TECHNICIAN PERSONNEL REGULATION
No. 700

HEADQUARTERS
DEPARTMENTS OF THE ARMY AND THE AIR FORCE
WASHINGTON, DC 20310 16 August 1982

TECHNICIAN PERSONNEL REGULATION 700

This regulation contains the National Guard Bureau regulatory requirements concerning: processing allegations of coercion; withdrawal or cancellation of resignation; abandonment of position; security; political activity; standards of conduct; discipline; and enforced leave.

1. The following supplements to FPM Chapter 700 are inclosed.

a. 715.2	f. 735.1
b. 715.3	g. 735.2
c. 715.4	h. 735.4
d. 732.1	i. 736.1
e. 733.9	j. 751.1

2. File this transmittal 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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Lieutenant General, USA
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DISTRIBUTION: D
(Each SPMO)

*Supersedes TPP 905, 21 November 1972. This also supersedes TPM 700 (page 1 of 713.1; page 1 of 715.2; page 1 of 731.1; pages 1 and 2 of 731.2; page 1 of 731.3; page 1 of 731.4; page 1 of 732.1; page 1 of 733.2; page 1 of 735.1; page 1 of 736.1; pages 1 and 2 of 751.1; page 1 of 751.2; TPMB 711-1, dated 15 December 1975; and TPRB 733-1, dated 30 October 1981.

SUBCHAPTER 2. RESIGNATIONS

2-1. GENERAL

a.(ADDED). A technician who resigns and then alleges that his resignation was coerced and not voluntary, may submit his allegations of coercion to the Support Personnel Management Office (SPMO). A technician who is not allowed to withdraw his resignation because of the circumstances outlined in paragraph 2-3a, below, may also submit allegations of coercion before or after the resignation is effected. The SPMO will cause an investigation of the allegations. A written report with recommendation(s) will be prepared for the Adjutant General with a copy to the technician concerned. The report must include a copy of the technician's allegations. The Adjutant General will then issue a final decision on the matter. There is no administrative appeal to the Adjutant General's final decision.

2-3. WITHDRAWAL OR CANCELLATION OF RESIGNATION

a.(ADDED). NGB Policy. There are two circumstances where decisions on withdrawal of a resignation will not be open to technician discretion: when the technician's position has been, or is scheduled to be abolished; or when a commitment of the position to be vacated has been made to someone else.

SUBCHAPTER 3. OTHER VOLUNTARY SEPARATIONS

3-1. OPTIONAL RETIREMENT

a.(ADDED). A technician who voluntarily retires and then alleges before or after the effective date that his retirement was coerced will have his allegations processed IAW the procedures outlined in TPR 700 (715.2), paragraph 2-1.

3-2. ABANDONMENT OF POSITION

a.(1)(ADDED). A technician who abandons his position is considered to have voluntarily terminated himself from technician employment. In this respect, the 30-day notification requirement found in 32 U.S.C. 709 (e)(6) is not required, and the procedures found in TPR 752 do not apply.

b.(1)(ADDED). A technician who asks to be returned to duty after being separated for abandoning his position will submit such request to the Support Personnel Management Office who will cause an investigation of the circumstances as outlined in TPR 700 (715.2), paragraph 2-1.

SUBCHAPTER 4. VOLUNTARY REDUCTIONS IN RANK OR PAY

4-1. GENERAL

a.(ADDED). A technician who voluntarily requests a change to lower grade and then alleges before or after the effective date that his request was coerced, will have his allegations processed IAW the procedures outlined in TPR 700 (715.2), paragraph 2-1.

16 August 1982

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SUBCHAPTER 1. GENERAL PROVISIONS

1-2. RESPONSIBILITY OF AGENCIES

a. Security programs for technicians filling competitive positions will be administered IAW the Departments of the Army and the Air Force regulations governing the civilian security program.

b. Security programs for military technicians who are employed in positions in which National Guard membership is required as a condition of employment will be administerd IAW Department of the Army, Department of the Air Force, and National Guard regulations governing the military security program.

1-3. POSITION SENSITIVITY

Designation of position sensitivity for competitive service positions will be processed IAW applicable Departments of the Army and the Air Force regulations governing the civilian security program.

1-10.(ADDED). SECURITY CLEARANCE - MILITARY TECHNICIANS

The security clearance granted for a military assignment constitutes the level of clearance allowed in the compatible military technician position. If a personnel action, position change, or compatibility waiver requires a different degree of security clearance, the Support Personnel Management Office, working with the military security office, will insure that the clearance is obtained.

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SUBCHAPTER 9(ADDED). POLITICAL ACTIVITY OF NATIONAL GUARD TECHNICIANS

9-1. COVERAGE

National Guard technicians (military and competitive) are employees of the executive branch of the Federal Government and are subject to all the political activity restrictions outlined in FPM chapter 733.

9-2. RESPONSIBILITY FOR ENFORCEMENT

The Office of the Special Counsel (OSC) is the sole authority for investigating alleged Hatch Act violations by National Guard technicians (military and competitive). The OSC is also the sole authority for prosecuting Hatch Act violations.

9-3. PROCEDURES

All available information concerning a possible Hatch Act violation will be sent to NGB-TN for review and forwarding to OSC. This information should include all facts surrounding the possible violation (names, dates, nature of the violation, newspaper clippings etc.) as well as statements from individuals involved in or having knowledge of the possible violation.

9-4. INVESTIGATION

Investigation of an alleged Hatch Act violation will be conducted by OSC. If after the investigation OSC determines that disciplinary action should be taken against the technician, the Counsel will present a written complaint to the Merit Systems Protection Board (MSPB) and the technician. The technician has a right to reply to the complaint

9-5. HEARING

A technician against whom a complaint has been presented to the MSPB is entitled to a hearing before the Board or an Administrative Law Judge designated by the Board.

9-6. MSPB DECISION

The Board issues a written decision, which may include a final order imposing disciplinary action. Disciplinary action may consist of removal. If, however, the Board finds that the violation does not warrant removal, a penalty of not less than 30 days' suspension without pay shall be imposed.

SUBCHAPTER 1. GENERAL PROVISIONS

1-2. AUTHORITY AND RESPONSIBILITIES

b. Agencies. For the purpose of this regulation, "agency" is defined as each State, Puerto Rico, Virgin Islands, and the District of Columbia. Adjutants general are responsible for establishing responsibilities and procedures, within their respective States, for insuring that all technicians are informed of the standards of conduct upon employment and that the standards are brought to the attention of technicians on a semiannual basis.

SUBCHAPTER 2. AGENCY REGULATIONS GOVERNING ETHICAL AND OTHER CONDUCT AND RESPONSIBILITIES OF EMPLOYEES

2-1. GENERAL

Technicians must comply with the prescribed standards of conduct contained in FPM chapter 735 and DOD Directive 5500.7 in discharging their assigned duties and during off-duty hours. They are expected to maintain high standards of honesty and integrity. It is not the intent of this regulation to list every restriction or requirement imposed by statute, regulation or other proper authority. The omission or reference to any particular restriction in no way alters the fact that technicians will be held accountable for their conduct if such conduct is in violation of any statute, regulation, or other proper authority to which a technician is subject. Violation of any prohibited standard of conduct may be the basis for disciplinary action.

2-12(ADDED). SELECTED STANDARDS OF CONDUCT

a. Use of Civilian and Military Titles in Connection with Commercial Enterprises. Technicians are prohibited from using their technician titles or positions in connection with any commercial enterprises or for endorsing any commercial products. Technicians not on active duty are permitted to use their military titles in connection with commercial enterprises. Such use of military titles shall in no way cast discredit on the National Guard. The use of military titles in these situations is prohibited when the use gives rise to any appearance that such an enterprise is sponsored, sanctioned, endorsed, or approved by the National Guard.

b. Courtesy in the United States Government (National Guard). Technicians are required to be courteous in all their dealings with the general public, Members of Congress, and their co-workers to the extent this requirement will not infringe upon the technician's legal rights. It is the responsibility of each State Adjutant General to make this requirement known to all technicians. It is expected that technicians will perform courteously, even if treated discourteously by members of the public or co-workers. However, technicians are obliged to refuse to violate law or regulations or to give special advantage not called for by law. Technicians should be periodically reminded that, where appropriate, courtesy demonstrated to the public and co-workers may be included as a factor in their performance standards.

SUBCHAPTER 4. AGENCY REGULATIONS GOVERNING STATEMENTS OF EMPLOYMENT AND FINANCIAL INTEREST

4-2. EMPLOYEES REQUIRED TO SUBMIT STATEMENTS

a. Commission requirements. (2) Statements of employment and financial interests must be submitted by technicians, in grades GM-13 and above, whose basic duties and responsibilities require the incumbent to exercise judgment in making or recommending a Government action in regard to contracting or procurement. Technician position descriptions will be reviewed by the Office of Technician Personnel (NGB-TN) to determine who must file. Those technicians required to file must submit, through supervisory channels, completed DD Form 1555 to the Office of Legal Advisor (NGB-JA) no later that 31 October each year.

SUBCHAPTER 1. GENERAL PROVISIONS

1-1. SCOPE OF THIS CHAPTER

The provisions of this chapter do not apply to military technicians who are employed in positions in which National Guard membership is required as a condition of employment. Investigations for technicians filling competitive positions will be administered IAW the Departments of the Army and the Air Force regulations governing the civilian security program.

SUBCHAPTER 1. GENERAL PROVISIONS

1-1. AGENCY RESPONSIBILITY FOR DISCIPLINE

a.(1)(ADDED). The State Adjutant General has the authority to employ technicians and administer the technician program as a whole. This authority includes the responsibility to take action in the circumstances described in para 1-1a of the FPM.

b.(1)(ADDED). If the State Adjutant General is to effectively carry out his responsibility, he must have first-line manager and supervisor involvement with the Support Personnel Management Office providing technical advice and assistance. Manager or supervisor involvement is not necessary when the Adjutant General initiates the action.

1-2. CHOOSING AMONG DISCIPLINARY ACTIONS

C. (3) A table of penalties can be found in TPR 752.

1-3. ENFORCED LEAVE

a. Emergency situations.

(1)a(ADDED). Under these circumstances, the technician will be given the option of being placed on sick or annual leave or compensatory time off as the situation warrants. If the technician does not choose to take such leave, or if he has an insufficient leave balance, the technician will be placed in a LWOP status.

(2)a(ADDED). When the technician presents himself for duty after the immediate emergency has been relieved, and management determines that he is ready, willing, and able to perform his duties, the enforced leave cannot be continued. However, the technician may be placed in a nonduty status with pay and without charge to leave for no longer than 10 calendar days while adverse action is being effected IAW TPR 752.

(3) The nonduty status with pay and without charge to leave discussed in this paragraph will be no longer than 10 calendar days.

TECHNICIAN PERSONNEL REGULATION
No. 700

HEADQUARTERS
DEPARTMENTS OF THE ARMY AND THE AIR FORCE
WASHINGTON, DC 20310 28 February 1983

TECHNICIAN PERSONNEL REGULATION 700

This regulation contains the National Guard Bureau regulatory requirements for implementing an Upward Mobility Program which recognizes the military aspects of the National Guard technician workforce.

TPR 700, 16 August 1982, is changed as follows:

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

Remove page -	Insert page -
	1-12 (713.Z)

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, 5600 Columbia Pike, Falls Church, VA 22041.

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

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DISTRIBUTION: D
(Each SPMO)

*Supersedes TPM 700 (pages 1 thru 20 of 713.Z)

28 February 1983

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713.Z

APPENDIX Z(ADDED). NATIONAL GUARD TECHNICIAN UPWARD MOBILITY PLAN

Z-1. PURPOSE

To provide policy and guidance to the States, the District of Columbia, the Commonwealth of Puerto Rico, and the Virgin Islands for implementing upward mobility for the National Guard technician work force. This regulation provides objectives, responsibility, planning, and implementing procedures, and establishes evaluation and reporting requirements.

Z-2. NATIONAL GUARD POLICY

The National Guard will carry out and support Executive Order 11478 requiring full use of the skills of employees. Public Law 92-261 (EEO Act of 1972) requires the head of each executive department to develop EEO affirmative action plans with a provision for the establishment of training and education programs designed to provide employees maximum opportunity to advance so they perform at the highest potential necessary to accomplishment their mission. This policy will be executed without regard to race, color, religion, sex, national origin, age, physical handicap, or other nonmerit factors.

Z-3. TERMS EXPLAINED

a. Upward Mobility. A systematic management effort that emphasizes through National Guard Bureau policy the development and implementation of specific career opportunities for technicians who are in positions below GS-09 or WG equivalent[1]) that do not enable them to realize their full work potential. Upward mobility efforts involve an analysis of the military and technician organizational structure and identification or design of specific target positions that would enable lower grade technicians to realize their full potential. Training and developmental efforts primarily aimed at improving current occupational performance are not considered upward mobility.

b. State upward mobility plan. A plan updated annually by the State that establishes local upward mobility objectives, guidance, and implementation procedures. See paragraph Z-12.

c. Job restructuring. A method of developing a different pattern of positions in an organization in which essentially the same amount of work gets done. Job restructuring and upward mobility are not the same thing. Job restructuring is a means of obtaining a goal. Upward mobility is a goal in itself just as career development and job enrichment are goals. For a detailed explanation of job restructuring, see Personnel Management Series No. 26, "Upward Mobility through Job Restructuring," U.S. Civil Service Commission, May 1974.

1/ Wage grade equivalency may be determined at the local level. Area wage schedules should not be the sole factor in determining equivalency. The level of the position in the organization in relation to the journeyman level, whether or not the position is "dead-ended," etc., should be considered. The position should be at an appropriate grade level to allow for upward progression to the targeted grade.

d. Target position. A full performance level position specifically identified for an upward mobility participant to fill upon completion of required training.

e. Transition position. An entry level or bridge position specifically designed and established below the grade of the target position. A transition position enables a technician to gain the necessary experience and the required training to become qualified for the target position.

f. Dead-end position. A position (below GS-9 or WG equivalent) that lacks career development opportunities or promotion potential.

g. Individual development plan (IDP). A plan that sets forth the participant's training and development assignments required to qualify for a specific target position. Para Z-14 is a sample upward mobility IDP.

h. Self development. The education and training that technicians provide for themselves according to their career interests or that contribute to their general growth.

i. Participant or Trainee. An on-board technician (below GS-09 or WG equivalent) who applies for an upward mobility position and is competitively selected.

Z-4 OBJECTIVES

a. To provide selected technicians, including minorities and women, an opportunity to enter transition positions that will prepare them through on-the-job experience and formal training to reach their full potential.

b. To identify career positions that support upward mobility.

c. To expedite placement of participants into technical, administrative, paraprofessional, and craft/trade careers.

d. To motivate technicians toward high achievement and create a climate conducive to high morale.

e. To ensure a broad base within the work force for selecting technicians to fill vacancies.

f. To establish reporting systems, cost systems, and budgeting for upward mobility program training and evaluation.

Z-5. ELIGIBILITY REQUIREMENTS

To be eligible for participation in the upward mobility program a technician must be a permanent appointee and be in a dead-end position below GS-9 or WG equivalent.

a. The WG equivalent of GS-9 does not necessarily mean monetary equivalent, but rather roughly equal levels of responsibility. In Federal wage system occupations the target population would generally include technicians up to WG-9.

b. Before entering an excepted transition position, competitive technicians must satisfy the appropriate military membership requirement.

c. Military grade (officer/enlisted) requirements need not be met at the time a technician enters the transition position but must be met before the technician enters the target position.

d. States must forward any requests to waive compatibility requirements to NGB-TN for approval. Compatibility requirements must be met before the technician enters the target position.

Z-6. RESPONSIBILITIES ASSIGNED

a. Chief, National Guard Bureau. The Chief, NGB will ensure that established upward mobility policy and practices are carried out for the National Guard technician work force.

b. Chief, Office of Technician Personnel. The Chief, Office of Technician Personnel will:

(1) Provide policy and guidance on upward mobility to State adjutants general.

(2) Develop job descriptions in final form (through the classification activities) for upward mobility positions at each grade from entry level to full performance level.

(3) Act on requests for job qualification amendment or review.

(4) Evaluate the effectiveness of State upward mobility programs.

c. Chief, Office of Human Resources. The Chief, Office of Human Resources will review and assess State upward mobility plans and related reports to ensure that they are in compliance with the NGB EEO program.

d. State adjutants general will ensure that:

(1) A State upward mobility plan is developed and implemented in accordance with FPM Letter 713-27 and this regulation.

(2) Managers and supervisors receive orientation and training to explain and promote the upward mobility program objectives and to counsel technicians.

(3) Adequate resources are provided for the program including provisions for financial planning and budgeting as a regular part of the budget planning cycle.

e. Support Personnel Management Officers (SPMO) will administer the program by accomplishing the following:

(1) Designate a staff member to serve as upward mobility coordinator.

(2) Develop the State upward mobility plan.

(3) Participate in the functional development of the program by helping managers and supervisors identify target, dead-end, and

transition positions; and write draft job descriptions for restructured positions. Decisions derived from these actions must be closely coordinated with the appropriate NGB regional classification activity.

(4) Publicize and announce upward mobility positions and training opportunities.

(5) Evaluate and refer qualified applicants for selection in accordance with State merit placement procedures and this regulation. If needed, State merit placement procedures should be revised to reflect special upward mobility elements (For example, upward mobility job announcements, selection and placement procedures, and performance evaluations).

(6) Participate with functional managers/supervisors and trainees, as appropriate, in preparing and implementing IDPs. Ensure that:

(a) Education and training programs are geared to known and projected mission and organization requirements and are provided in a cost-effective manner through State, DOD, interagency (OPM) and non-Government facilities.

(b) Education and training are provided on site and during normal duty hours for trainees who have been selected for upward mobility positions, whenever economical and feasible.

(c) Supportive financial planning and budgeting actions are completed in cycle.

(7) Assist and advise supervisor in taking appropriate action when a trainee fails to meet performance requirements of the program or wishes to withdraw from it. Among such actions are:

(a) Reassignment to former position if the position is vacant.

(b) Reassignment to another position of equivalent duties, responsibilities, and grade.

(c) Removal in accordance with TPM 430.

(8) Adjust pay as necessary in accordance with FPM Supplement 990-2, book 531, subchapter 5, Salary Retention and FPM Supplement 532-1, subchapter S9, Pay Retention Under the Federal Wage System. If otherwise qualified, technicians who take downgrades in order to participate in upward mobility are entitled to salary retention.

(9) Formulate procedures to expedite the placement of technicians who satisfactorily complete training and meet qualification requirements for designated target positions. See also para Z-6e(5).

(10) Submit requests to NGB-TN for job qualification amendment or review when training is to be substituted for some portion of the qualification standards. Training can be credited at a rate of not more than one month of training for each two months of on-the-job experience.

(11) Monitor the implementation of State upward mobility plans in relation to overall equal employment opportunity objectives.

f. Functional managers and supervisors. Functional managers and supervisors will:

(1) Participate with the SPMO in identifying target positions by analyzing staffing needs based on occupations, missions, organizational structure, and work force requirements of the functional unit.

(2) Analyze target occupations to develop task statements that represent the raw material for restructuring positions.

(3) Identify the skill, knowledge, and ability requirements that must be met through training and job experience in order for participants to progressively qualify for specific target positions.

(4) Participate with the SPMO in identifying transition positions and restructuring existing positions compatible with mission and organizational requirements.

(5) Counsel and encourage eligible technicians to apply for program paticipation. Competitive technicians should be made aware that they may apply for excepted upward mobility positions but that membership in the National Guard is required before thay may occupy the position.

(6) Select applicants for program participation in accordance with State merit placement procedures and the provisions of this regulation. See para Z-6e(5).

(7) Participate with trainees and SPMO, as appropriate, in developing and implementing IDPs.

(8) Keep participants informed of their performance and progress on a regular basis. Supervisors of upward mobility participants should conduct formal counseling at least once quarterly (See paragraph Z-11b).

(9) Inform the SPMO of any participant who is not progressing satisfactorily, and request guidance on appropriate action to take. See para Z-6e(7).

Z-7. PLANNING

Planning for upward mobility at the State level starts by systematically determining needs and defining upward mobility objectives consistent with mission accomplishment. The process includes identifying situations that inhibit upward mobility. This initial planning is essential since upward mobility problems and needs vary. By determining the extent and characteristics of upward mobility problems and needs, each State will be able to establish the scope as well as the direction to take in instituting its upward mobility program. Union representatives may participate, as appropriate, in upward mobility planning to ensure that technicians understand program objectives and to strengthen the confidence of technicians in the program.

Z-8. PROCEDURES

a. Preplanning phase.

(1) Identify manpower needs, assess the present skills of the work force, establish program objectives, develop plans and strategies, and gain top level support.

(2) Determine the extent of upward mobility problems and the target population for the program by analyzing or identifying:

(a) Job patterns that prevent lower level technicians from moving into positions that could use their skills more fully, training, and ability.

(b) Occupational series and grade levels where technicians are dead-ended.

(3) Review technician/military compatibility requirements for positions to identify helpful (various military training and development programs), as well as hindering upward mobility factors. By doing this, future upward mobility efforts can be more productive.

b. Primary development phase.

(1) Identify target positions by conducting organizational and job analyses. Ensure that:

(a) Staffing surveys include projections of needs based on attrition, changing technologies, new equipment, and personnel changes that create vacancies.

(b) Current positions are examined to decide if they can be used as transition positions or if the basic job requirements can be restructured.

(c) Careful consideration is given to the implications of military grade requirements before identifying a position as an upward mobility target position.

(2) Write draft descriptions for new positions and forward them through the SPMO to the appropriate classification activity for final action.

c. Secondary development phase.

(1) Establish merit placement procedures using the qualification standards for positions identified. Follow the principle that each element included in the qualification standard is to be evaluated based on the technician's potential to perform the target job.

(2) Assessment of applicants should be based on a review of work history, self-development efforts including education and training activities outside of jobs, performance appraisals, records of awards, honors, and interviews. Assess the level of competence and potential for each job standard regardless of where or how the attributes were achieved. Also, when assessing applicants, carefully consider the military grade requirements of the target position. Take into account

military age restrictions related to commissioning if the target position can only be filled by an officer or warrant officer.

Z-9. TRAINING

a. The upward mobility program is intended to meet current and projected staffing needs by designing and managing positions to enable high potential technicians to enter career fields that will permit them to develop commensurate with their potential. IDPs will be established for all technicians selected for upward mobility positions at less than the target level. The plan will ensure that the technician receives all the formal education, classroom training, or work experience (OJT) required to fully qualify the technician for the target position. Each State may locally determine where the IDP is to be filed. Paras Z-10 and Z-11 are applicable to these selected trainees. (See also para Z-6e(6)(b).)

b. In developing IDPs, States must ensure that training is related to the performance of official duties in a position commensurate with the technician's potential. All training programs called for in the EEO Act fall within the bounds of Chapter 41 of Title 5, United States Code (formerly the Government Employee Training Act). Congress anticipated the law would be used to fund training for advancement as well as for the performance of an employee's current official duties. The restrictions in Chapter 41 are: (1) the prohibition on training for an academic degree in order to qualify for a position for which the degree is a basic requirement and (2) the prohibition on training an employee in a non-Government facility for the purpose of filling a position by promotion if there is in the agency concerned another employee of equal ability and suitability who is fully qualified and available.

c. Other pertinent requirements of particular significance that affect training in support of upward mobility programs are the following:

(1) When technicians are trained at Government expense, the training must meet the National Guard need for trained manpower.

(2) The National Guard must use merit placement principles in selecting technicians for upward mobility training unless those technicians are currently filling an upward mobility transition position.

Z-10. LENGTH OF TRAINING AND DEVELOPMENT

a. The length of training at any grade level may take up to two years depending upon (1) the time required to equip the technician with the skills and specific knowledge necessary in the target position and (2) the technician's ability to perform the duties of the position.

b. A training agreement must be used when training is substituted for normal qualification requirements. Such an agreement can authorize waiver of qualification requirements, credit of time spent in training at an accelerated rate (one month training equals two months experience), credit for rotational assignments outside the target occupation as specialized experience, or extension of details up to the maximum limits. All training agreements must be approved by NGB-TN. When there is no training agreement, the participant must meet the normal qualifications requirements of each grade level of the position and

training will be credited at a rate of one month training equal to one month experience.

c. To avoid frequent minor amendments to IDPs caused by variations in mission and organization, changes in concepts or methodology in subject fields, or trainee needs, it is permissible to:

(1) Adjust training time as appropriate in individual cases to cover contingencies such as sick leave, annual leave, military leave, or participant's inability to grasp a portion of training.

(2) Change the sequence of training to allow learning experiences to be responsive to actual work situations.

(3) Add or modify subject matter material depending on technological/equipment changes, organization and participant needs, and evaluation of the training and development.

(4) Delete or modify subject matter that duplicates education or training the participant may be receiving through self-development efforts.

Z-11. EVALUATION AND COUNSELING

a. Evaluation. Upon assignment to an upward mobility trainee position, performance standards and critical job elements will be established in accordance with TPM 430. Technicians will be expected to evaluate their training program. Para Z-15 is a sample format for this purpose. This evaluation should be submitted along with each performance appraisal until the target grade is reached.

b. Counseling. Managers or supervisors and representatives from the support personnel management office will provide a full range of coordinated counseling and guidance services to participants. They will help participants plan and achieve realistic career goals. Formal counseling by the supervisor will be conducted at least once quarterly. Informal counseling will be performed as needed. Counseling sessions will include, as appropriate, a discussion of work performance, training progress, career opportunities, and any work-related problems. Counseling sessions will be recorded on NGB Form 904-1 and maintained by the supervisor.

Z-12. STATE UPWARD MOBILITY PLAN

Each State will annually update its upward mobility plan. State plans must be developed in accordance with this regulation and must contain the following information as required by FPM Letter 713-27, Upward Mobility for Lower Level Employees, 28 June 1974:

a. Total number of target positions by occupational series and position title to be filled through upward mobility during the plan year.

b. Procedures for communicating with, counseling, selecting, and placing eligible technicians.

c. Description of training and development programs available to technicians selected for upward mobility.

d. Evaluation and reporting procedures.

Z-13. PROGRAM COSTS ANALYSIS

As required by OMB Circular No. A-11, report all costs incurred for the upward mobility program. Training and developmental efforts designed to improve current occupational performance and traditional career intern, cooperative education, worker trainee, or student employment programs are not considered upward mobility for this purpose, and costs incurred for these programs should not be included in the report. States will submit this report annually to NGB-HR. The report will cover the period of 30 September through 30 September of the following year and is due on or before the 5th working day following the end of each reporting period. The A-11 report is exempt from information control by OMB Circular A-40. Para Z-16 is a sample upward mobility costs analysis report. Line code definitions for the report are as follows:

(1) Obligations - The dollar value of direct and indirect upward mobility training contracted for during the fiscal year that will require payment during the same or future period.

(2) Outlays - The actual expenditure of funds to pay for obligations incurred during any prior period.

(a) Formal classroom training - Tuition, fees, and supplies charged by Government and non-Government facilities, and trainee salary while enrolled; and if training is in-house, instructor salary, space, and supplies.

(b) On-the-job training - Trainer and trainee salary for the percentage of time devoted to training only. Do not include costs of time during which services or goods are produced by the trainee.

(c) Administrative/support costs - Counseling, manpower planning, skills survey and analysis, trainee selection, job restructuring, training plan development, program coordination, monitoring and evaluation.

(3) Federal Workyears - The total amount of paid time spent in upward mobility training. Report this time in terms of workyears (2080 hours = 1 workyear).

(4) Workload Indicators - The total number of technicians selected to participate in upward mobility training programs. Also report the number of hours spent in formal classroom training if the training was 8 hours or more; and the number of hours spent in on-the-job training.

Z-14. SAMPLE UPWARD MOBILITY INDIVIDUAL DEVELOPMENT PLAN

1. Name: John Smith

2. Transition Position: Computer Operator, GS-332-4, PDCN F6846000B

3. Target Position: Computer Operator, GS-332-5, PDCN F6846000

4. Date Entered Upward Mobility Program: 1 October 19XX

5. Duration of Training: Minimum of 12 months

6. Objective: To provide a systematic and planned means for the trainee to acquire the skills, knowledge, and ability required to operate the computer console, operate associated equipment in a variety of modes, prepare the computer system for complete runs, process applications, and perform various administrative duties.

7. Supervisor: Shirley White

8. Reports: The trainee's supervisor will complete performance appraisals in acordance with TPM 430. The trainee will provide evaluation reports with each performance appraisal. Reports will be sent to the support personnel management office.

9. Training Design:

a. Formal instruction: The following courses will be taken on the dates indicated:

- Introduction to Computer Operations (OPM) November 19XX (5 days)
- Operating Computer Peripheral Equipment (OPM) January 19XX (5 days)
- Operating Computer Systems (OPM) March 19XX (3 days)
- Systems Workshop for Computer Specialist (OPM) April 19XX (10 days)
- Workshop in COBOL Programing (OPM) June 19XX (5 days)

b. On-the job training: After the trainee completes a course, he/she will be given opportunities to apply the skills and knowledge acquired to a job. During the period of on-the-job training, assignments will be performed under the supervision and guidance of a higher level computer operator. Detailed guidance and instructions normally will be provided before the start of each new work assignment. Supervisory controls will be reduced as proficiency is gained in each task. Assignments will be performed in the areas of card and tape handling and defect review, card and tape check and replacement operation, input and output media loading, unloading and labeling, peripheral equipment control settings and adjustments, operation of peripheral equipment, and operation of the computer console in a limited mode of operation. (48 weeks)

Supervisor signature: _____ Date: _____
Technician signature: _____ Date: _____
SPMO coordination: _____ Date: _____

Z-15. SAMPLE FORMAT FOR TRAINEE'S EVALUATION OF UPWARD MOBILITY TRAINING

TRAINEE _____ POSITION _____
SERIES AND GRADE _____ ORGANIZATION _____
REPORTING PERIOD FROM _____ TO _____
SUPERVISOR _____ PHONE _____

1. List assignment(s) or project(s) given:

2. Do you feel the training program is accomplishing its objectives as they were stated to you? In what way?

3. Do you feel your assignments are increasing your technical knowledge? In what way?

4. In what areas do you feel you need further training?

Comments:

Signature _____ Date _____

Z-16. SAMPLE FORMAT FOR COST ANALYSIS REPORT UPWARD MOBILITY ACTIVITY

REPORTING STATE:_____ DATE:_____

FEDERAL CIVIL RIGHTS ACTIVITY REPORT

LINE CODE	ACTIVITY	ACTUAL FY 19X1	ESTIMATE FY 19X2	ESTIMATE FY 19X3
1	Obligations			
2	Outlays Formal classroom training: (Government): (Non-Government): On-the-job training: Administrative support:			
3	Federal Workyears			
4	Workload Indicators: Number of technicians enrolled in upward mobility training programs:			

LINE CODE	ACTIVITY	ACTUAL FY 19X1	ESTIMATE FY 19X2	ESTIMATE FY 19X3
	Formal classroom training (8 hours or more):			
	On-the-job training:			

Breakdown of participants by ethnic group including women placed in upward mobility positions.

WHITE		BLACK		HISPANIC		AMERICAN INDIAN/ ALASKA NATIVE		ASIAN AMERICAN/ PACIFIC ISLANDER	
M	F	M	F	M	F	M	F	M	F

TECHNICIAN PERSONNEL REGULATION
NO. 700

HEADQUARTERS
DEPARTMENTS OF THE ARMY AND THE AIR FORCE
Washington, DC 20310 1 June 1983

TECHNICIAN PERSONNEL REGULATION 700

This regulation contains the National Guard Bureau requirements concerning establishment of State Administrative Grievance Systems; and the National Guard Bureau Hearing Examiner System.

TPR 700, 16 August 1982, is changed as follows:

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

Remove Page -	Insert page -
	1 (771.2)
	1 (771.3)
	1 thru 5 (771.A)

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, 5600 Columbia Pike, Falls Church, VA 22041

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

EMMETT H. WALKER, Jr.
Lieutenant General, USA
Chief, National Guard Bureau

OFFICIAL

HAROLD R. DENMAN
Colonel, USAF
Executive, National Guard Bureau

DISTRIBUTION: D
(Each SPMO)

*Supersedes TPM 700 (pages 1 thru 7 of 753.5; pages 1 thru 3 of 753.C; pages 1 and 2 of 771.1; and pages 1 and 2 of 771.3

SUBCHAPTER 2. GENERAL PROVISIONS

2-1. SCOPE AND PURPOSE OF CHAPTER

Part 771 of the regulations of the Office of Personnel Management is applicable to National Guard technicians; however there is no administrative review of grievances beyond the State Adjutant General. Each State, within the criteria established by part 771.302 of the regulations of the Office of Personnel Management as supplemented by this chapter, shall establish and administer a State grievance system.

2-5. EMPLOYEE COVERAGE

b. Discretionary coverage. Coverage of this regulation is not extended to technicians in bargaining units covered by collective bargaining agreements.

2-7. EXCLUSIONS

c. Matters excluded

(1) Mandatory exclusions: This chapter does not apply to:

(f) An action which terminates a temporary promotion, regardless of length or basis for the action.

(n)(ADDED) Any action taken pursuant to 32 USC 709(e)(1 thru 4).

SUBCHAPTER 3. ESTABLISHMENT OF AGENCY ADMINISTRATIVE GRIEVANCE SYSTEM

3-1. ESTABLISHMENT AND PUBLICATION

b. Publication.

(1) Technicians must be told where the plan is available for review.

3-2. CRITERIA

a. Prompt consideration. The time limits set should provide for reasonable extension to allow for full consideration of particularly complex issues.

b. Grievance procedures.

(3) If, under the criteria established in the system, a hearing is required, the case may be referred to either a National Guard Hearing Examiner (See Appendix A) or an individual qualified to conduct such proceedings.

c. Rights of grievant.

(3) The State may consider providing for a reasonable amount of official time, if the technician is otherwise in a duty status, for the preparation of the case.

d. Rights of representative.

(2) The State may consider providing for a reasonable amount of official time, if the representative is a technician who is otherwise in a duty status, for the preparation of the case.

3-5(ADDED). REVIEW BY NGB

Grievance plans established will be periodically reviewed by the National Guard Bureau.

APPENDIX A(ADDED).
NATIONAL GUARD HEARING EXAMINER SYSTEM

A-1. MAINTAINING QUALIFIED HEARING EXAMINERS

State Adjutants General should assure that only those individuals who meet the standards outlined in paragraph A-2 are designated as hearing examiners. There should be at least two qualified hearing examiners from each State who are available to conduct hearings. States will promptly notify NGB-TN when a hearing examiner is no longer available.

A-2. STANDARD FOR EXAMINERS

An examiner must meet the requirements specified below:

a. Objective criteria

(1) Current or previous technician employment in grade GS-11 (WS equivalent) or above, or AGR (O3 or above) status.

(2) Satisfactory completion of the National Guard Hearing Examiner Course.

(3) At least 4 years of progressively responsible experience in administrative, managerial, professional, investigative, or technical work.

b. Subjective Criteria

(1) Possession of the personal attributes essential to the effective performance of the duties of an examiner, including integrity, discretion, reliability, objectivity, impartiality, resourcefulness, and emotional stability.

(2) Demonstration of a high degree of ability to identify and select appropriate sources of information; collect, organize, analyze, and evaluate information; and arrive at sound conclusions on the basis of that information. That is, the examiner must be able to;

(a) analyze situations and make logical determination of the pertinent facts; evaluate the facts; and develop practicable recommendations or decisions on the basis of facts;

(b) interpret and apply regulations and other complex written material;

(c) communicate effectively orally and in writing, prepare clear and concise written reports; and

(d) deal effectively with individuals and groups.

(3) Demonstration of a good working knowledge of the relationship between personnel administration and overall management concern and the principles, systems, methods, and administrative machinery for accomplishing the work of an organization.

A-3. SECURING A NATIONAL GUARD HEARING EXAMINER

a. Impartiality. The State must select a fair, impartial, and objective hearing examiner. In adverse action appeals, the hearing examiner will not occupy a position that is directly or indirectly under the jurisdiction of the State Adjutant General concerned.

b. Requesting the hearing examiner. The following will serve as the means for securing the services of a hearing examiner:

(1) The State requiring the services of a hearing examiner will submit a written request to NGB-TN for a list of examiners. The letter will identify the technician(s) involved and will provide a statement of the case issue(s).

(2) NGB-TN will provide the requesting State with a list of hearing examiners from which a selection may be made. In the interest of impartiality, objectiveness, and fairness, hearing examiners may <u>not</u> be name requested.

(3) The requesting State will telephone the State to which the selected hearing examiner is assigned in order to expedite approval and concurrence.

(4) Upon receiving concurrence of the State Adjutant General concerned, the requesting State will immediately follow up with a formal request. The suggested format for requesting the assignment of a hearing examiner is shown in Figure A-1. A copy of the request will be forwarded to NGB-TN.

(5) The hearing examiner's per diem and travel expenses will be paid by the requesting State in accordance with the amounts authorized by the Joint Travel Regulations.

(6) The requesting State will send a letter to the selected hearing examiner including a copy of the case file (indexed chronologically). The suggested format for this letter is shown in Figure A-2.

(7) A letter will be initiated by the State Adjutant General to the appellant/grievant advising him/her of the name of the hearing examiner.

(8) The hearing examiner will provide a letter to all parties which establishes the mutually agreed upon time, date, and place of the hearing.

A-4. HEARINGS

a. Preparation for hearings. The administrative preparations for a hearing are primarily the responsiblity of the State.

(1) Arranging for place to hold hearing. Whenever practicable, the hearing should be held at or near the duty station of the appellant/grievant.

(2) Arranging for witnesses. (a) The appellant/grievant may ask the examiner for assistance in obtaining witnesses. The examiner does not have the power of subpoena to compel the attendance of witnesses.

(b) When the appellant/grievant requests the assistance of the examiner in obtaining the presence of personnel of the State as witnesses, the examiner will determine which personnel he will request the State to make available. (The appellant/grievant does not have to show that he/she made any attempt to obtain the presence of an individual in order to have the examiner request the State to make the witness available). The State must not be required to produce unnecessary numbers of witnesses nor to transport personnel over unreasonable distances for appearances at hearings, but the appellant/grievant should be given the witnesses he/she needs. The examiner, therefore, will be basing his decision on the relevance and materiality of the kind of testimony the witnesses are expected to offer. In other words, the examiner will assist in obtaining a witness whenever he believes the testimony may aid in establishing the facts in the case.

(c) As far as it is administratively practicable, a State must comply with an examiner's request for the production of its personnel as witnesses. If the State determines that it is not administratively practicable to comply, it must submit in writing the reasons for an individual not made available on these grounds. If the examiner believes that the State has submitted valid reasons for not producing a person requested as a witness, the hearing will be held without the witness. If in the examiner's judgement, compliance with the request is essential to a full and fair hearing, the examiner's report will note the problem. In either event, the appellant/grievant may present depositions from such witnesses.

(d) The State should provide the appellant/grievant (representative) and the examiner, as far in advance of the hearing as possible, the names of the personnel that the State agrees will be made available as witnesses.

(e) Technician/AGR witnesses will be on a duty status during their involvement in the hearing. Any travel and per diem costs will be paid in accordance with the Joint Travel Regulations.

A-5. CONDUCT OF HEARING

a. Attendance at hearing. (1) When requested by the appellant/grievant and when the State does not object, the examiner shall hold a public hearing. When the State objects, the examiner may deny the request for open hearing only when he determines this action to be in the best public interest. At the examiner's discretion, one or more sessions of a public hearing may be closed when it is determined that this action is in the best interest of the appellant/grievant, a witness, or the Government. The reasons for the examiner's decisions to deny a request for a public hearing or to close one or more sessions of a public hearing shall be made a part of the record.

(2) The examiner may exclude any person from the hearing whose conduct obstructs the orderly progress of the hearing.

b. Evidence. The hearing will be conducted so that it will bring out pertinent facts and produce pertinent documents. In appeal cases, the State should present its case first, and bears the burden of proof. In grievances the technician bears the responsiblity for proving the case, and his/her case is presented first. Evidence may be documentary, by affidavit when not proscribed by subparagraph c(2) of this section, or by testimony of witnesses. The rules of evidence do not apply; however,

reasonable bounds should be maintained on the relevance of the evidence admitted and unduly repetitious testimony should be excluded. The examiner makes decisions on the admissibility of evidence or testimony.

c. Testimony of witnesses. (1) Testimony is under oath or by affirmation, and both the appellant/grievant (representative) and the State will have an opportunity to cross-examine all witnesses who appear and testify. Hearsay testimony will be accorded less weight than testimony reflecting direct knowledge.

(2) Affidavits will not be used solely to exempt persons from cross-examination. Allowed affidavits will be accorded less weight than direct testimony.

(3) The appellant/grievant and the State may produce at the hearing witnesses who are additional to those made available by the State upon the examiner's request. Thus, a situation may arise in which the appellant/grievant or the State has brought to the hearing witnesses whose testimony may be repetitious or immaterial. The examiner, of course, has the authority and responsibility to exclude unduly repetitious or immaterial testimony.

(4) Witnesses must be assured freedom from restraint, interference, coercion, discrimination, or reprisal in presenting their testimony.

d. Record of hearing. (1) If the examiner and/or the State determine that a verbatim transcript of the hearing is required, the appellant/grievant must be provided (without charge) a copy of the transcript.

(2) All documents submitted to and accepted by the examiner at the hearing must be made part of the record of the hearing.

e. Report of examiner. The hearing examiner's findings and recommendations will be expeditiously and simultaneously furnished to the State Adjutant General, the appellate/grievant (representative), and NGB-TN. If there is no verbatim transcript, the report will be furnished NLT 30 days following the close of the hearing; and if a transcript is required, the report will be furnished NLT 30 days after the examiner's receipt of that transcript. After review and consideration of the hearing examiner's report, the State Adjutant General will render the decision. When the State Adjutant General does not adopt the hearing examiner's recommendation, the reason(s) will be stated in the decision. A copy of that decision will also be sent to NGB-TN.

1 June 1983

SUBJECT: Assignment of National Guard Hearing Examiner

The Adjutant General, _____

1. This confirms the telephone conversation of (date) between _____ and _____, through which concurrence was secured for (name of examiner) to serve as the National Guard Hearing Examiner in the current (grievance/appeal) in this state. The Hearing Examiner in question has also been contacted, and has agreed to serve, contingent upon your approval.

2. Thank you for your assistance in providing the timely assistance of (name of examiner).

(Signature and Identification)

Figure A-1. Sample letter for confirming selection of National Guard Hearing examiner.

SUBJECT: Appointment of National Guard Hearing Examiner

THRU: The Adjutant General,_____

TO: (name of examiner)

1. With the concurrence of The Adjutant General of (examiner's State), you are hereby appointed, in accordance with TPR 700(771.A) to hear the (grievance/appeal) of (name of technician(s) involved).

2. Inclosed is the case file upon which you will base your review. Should you have any questions regarding its contents or the administrative details relevant to your review, you may address them to _____(AV _____). Any questions regarding the interpretation of pertinent technician personnel regulations or the techniques you are to use in conducting the hearing may be referred to NGB-TN (AV 289-1055/56/57).

(Signature and Identification)

Figure A-2. Sample letter for appointment of National Guard Hearing Examiner.

TECHNICIAN PERSONNEL REGULATION
No. 700

HEADQUARTERS
DEPARTMENTS OF THE ARMY AND THE AIR FORCE
WASHINGTON, D.C. 20310-2500 7 July 1986

TECHNICIAN PERSONNEL REGULATION 700

This regulation deals with the National Guard Upward Mobility Program and its application to the military technician workforce. It replaces TPR 700 (713Z) dated 28 February 1983. The change delegates certain exceptions concerning compatibility criteria to the the state adjutants general, deletes the requirement for a training agreement, and permits full latitude for administration to the states.

TPR 700(713Z), 28 February 1983, is changed as follows:

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

Remove page -	Insert page -
1-12 (713.Z)	1-9 (713.6) A-1 - A-2 (713.A) B-1 (713.B) C-1 (713.C)

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 5600 Columbia Pike, Falls Church, VA 22041-5125.

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

EMMETT H. WALKER, Jr.
Lieutenant General, USA
Chief, National Guard Bureau

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HAROLD R. DENMAN
Colonel, USAF
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DISTRIBUTION: D
(Each SPMO)

*SUBCHAPTER 6(ADDED). NATIONAL GUARD MILITARY TECHNICIAN UPWARD MOBILITY PLAN

6-1. PURPOSE

This regulation provides policy to implement local upward mobility programs for the National Guard military technician workforce. The contents provide objectives, place responsibility for planning and implementing procedures, and establishes evaluation and reporting requirements.

6-2. NATIONAL GUARD POLICY

The National Guard will comply with Executive Order 11478 and Public Law 92-261 (EEO Act of 1972). Each state will, as part of its EEO affirmative action plan, establish an education and training program designed to provide the military technician workforce the opportunity to advance to its highest potential. This policy will be executed without regard to race, color, religion, gender, national origin, age, physical handicap, or other nonmerit factors.

6-3. TERMS EXPLAINED

a. Upward Mobility. A systematic management effort emphasizing development and implementation of specific career opportunities for technicians in positions below GS-9 (or wage scale equivalent [1]) which do not enable the technician to realize his or her full work potential. Training and developmental efforts primarily aimed at improving current occupational performance are not considered upward mobility.

b. State Upward Mobility Plan. A state plan updated annually that establishes local goals and objectives, guidance, and implementation procedures (see paragraph 6-12).

c. Job Restructuring. A management initiative coupled with position classification techniques which allows development of different patterns of positions in an organization while still maintaining mission goals. JOB RESTRUCTURING AND UPWARD MOBILITY ARE NOT THE SAME THING. Job restructuring is a means of obtaining a goal. UPWARD MOBILITY IS THE GOAL. For a detailed explanation of job restructuring, see Personnel Management Series No. 26, "Upward Mobility Through Job Restructuring," U.S. Civil Service Commission, May 1974.

d. Target position. A journeyman level position classified at the full performance level which has been identified for occupancy by a participant in the upward mobility program upon completion of required training.

e. Transition position. An entry level or bridge position specifically designed and established below the grade of the target position. A transition position enables an upward mobility participant to gain the experience and training to become qualified for the target position.

---

[1] Wage grade equivalent will be determined at the local level. The level of the position occupied and the relationship to journeyman level positions determine whether or not the position is "dead end."

f. Dead-end position. A position (below GS-9 or WG equivalent) that lacks career development opportunities or promotion potential.

g. Individual development plan (IDP). A plan that documents the participant's training and development assignments necessary to meet the full level of qualification for the target position (see 713.A for sample)

h. Self development. Education and training that technicians provide for themselves according to their career interests or that contribute to their general growth. Generally pursued during offduty hours.

i. Participant or Trainee. A military or competitive technician (below GS-9 or Wage equivalent) who has applied and been selected for an upward mobility position.

j. Underutilized employees. Military or competitive technicians who meet qualification requirements for jobs with greater advancement opportunities but who are currently in positions which do not fully utilize all their knowledges, skills, or abilities.

k. Underdeveloped employees. Those military or competitive technicians who have potential for higher level work but lack the basic qualifications for job placement under normal merit placement procedures.

6-4. OBJECTIVES

a. To provide advancement opportunities into journeyman-level positions for all Federal technicians, military and competitive, who are in dead-end jobs.

b. To identify journeyman positions that will support upward mobility initiatives.

c. To expedite placement of participants into technical, administrative, para-professional, and craft/trade careers.

d. To motivate technicians to high achievement and create a climate conducive to high morale.

e. To encourage those personnel who are in dead-end jobs to apply for positions in the upward mobility program to ensure that there is an adequate number of candidates to select from.

f. To establish reporting systems, cost systems, and budgeting for upward mobility program training and evaluation.

6-5. ELIGIBILITY REQUIREMENTS

a. A technician must be serving under a permanent appointment, in Tenure Group I, and in a dead-end position.

b. Technicians serving under competitive appointments must meet appropriate military requirements prior to placement in positions requiring military membership (excepted service).

c. The military appointment (officer/warrant officer) requirements need not be met at the time a technician enters the transition position but must be met before the technician reaches/achieves the target position.

d. State adjutants general may authorize local exceptions to NGB compatibility requirements in order to effect placement in the transition position. Any exception granted for this purpose must be signed by the Adjutant General and documented in the incompatibility report file as a state exception. These exceptions will be included in the state's allowable five percent incompatible rate. All compatibility requirements must be met at the time the technician enters the target position.

6-6. RESPONSIBILITIES ASSIGNED

a. Chief, National Guard Bureau will ensure that upward mobility policies and practices are carried out for the military technician workforce.

b. Chief, Office of Technician Personnel will:

(1) Provide policy and guidance on upward mobility to the state adjutants general.

(2) Provide assistance to SPMO staff members in amending job qualification standards.

(3) Evaluate the effectiveness of state upward mobility programs.

c. Chief, Office of Human Resources will review and assess state upward mobility plans and related reports to ensure that they are in compliance with NGB EEO programs.

d. State adjutants general will:

(1) Issue a statement of support of the state upward mobility plan and its objectives.

(2) Ensure that a state upward mobility plan is developed and implemented in accordance with FPM Letter 713-27 and this regulation.

(3) Ensure that managers and supervisors receive orientation and training concerning upward mobility program objectives and procedures.

(4) Provide adequate resources for the program to include provisions for financial planning and budgeting as a regular part of the budget planning cycle.

e. Support personnel management offices (SPMO) will administer the upward mobility program and-

(1) Designate a staff member, preferably one with staffing duties, to serve as upward mobility coordinator.

(2) Write and implement a state upward mobility plan.

(3) Help managers and supervisors identify target and transition positions, and assist in writing position descriptions for restructured positions. Classification actions must be coordinated with the staff member responsible for position classification actions and the appropriate NG classification activity.

(4) Publicize upward mobility program.

(5) In conjunction with the provisions of local merit placement programs and this regulation, announce upward mobility positions and/or training opportunities, and evaluate and refer qualified individuals for selection.

(6) As needed, give technical assistance to managers/supervisors and participants in preparing IDPs. Ensure that-

(a) Education and training is provided in the most cost-effective manner through locally developed, interagency or non-Government facilities.

(b) When economical and practicable, education and training is provided on site and during normal duty hours for participants in the upward mobility program.

(c) Financial planning and budgeting actions are completed in cycle.

(7) Assist and advise supervisors in taking appropriate action when a participant fails to meet performance requirements of the program or wishes to withdraw from it. Examples of alternative actions are:

(a) If available, reassignment to former position or another position of equivalent duties, responsibilities, and grade.

(b) Removal in accordance with TPM 430.

(8) Adjust pay as necessary for technicians who take downgrades in order to participate in state upward mobility programs. If qualified,pay is set in accordance with FPM Supplement 990-2, book 531, subchapter 5, Salary Retention; and FPM Supplement 532-1, subchapter S9, Pay Retention Under the Federal Wage System.

(9) Expedite placement of technicians who satisfactorily complete requirements for target positions (see 6-6e[5]).

(10) Develop job qualification standards when standards do not exist for the grade level of the transition position. The staffing specialist may contact NGB-TN for assistance.

(11) Monitor the operation of the upward mobility plan to ensure overall equal employment opportunity objectives.

(12) Identify the skills, knowledges, and abilities that must be met through training and job experience in order for participants to progressively qualify for target and intervening grade levels.

f. Functional managers and supervisors will-

(1) Help the SPMO staff to identify target positions by determining staffing needs based on occupations, missions, organizational structure, and workforce requirements of the work unit.

(2) Analyze target positions to develop task statements that represent the raw material for restructuring positions.

(3) Help the SPMO staff restructure and/or identify transition positions that are organizational requirements yet provide to the participant the experience necessary to advance.

(4) Counsel and encourage eligible technicians to apply for program participation. Technicians serving under competitive appointments should be made aware that they may apply for upward mobility positions in the excepted service; however, membership in the National Guard is required before they may be assigned to the position.

(5) Select applicants for program participation in accordance with State merit placement plans and this regulation (see paragraph 6-6e[5]).

(6) With the assistance of the employee development specialist, prepare IDPs for participants under their supervision.

(7) Keep participants informed of their performance and progress on a regular basis. Supervisors should conduct formal counseling at least once each quarter (see paragraph 6-11b).

(8) Inform the appropriate SPMO staff member of any participant who is not progressing satisfactorily, and take appropriate action (see paragraph 6-6e[7]).

6-7. PLANNING

Planning for upward mobility starts by systematically determining needs and defining upward mobility objectives consistent with mission accomplishment. The process includes identifying situations that inhibit upward mobility. This initial planning is essential since upward mobility problems and needs vary. By determining the extent and characteristics of upward mobility objectives and needs, each state will be able to establish the scope as well as the direction to take in instituting its upward mobility program. State SPMO officials should study U.S. Office of Personnel Management Publication WLA-2, November 1979, "Upward Mobility: Considerations For Program Planning and Development" prior to starting the planning phase. As appropriate, union representatives may participate in upward mobility planning to ensure technicians understand the program and to strengthen technician confidence in the program.

6-8. PROCEDURES

a. Preplanning phase.

(1) Gain program support of the Adjutant General and other top level managers.

(2) Identify manpower needs, assess the present skills of the workforce, establish program objectives, and develop plans and strategies.

(3) Determine extent of upward mobility opportunities and target population for program participation by analyzing or identifying-

(a) Job patterns preventing lower grade technicians from moving into position where they could use their skills, training, and/or ability more fully.

(b) Occupational series and grade levels where technicians are dead-ended.

(4) Review compatibility requirements to identify helpful or hindering upward mobility factors. By doing this, future upward mobility efforts may be more productive.

b. Primary development phase.

(1) Identify target positions by conducting organizational and job analyses. Ensure that-

(a) Staffing surveys include projections of needs based on attrition, changing technologies, new equipment, and personnel changes that create vacancies.

(b) Existing positions are examined to decide if they can be used as transition positions or if the basic job requirements can be restructured.

(c) Ensure that military grade requirements are considered before identifying a position as an upward mobility target position; e.g., candidates for "officer only" positions must meet precommissioning requirements and/or have completed officer candidate school.

(2) Write position descriptions for restructured positions, and forward them through the SPMO classification specialist for appropriate action. Since the objective of the upward mobility effort is to attract and train underdeveloped and/or underutilized technicians into positions which will afford them promotional potential, it is essential that transition positions be restructured to a level that will attract the highest number of eligibles.

c. Secondary development phase.

(1) As necessary, modify merit placement procedures to accommodate the upward mobility program.

(2) Establish candidate evaluation procedures specifically designed to identify high potential candidates for the upward mobility program. The basis of the evaluation procedure is to develop job evaluation elements against which the candidate's background is evaluated in terms of his or her potential to perform the target job.

(3) Assessment of applicants is to be based on a review of the candidate's work history, self-development efforts (include education and training activities outside of job), performance appraisals, records of awards, honors, and face-to-face interviews. Assess the candidate's level of competence and potential against each job evaluation element regardless of where or how the attributes were acquired. Also, when assessing candidates, carefully consider the military grade requirements of the target position. Take into account age restrictions and educational requirements concerning commissioning if the target position can only be filled by an officer or warrant officer.

6-9. TRAINING

a. Since the concept of upward mobility is to move those technicians who are underutilized and in dead-end jobs into occupations that allow for promotion opportunity through a series of training experiences which are coupled with standard work experience, training becomes the keystone of the program. Since training plays such an important part in the participant's progress, IDPs will be established for all participants selected for positions restructured at less than the full performance level. The IDP will ensure that the participant receives all training and work experience required to fully qualify him or her for the target position. If military training is necessary, a statement should be included in the IDP to ensure that there is a clear understanding of the requirement. Although each state is free to determine where IDPs are to be filed, one copy should be maintained in the SPMO and one maintained by the supervisor.

b. In developing IDPs, the SPMO is responsible for ensuring that training is commensurate with the official duties of the position for which the participant is training. Training programs developed within the spirit and intent of the upward mobility program fall within the bounds of chapter 41 of title 5, United States Code (formerly the Government Employee Training Act). Congress anticipated the law would be used to fund training for advancement as well as for the performance of an employee's current official duties. The restrictions in FPM chapter 410 are: (1) the prohibition on training for an academic degree in order to qualify for a position for which the degree is a basic requirement and (2) the prohibition on training an employee in a non-Government facility for the purpose of filling a position by promotion if there is in the agency concerned another employee of equal ability and suitability who is fully qualified and available.

c. Other pertinent requirements of particular significance affecting training in support of upward mobility programs are as follows:

(1) When participants are trained at Government expense, the training must meet the National Guard need for trained military technician manpower.

(2) The SPMO must ensure that merit placement principles and procedures are used in selecting military technicians for upward mobility training.

6-10. LENGTH OF TRAINING AND DEVELOPMENT

a. The length of training at any grade level may take up to 2 years depending upon the time required to equip the technician with the skills and specific knowledge necessary in the target position and the technician's ability to perform the duties of the position.

b. To avoid frequent minor amendments to IDPs caused by variations in mission and organization, changes in concepts or methodology in subject fields or trainee needs, it is permissible to-

(1) Adjust training time as appropriate in individual cases to cover contingencies such as sick leave, annual leave, military leave, or participant's inability to grasp a portion of training.

(2) Change sequence of training to allow learning experiences to be responsible to actual work situations.

(3) Add or modify subject matter material depending on technological/equipment changes, organization and participant needs, and evaluation of the training and development.

(4) Delete or modify subject matter that duplicates education or training the participant may be receiving through self-development efforts.

6-11. EVALUATION AND COUNSELING

a. Evaluation. Upon assignment to an upward mobility training program, performance standards and critical job elements of the assigned grade (not the full performance level grade) will be established in accordance with TPM 430. Participants are expected to evaluate their individual training program. Appendix B is a sample format for this purpose. This evaluation will be submitted along with each performance appraisal until the target grade is reached.

b. Counseling. Managers or supervisors and representatives from the SPMO will provide a full range of coordinated counseling and guidance services to participants. Formal counseling by the supervisor will be conducted at least once quarterly. Informal counseling by the supervisor will be conducted at least once quarterly. Counseling sessions will include, as appropriate, a discussion of work performance, training progress, career opportunities, and any work-related problems. Counseling sessions will be recorded on NGB Form 904-1; however, the specifics of the entire counseling session is not to be recorded, only the fact that there was a counseling session on a specific date followed by a short summary or reference to a more detailed memorandum for the record attached to NGB Form 904-1.

6-12. STATE UPWARD MOBILITY PLAN

The SPMO will review the state upward mobility plan at least annually and update as needed. State plans are to be prepared in accordance with this regulation; and must contain the following information as required by FPM Letter 713-27, Upward Mobility for Lower Level Employees, 28 June 1974:

a. Total number of target positions by occupational series and position title to be filled through upward mobility during the plan year. This information may be included in the state affirmative action plan.

b. Procedures for communicating with, counseling, selecting, and placing eligible technicians.

c. Description of training and development programs available to technicians selected for upward mobility training.

d. Evaluation and reporting procedures.

6-13. PROGRAM COSTS ANALYSIS

As required by OMB Circular No. A-11, report all costs incurred for the upward mobility program. Training and developmental efforts designed to improve current occupational performance and traditional career intern, cooperative education, worker trainee, or student employment programs are not considered upward mobility for this purpose; and costs for these programs will not be included in the report. STATES WILL SUBMIT THIS REPORT ANNUALLY TO NGB-HR. The report will cover the period 1 October through 30 September of the past year and is due on or before the 5th working day following the end of each

reporting period. The A-11 report is exempt from information control by OMB Circular A-40. Appendix C is a sample upward mobility costs analysis report.

Line code definitions for the report are as follows:

(1) Obligations - The dollar value of direct and indirect upward mobility training contracted for during the fiscal year that will require payment during the same or future period.

(2) Outlays - The actual expenditure of funds to pay for obligations incurred during any prior period.

(a) Formal classroom training - Tuition, fees, and supplies charged by Government and non-Government facilities and trainee salary while enrolled; if training is in-house, instructor salary, space, and supplies.

(b) On-the-job training - Trainer and trainee salary for the percentage of time devoted to training only. Do not include costs of time during which services or goods are produced by the trainee.

(c) Administrative/support costs - Counseling, manpower planning, skills survey and analysis, trainee selection, job restructuring, training plan development, program coordination, monitoring, and evaluation.

(3) Federal Workyears - The total amount of paid time spent in upward mobility training. Report this time in terms of workyears (2087 hours = 1 workyear).

(4) Workload Indicators - The total number of technicians selected to participate in upward mobility training programs. Also report the number of hours spent in formal classroom training if the training was 8 hours or more; and the number of hours spent in on-the-job training.

APPENDIX A(ADDED).

SAMPLE INDIVIDUAL DEVELOPMENT PLAN FOR UPWARD MOBILITY

1. Name: James T. Jones

2. Entry Position: Computer Operator, GS-332-4, PDCN F6846000B

3. Target Position: Computer Operator, GS-332-6, PDCN F6846000

4. Date Entered Upward Mobility Program: 1 October 19XX

5. Duration of Training: 24 months

6. Objectives: To provide a systematic and planned means for the trainee to acquire the skills, knowledge, and ability required to operate the computer console, operate associated equipment in a variety of modes, prepare the computer system for complete runs, process applications, and perform various administrative duties.

7. Supervisor (Program responsibility): /s/Shirley White
SHIRLEY WHITE
Chief, Data Processing

8. Instructor(s): R. Harrison Ford
W. Lee Thirkell

9. Evaluations:

Trainee (date):	6 month intervals	1 Oct 85, 1 Apr 86
Instructor (date):	6 month intervals	(same)
Supervisor (date):	Annual	Apr 86, Apr 87
Final (date):		Apr 87

The trainee's supervisor will complete performance appraisals in accordance with TPM 430. The trainee will provide evaluation reports with each performance appraisal. Reports will be sent to the SPMO.

10. Flexibility provisions: Supervisor will ensure all training is accomplished within the specified dates in the training plan. Adjustments can be made for emergency absences from duty and failure of the technician to progress in assigned tasks. These adjustments are deviations in time only, not training objectives.

11. Elements of IDP: The attached plan sets forth the training objectives, tasks in accomplishing objectives, schedule of assignments, and hours of instruction.

These provisions are categorized under training and development methods: formal instruction, on-the-job training and self-development (which is optional according to personnel interests and further career objectives of the trainee).

_____
(typed name of trainee)

_____
Charles T. Know, Employee Dev. Specl

I. FORMAL INSTRUCTION AND ON-THE-JOB (OJT) TRAINING

TRAINING OBJECTIVE	TASK/INSTRUCTION	NUMBER OF HOURS	COMPLETION DATE
1. Site orientation	- One day orientation with Supervisory Computer Specialist	8	Oct XX
2. Knowledge of basic computer equipment used at the work site.	- One week of familiarization in operating console and peripherial equipment.	40	Oct XX
3. Proficiency in preparing punched cards for batch input.	- One week of hands-on experience supervised by Supv Comp Opr.	40	Oct XX
4. Detailed knowledge in computer operations	- Introduction to Computer Operations, OPM Course.	40	Oct XX
5. etc., etc.			

APPENDIX B(ADDED).

SAMPLE FORMAT FOR TRAINEE'S EVALUATION OF
UPWARD MOBILITY TRAINING

TRAINEE _____ POSITION _____

SERIES AND GRADE _____ ORGANIZATION _____

REPORTING FROM _____ TO _____

SUPERVISOR _____ PHONE _____

1. List assignment(s) or project(s) given:

2. Do you feel the training program is accomplishing its objectives as they were stated to you? In what way?

3. Do you feel your assignments are increasing your technical knowledge? In what way?

4. In what areas do you feel you need further training?

5. Other comments:

Signature _____ Date _____

APPENDIX C(ADDED).

SAMPLE FORMAT FOR COST ANALYSIS REPORT
UPWARD MOBILITY ACTIVITY

REPORTING STATE: _____ DATE: _____

FEDERAL CIVIL RIGHTS
ACTIVITY REPORT

LINE CODE	ACTIVITY	ACTUAL FY 19XX	ESTIMATE FY 19XX	ESTIMATE FY 19XX
1	Obligations			
2	Outlays			
	- Formal classroom training:			
	-- (Government):			
	-- (Non-Government):			
	- On-the-job training:			
	- Administrative support:			
3	Federal Workyears			
4	Workload Indicators:			
	- Number of technicians enrolled in upward mobility training programs:			
	- Formal classroom training			
	-- (8 hours or more):			
	- On-the-job training:			

Breakdown of participants by ethnic group including women placed in upward mobility positions.

WHITE		BLACK		HISPANIC		AMERICAN INDIAN/ ALASKA NATIVE		ASIAN AMERICAN/ PACIFIC ISLANDER	
M	F	M	F	M	F	M	F	M	F

TECHNICIAN PERSONNEL REGULATION
No. 700

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

TECHNICIAN PERSONNEL REGULATION 700

This regulation contains NGB policy concerning FPM Chapters 751 and 771.

1. TPR 700, 16 August 1982, is changed as follows:

Remove Page	Date	Insert Page
1 (715.2)	16 Aug 82	
1 (715.3)	16 Aug 82	
1 (715.4)	16 Aug 82	
		1 (751)
1 (751.1)	16 Aug 82	
1 (771.3)	1 Jun 83	1 (771.3)
1 thru 5 (771.A)	1 Jun 83	

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 22041-2500

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

HERBERT R. TEMPLE, Jr.
Lieutenant General, USA
Chief, National Guard Bureau

OFFICIAL

HARRY M. LESLEY
Lieutenant Colonel, USAF
Executive, National Guard Bureau

DISTRIBUTION: Special
(Each SPMO)

23 February 1987

SUBCHAPTER 3. ESTABLISHMENT OF AGENCY ADMINISTRATIVE GRIEVANCE SYSTEM

3-1. ESTABLISHMENT AND PUBLICATION

b. Publication.

(1) Technicians must be told where the plan is available for review.

3-2. CRITERIA

a. Prompt consideration. The time limits set should provide for reasonable extension to allow for full consideration of particularly complex issues.

b. Grievance procedures.

(3)(c)(ADDED). An NGB administrative hearing examiner may be used if the established system requires a hearing. See TPR 752, chapter 4, for procedures.

c. Rights of grievant.

(3) The State may consider providing for a reasonable amount of official time, if the technician is otherwise in a duty status, for the preparation of the case.

d. Rights of representative.

(2) The State may consider providing for a reasonable amount of official time, if the representative is a technician who is otherwise in a duty status, for the preparation of the case.

3-5(ADDED). REVIEW BY NGB

Grievance plans established will be periodically reviewed by the National Guard Bureau.

23 February 1987

C4
TPR 700
751

*CHAPTER 751

DISCIPLINE

Requirements and procedures for issues covered in FPM Chapter 751 are contained in TPR 715.*