of superior qualifications, and part-time career employment.

2. Remove old pages and insert new pages as follows:

Remove Page	Date	Insert Page
1 TPR 300 (300.6)	23 Sep 83	1 TPR 300 (300.6)
1 TPR 300 (300.8)	23 Sep 83	1 TPR 300 (300.8)
1 TPR 300 (310.1)	23 Sep 83	
1 and 2 TPR 300 (316.4)	23 Feb 87	1TPR 300 (316.2)
1 thru B-16 TPR 300 (335)	23 Sep 83	1 thru B-13 TPR 300 (335)
1 TPR 300 (338.6)	23 Sep 83	1 TPR 300 (338.6)
1 and 2 TPR 300 (340)	17 Mar 81	1 TPR 300 (340)

3. Changed material is indicated by an asterisk (*). Deleted information is indicated by two asterisks (**).

4. File this change sheet in front of the publication for reference purposes.

Users of this publication are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to NGB-PR, 4501 Ford Avenue, Alexandria, VA 22302-1454.

BY ORDER OF THE SECRETARIES OF THE ARMY AND AIR FORCE:

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FRANK C. VAN FLEET
Colonel, GS
Executive, National Guard Bureau

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SUBCHAPTER 6. TIME-IN-GRADE RESTRICTIONS

6-1. INTRODUCTION

a. Basic authority and purpose. Time-in-grade restrictions do not apply to promotions of National Guard military technicians; however, all promotion actions must meet Requirement 3, TPR 300(335).

6-6. OPM'S AUTHORITY IN CASES OF UNDUE HARDSHIP OR INEQUITY

a. Waivers of time-in-grade restrictions. All requests for time-in-grade waivers for competitive technicians will be forwarded to *regional NGB Personnel Centers* for appropriate action. Requests will include all information required by the Federal Personnel Manual.

SUBCHAPTER 8. DETAIL OF EMPLOYEES

*8-1. SUMMARY

This subchapter applies to all National Guard technicians in positions under the General Schedule and Federal wage system.*

*8-5. TIME LIMITS ON INTRAAGENCY DETAILS

g. Requests for extensions beyond maximum time limits. Extensions of details beyond 1 year to excepted service positions under the wage system require regional NGB Personnel Center approval. Request may be submitted by letter. *

23 September 1983

*SUBCHAPTER 11. EMPLOYMENT OF NONCITIZENS

11-1. EMPLOYMENT IN EXCEPTED POSITIONS

a. States may appoint resident aliens as military technicians as long as they meet the military membership requirements.*

23 September 1983

C3
TPR 300
300.12

SUBCHAPTER 12(ADDED). EMPLOYMENT OF RETIRED MEMBERS OF THE UNIFORMED SERVICES

The Chief, NGB, will review all proposed appointments which would occur within 180 days of retirement of former military members. Such proposed appointments will be submitted in accordance with DOD Directive 1402.1 and be accompanied by information to show that the retired member was among the best qualified applicants.

SUBCHAPTER 1. GENERAL PROVISIONS

1-6. TRIAL PERIOD

*a (ADDED). National Guard military technicians employed under the authority of 32 U.S.C. 709 are not covered by the provisions of 5 U.S.C. 7512.

1-7 (ADDED). TRIAL PERIOD - NATIONAL GUARD MILITARY TECHNICIANS

When a person first comes to work under an excepted appointment, he or she will normally serve a 1-year trial period. The trial period is the initial one year intended to ensure the appointee is capable of performing the duties of the job and to determine whether they have the qualities needed for continued Government employment. The trial period provides management a reasonable period of time to observe the new technician's overall performance.

a. One trial period will be served.

b. The trial period must be served for 12 consecutive months.

(1) In the same type of work.

(2) In the same State (same appointing office).

c. Removal action may be taken at any time during the trial period.

d. The following service is creditable, providing it meets the above criteria:

(1) Nonpermanent appointments that immediately precede an excepted appointment.

(2) Career or career conditional appointments that immediately precede an excepted appointment.

(3) Periods of LWOP of 30 days or less or furlough of 22 workdays or less which interrupts other creditable service.

(a) The trial period will be extended on a day-for-day basis in those instances where LWOP or furlough exceeds the above time periods.

e. The National Guard Technicians Act requires that technicians be given at least 30 days advance notice when removal from employment is involved [32 U.S.C. 709(e) (6)]. Therefore, removal actions taken during the trial period must be preceded by such notice. The following rules apply when computing the 30-day notice: (1) day means calendar day, (2) calendar day is the 24-hour period between 12 (0001 hours) midnight and 12 (2359 hours) midnight, (3) the 30-day period begins the day after the notice of removal is received by the technician, and (4) the last day of the 30-day notice period may not be a nonwork day. There is no prohibition against effecting a removal during the period 15 December through 3 January.

f. If the advance notice is prepared by the supervisor, it must be coordinated with the SPMO staff to ensure regulatory compliance. When the supervisor has counseled and provided sufficient feedback to the technician, the final evaluation and notice should not be a surprise. Consequently, it is unnecessary to put together a comprehensive listing of shortcomings, instances, etc., to be included in the notice letter. The notice is to contain conclusions on the inadequacies of the technician's performance and fitness. The notice is the summation of all preceding events.

(1) The removal action (including the 30-day notice period) must be completed within the trial period.

(2) Adverse action procedures contained in TPR 752 do not apply to discharge during the trial period.

(3) The technician has no appeal rights.

g. Technicians serving a trial period must be carefully observed and appraised to determine whether they have the qualities needed for permanent Government service. This evaluation process is very important and should not be treated in a perfunctory manner. Supervisors are to be encouraged to demonstrate patience and understanding when dealing with subordinates and particularly new employees. New technicians normally are not familiar with Federal employment, and getting them started properly may make the difference between an excellent worker and an ex-worker. During this period, supervisors must provide specific training and assistance necessary to improve or maintain the technician's work habits and job performance.

(1) During the 9th and 10th month of the trial period, the technician's first line supervisor makes a determination to retain or separate. This decision is documented by completing block 12 on NGB Form 430-1.

(2) The documentation on the NGB Form 430-1 may not be appealed under the provisions of TPM 430 or grieved under any State procedures.

(3) If retention is not recommended, necessary action must be taken to remove the technician from Federal employment.

(4) Technicians do not receive official performance appraisals until completion of the required 12 months of Federal service.*

SUBCHAPTER 2. ELIGIBILITY STANDARDS

2-2. EQUAL EMPLOYMENT OPPORTUNITY

c. National Guard policy and program objective. The continuing program of equal employment opportunity in the National Guard ensures that: (1) All civilian personnel actions and employment practices are based solely on merit and fitness of National Guard personnel available. (2) None of the activities, facilities, and services operated, sponsored, or participated in by the National Guard are segregated; their use will not be determined by race, color, or national origin, but will be made available on an equal basis to all religions and to both females and males per State Assurance of Compliance signed by each Adjutant General in 1966. (3) Complaints of discrimination on the grounds of race, color, religion, sex, age, or national origin are given prompt and fair consideration; and every effort is made to provide for just and expeditious disposition of each complaint. (4) Persons who complain of alleged discrimination or who participate in the presenting of such complaints are unimpeded and free from restraint, interference, coercion, discrimination, or reprisal. (5) The continuing program of equal employment opportunity exists for National Guard (Army and Air) technicians and applicants in all aspects of employment. The National Guard is committed to seek and correct or eliminate any personnel management policy, procedure, or practice that may result in any disadvantages in employment or deny equality of opportunity to any group or individual on the basis of race, color, religion, sex, age, or national origin.

*2-5. CITIZENSHIP

Appointees must meet the citizenship requirements of the appropriate military department in which commissioned or enlisted.

2-7. OFFICE QUALIFICATION REQUIREMENTS

b. Motor vehicle operators. The military qualifications for operation of motor vehicles apply to filling excepted service motor vehicle operator positions. (TPR 900(930.1)).

2-8. AGENCY QUALIFICATION STANDARDS

a. Establishment and use. The National Guard Bureau publishes qualification standards (National Guard Technician Qualification Requirements for Excepted Service Positions), which will be used to fill military technician positions. The qualification standards will be maintained in the support personnel management office.*

SUBCHAPTER 7(ADDED). EMPLOYMENT IN THE NATIONAL GUARD TECHNICIAN PROGRAM

7-1. GENERAL

This subchapter is a compilation of all those unique features of the National Guard technician program that cannot be blended with existing subjects contained in the basic Federal Personnel Manual.

7-2. APPOINTMENT AUTHORITY

Title 32 U.S.C. Section 709(c) requires the Secretaries of the Army and Air Force to designate the Adjutant General to employ and administer National Guard technicians. This authority includes the appointment of National Guard technicians as Federal employees and the authority to separate, suspend, furlough, change to lower grade, or reduce pay in accordance with appropriate regulations. When the Adjutant General delegates this authority to the support personnel management office, the delegation should be in writing. The delegated authority is the administrative authority necessary to carry out legal and program responsibilities.

7-3. EMPLOYMENT POLICY

In accordance with 32 U.S.C. 709 (PL 90-486), any appointment, reassignment, or promotion to a position *requiring* military membership *in the National Guard* will be in the excepted Federal service. *Military assignment will be to a federally recognized Guard unit in the same State of employment. Appointees* will meet all job qualifications and military assignment requirements prior to, or simultaneous with, the placement action. *This does not preclude tentative selection of an candidate contingent on his or her meeting military requirements prior to effective date of the personnel action.*

7-4. ADVERSE ACTIONS

The adverse action provisions in Federal Personnel Manual chapter 752 are not applicable to the National Guard. The National Guard discipline and adverse action regulation is TPR 752.

7-5. REDUCTION IN FORCE

The reduction-in-force provisions contained in Federal Personnel Manual chapter 351 are not applicable to the National Guard. The National Guard reduction-in-force regulation is TPR 300(351).

7-6. *WEAR* OF THE MILITARY UNIFORM

*a. All military technicians will wear the military uniform appropriate for the service branch (ARNG or ANG) of employment and federally recognized grade. Regulations pertaining to grooming standards and wearing of the military uniform (AR 600-9, AR 670-1; AFR 35-10, AFR 35-11) will be complied with.

b. The uniform will be worn at all times while in an official duty status, including attendance at courses of instruction conducted at military service schools or the Professional Education Center, Camp Robinson, North Little Rock, Arkansas.

c. Official time will not be used for changing to or from the military uniform at the work site.

d. The military uniform does not have to be worn when:

(1) Traveling by commercial or private transportation.

(2) Attending training courses at other than military installations.

(3) Engaged in labor agreement negotiations as a representative of a labor organization.

(4) Serving as a data collector for the Federal Wage System.

(5) Serving as an NGB Administrative Hearing Examiner.*

7-7. VETERAN'S PREFERENCE

The National Guard Technicians Act of 1968 (PL 90-486) specifically excludes the use of veteran's preference for appointments made under the authority of 32 U.S.C. 709. National Guard appointing officers will disregard veteran's preference when making selections from OPM registers.

*7-8. TRAVEL BY MILITARY AIRCRAFT

Military technicians will travel by military aircraft when directed by management officials.

7-9. OCCUPYING GOVERNMENT QUARTERS

Military technicians will occupy Government quarters based on military grade.*

7-10. TECHNICIAN/MILITARY COMPATIBILITY

a. The concept of the National Guard technician program is that all military technicians who are required to be members of the National Guard will be assigned to a military skill that is compatible with their full-time technician job and have a military assignment in the same unit by which employed (or a unit that is supported by the employing activity). This military assignment requirement is intended to ensure that there is a highly skilled and trained cadre available when units are mobilized and deployed and to provide a continuity of operation before, during, and after mobilization. The technician also provides that specialized training capability necessary to train other Guardmembers. Unless specifically approved by NGB-TN, military technicians will be assigned in accordance with this policy and current compatiblitty criteria published by NGB-TN. Because of the distinct military nature of the technician program, certain specific restrictions concerning military assignment apply.

(1) General officers may not be in a pay status as a technician, unless the technician position description requires the incumbent to be *the* commander of a tactical combat unit.

(2) Military technicians may not be assigned as Assistant/Deputy Adjutant General, unless in a leave-without-pay status.

b. Unless otherwise excepted, all technicians must continue to maintain proper military membership (to include grade and branch of service) for the position occupied.

c. Situations of inversion of military rank are not permitted; i.e., a military technician may not be militarily senior to his or her full-time supervisor.

d. *Technicians assigned as USPFO examiners may occupy ANG military positions. Other USPFO positions may be occupied by ANG members when authorized in advance by the Chief, NGB. Requests are to be forwarded to NGB-TN.

e. Adjutants general may approve exceptions as listed below. These exceptions must be documented, entered in the incompatibility report data base maintained on the WANG VS-100, and filed on the temporary side of the technician's official personnel folder. Situations not specifically covered are to be submitted to NGB-TN for policy determination.

(1) When military appointment requirements (officer, warrant officer, enlisted) or compatibility criteria change and the change creates an incompatible assignment. This exception is valid only while the military technician continues to occupy the same military and technician position(s). Continuing efforts must be made to assign the technician to a compatible military position.

(2) To permit assignment as a unit commander when such assignment is not compatible with the military technician job. These exceptions may not exceed 2 years.

(3) When ARNG military technicians are assigned as command sergeants major (00Z50). Assignments must be to units which are organic to the technicians' unit of employment. These exceptions may not exceed 2 years. An additional one year exception may be granted by NGB-TN.

(4) When military technicians fill positions through temporary promotions or the procedures outlined in paragraph 7-12 (below).*

*7-11. INCOMPATIBILITY REPORT
RCS: ARNG-160

To comply with congressional direction and gather accurate data concerning incompatible military assignments, each State must maintain accurate records on each military technician who occupies a military position which is incompatible with his or her technician job and for technicians who have been granted exceptions in accordance with paragraph 7-10, above. The records will be maintained and updated on the WANG VS-100 on a continuing basis.

a. The following data elements and codes comprise each record.

(1) State--Standard two-letter abbreviation.

(2) Service--1=ARNG; 2=ANG.

(3) SSN--nine digits (no spaces).

(4) Name--enter full name; last, first, MI.

(5) Specialty--duty skill code (MOS or AFSC) as appropriate.

(6) Position description number of occupied position-include letter prefix.

(7) Incompatibility codes.

(a) P = Prior to "cut-off" date (16 Aug 79 [ARNG]; 30 Jan 80 [ANG]).

(b) S = State exception (see paragraph 7-10).

(c) N = NGB exception (in writing or by regulation).

(d) No entry = incompatible assignment occurred after "cut-off" dates and without benefit of authorized exception.

(8) Waiver expires--(2 digits for each field) year, month, day; date is entered only when incompatibility code is "S" or "N."*

7-12. UNDERSTUDY AUTHORITY

The use of this delegated authority is intended to provide management the resources and authority to establish a temporary position designed to ensure program continuity when it becomes necessary to provide a transitional period for a technician who has been selected for a key managerial position. When using this authority, management may select, through merit placement procedures, a fully qualified individual who will understudy (learn program nuances, personal contacts, etc.) the current incumbent for a short period of time immediately prior to his or her established departure date.

a. When implementing this authority, the following procedures are to be observed.

(1) Secure manpower clearance ("overhire authority") from appropriate NGB manpower office. The term "overhire authority" refers to an action by an appropriate manpower office to provide an additional space ** to those currently authorized on the manning document.

(2) Develop a position description which describes the duties and responsibilities of the understudy position, or prepare a statement of difference.

(3) The new position description or statement of difference will be classified/reviewed by the servicing classification activity. The duty description must be consistent with the duties performed, and the final grading will be less than the full performance level of the job being understudied.

(4) The understudy position is to be filled as required by the State merit placement plan, and the person selected is to meet the officially established qualification standards for the target position.

(5) If the individual selected is at a lower grade than the position to be filled, the "understudy" may not assume full performance level duties (or be promoted) until the target job is vacated.

(6) The understudy period may not last beyond 120 days.

NOTE: It is improper to use an "additional identical" position for an understudy. The term "IA" or "additional identical" refers to a position (description) which suitably describes identical work being performed by more than one person (see paragraph 4-2, TPR 300(312.4). *The grade controlling duties, i.e. major program issues and final decision making authority, cannot be shared between the principal and the understudy.*

7-13. MEDICAL QUALIFICATION REQUIREMENTS

National Guard technicians in the excepted service must be medically qualified for National Guard membership. They must also meet medical requirements relating to their technician position and their compatible MOS/AFSC.

7-14. APPOINTMENT REQUIREMENTS-POSITIONS IN THE SPMO

The support personnel management office (SPMO) provides personnel administration and management services to both Army and Air National Guard technicians. To recognize this consolidated responsibility, representation by both Army and Air National Guard personnel in top positions is necessary to ensure that policy/program development and execution is in the best interest of all full-time personnel. However, any selection must be based on merit (the best qualified person for the position), and in no case will eligible candidates be precluded from consideration or selection for the sole purpose of maintaining representation of both Services.

23 September 1983

SUBCHAPTER 1. ADMINISTRATION AND GENERAL PROVISIONS

1-5. AUTHORITY TO EMPLOY

a. General. The Chief, National Guard Bureau may, upon request, authorize the employment of experts or consultants.

*SUBCHAPTER 3. AGENCY'S ROLE

3-1. GENERAL

a. Consistent with the policy of the Federal Government to provide equal employment opportunity for all individuals who are Federal employees or applicants for Federal employment, it is intended that the National Guard take a positive and direct role in supporting the objectives of the various selective placement programs listed in this chapter.

b. States are responsible for ensuring that all qualified individuals have equitable opportunities to be hired, placed, and advanced within the National Guard technician work force. Since National Guard excepted positions require military membership and the military physical and security requirements may prohibit employment under these placement programs, most placements will be made to positions that do not require military membership ("competitive" positions). Each State coordinator should seek out positions that can be filled through these selective placement programs and, where possible, work with selecting officials and servicing classification activities to redesign jobs so they can be filled by these categories of applicants.

3-2. COORDINATOR PROGRAM

a. Organizational location and level of coordination. (2) (added). NGB-TN will designate a chief coordinator for the purpose of developing and coordinating employment policies and implementing instructions. A State selective placement program operating coordinator who is technically qualified to perform professional level staffing duties will be designated to carry out those duties listed in subparagraph b(2) in basic FPM; the name of the individual will be furnished to the NGB chief coordinator not later than
30 September of each year.*

*SUBCHAPTER 10. RECOGNITION - - AWARDS PROGRAM FOR OUTSTANDING HANDICAPPED FEDERAL EMPLOYEE OF THE YEAR

10-1. GENERAL

No more than one nomination may be submitted by each State. Nominations will be submitted in accordance with FPM chapter 306 and TPR 451.*

25 February 1985

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TPR 300
307.1

*SUBCHAPTER 1. GENERAL PROVISIONS

1-1. OBJECTIVE

To provide equal employment opportunities for all job candidates, National Guard employment and placement practices will provide opportunity to disabled and Vietnam-era veterans consistent with their qualifications and ability to perform the duties of the position. Managers and supervisors at all levels should be fully informed about the noncompetitive appointment authority available for use to appoint individuals under this program to competitive service positions.*

SUBCHAPTER 3. IDENTIFICATION OF POSITIONS

3-1. POSITION TITLES AND NUMBERS

b. Position numbers. Position numbers for technician positions will be established by NGB-TN and will be recorded on the position descriptions, with a separate control number system for Army and Air National Guard.

3-2. POSITION DESCRIPTIONS

e. Distribution of copies of position description. Each State Support Personnel Management Office (SPMO) will distribute local copies of position descriptions.

(1) Employee copy. Each technician will be given a copy of his/her position description. A copy of the technician's position description will be attached to the appointment SF 50. When a position change occurs, the SPMO will attach a copy of the new position description to the technician's copy of the SF 50 effecting the change.

(2) Supervisor copies. Supervisors will receive and maintain a copy of the current position description for each technician under their supervision. If more than one technician occupies a particular position, only one copy of the position description need be maintained.

3-3. MULTIPOSITION DESCRIPTIONS

It is NGB policy that maximum use will be made of standardized position descriptions. Exception position descriptions should only be developed when local conditions are such that a significant difference exists between assigned duties and those contained in the standard position description. In addition to using standard position descriptions for like organizations nationally, these descriptions should be used in different organizational functions where identical work is being performed; such as secretarial and clerical positions, or when differences are only in minor, incidental duties. Local minor changes to position descriptions, not affecting the title, series, or grade, should be accomplished by the SPMO by using an amendment. The SPMO should consult with the servicing classification activity if there is any question regarding a possible effect duties to be added or deleted may have on the classification of the position.

3-4. POSITION CONTROL RECORDS

NGB-TN is the office of record for the master file of all position descriptions and evaluation statements. SPMOs will maintain a State master file of position descriptions and evaluation statements. An annual review file will also be maintained by the SPMO.

25 February 1985

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SUBCHAPTER 4. ESTABLISHMENT, REVIEW, AND ABOLITION OF POSITIONS

4-2. ADDITIONAL IDENTICAL POSITIONS

Except when implementing the "understudy" authority, States may establish ** additional (overhire) positions for periods up to 60 days. These positions must be identical to those on existing manning documents and will be funded through existing manpower *authorizations.* When *a position is not* authorized for the type of services needed, or an additional position is needed for a period of time beyond 60 days, States may request the additional position or overhire authority by contacting the appropriate ARNG or ANG manpower office.

APPENDIX C(ADDED).

MODEL POSITION MANAGEMENT PLAN

States are required to publish and maintain a State position management plan. This appendix contains a model of such a plan, it is not all inclusive. States are encouraged to add local requirements. Applicable regulatory references and guidance must be consulted to ensure a plan's information is current and complete.

21 November 1983

POSITION MANAGEMENT PLAN

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312.C

CHAPTER 1

GENERAL PROVISIONS

1-1. Authority and responsibility for establishing positions. Federal agencies are created by law and Executive order to accomplish specific missions in the furtherance of national goals. The head of each agency is vested with the authority and responsibility for organizing the agency within this framework and within requirements of pertinent statutes and directives. The Chief, NGB and the Directors of the Army National Guard and Air National Guard, through subordinate officials to which they delegate authority, are responsible for structuring the National Guard technician program in a manner which will assure that assigned missions are legally and properly accomplished.

1-2. Policy governing establishment of positions. The policy of the Federal Government, and accordingly the NGB, is to organize constituent units in a manner that will make optimum use of manpower resources. Efficient and economical operations are inherent parts of the continuing general management responsibilities of the head of each agency. These responsiblities are shared in turn by all subordinate management and supervisory personnel who are responsible for the work of others. Limited manpower resources and rising personnel and equipment costs make it increasingly important that human resources and material be economically managed.

1-3. Definition of a position. The work consisting of all the duties and responsibilities currently assigned or delegated by competent authority and requiring full-time or part-time employment of one person.

CHAPTER 2

ASSIGNMENT OF DUTIES AND RESPONSIBILITIES

2-1. Objectives.

a. Primary objective. The primary objective of assigning duties and responsibilities to individual positions is to provide the basis for orderly, efficient, and economical accomplishment of work. This objective requires striking an optimum balance among a number of competing factors: (1) management's desire for economy and productivity; and (2) technicians' desire for work that is challenging and stimulating, as well as monetarily rewarding, and which provides an opportunity for increasing their skills and advancing to higher level positions. The failure of management to provide a reasonable measure of these opportunities can result in high turnover, increased training costs, and lower efficiency. Thus, management is seeking a proper balance among the needs for economy, productivity, skills utilization, and technician development and motivation.

b. Lines of progression. To the extent possible, positions should be planned so that there are logical entrance levels and logical career patterns for progression to more skilled and higher graded positions.

c. Results of careful design. Careful design of positions provides a solid foundation for selecting and utilizing properly qualified technicians at all skill levels. It also assures that assignments requiring higher level and/or scarce skills are concentrated in as few positions as possible; that there is a proper ratio of support positions to professional, administrative, and technical positions; and that proper use is made of jobs at all levels in a career pattern to achieve economical operations and provide a source of trained technicians for higher level positions. Thus, careful design of positions provides a basis for balanced and economical staffing.

2-2. Planning a position.

a. Factors to be considered. Each position must be systematically planned so that it is logical and consistent internally and fits with other positions into an orderly, productive, and efficient organization. Poor position planning can result in unsatisfactory productivity, high unit cost, confusion of responsibility, technician dissatisfaction, grievances, and high turnover. The following factors should be given careful consideration in position design:

(1) Delegating authority commensurate with assigned responsibilities.

(2) Establishing a reasonable supervisory span of control.

(3) Distinguishing supervision from production.

(4) Making effective use of technicians' skills.

(5) In positions comprised of a variety of duties, assigning duties that are at approximately the same skill level.

(6) Concentrating duties requiring special skills or training into as few positions as possible.

(7) Determining the impact of technological changes in machinery, systems, and facilities on manpower requirements.

(8) Defining the requirements for contacts with others.

(9) Identifying requirements for training and skills upgrading.

b. Steps in the planning process. Planning a position requires an orderly procedure of arriving at a sound basis for assigning duties and responsibilities. Analysis must be made of the work to be accomplished and a decision made on production methods to be used. The volume and nature of production to be accomplished may affect the division of work specialization. Also, consideration must be given to the requirements for supervision and training, specialized technical support, quantity and quality control, and review and evaluation.

2-3. Position description. A written record of the major duties and responsibilities assigned to a position must be prepared before a technician can be hired or assigned. A well-designed position has clearly defined operations, tasks, duties, authorities, and responsibilities, and provisions for supervisory control and supervisory requirements.

2-4. Standard position descriptions. A standard position description is a single description used to cover a number of like positions. Whenever a group of substantially identical positions exists, use of a standard position description should be considered. They are particularly effective in the National Guard technician program where organization patterns and procedures are uniform or standardized in different locations where the same activities are to be performed. They may also be used in different organizational functions where identical work is being accomplished or when differences are only minor or incidental.

CHAPTER 3

ESTABLISHMENT, REVIEW, AND ABOLISHMENT OF POSITIONS

3-1. Establishment of positions. Positions are established by NGB based upon known or projected organizational needs or upon special State requests. The number of positions which can be filled is determined by allocations from NGB.

3-2. Elimination of positions. Positions which become obsolete because of changes in functions and assignments, organization, methods and procedures, or workload should be eliminated.

3-3. Conditions prerequisite to filling positions:

a. Basic requirements. Before filling a position other than by detail, appointing officers should assure themselves that the position is properly authorized and classified, that funding is available, and that the position is not scheduled to be abolished or changed through reorganization or other management action.

b. Action in absence of vacancy. When a technician is absent for an extended period but has not vacated the position, arrangements to carry on the work of the position may be made by detailing another technician to the position. Also, temporary additional identical (overhire) positions may be established for periods up to 60 days. These positions must be identical to those on existing manning documents, and are funded through existing manpower authorizations. With NGB approval, an identical authorization can be established for longer periods of time.

3-4. Annual review of positions. All positions must be reviewed annually. The need for each position is to be considered, and those found to be unnecessary must be abolished. Positions determined to be necessary must be reviewed to assure that the position description is adequate and the classification is proper. The annual review will be administered by the SPMO. Managers and supervisors are responsible for certifying to the necessity of the position and the accuracy of the position description. Changes or deletions of duties and responsibilities may be requested by supervisors if a position description is incorrect. A part of the annual position review will include random desk audits by the SPMO to assure these requirements are met.

CHAPTER 4

PROGRAM RESPONSIBILITIES

4-1. National Guard Bureau.

a. Provide broad policy guidance.

b. Define organizational missions.

c. Determine manpower requirements of all National Guard entities.

d. Establish organizational structures.

e. Monitor the National Guard classification and position management programs.

f. Ensure that statutory compliance and reporting requirements are met.

g. Provide other advisory services and policy guidance.

4-2. National Guard Classification Activities.

a. Ensure compliance with all pertinent directives, policies, position classification and job grading standards, etc.

b. Provide interpretation and implementation guidance on pertinent publications.

c. Provide position classification and position management advisory services.

d. Conduct on-site position reviews to ensure that all positions are properly described and classified.

e. Develop and classify position descriptions for implementation nationwide, and forward them to NGB-TN for release.

f. Develop, classify, and release for local use position descriptions required to accommodate a unique local situation.

g. Respond to OPM regional offices and NGB personnel management evaluations.

h. Review classification appeals and make recommendations to NGB-TN on their disposition.

i. Conduct position classification and position management education programs for SPMO representatives and for supervisors and managers.

j. Provide other services as required.

4-3. SPMO responsibilities.

a. Ensure that an effective position management program is established and maintained.

b. Review every request (SF-52) for recruitment or reassignment to determine: (1) Whether the duties of the position are accurately described and essential, (2) If the duties of the position can be absorbed by another position of equivalent or

higher grade, (3) If funding is available to support the position, (4) If the required number of subordinate positions to support the classification of supervisory, leader, and additive grade small shop chief positions are filled.

c. Monitor position description compliance and request changes through the servicing classification activity when standardized position descriptions are inadequate.

d. Contact the servicing classification activity prior to staffing any position to ascertain that it is properly classified and not scheduled for abolishment.

e. Restructure positions to lower grades, when practical, for economy and to provide upward mobility.

f. Ensure that supervisory, leader, or additive grade small shop chief positions are responsible for the day-to-day supervision or leadership of the required number of subordinates. Also, process reclassification actions when the number of on-board subordinates falls below that required to support the grade of the higher level (WS, WL, or small shop chief) positions.

g. Conduct annual position reviews each fiscal year, and report findings to classification activities by 15 November.

h. Provide recommendations to the classification activity for improved organizational structuring.

i. Request the elimination of any position determined to be unnecessary.

j. Perform any other position management services as required.

4-4. Manager responsibilities. Activity managers, as designated by the State Adjutant General, will have the responsibility for taking actions affecting position management as follows:

a. Initiate procedures to modify position management structures in order to meet mission requirements, improve efficiency, improve economy, or to meet local requirements.

b. Approve or disapprove requests for action (SFs 52) which affect organizational structure such as recruiting for vacancies, restructuring positions to lower grades, eliminating positions, or establishing new positions.

c. Review the position structures periodically to determine that the organization is not unnecessarily split into too many small organizations, does not have too many levels in the chain of command, has no unnecessary positions, and does not have more supervisory positions than are necessary.

4-5. Supervisor responsibilities.

a. Ensure that positions are accurately described in position descriptions.

b. Ensure that incumbents are performing the full range of duties and responsibilities of their official position description.

c. Recognize changes in position content, and recommend revisions to the SPMO.

d. Become familiar with the principles and procedures of position management, and explain them to technicians as needed.

e. Inform technicians of classification actions affecting them.

f. Review all vacant positions, as well as positions that later become vacant, to determine if the duties can be eliminated, assigned to other positions, or modified to permit filling at a lower grade.

g. Provide up-to-date organizational charts to the SPMO including all full-time manning.

SUBCHAPTER 8. PROBATION

*8-3. EVALUATION OF PROBATIONER BY SUPERVISOR

(5) Between the 9th and 10th month of the probation period, the technician's first line supervisor makes a determination to retain or separate. This decision is recorded by completing block 12 on NGB Form 430-1.

(a) (ADDED) The documentation on the NGB Form 430-1(T) may not be appealed under the provisions of TPM 430 or grieved under any State procedures.

(b) (ADDED) If retention is not recommended, necessary action must be taken to remove the technician from Federal employment.

(c) (ADDED) Technicians do not receive official performance appraisals until completion of the required 12 months of Federal service.

(d) (ADDED) Removal action may be taken at any time during the probation period.*

8-4. SEPARATION OF PROBATIONERS

a. (5) Information about appealing to the Merit Systems Protection Board (MSPB) will not be made a part of the termination notice.

b. (6) The technician will not be informed about appealing to MSPB.

8-5. APPEAL RIGHTS

**

*f. Timing of separations. The National Guard Technicians Act requires that technicians be given at least 30 days advance notice when removal from employment is involved [32 U.S.C. 709(e) (6)]. Therefore, removal actions taken during the probation period must be preceded by such notice. The following rules apply when computing the 30-day notice: (1) day means calendar day, (2) calendar day is the 24-hour period between 12 (0001 hours) midnight and 12 (2359 hours) midnight, (3) the 30-day period begins the day after the notice of removal is received by the technician, and (4) the last day of the 30-day notice period may not be a nonwork day. There is no prohibition against effecting a removal during the period 15 December through 3 January. If the advance notice is prepared by the supervisor, it must be coordinated with the SPMO staff to ensure regulatory compliance.

(1) (ADDED) The removal action, including the 30-day notice, must be completed within the probation period.

(3) (ADDED) Adverse action procedures contained in TPR 752 do not apply to discharge during the probation period.

(4) (ADDED) The technician has no appeal rights.

(5) (ADDED) 32 U.S.C. 709 precludes National Guard technicians from appealing their separation to the Merit Systems Protection Board.*

*SUBCHAPTER 2. TEMPORARY LIMITED EMPLOYMENT

2-1. DEFINITION

State adjutants general may make temporary limited excepted service appointments at any grade level to meet staffing requirements as outlined in paragraph 2-2b. *

*2-4. SPECIAL CONDITIONS OF TEMPORARY LIMITED EMPLOYMENT

c. **(ADDED).** A temporary limited excepted service technician:

(1) Must be a military member of the National Guard.

**

(2) Must meet the qualification standards established for the position.

(3) Does not have the protection of reduction-in-force procedures and may be terminated at any time upon notice in writing from the personnel office (see section 2-13).

(4) Does not acquire permanent status under a temporary limited appointment or eligibility to be non-competitively converted to a permanent appointment.

(5) Does not serve a trial period. *

2-10. EXTENDING TEMPORARY LIMITED EMPLOYEES

b.(5) Adjutants general may make and extend excepted temporary appointments in increments of up to one year each for a total of 4 years. Extensions beyond 4 years require *regional NGB Personnel Center* approval.

2-14(ADDED). INDEFINITE EMPLOYMENT

a. Excepted appointments with indefinite time limitations should be used when the appointment is expected to extend beyond one year. Competitive procedures must be used when filling a position on an indefinite basis.

b. Persons appointed with indefinite status:

(1) Must meet all military membership and compatibility requirements.

(2) Must meet the qualification standards established for the position.

(3) Do not acquire permanent status.

(4) Do not serve a trial period.

(5) May be promoted, changed to lower grade, or reassigned to other positions with indefinite status.

SUBCHAPTER 1. GENERAL PROVISIONS

1-1. AUTHORITY

c(ADDED). The Chief, National Guard Bureau has the delegated authority to approve and extend agreements. Requests will be forwarded to NGB-TN for action.

1-3. COVERAGE

e. Positions excluded. (4)(ADDED) Except for the position of Adjutant General, National Guard personnel may not be assigned to a position where they would be employed or managed by the same jurisdiction before and after the exchange.

1-4. LENGTH OF THE ASSIGNMENT

g(ADDED). In order to meet the requirement for IPA participants to return to their agencies for a period of time equal to that spent on the assignment, National Guard technicians must, upon return, meet the compatible military grade and assignment requirements.

25 FEBRUARY 1985

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SUBCHAPTER 2. ASSIGNMENT AGREEMENTS

*2-5. REPORTS REQUIRED

d(ADDED). National Guard Bureau Responsibility. (See Department of Defense Directive 5100.65.) Reports required by the Office of Personnel Management will be forwarded to the Assistant Secretary of Defense (M,I&L) through the Chief, NGB. The Report Control Symbol is DD-M&RA(AR) 1145.*

MERIT PLACEMENT FOR NATIONAL GUARD TECHNICIANS

This regulation contains the five requirements that must be included in each State merit placement program; it applies equally to filling excepted and competitive service positions. State plans must be based on merit using job related selection procedures, provide for management's rights to select or not select, and contain procedures for recordkeeping and providing information to technicians and the public.

The military aspects of the excepted technician program are paramount and must be recognized in the development and implementation of State merit placement plans. All selection procedures for excepted technicians must consider such military factors as military membership requirements, military and technician compatibility (including military grade and unit of assignment), and military qualifications. For purposes of this regulation these military requirements are considered to be job-related qualifying factors for positions in the excepted service. **

Recognizing the need for flexibility at the local level, detailed requirements and instructions have been vastly reduced; this give States broad authority to develop, negotiate, and manage their own merit systems. The five requirements listed in part I of the TPR are necessary to assure a merit-based system and at the same time recognize the special military requirements of the National Guard technician program. Separate plans covering excepted and competitive technicians are not required. Appendix A to TPR 335 provides detailed guidance to assist in the development of State merit systems.

Part III of this TPR contains the National Guard Placement Plan for technicians under grade retention. This plan is consistent with OPM and DOD guidance to ensure that an aggressive program is established to place overgraded technicians in properly classified positions.

States must meet and confer with the labor organizations, as appropriate, when implementing these provisions under 5 U.S.C. 7114 and 7117.

PART I - BASIC REQUIREMENTS

The following five requirements must be included in each State merit system:

REQUIREMENT 1

a. Establish written placement procedures based on merit, and have them available to technicians and the public.

b. Identify the types of positions, actions, and any exceptions covered by the plan(s).

c. Ensure that placement actions are made without regard to political, religious, labor organization affiliation or nonaffiliation, marital status, race, color, sex, national origin, nondisqualifying handicap, or age.

REQUIREMENT 2

a. Identify areas of consideration broad enough to ensure the availability of high quality candidates.

b. Provide promotion consideration for technicians within the area of consideration who are absent *for legitimate reason, e.g., military duty, or compensable injury which does not exceed 1 year. *

REQUIREMENT 3

a. ** Use the qualification requirements issued by the National Guard Bureau *to evaluate applicants for excepted service positions. *

b. Ensure that candidates meet the minimum qualification standards prescribed for the position.

c. Ensure that all procedures used to identify, qualify, evaluate, and select are based on job-related criteria.

REQUIREMENT 4

a. Provide for management's right to select or not select from among a group of properly referred, best qualified candidates.

b. Provide for management's right to select candidates from any appropriate source most likely to best meet mission objectives.

REQUIREMENT 5

a. Maintain sufficient records to reconstruct each placement action.

b. Retain records for a minimum of 2 years. (This is an exception to AR 340-18.) If a grievance is pending, records will be retained until resolution.

PART II - EXCEPTIONS TO COMPETITION

a. Promotion due to issuance of new classification standards or the correction of a classification error.

b. Placement of overgraded technicians entitled to grade retention as a result of RIF, reclassification or *management directed change-to-lower grade. * (see part III).

c. Promotion when competition was held earlier (i.e., position advertised with known promotion potential).

d. Repromotion to a grade, intervening grade, or position from which a technician was demoted without personal cause and not at his or her request.

e. Promotion resulting from a technician's position being reclassified at a higher grade because of additional duties and responsibilities.

f. Position change from a position having no higher promotion potential.

g. Position change required by RIF regulations.

h. Temporary promotion of 120 days or less.

i. Detail for 120 days or less to higher graded position or to a position with known promotion potential.

j. Selection of a former technician from the reemployment priority list for a position at the same or lower grade than the one last held.

**k.* Prior permanent DoD employees (excepted and competitive) who:

- were in tenure 1 at time of separation may be reemployed to a position at the same or lower grade as the position from which separated.

- were in tenure 2 may be reemployed without competition within 3 years of separation to a position at the same or lower grade as the position from which separated. *

**l.* Placement as a result of priority consideration when a candidate was not previously given proper consideration in a competitive action. *

PART III - NATIONAL GUARD PLACEMENT PLAN FOR TECHNICIANS UNDER GRADE RETENTION

States must keep a roster of all overgraded technicians entitled to grade retention as a result of reduction in force, *reclassifications, or management directed change-to-lower grade.* These technicians will be afforded priority placement as outlined below in positions for which they meet the full technician and military qualifications. Such priority placement efforts will precede normal placement actions. However, nothing in this plan negates an Adjutant General's prerogative to convert such vacancies to full-time military positions.

If a vacancy of equal or intervening grade exists within the commuting area for which the technician is fully qualified, the technician will be offered the position. If there is more than one eligible technician in a saved grade status, the selecting official may be given a list from which to make a selection. Grade and pay retention will be terminated if the technician refuses the offer of a position equal to the technician's retained grade. Technician must decline offer in writing. The technician may appeal the termination to the Adjutant General.

If such a vacancy exists and there are no overgraded technicians within the commuting area, the position will be offered to overgraded technicians outside the commuting area before any other placement action. If the technician refuses the offer of a position outside the commuting area, or to a position for which a former technician has restoration rights, grade and pay retention will continue if otherwise eligible. PCS is not authorized if there are qualified and available overgraded technicians within the commuting area.

The overgraded technician's name will be removed from the priority placement roster at the expiration of the 2-year grade retention period, unless State regulations provide for further consideration.

Additional placement assistance may be obtained through the DOD Priority Placement Program under procedures to be determined by that authority.

PART IV - CORRECTIVE ACTION

There are three types of violations: procedural, regulatory, or program, for which NGB or OPM may require corrective action.

- A procedural violation occurs when a placement action does not meet the requirements of the State placement plan. A technician may remain in the position only if reconstruction of the action shows that he/she could have been selected if proper procedures had been followed at the time the action was taken, or if the National Guard Bureau or appropriate OPM office (regional or central) gives approval.

- A regulatory violation occurs when the technician did not meet the qualification or regulatory requirements at the time of placement. A technician may be retained in the position only if he/she now meets all requirements and if the National Guard Bureau or appropriate OPM office (regional or central) gives approval.

- A program violation occurs when the State's placement plan, guidelines, or practices do not conform to National Guard Bureau, DOD, or OPM requirements. Generally, a technician may be retained in the position if there was no accompanying procedural or regulatory violation involved.

If the corrective action taken requires the position to be vacated, the erroneously placed technician should be returned to his or her former position or placed in another position for which qualified. All candidates who were not given proper consideration should be considered before new recruiting efforts are initiated.

If the corrective action did not include vacating the position, candidates who were not given proper consideration because of the violation may be given priority consideration for appropriate vacancies.

Corrective actions are intended to redress an improper personnel action or other violation under this part. Any corrective action regarding an individual must be directly linked to the loss of a specific opportunity or benefit.

PART V - TEMPORARY PROMOTIONS

Temporary promotions are used to meet a situation requiring the temporary services of a technician in a higher graded position.

- Temporary promotions must be for one year or less; the State may extend the promotion for one additional year.

- An extension of a temporary promotion beyond 2 years must have prior *written * approval of *your servicing* National Guard Bureau, *Regional Personnel Center.*

- Competitive procedures must be used when the promotion will last for more than 120 days (prior time served in detail to higher graded positions or temporary promotion during the preceding 12 months is included when computing the period).

- A temporary promotion may be made permanent without further competition if competitive procedures were used originally, and all potential candidates were made aware that it could lead to a permanent position.

- A temporary promotion should not be used for the sole purpose of training or evaluating a technician.

- *The technician must be informed in writing that the promotion is temporary and that he/she may be returned to his/her former position without adverse action procedures. *

**

APPENDIX A (ADDED).

DEVELOPING STATE MERIT PLACEMENT PLANS

This appendix provides guidance in developing you State merit placement plan(s); it is not regulatory.

A-1. WRITING A PLAN

Written plans are required to ensure that local procedures used in filling positions are fully understandable and available for review by interested parties (technicians, NGB, OPM, the public, etc.). The number of plans within your State will depend on local requirements. (Ref: Requirement 1a).

A-2. IDENTIFYING POSITIONS COVERED BY A PLAN

Separate plans for competitive and excepted positions are not required. If a joint plan in developed, the military aspects of the excepted technician program must be recognized and emphasized. Depending on local needs and keeping in mind career progression, plans may be developed to cover any logical configuration of positions. (Ref: Requirement 1b).

A-3. EQUAL OPPORTUNITY

The State merit system must ensure that placement actions are made without regard to political, religious, labor organization affiliation or nonaffiliation, marital status, race, color, sex, national origin, nondisqualifying handicap, or age. This covers all aspects of the placement program and is the responsibility of every individual involved. (Ref: Requirement 1c).

A-4. ESTABLISHING AREAS OF CONSIDERATION

An area of consideration is the area (geographically, organizationally or functionally) in which an intensive search for eligible candidates is made. Specific areas of consideration need not be established in State merit placement plans; they can vary with each specific action. All areas of consideration must be broad enough to ensure the availability of high quality candidates (Ref: Requirement 2a). The *grade* and type position, likelihood that area will produce available well-qualified candidates, the qualifications required, budgetary limitations, manning allocations, and compatibility requirements are items to be considered in establishing the areas of consideration. Plans must provide for management's right to select or not to select from among a group of candidates and to make noncompetitive selections from other sources; e.g., (Ref: Requirements 4a and b). The following are examples of areas of consideration that might be established:

- All excepted service technicians of the (State) ARNG, ANG, ARNG/ANG.

- All members of the (State) ARNG, ANG, ARNG/ANG.

- Individuals who are not members of the (State) ARNG/ANG but who are eligible to acquire membership in an available military grade for the technician position.

- ANG base or activity where vacancy exists.

- ARNG State headquarters - statewide.

- All competitive service technicians of the (State) National Guard.

- *Applicants from outside the organization, this includes individuals on OPM certificates and those eligible for reinstatement due to prior competitive status. *

A-5. SUPERVISOR'S ROLE IN MERIT PLACEMENT

Normally, an SF 52 from the supervisor will begin a merit placement action. How this is done and to what extent supervisors are involved in this initial phase will be decided locally. The following are suggested areas you may wish to involve your supervisors in:

- *Deciding whether to announce a vacancy as an excepted or competitive service position. (This applies to positions which can be filled by either excepted or competitive applicants.) *

- Recommended area of consideration.

- *Position sensitivity. *

- Selective placement factors, if used.

- Grade level(s) to be advertised. (See A-6).

- Availability of man-years or funding.

- Use of temporary, part-time, or intermittent employment.

- *Identification of: medical standards/physical requirements for those positions with arduous/hazardous duties, and/or required periodic medical evaluations for those jobs which involve environmental hazards.*

- Possibility of redesigning the position to accommodate State affirmative action plan objectives.

A-6. FILLING A POSITION AT A LOWER GRADE

It may become necessary or desirable to fill positions at less than the full performance level. Management might advertise a position at multiple grade levels in order to avoid readvertising if there are insufficient candidates qualified for the full performance level. Or, management might actually be seeking candidates at less than full performance level; for example to provide "bridge positions" in support of the upward mobility program or to further their EEO affirmative action goals.

A statement of difference is necessary before announcing a position at multiple grade levels in order to properly document the duties at each level. **

** Qualification requirements for each grade level must be shown on multiple grade vacancy announcements.

Vacancy announcements must specify the various grade levels for which application will be accepted. If management is only advertising at multiple grade levels solely to avoid readvertising in case there aren't sufficient candidates at the full performance level, the vacancy announcement should so state. For example, candidates at the GS-9 level will be considered if there are not sufficient qualified candidates at the GS-11 level. In this case, only the GS-11 candidates need be certified to the selecting official. When management is willing to consider candidates at any of the announced grade levels, all eligible candidates should be certified to the selecting official. Separate certificates for each grade level are not required. In this situation, management can make a selection from any of the announced grade levels. For example, a selection could be made at the GS-9 level, even though there were sufficient qualified candidates at the GS-11 level.

A-7. TEMPORARY PROMOTIONS

Generally, a temporary promotion is the appropriate way to meet a situation requiring the temporary service of a technician in a higher graded position. Promoting a technician recognizes the increased responsibility and properly compensates him or her for the work being performed. Normally, temporary promotions are not made unless the technician's services are required for more than 30 days. In cases where the absence is for 30 days or less, a detail would be more appropriate.

Management determines when and if a temporary promotion would be an appropriate action. Examples of the most frequent use of temporary promotions are:

- To assign a technician to perform the duties of a position during the absence of the incumbent.

- To fill a position which has been vacant until a permanent appointment is made. (Temporary promotions would not be appropriate to evaluate a technician before permanent promotion or to train a technician in higher graded duties.)

Competition is not required for temporary promotions of 120 days or less. Competition may be held from the onset if management feels that the position will be filled permanently. The fact that the temporary action may lead to a permanent promotion must be made known to all potential applicants.

Before a technician accepts a temporary promotion, there should be clear documentation that he/she understands:

- Why the promotion is temporary.

- The expected length of the promotion including the fact that it may be terminated at any time if management determines the services are no longer needed, and

- Under what circumstances the promotion can become permanent.

**

A-8. SPECIAL REQUIREMENTS

Selective placement factors are the knowledges, skills, abilities, and other personal characteristics absolutely essential for satisfactory performance of duties and responsibilities. They are job-related requirements that a candidate must bring to the job. When selective placement factors are used, they become part of the basic eligibility requirements for the position, and must appear on the vacancy announcement.

Written justification for the use of selective factors becomes part of the merit placement record.

Conditions of employment are those requirements of the position which are necessary in order to perform the duties of the position (e.g., Security and education requirements). In addition, positions may have established requirements which must be met for continued position retention (e.g., developmental training). When either conditions of employment or requirements for continued position retention have been established, they must be included in the vacancy announcement.

Security Requirements. A technician is subject to the personnel security requirements in accordance with TPR 700(732.1). The support personnel management officer (SPMO) must determine whether the applicant has the required security clearance for the assignment. If not, the SPMO will ensure that the clearance is obtained.

When a technician cannot meet the security requirements of the position, action must be taken IAW TPR 715, paragraph 2-2.

Training Requirements. All applicants for a position with a designated developmental training requirement must be informed in advance that failure to complete the required course(s) would be cause for removal from the position. An example of developmental training is the proponent courses at the National Guard Professional Education Center. The SPMO must require the applicant to submit a written statement to the effect that he/she understands he/she must satisfactorily complete the appropriate course(s) or corrective action will be taken.

A-9. LOCATING CANDIDATES

There are a number of methods available for use in locating candidates. The most common of these is the vacancy announcement. Announcements are to provide enough information to enable an individual to decide whether or not to apply and how to apply.Items normally found on technician vacancy announcements are:

- Title, series, grade, salary range, and brief summary of duties.

- Organizational and geographical location of the position.

- Summary of or reference to minimum qualification standards for basic eligibility, including related military requirements and compatible assignment.

- Information regarding the known promotion potential if appropriate.

- Selective placement factors, if appropriate. (See paragraph A-8.)

- *Special conditions of employment or developmental training, if applicable (see paragraph A-8). *

- Designated security clearance required.

- Opening and closing dates and how to apply.

- Statement about equal employment opportunity.

- *Medical standards/physical requirements if applicable, and the requirement for periodic medical evaluation for jobs which involve environmental hazards. *

A skills locator may be used instead of the vacancy announcement. The file should include sufficient information to identify potential candidates including the kinds and locations of positions for which he/she is interested and available.

The registers required under the National Guard Placement Plan for Technicians Under Grade Retention will provide a ready source of candidates as will the EEO Underutilized Skills Bank. The DOD Defense Data Support Center (DDSC) and certificates of eligibles from PM will assist in locating candidates for competitive service positions. The NGB technician information bulletin and National Guard magazine is also available for announcing hard to fill positions.

As covered in Requirement 4b, management must retain the right to select candidates from any appropriate source most likely to meet mission objectives. This includes management-directed reassignment and detail, reemployment priority lists, position changes resulting from RIF, placement of an individual exercising restoration rights, etc.

A-10. APPLYING FOR TECHNICIAN VACANCIES

The SF 171 or NGB Form 300 are used throughout the technician program as the basic application form. However, States may use other supplemental forms that reflect the individual's military experience and qualifications. For example, certification of possession of MOS/AFSC; certificate of eligibility for appointment as commissioned officer; or certificate of eligibility for appointment as a warrant officer in an appropriate MOS/SSI.

The procedures developed in each State must ensure that technicians within the area of consideration who are absent (e.g., on detail, ** performing military duty, or *compensable injury which does not exceed 1 year) * receive appropriate consideration for promotion. (Ref: Requirement 2b.) Suggested methods for accomplishing this are:

- Require technicians to notify supervisors of the types of vacancies and locations for which application would be filed in their behalf; technician provides supervisor with application forms.

- Require supervisor to contact technician concerning the vacancy, and initiate the application if technician so desires.

- Require technicians to provide temporary address to SPMO, who will notify technician of vacancy.

- Maintain listing of absent technicians in the SPMO indicating types of positions and grades for which qualified and locations for which the technician desires consideration. The SPMO will use this information to provide automatic consideration.

A-11. DETERMINING AN APPLICANTS ELIGIBILITY

Applicants must meet those qualification standards and military requirements prescribed for the position. (Ref: Requirement 3b)

The qualification standards and military requirements for excepted service positions are prescribed by the National Guard Bureau.

The standards for competitive service positions are those contained in Handbook X-118 and X-118C.

In both excepted and competitive positions, any selective placement factors used will become part of the basic eligibility requirements.

A-12. JOB ANALYSIS

When it is necessary to refine a list of eligible candidates through the evaluation process (para A-13), a job analysis is conducted.

The analysis or study of the job duties and responsibilities provides the basis for the job-related criteria, for selecting the instruments for rating candidates, and for identifying appropriate selective placement factors. The job analysis will identify the knowledges, skills, and abilities (KSAs) that will, in turn, identify high quality candidates. The procedure for completing a job analysis is outlined below:

- Arrange for a meeting with subject matter experts who know the job requirements.

- Review all available information, such as qualification standards, position description, job-grading standards, and *any medical, physical, or environmental demands.* From the review of the position description, identify four or five major duty statements.

- Conduct the job analysis interview with the subject matter specialist to determine what KSAs are essential to job performance.

- Identify the evaluation instruments and rating/ranking methods that will be used.

- Document the major duties and responsibilities identified and the KSAs that correspond with performance of those duties and responsibilities.

A-13. CANDIDATE EVALUATION

After the KSAs necessary for successful job performance have been identified in the job analysis, consider the best methods of evaluating applicants to determine whether they posses the needed KSAs and to asses their competitive standing. A variety of methods are available; among these are evaluation of training and experience and performance appraisals.

The SF-171, Official Personnel Folder, and Supplemental Applicant Questionnaire are forms used to gather job-related background data. Experience is evaluated in terms of type and quality in relation to the requirements of the position. Length of service or length of experience may be used only when there is a clear and positive relationship with quality of performance, or, when after all specified quality ranking factors have been applied, there are identical ratings among candidates. A candidates total relevant experience is rated in broad categories (A, B, or C level listed below) on each evaluation KSA factor determined in the job analysis.

a. "A" level experience. Candidate possesses type and quality of experience that substantially exceed the basic requirements of the position, including selective placement factors, and that would allow the candidate to perform effectively in the position almost immediately or with a minimum of training and/or orientation.

b. "B" level experience. Candidate possesses type and quality of experience that exceed the basic requirement of the position, including selective placement factors, and that would allow the candidate to perform effectively in the position within a reasonable period of time (e.g., 3 to 6 months).

c. "C" level experience. Candidate satisfies the basic requirements of the position with respect to experience, including selective placement factors, but:

(1) Type and quality of experience beyond that which is basically required are minimal, and/or

(2) Extensive additional training and/or orientation would be required to enable the candidate to satisfactorily perform the duties of the position.

These category ratings are then converted to a numerical score to determine which candidates are best qualified as shown in **table A-1** and **figure A-1.**

NGB Form 300-3 or a locally developed form may be used to record the KSA ratings on experience.

Table A-1
Point Values of Category Rating

Three KSA Factors	Four KSA Factors	Five KSA Factors	Six KSA Factors	Seven KSA Factors	Eightt KSA Factors
A 33.3	A 25.0	A 20	A 16.6	A 14.2	A 12.5
B 28.3	B 21.2	B 17	B 14.1	B 12.1	B 10.6
C 23.3	C 17.5	C 14	C 11.6	C 10.0	C 8.7

(Using five KSA factors, a candidate's combined category rating of AABBC (20, 20, 17, 17, 14) converts to 88.)

KNOWLEDGES, SKILLS, AND ABILITIES CATEGORY WORKSHEET

VACANCY NUMBER: 79-22

POSITION: Personnel Assistant GS-203-06

POINTS

Experience Levels
A 33.3
B 28.3
C 23.3

KSA FACTORS	Jane Doe	Clark Kent	Tom Jones	Mary Smith	S. T. White	Sunny Day	Rachel E. Quality	Sybil Wrights	Alice N. Wonderland	Archie Bunker	XXX XX	XXX XX	XXX XX	XXX XX	XXX XX	XXX XX
1. Skill in applying regulations pertaining to Tech Pers functions and in providing info	23.3	33.3	33.3	28.3	28.3	28.3	23.3	33.3	33.3	23.3	XX	XX	XX	XX	XX	XX
2. Skill in processing personnel actions	23.3	28.3	33.3	28.3	28.3	33.3	23.3	28.3	33.3	23.3	XX	XX	XX	XX	XX	XX
3. Knowledge of employee benefits (leave, retirement, insurance, etc.)	23.3	28.3	33.3	23.3	23.3	33.3	28.3	28.3	33.3	23.3	XX	XX	XX	XX	XX	XX
4.																
5.																
6.																
7.																
8.	69.9	89.9	100	79.9	79.9	94.9	74.9	89.9	100	69.9		XX	XX	XX	XX	XX

DOCUMENTATION

PANEL DATE

SIGNATURE OF PERSONNEL REPRESENTATIVE

NGB FORM 1 OCT 78 300-3 (LRA) NGB-PP-Me 78

Figure A-1. Sample Knowledges, Skills, and Abilities Category Worksheet

In **figure A-1** there was an excess number of qualified candidates; therefore, further comparison was necessary. Each candidate's experience was reviewed to determine what level of the required KSAs have resulted. The individual scores for experience and performance are combined to determine which candidate's will be referred to the selecting official.

	Experience	Performance	Total
J. Doe	69.9	20	89.9
C. Kent	89.9	32	121.9
T. Jones	100	46	146
M. Smith	79.9	30	109.9
S. T. White	79.9	23	102.9
S. Day	94.9	46	140.9
R. E. Quality	74.9	32	106.9
S. Wright	89.9	45	134.9
A. Wonderland	100	50	150
A. Bunker	69.9	23	92.9

Figure A-2. Candidate Evaluation

Candidates Day, Jones, Kent, Wonderland, and Wright were referred for consideration.

The supervisory appraisal is used to measure the quality of performance on factors in the technician's present job that are also significant in the job to be filled. A standard appraisal such as NGB Form 300-1, may be used; it covers a wide range of factors. If such a form is used, a set of factors pertaining to the job to be filled is selected for use in evaluating the candidates. If applicable factors for a job are not included on the form, additions may be necessary. The appraisal score is computed by adding together the ratings for those factors (at least 7) that make up the pattern for the position being filled, dividing by the number of factors in the pattern, and multiplying by 10.

There are several methods for interpreting and combining results of the measurement instruments (training and experience, interviews, and performance appraisals). Two of the more commonly used methods are briefly described below.

- The multiple judgement method places candidates in categories, "qualified" and "best qualified", which is based solely on the rater's overall judgement of how well each candidate meets or exceeds the job-related criteria. The scores on individual measurement instruments or assigned on job factors (KSAs) are weighed, and the combination of all available information is used as an indication of how good the *candidate* should be in the job, rather than the scores determining the final category.

- The "point rating" method is the use of individual knowledges, skills, and abilities (KSA) scores from the training and experience and performance appraisal to determine a final point rating. NGB Form 300-4 may be used to record the results of measurement instruments. The total score is used to determine those candidates who will be referred to the selecting official for consideration.

A-14. REFERRING CANDIDATES

All qualified candidates may be referred for consideration, unless there is a need to further reduce the number of qualified candidates; only then is the detailed evaluation as outlined in A-13 necessary.

Candidates' names may be listed on a locally devised State form similar to that shown in figure A-3 or NGB Form 300-6. Do not list names in an order that would give the appearance of preference, and do not show the scores when using rating and ranking procedures.

REFERRAL AND SELECTION CERTIFICATE

Certificate No. _____ **Date issued** _____
Issued to _____ **Expiration date** _____
_____

Position Title & No. _____
Series & Grade _____
Announcement No. _____

CANDIDATES	ACTION TAKEN	REMARKS

Selecting Official Signature _____ **Date** _____
For Additional Information Call _____ _____

Figure A-3. Sample of a Referral Certificate

A-15. SELECTION OF CANDIDATES

The selecting official is entitled to select or nonselect any candidate who is referred to him/her. Selections are to be based on job-related factors only. The official may use the following to assist in making a selection:

- Interview
- Review of official personnel folder or SF 171
- Contact with the candidate's former supervisor.

Candidates' qualifications have been evaluated prior to their names being placed on the referral certificate; therefore, written performance, or job knowledge tests should not be administered by the selecting official.

All candidates whose names were on the referral certificate should be notified either orally or in writing of the selection made; this may be by the SPMO or the selecting official.

A-16. RELEASE OF SELECTED CANDIDATES

Plans should establish procedures to assure prompt release of selectees. The personnel officer usually arranges release and entrance-on-duty dates for the selected individual. Normally, the selectee will report to the new position 2 weeks after selection is finalized. A longer period may be permitted when a mutual agreement is reached between the releasing and gaining office. This is one approach to local option in establishing these procedures.

A-17. RECORDS

Requirement 5a requires the maintenance of sufficient records to reconstruct each placement action. There is no need, however, to duplicate information that is available in other personnel or military files.

Each action varies as to the amount and type of information needed to provide a clear audit trail. The following information must be in merit placement records.

- Position title, series, grade(s).
- Organization and geographical location.
- Position announcement or identification of the method used to locate candidates.
- Description of duties.
- Minimum qualification standard.
- Area of consideration.
- Supervisory appraisals.
- Forms involved in the rating and ranking process.
- *Copy of SF-171's or a summary of work and education history for each applicant. *
- List of all candidates if referral and selection certificate does not contain names of all candidates.
- Referral and selection certification that identifies individual selected and is signed by selecting official.

Since the inception of the Privacy Act of 1975 and the Freedom of Information Act, case rulings have leaned toward making promotion records public information. This does not, however, relieve us of the obligation to protect individuals from unwarranted invasion of personal privacy. Each case is judged on its own set of circumstances when deciding what can be released and what should be protected. Our responsibility is to keep the public and our technicians informed while protecting the privacy of each individual.

The time limits established by Requirements 5b require the retention of merit placement records for a minimum of 2 years. If a grievance is pending, the records are retained until resolution.

APPENDIX B (ADDED)

MODEL MERIT PLACEMENT PLAN

This appendix is a model of a State merit placement plan. It is not regulatory but does reflect established National Guard Bureau regulatory requirements. Users should consult the applicable regulatory references and guidance shown in this regulation.

MERIT PLACEMENT PLAN
FOR EXCEPTED AND COMPETITIVE TECHNICIANS

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CHAPTER 1

GENERAL

1-1. Purpose. This plan establishes procedures and provides information on the merit placement program for excepted and competitive technician positions in the _____ National Guard.

1-2. Policy. It is the policy of the _____ National Guard that all technician positions be filled by the best qualified individuals available and ensure that all technicians have an opportunity to develop and advance to their full potential. All technician vacancies will be filled on the basis of merit and job-related factors. For purposes of this plan, military requirements are considered as job-related qualifying factors for positions in the excepted service. All actions under this plan will be made without discrimination for nonmerit reasons such as race, color, religion, sex, national origin, marital status, membership or nonmembership in an employee organization, and age or nondisqualifying physical handicap (except for military requirement for excepted military technicians).

1-3. Scope. This plan encompasses all technician positions in the State of _____. It will be used in filling positions in the excepted and competitive service through initial appointment, promotion, reassignment, reinstatement, demotion, and and transfer.

1-4. Definitions. (Local placement plan definitions are recommended so that the plan will be readily understood by technicians and candidates.)

1-5. Responsibilities

a. The Adjutant General is the appointing authority for the _____ National Guard technician program, and is the highest level of authority in the State concerning the overall application of this merit placement plan.

b. The personnel officer is responsible to the Adjutant General for ensuring that the requirements of this merit placement plan are carried out. The personnel officer will:

(1) Develop, maintain, evaluate, and revise the program as necessary.

(2) Assure compliance with the program.

(3) Provide guidance and assistance to commanders and supervisors concerning their responsibilities under this plan.

(4) Assure that candidates are properly evaluated and certified for placement.

(5) Maintain necessary records.

c. Managers and supervisors will:

(1) Assure that technicians under their supervision are aware of this plan.

(2) Assure that actions effected within their area of responsibility are based on merit without discrimination.

(3) Encourage technicians under their supervision to participate in developmental opportunities and to apply for positions for which qualified.

(4) Recommend changes to this plan to the SPMO.

(5) Assure that technicians under their supervision who are absent e.g *(military duty, compensable injury which does not exceed 1 year.)* are considered for positions for which qualified.

d. Individual technicians are responsible for:

(1) Pursuing developmental opportunities in preparing to assume higher level duties.

(2) Familiarizing themselves with the provisions of this plan.

(3) Assuring that application forms and official personnel folders (OPFs) contain accurate and current information concerning qualifications and self-development activities.

(4) Arranging with their supervisors to submit applications for vacancies when temporarily absent from their jobs.

1-6. Management's Rights. Recognizing that it is essential to the accomplishment of the mission of the _____ National Guard that technician positions be filled with the best qualified individuals available, management retains the right to:

a. Select or not select from among a group of best qualified candidates.

b. Select candidates from any appropriate source most likely to best meet the mission objectives of the _____ National Guard.

CHAPTER 2

EXCEPTIONS TO COMPETITION

2-1. Actions Exempt from Competition:

a. Promotion due to issuance of new classification standards or the correction of a classification error.

b. Placement of overgraded technicians entitled to grade retention as a result of RIF, reclassification, *or management directed change-to-lower grade.*

c. Promotion when competition was held earlier (i.e., position advertised with known promotion potential).

d. Repromotion to a grade or an intervening grade or position from which a technician was demoted without personal cause and not at his or her request.

e. Promotion resulting from a technician's position being reclassified at a higher grade because of additional duties and responsibilities.

f. Position change to a position having no higher promotion potential.

g. Position change required by RIF regulations.

h. Temporary promotion of 120 days or less.

i. Detail to higher graded position or to a position with known promotion potential for 120 days or less.

j. Selection of a former technician from the Reemployment Priority List for a position at the same or lower grade that the one last held.

**k.* Prior permanent DoD employee (excepted and competitive) who:

(1) Was in tenure 1 at time of separation may be reemployed to a position at the same or lower grade as the position from which separated.

(2) Was in tenure 2 may be reemployed without competition within 3 years of separation to a position at the same or lower grade as the position from which separated. *

l. Placement as a result of priority consideration when a candidate was not previously given proper consideration in a competitive action.

CHAPTER 3

POSITION ANNOUNCEMENT AND APPLICATION PROCEDURES

3-1. Request for Filing Vacancy. When requesting that a position be filled, the supervisor will submit an SF-52, Request for Personnel Action, to the SPMO. Required information on the SF-52 is:

a. Position title, job number, grade(s), and location.

b. Type of appointment (for those positions that can be filled by either excepted or competitive technicians). **

c. Military grade (officer, warrant officer, enlisted).

d. Recommended area of consideration.

e. Recommended selective placement factors.

f. Designated security clearance required.

**g.* Medical standards/physical requirements and/or requirement for periodic medical evaluation when applicable. *

3-2. Vacancy Announcements. When a vacancy is not going to be filled as an exception to competition (see chapter 2) ** the vacant position will be announced. As a minimum, the vacancy announcement will contain the following information:

a. Title, series, grade, and salary range of the position.

b. Type of appointment--excepted or competitive.

c. Military requirements (officer, warrant officer, enlisted) and compatibility requirements.

d. Organizational and geographical location of the position.

e. Summary of duties and minimum qualification requirements.

f. Information regarding known promotion potential, if applicable.

g. Special conditions of employment, or developmental training, if applicable.

h. Opening and closing dates and how to apply.

i. Equal employment opportunity statement.

j. Designated security clearance required.

**k.* Medical standards/physical requirements and requirement for periodic medical evaluation when applicable.*

3-3. Posting of Announcements. Vacancy announcements will be posted for a minimum of 15 calendar days. To ensure that all interested persons are aware of the vacancy, announcements will be posted conspicuously throughout the area of consideration in those areas most accessible to all members of the National Guard.

3-4. Areas of Consideration. The area of consideration for each specific position vacancy announcement will be that deemed most appropriate by the SPMO to ensure the receipt of sufficient highly qualified candidates. The grade and type of position, availability of candidates, position qualifications, budgetary limitations, and compatibility requirements will be considered in determining the area of consideration. Management can extend the established area of consideration for a particular placement action when it has been determined that the initial area would not produce a sufficient number of highly qualified candidates. Following are the established areas of consideration:

a. All military technicians in the _____ National Guard.

b. All members of the _____ National Guard.

c. Personnel eligible for membership in the _____ National Guard.

d. All competitive technicians of the _____ National Guard (for competitive positions).

**e.* Applicants from outside the organization, this includes individuals on an OPM certificate and those eligible for reinstatement due to prior competitive status. *

3-5. Application Procedures. The application is the basic document by which the individual's qualification for the position is determined. It must therefore reflect the applicant's current and past employment data as well as military duty assignments, qualifications, and training. Complete and accurate data is essential to ensure fair evaluation of candidates. Along with the application forms discussed below, supplemental forms that reflect the candidate's military qualifications may be submitted. Applications will be submitted as follows:

a. Applications *must be received by* the SPMO no later than the closing date specified on the vacancy announcement.

b. Current technicians will apply on NGB Form 300.

c. Other applicants will apply on SF-171, Personal Qualification Statement.

d. Applicants not currently commissioned, applying for a position requiring commissioned status, must submit evidence of eligibility for a commission.

e. Technicians whose absence may preclude then from having knowledge of, or applying for, a vacancy may request in writing that applications be submitted for them by their supervisor.

3-6. "Stopper List". The DOD Program for Stability of Civilian Employment must be used for competitive technician vacancies if individuals are available and referred, The stopper list will be "cleared" before proceeding with action to fill the position.

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CHAPTER 4

PROCESSING APPLICATIONS

4-1. Basic Eligibility. Applications will be reviewed by a SPMO staffing specialist to determine basic eligibility. Candidates must meet the basic qualifications established for the position including any selective placement factors. Applicants who meet the minimum qualifications will be considered basically eligible; NGB Form 300-2, (Initial Screening Worksheet for Merit Staffing Actions), will be used to determine basic eligibility. *Applicants who do not not meet the minimum qualifications will be notified as to what basic qualifications were lacking. *

4-2. Selective Placement Factors. Selective placement factors are the knowledges, skilled, abilities, or other personal characteristics absolutely essential for satisfactory performance on the job. They will be determined in advance of advertising a position, and will be stated in the vacancy announcements. When used, they are a part of the basic eligibility requirements for the position.

4-3. Conditions of Employment. Conditions of employment are those requirements of the position which are necessary in order to perform duties of position *(e.g., security, medical/physical requirements and education requirements).* In addition, positions may have established requirements which must be met for continued retention (e.g., developmental training). When either conditions of employment or requirements for continued position retention have been established, they must be included in the vacancy announcement.

a. Security requirements. A technician is subject to the personnel security requirements in accordance with TPR 700(732.1). The SPMO must determine whether the applicant has the required security clearance for the assignment. If not, the SPMO will ensure that the clearance is obtained. When a technician cannot meet the security requirements of the position, action must be taken IAW TPR 715, paragraph 2-2.

b. Training requirement. All applicants for a position with a designated developmental training requirement must be informed in advance that failure to complete the required course(s) will be cause for removal from the position. An example of required developmental training is proponent course(s) at the National Guard Professional Education Center. The SPMO will require the applicant to submit a written statement to the effect that he/she understands he/she must either satisfactorily complete the appropriate courses(s) or corrective action will be taken.

c. Medical/physical requirements. Applicants must meet any medical standards or physical requirements designated for the position. *

4-4. Evaluation. All eligible candidates will be certified to the selecting official, unless there are more than ten qualified applicants. In this case, the evaluation procedures in chapter *5* will be used to further screen candidates prior to referral. The personnel officer may appoint a panel of three members to evaluate candidates. One member will be an SPMO representative who is qualified in qualifications examination techniques, and the other two members must have technical expertise in the career field in which the vacancy exists.

CHAPTER 5

EVALUATING CANDIDATES

5-1. Job Analysis. When it is necessary to refine a list of eligible candidate through the evaluation process, a job analysis will be conducted by the SPMO to determine the knowledges, skills, and abilities (KSAs) that will in turn be used to identify high quality candidates for referral to the selecting official. The KSA factors will be recorded on NGB Form 300-3 for use in evaluating candidates' qualifications. Three to eight KSA factors will be used.

5-2. Evaluating Experience. After the KSAs needed for successful performance on the job have been identified through the job analysis, the applications and OPFs will be used to gather job-related background data to be used in the evaluation process. Experience will be evaluated in terms of type and quality in relation to the requirements of the position. Length of service or experience will only be used when there is a clear relationship with quality of performance or when necessary to break ties when all other ratings are equal. Experience will be rated in categories as shown below on each KSA determined in the job analysis:

a. "A" level experience. Candidate possesses type and quality of experience that substantially exceed the basic requirements of the position, including selective placement factors, and that would allow the candidate to perform effectively in the position almost immediately or with a minimum of training and/or orientation.

b. "B" level experience. Candidate possesses type and quality of experience that exceed the basic requirements of the position, including selective placement factors, and that would allow the candidate to perform effectively in the position within a reasonable period of time (e.g., 3 to 6 months).

c. "C" level experience. Candidate satisfies the basic requirement of the position with respect to experience, including placement factors, but:

(1) Type and quality of experience beyond that which is basically required are minimal, and/or

(2) Extensive additional training and/or orientation would be required to enable the candidate to satisfactorily perform the duties of the position.

The point value assigned to A, B, and C levels is determined by the number of KSA factors used. (See **Table 5-1.**) Points are then totaled for each candidate and transferred to NGB Form 300-4.

Table 5-1
Point Values of Category Rating

Three KSA Factors	Four KSA Factors	Five KSA Factors	Six KSA Factors	Seven KSA Factors	Eight KSA Factors
A 33.3	A 25.0	A 20	A 16.6	A 14.2	A 12.5
B 28.3	B 21.2	B 17	B 14.1	B 12.1	B 10.6
C 23.3	C 17.5	C 14	C 11.6	C 10.0	C 8.7

(Using five KSA factors, a candidate's combined category rating of AABBC (20, 20, 17,17, 14) converts to 88.)

5-3. Evaluating Performance. NGB Form 300-1 will be included as a part of the application, unless there is a current (less than 1 year old) NGB Form 300-1 on file in the SPMO. The supervisor rates all elements on the form pertaining to the technician's current position. (Instructions for appraising technicians and assigning ratings to the elements are on the form.) During the job analysis process, different performance elements are identified for use in this segment of the evaluation process. The elements (at least seven) selected are those that best measure the knowledges, skills, and abilities that have been determined necessary for successful job performance. These elements are then combined to arrive at a total appraisal score.

The appraisal score is computed by totaling the numerical value of those elements (at least seven) that make up the pattern for the position being filled; dividing that result by the number of rating elements; and multiplying that result by 10. (The final result cannot exceed 50.)

5-4. Awards. Credit is awarded for pertinent honorary and monetary awards and outstanding/excellent performance ratings conferred at the next lower qualifying grade. When outstanding performance was recognized by both an outstanding/excellent performance rating and a monetary or honorary award for the same period of time, only one of the two will be credited. The SPMO staffing representative will analyze the awards record to assess the qualifications demonstrated and their bearing on the requirements of the position being filled. The recency of the award or rating is also considered to assure that current qualifications are reflected. Awards that are more than 3 years old will not be considered. A maximum of six points may be credited for this factor. Points are assigned as follows:

	1st yr	2nd yr	3rd yr
Outstanding Performance Rating	1	3	2
Excellent Performance Rating	2	1	0
Sustained Superior Performance	1	1	0
Suggestion Award	1	0	0

5-5. Training and Education. A maximum of two points will be awarded for this factor. This refers to training and education, other than that credited for basic eligibility that was not considered elsewhere in the evaluation process, which is relevant to the position.

5-6. Overall Rating. The overall rating for each factor (experience, performance, training and education, and awards) will be combined, and the total score for all factors recorded on NGB Form 300-4.

5-7. Referral and Selection Certificate. The top candidates arrived at through the evaluation process will be listed on the referral and selection certificate as outlined in chapter 6.

CHAPTER 6

REFERRAL AND SELECTION PROCEDURES

6-1. Referral of Candidates. Following the determination of basic eligibility and evaluation of candidates as outlined in chapter 5 (if applicable), the SPMO will:

a. Certify to the selecting official up to ten qualified candidates. Candidates will be listed alphabetically.

b. Notify those individuals who were rated as basically qualified but no submitted for consideration.

6-2. Action by the Selecting Official. The selecting official is entitled to select or nonselect any candidate referred to him/her. Upon receipt of the selection certificate, the selecting official will:

a. Interview candidates. Every effort will be made to conduct personal interviews. If not possible, telephone interviews should be conducted. When one of the referred candidates is interviewed, every effort should be made to interview all those on the certificate.

b. Make a selection. If all candidates are rejected, the selecting official should return the certificate to the SPMO. **

c. Sign and return certificate to the SPMO.

6-3. Action by the SPMO. A representative of the SPMO will:

a. Notify candidates of selection/non-selection.

b. Arrange for a release date.

c. Prepare promotion file.(See chapter 7.)

6-4. Release of Selectee. After selection for promotion or placement, a technician must be released promptly from his/her present position. Release will normally be within 2 weeks after selection.

CHAPTER 7

PLACEMENT/PROMOTION RECORDS

7-1. Purpose. Complete promotion records will be maintained by the SPMO to:

a. Provide a clear record of the action taken.

b. Evaluate the merit placement program.

c. Provide proof that merit placement actions are being made on a fair and equitable basis in accordance with this plan.

7-2. Records. Sufficient records are required to allow reconstruction of the placement action. As a minimum, the following information and forms will be retained in the record:

a. Copy of the vacancy announcement.

b. List of all applicants' names (NGB Form 300-2).

**c.* Copy of SF-171's or summary of work and education history of all applicants. *

d.* Supervisory appraisal of each candidate.

**f*.* Forms used in the evaluation and rating process.

f.* Referral and selection certificate signed by selecting official.

**g*.* Records of the "Stopper List" having been cleared (for competitive positions).

7-3. Duration. Records will be maintained for a minimum of 2 years. If a grievance is pending, records will be maintained until resolution.

7-4. Privacy Protection. Information relating to individual placement action or to the candidate will not be discussed with or shown to unauthorized individuals. Supervisors and personnel specialists participating in merit placement actions will not disclose the details of their work to unauthorized persons.

CHAPTER 8

GRIEVANCES AND COMPLAINTS

8-1. Grievances. A technician who believes that proper procedures were not followed in a particular placement action for which they were an applicant may present a grievances under applicable grievance procedures. A grievance will not be considered when it is based solely on nonselection.

8-2. Discrimination Complaints. Allegations of discrimination because of race, color, religion, sex, age, handicapping condition, or national origin made during any phase of selection process will be considered under the _____ National Guard Equal Employment Opportunity Program, or other applicable procedures.

8-3. Other. Other complaints or inquiries including those made by nontechnician candidates should be directed to the SPMO. All such inquiries will be considered and every effort made to resolve such complaints.

SUBCHAPTER 6. APPOINTMENTS ABOVE THE MINIMUM BECAUSE OF SUPERIOR QUALIFICATIONS

6-6. PROCEDURES

****a.(4) Special need.*** An advanced rate may be based on a candidate's unique qualifications which would have exceptional value to the mission or program goals of the State. Each case must be evaluated with consideration as to: the requirements of the position for direct program management or operation, it would not be appropriate for a position which provides administrative support; the lack of high-quality candidates with the type or quality of knowledge, skills or abilities needed, and the necessity of incentive above existing compensation. The superior qualification or existing pay criteria is not a consideration when applying the special need justification. *

****b*. Prior approval.*** Requests will be submitted to *regional NGB Personnel Center*. Actions will not be effected before the date of approval.

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****c. (ADDED). Record-keeping.*** The approval must be filed as a permanent document in the individual's Official Personnel Folder as justification for the higher rate of pay. *

SUBCHAPTER 1. PART-TIME CAREER EMPLOYMENT

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1-3. PROGRAM IMPLEMENTATION

a. States will develop part-time permanent employment programs consistent with resources and mission requirements. State programs must provide for:

- Reviewing vacant positions for the feasibility of filling the positions on a part-time basis.

- Converting permanent full-time positions to part-time. Positions occupied by full-time technicians may not be abolished in order to create part-time positions, nor shall full-time technicians be required to accept part-time employment as a condition of continued employment. If necessary, States should contact their respective *regional NGB Personnel Center* for assistance in restructuring full-time positions to part-time.

- Developing procedures that permit technicians to request and receive consideration in switching from full-time to part-time.

- Notifying the public of part-time vacancies.

- Designating a part-time program coordinator who will serve as point of contact.

- Developing annual goals for establishing part-time positions. Criteria to be considered when establishing goals may include: Mission requirements; turnover rate (e.g. promotions, resignations, reassignments); employment authorizations and budgetary considerations; applicant and current technician interests; and other factors based on current needs and circumstances.

e. States will provide semiannual reports to *their NGB Personnel Center. *

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1-13. PERSONNEL CEILING

** Permanent part-time technicians will be counted on a fractional basis. For example, a permanent technician with a work schedule of 20 hours per week will count as 1/2 technician. ** More than one part-time technician may be assigned against a space, as long as their total work schedule does not exceed 40 hours in a work week.

*SUBCHAPTER 1. MILITARY DUTY - RESTORATION RIGHTS AND UNPAID LEAVES OF ABSENCE

1-2. COVERAGE

a. (ADDED). Except as amended by Technician Personnel Regulations, this FPM chapter governs restoration rights of National Guard military and competitive technicians (hereinafter referred to as technicians). Technicians serving under indefinite appointments are not entitled to the provisions of this Subchapter since these appointments are considered to be temporary.

1-3. RESTORATION FOLLOWING ACTIVE DUTY

a. *Basic entitlement*. This paragraph applies if the technician enters active duty under authority of 10 U.S.C. Technicians are entitled to restoration so long as the military service does not exceed four consecutive years. The four year period begins on the first day of continuous military service.

c. *Position to which restored*.

(3) Promotion. Technicians will be considered for promotions in accordance with TPR 300(335).

(6) (ADDED) Order of Placement. The following order of placement efforts will be observed. Technicians will be placed in . . .

(a) The position vacated if available and vacant (if encumbered by a temporary or indefinite technician action will be taken to reassign or terminate the occupant), or;

(b) A vacant position of like grade or pay, in the same line of work and in the same commuting area as the position vacated, or;

(c) A vacant position of like grade or pay outside the commuting area of the position vacated, or;

(d) A vacant position that most closely approximates (no more than two grades below) the position the technician left which is within the commuting area, or;

(e) As in d above which is outside the commuting area.

(f) If Placement cannot be made using the above order of placement, the procedures in TPR 300(351) will be used to restore the individual.

(g) If desired, the technician may accept any position, if qualified, within the commuting area of the old job. If this option is selected the technician will make the election in writing and the document will be clear that he or she is accepting the position in lieu of restoration rights listed above.

(7) (ADDED) Responsibility for restoration. The responsibility for restoration rests with the state where the technician was last employed.

d. *Agency obligations.*

(1) National Guard technicians are to be notified that they will be required to apply for restoration in writing.

(5) Retention protection. The retention protection established in this paragraph does not apply when the military technician:

o loses military membership,

o does not maintain a compatible military assignment,

o does not maintain compatible military appointment or grade requirement.

1-4. UNPAID LEAVES OF ABSENCE AND REEMPLOYMENT FOLLOWING TRAINING DUTY

a. *Basic entitlement.* Use this paragraph if the technician entered active military duty for training under 32 U.S.C.

c. *Length and nature of service.*

(1) How long employee may be absent. Absences of technicians who enter active military duty for training under 32 U.S.C. may not exceed four consecutive years.

d. *Status while absent.*

(4) (ADDED) The SPMO is responsible for counseling technicians concerning which status they should select during their tour of military duty. If requested, technicians will be placed in a leave without pay (LWOP) status. If the technician does not wish to be in a LWOP status, he or she will be separated. 32 U.S.C. military service is not creditable for CSRS or FERS retirement purposes (LWOP time is creditable at the rate of 6 months each calendar year).

e. *Return to duty.*

(4) (ADDED) Order of placement. For technicians not electing LWOP, the order of placement will be the same as outlined in section 1-3c(6)(ADDED) of this TPR.