# TECHNICIAN HANDBOOK

## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>CHAPTER</th>
<th>TITLE</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction</td>
<td>1-1</td>
</tr>
<tr>
<td>2</td>
<td>History</td>
<td>2-1</td>
</tr>
<tr>
<td>3</td>
<td>Appointment</td>
<td>3-1</td>
</tr>
<tr>
<td>4</td>
<td>Your Personnel Office</td>
<td>4-1</td>
</tr>
<tr>
<td>5</td>
<td>Equal Employment Opportunity</td>
<td>5-1</td>
</tr>
<tr>
<td>6</td>
<td>Job Behavior</td>
<td>6-1</td>
</tr>
<tr>
<td>7</td>
<td>Pay</td>
<td>7-1</td>
</tr>
<tr>
<td>8</td>
<td>Hours of Work</td>
<td>8-1</td>
</tr>
<tr>
<td>9</td>
<td>Injury Compensation</td>
<td>9-1</td>
</tr>
<tr>
<td>10</td>
<td>Life Insurance</td>
<td>10-1</td>
</tr>
<tr>
<td>11</td>
<td>Health Plans</td>
<td>11-1</td>
</tr>
<tr>
<td>12</td>
<td>Civil Service Retirement System</td>
<td>12-1</td>
</tr>
<tr>
<td>13</td>
<td>Federal Employee’s Retirement System</td>
<td>13-1</td>
</tr>
<tr>
<td>14</td>
<td>Work Schedules and Absences</td>
<td>14-1</td>
</tr>
<tr>
<td>15</td>
<td>Rating Your Performance</td>
<td>15-1</td>
</tr>
<tr>
<td>16</td>
<td>Awards</td>
<td>16-1</td>
</tr>
<tr>
<td>17</td>
<td>Suggestion Program</td>
<td>17-1</td>
</tr>
<tr>
<td>18</td>
<td>Training and Employee Development</td>
<td>18-1</td>
</tr>
<tr>
<td>19</td>
<td>Employment and Promotion System</td>
<td>19-1</td>
</tr>
<tr>
<td>20</td>
<td>Job Classification</td>
<td>20-1</td>
</tr>
<tr>
<td>21</td>
<td>Unions</td>
<td>21-1</td>
</tr>
<tr>
<td>22</td>
<td>Grievances</td>
<td>22-1</td>
</tr>
<tr>
<td>23</td>
<td>Layoffs</td>
<td>23-1</td>
</tr>
</tbody>
</table>

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PREPARED BY
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1-1
CHAPTER 1

INTRODUCTION

This handbook is a quick reference for use by all National Guard technicians. It identifies the responsibilities and benefits for members of the National Guard technician workforce. The information in this handbook is not regulatory and is not the “final word.” Talk to your supervisor and/or the staff of the Human Resources Office for additional information.

To obtain further information on topics covered by this handbook, call or visit the Human Resources Office (HRO).
CHAPTER 2

HISTORY

The National Guard grew out of the various state militia which have been a significant part of our defense history since the early 1700s. National Guard technicians of the Army and Air National Guard represent an essential part of the federal workforce. Technicians have become members of a relatively new group of federal employees who are covered by the National Guard Technician’s Act of 1968 (Public Law 90-486).

The National Guard workforce is comprised of military technicians, competitive technicians and Active Guard Reserve (AGRs). Military technicians are required to maintain military membership in the National Guard in order to retain employment. Military technicians perform full-time work in their units, perform military training and duty in their units and are available to enter active military service at any time their unit is called to active duty. Competitive technicians are civil service and are not required to maintain military membership in the National Guard.

In the context of full-time work, technicians are considered to be employees of the Department of Army or Department of Air Force. However, unlike other federal employees, the State Adjutant General is the office with the authority to effect employment and is the level of final appeal for most personnel actions. Technicians enjoy the same benefits, rights and privileges as other federal employees, with a few exceptions provided for in law.

As a federal employee, you provide the day-to-day continuity in the operation and training of Army and Air National Guard unit members.
CHAPTER 3
APPOINTMENT

All National Guard positions are filled on the basis of merit and qualifications. Discrimination because of race, color, religion, national origin, nondisqualifying handicap, age, gender, marital status or lawful political or group affiliation is prohibited.

EXCEPTED SERVICE

Appointment in the excepted service requires membership in the Army or Air National Guard as a condition of employment. These employees are called military technicians. If or when membership in the National Guard ceases or if federal recognition is terminated, the appointment in the excepted service must be terminated. Types of appointments in the excepted service include:

a. Excepted: A nontemporary appointment, which requires the completion of a one year trial period prior to conversion to permanent tenure.

b. Excepted (Indefinite): A nonpermanent appointment with an indefinite time limitation, which is used when the appointment is expected to exceed one year.

c. Excepted NTE (Temporary): A temporary limited appointment, which is not expected to exceed one year.

COMPETITIVE SERVICE

National Guard membership is not required as a condition of employment as a competitive technician. Although the majority of federal employees are in the competitive service, few of these positions are found in the National Guard technician program because of specific exemption by statute. There are two types of appointment in the competitive service:

a. Career Conditional: Appointments given to technicians who compete in Office of Personnel Management (OPM) examinations and whose ratings place them on certificates issued by OPM for selection. Three months service must be performed before a transfer, reassignment or promotion to another position can be made. Competitive technicians may be reinstated without competing in examination within three years after separation. Competitive technicians must serve a one year probationary period and removal action may be accomplished during the year without any undue formality if circumstances warrant such action. However, if a competitive technician has previously completed a probationary period, a later reinstatement would not require completion of a new probationary period.
b. Career: Appointments that are granted upon completion of three years of substantially continuous service and that provide for permanent reinstatement rights without competitive examinations.

**INVESTIGATION**

Initial appointments are made subject to appropriate security requirements and verification of employment history and character.

**PHYSICAL REQUIREMENTS**

Military technicians must meet appropriate military physical standards as well as any physical requirements of the technician position. Competitive technicians must meet minimal federal physical requirements for safe and efficient performance for the specific technician position.
CHAPTER 4

YOUR PERSONNEL OFFICE

GENERAL

The Human Resources Office (HRO) is the personnel office responsible for the administration of the National Guard technician and AGR programs as prescribed by a variety of regulations, i.e., National Guard regulations, technician personnel regulations, presidential executive orders, as well as other appropriate authorities.

WHAT THE HRO DOES FOR YOU

The HRO provides employees with professional advice and assistance on all matters related to technician employees.

YOUR PERSONNEL RECORDS

Personnel records are stored and maintained by the HRO. Employee specific records are filed in each employee’s Official Personnel Folder (OPF), Employee Performance Folder (EPF) and Employee Medical Folder (EMF).

Employees are encouraged to periodically review their records.

Supervisors maintain various supervisory records, which may also be reviewed.

If a technician decides to leave federal government, their personnel records will be forwarded to the Federal Records Center located in St. Louis, Missouri.

MISCELLANEOUS SERVICES

The Technician Assistance Program (TAP) or Employee Assistance Program (EAP) is a confidential program that impacts an employee’s ability to perform his/her job. For more detailed information, contact the HRO staff.
CHAPTER 5

EQUAL EMPLOYMENT OPPORTUNITY

NATIONAL GUARD POLICY

The Missouri National Guard’s policy is to provide equal opportunity for all National Guard employees (and applicants for employment) in all aspects of employment and working conditions. Not only must equality of opportunity be made a part of day-to-day management, but affirmative employment programs must also be developed and implemented to ensure proper emphasis on equal employment opportunity.

RESPONSIBILITIES

Management officials are required to promote discrimination-free work environments and ensure prompt action to correct acts of discrimination.

The National Guard has three significant obligations:

a. To provide equal employment opportunities for all candidates for positions at all grade levels and in all occupations.

b. To use such means as training, career counseling, upward mobility efforts and job redesign to make the best use of the talents, skills and abilities of all technicians.

c. To provide a work climate that enables all technicians to make the best use of their talents.

CATEGORIES OF DISCRIMINATION

Race, color, religion, national origin, gender, age, qualifying physical and/or mental disability and sexual harassment.

COMPLAINTS

If a technician believes he/she has been discriminated against, the technician should see an Equal Employment Opportunity (EEO) Counselor to explain the perceived problem. Counselors are full-time employees located in various locations within the state. If an EEO counselor cannot be located, contact your supervisor or the State Equal Employment Manager (SEEM).

The counselor will attempt to resolve the problem informally. If the counselor is unable to assist in resolving the complaint, the technician will be given a final interview notice and advised of the right to file a formal complaint with the State Equal Employment Manager.
LEVELS OF DECISIONS

If you file an EEO complaint, it may be resolved at the lowest informal level or if unresolved, it may be appealed to the following levels. (See appropriate complaint processing regulations for procedures, etc.)

a. State Adjutant General.
b. Chief of the National Guard Bureau.
d. The federal court system.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The National Guard recognizes that personal problems may interfere with an employee’s job performance and has developed a program to offer assistance to its employees (military technicians, competitive technicians and AGR personnel). The primary goal of the Employee Assistance Program is to assist the employee and to resolve the problems. The program guarantees no employee will have his/her job security or promotional opportunities jeopardized or receive disciplinary action based on a request for assistance.

The EAP does not protect the confidentiality of illegal drug use by military personnel. Military personnel requesting assistance for a problem involving illegal drugs will be helped, but military commanders/supervisors must be notified.

The National Guard’s Employee Assistance Program offers referral assistance to professional organizations and agencies for problems involving the aged, parent-child relations, marital problems, mental problems, drug/alcohol abuse, health problems, financial problems, legal problems and learning disabilities.

For more information talk to your supervisor or contact one of the state’s Employee Assistance Program Managers. The cost of services may be covered by the technician’s service benefit plan. All costs are the employee’s responsibility.
CHAPTER 6

JOB BEHAVIOR

STANDARDS OF CONDUCT

Each employee must comply with the prescribed standards of conduct in performing their duties. Employees are informed about standards of conduct upon employment and periodically thereafter. Employees are expected to maintain high standards of honesty and integrity. Violations of any prohibited standard of conduct may be the basis for disciplinary or adverse action.

BREAKDOWNS IN CONDUCT

When situations occur where discipline or adverse action is unavoidable, each supervisor will follow procedures established by the National Guard Bureau, the HRO staff and any collective bargaining agreement that may apply.

DISCIPLINE

Disciplinary actions consist of oral admonishments (your supervisor speaking to you about the specific problem) and letters of reprimand. The oral admonishment lets you (the employee) know that you must stop doing specific things. The letter of reprimand is more serious because it is a written notification of the problem with a warning of what might happen if the situation is not corrected. You will receive a copy and a copy will be placed in your individual OPF.

ADVERSE ACTION

The three types of adverse actions are removal, change to lower grade and suspension (including indefinite suspension). A suspension is without pay.

Due process protections are in place including the right to an administrative hearing. The final level of appeal on these actions rests with the State Adjutant General.
CHAPTER 7

PAY

A technician’s pay is based on position grade and step. Pay increases may result from:

a. Promotion. If you are a general schedule (GS) technician and are promoted to a higher grade position, you will normally receive an increase of pay at least in an amount equivalent to two step increases of the grade from which promoted.

b. Within-grade Increases. If you are a GS technician, you will receive a within-grade increase when you have met the prescribed length of service in grade and your performance is fully acceptable. If you are a wage technician, you will receive within-grade increases when you have met the prescribed length of service in grade and your performance is fully acceptable.

OVERTIME

Overtime is work over eight hours a day and 40 hours in any work week. Pay for overtime is not authorized for National Guard technicians; however, compensatory time off in amounts equal to official or authorized overtime hours worked is authorized.

PREMIUM PAY

Premium pay is additional pay authorized for holiday or Sunday work.

ENVIRONMENTAL DIFFERENTIAL PAY

Environmental differential pay may be paid to wage grade technicians who are exposed to certain hazards, physical hardships and working conditions of an unusually severe nature. (See current Labor Management Agreement.)

HAZARDOUS DUTY PAY

Hazardous duty pay, which is paid only to general schedule technicians, may be granted when a technician works in an environment in which an accident could result in serious injury or death, e.g., duties performed on a high structure when adverse conditions such as darkness, lightning, steady rain or high wind velocity exists. (See current Labor-Management Agreement.)

PAYROLL DEDUCTIONS

Federal Income Tax: Withholding is based on gross salary and number of dependents entered on Form W-4.
State Income Tax: Withholding is as required by state. The HRO will provide basic information.

Retirement: The amount of the automatic deduction for retirement will be determined according to the retirement plan the technician is enrolled in.

Federal Employees Group Life Insurance: The automatic deduction is based on annual rate of pay.

Employees Health Benefits Program: Deduction is made on the basis of the plan and type of coverage.

Social Security: A technician covered under Social Security will have deductions made based on current rate.

Allotment: Allotments may be taken out of a technician’s pay for union dues, savings bonds, allotments to financial institutions, Thrift Savings Plan and charitable institutions such as the Combined Federal Campaign.

**PAY PERIODS/PAYDAYS**

Technician paychecks cover a two-week period (10 working days). Pay periods begin every other Sunday. Paychecks are distributed every other week. Payday for Air technicians is one week and for Army technicians is one and one-half weeks after the end of the pay period covered.
CHAPTER 8

HOURS OF WORK

WORKWEEK

The basic workweek generally consists of 40 hours, Monday through Friday, with each workday covering 8 1/2 to 9 hours to include 30 to 60 minutes for lunch.

HOLIDAYS

The following days are holidays for purposes of pay and leave.

New Year’s Day – first day of January
Martin Luther King’s Birthday – third Monday of January
Washington’s Birthday – third Monday of February
Memorial Day – last Monday of May
Independence Day – fourth day of July
Labor Day – first Monday of September
Columbus Day – second Monday of October
Veterans Day – November 11
Thanksgiving Day – fourth Thursday of November
Christmas Day – December 25
CHAPTER 9

INJURY COMPENSATION

GENERAL

The Federal Employees’ Compensation Act (FECA) provides compensation benefits for a permanent/temporary disability due to personal injury or disease sustained in the performance of duty.

DEATH

The FECA also provides for the payment of benefits to survivors if an employee should die due to a work related injury or disease.

WHAT YOU DO WHEN INJURED

Employees injured at work should contact their supervisor immediately in order to secure the necessary forms and to seek medical attention if required. No matter how small the injury may seem, it is important that the supervisor be notified immediately. If the injury requires absence from the workplace, it is possible to be compensated for this time without charge to sick or annual leave.

Employees filing false claims are subject to prosecution and if found guilty to a fine or imprisonment.

SUPERVISOR’S RESPONSIBILITIES

Supervisors are tasked to provide a safe workplace. When a technician is injured, the supervisor will provide guidance to the injured employee and question the claim if there is reason to believe the injury is not job related.

The employee will return to full duty or light duty status as soon as possible. Medical evidence must firmly support light duty status. It is OWCP’s policy to monitor injured employees who hold light duty jobs. The Human Resources Office must be notified of employees who have been in light duty status for over three months.
CHAPTER 10

LIFE INSURANCE (FEGLI)

ELIGIBILITY

National Guard technicians acquire basic life insurance unless waived.

COVERAGE

The minimum coverage is $10,000. Basic life insurance is based on the employee’s annual pay (rounded up to the next higher $1,000) plus $2,000. (Example: $17,385 annual pay (rounded up to the next higher $1,000) = $18,000 plus an additional $2,000 = $20,000 basic life insurance.)

In addition to the basic life insurance coverage, three forms of optional insurance are also available to technicians who have basic coverage. Contract your HRO representative for details.
CHAPTER 11

HEALTH PLANS

ENROLLMENT

Health plans provide varying benefits at various costs. Law prohibits a person from being enrolled in more than one plan. An employee may only enroll in a plan that has been approved by the Office of Personnel management. An employee can sign up for any available plan, option and type of enrollment that best meets his/her needs within the first 60 days after he/she starts work.

CHANGING PLANS

Employees can switch plans and/or options once a year during the open season, which usually occurs in the fall. Employees will receive advance notice from the HRO. Employees may change from a self and family enrollment to a self-only enrollment at any time or from self-only to self and family from 31 days before to 60 days after an event that changes family status, i.e., marriage, etc.

COST

The federal government contributes a percentage of the total cost. Employees pay the remainder, which is deducted from an individual’s pay. Each plan has the following types of enrollment.

a. Self-only: Provides benefits only for the employee. Employees can enroll for self only even though they have a family.

b. Self and Family: Provides benefits for both the employee and eligible family members.

STATUS CHANGES

A newborn child or a new spouse is automatically covered by an existing family enrollment from the date the person becomes a family member. Employees should immediately inform the HRO staff of any changes in family status.

DEATH

Coverage is automatically continued to your eligible survivors if you die during your technician employment.
CHAPTER 12

CIVIL SERVICE RETIREMENT SYSTEM (CSRS)

GENERAL

This retirement plan covers most National Guard technicians employed prior to 1 January 1984. The system gives an employee a measure of income protection in case of disability, will provide for the family in case of death and will pay employees a pension after retirement.

QUALIFYING FOR AN ANNUITY

Entitlement is determined by age and number of years of federal service. To be eligible for an immediate pension, an employee must be age 62 with 5 years service, age 60 with 20 years service, age 55 with 30 years service or age 50 with 20 years service (Firefighter and Air Traffic Controller personnel only). To be eligible for an immediate pension when there is involuntary termination of employment (i.e., loss of military membership) not related to misconduct or delinquency, the employee must be age 50 with 20 years service or any age with 25 years. If an employee becomes permanently disabled after completing at least five years of civilian service, he/she may receive a pension. If an employee loses military membership for medical reasons and does not qualify for regular disability retirement benefits, there are special provisions that may permit the employee to receive a pension.

ANNUITY

The annuity is based on length of service and the individual’s highest pay earned during any three consecutive years of federal employment (high three).

EARLY RETIREMENT

The annuity will be reduced at the rate of two percent for each year the employee is under age 55. This reduction does not apply to Firefighter or Air Traffic Controller personnel or to disability retirements.

DEATH BENEFITS

The employee’s widow(er) will receive an annuity if the employee has completed at least 18 months of service at the time of death. Unmarried dependent children will also be entitled to a pension. If there are no survivors eligible for an annuity benefit, a lump sum payment will be made of career retirement contributions.

SURVIVOR BENEFITS
A portion of the annuity can be set aside to provide for the surviving spouse.

**EMPLOYEES WHO QUIT**

If an employee quits, he/she can withdraw all the money that was withheld for the retirement fund without any interest being paid. If an employee has completed five years of service, but is not eligible to retire, he/she may leave the money in the fund. If an employee does not withdraw the money from the retirement fund, at age 62 he/she would receive entitlement to a “deferred” pension. If an employee quits and dies before reaching age 62, the survivor is entitled to a lump sum payment.

**THRIFT SAVINGS PLAN (TSP)**

The TSP is a tax deferred retirement savings plan comparable to private sector 401(k) plans where employees contribute portions of their salaries on a pre-tax basis. Twice each year there is an open season when employees may begin participating, terminate participation or alter contribution amounts. CSRS employees may contribute up to five percent of basic pay with no government match.

**IMPORTANT**

Employees should contact the HRO staff for additional information. Supervisors should not attempt to answer questions concerning retirement; however, they must assist subordinates in getting the needed information.
CHAPTER 13

FEDERAL EMPLOYEES RETIREMENT SYSTEM (FERS)

GENERAL

FERS is a three-tiered system consisting of basic benefit, Social Security and a Thrift Savings Plan (TSP).

a. Basic benefit provides retirement, disability and survivor benefits. The technician and the government each contribute to the retirement and disability fund from which benefits are paid. The technician or his/her survivor is guaranteed at least the amount he/she contributes to the retirement fund as either an annuity or a lump sum payment.

b. Social Security is a social insurance program that has three cash benefit components: retirement benefits, disability benefits and survivor benefits. The program is based on the principle that part of the responsibility for insurance against loss of income due to retirement, disability or death is to be carried by society as a whole.

c. The Thrift Savings Plan offers federal technicians the opportunity to save a percentage of their salary on a tax sheltered basis, have a portion of that money matched by their employer (the federal government), invest the money in one or all investment funds and have all money earned on the investment be tax deferred until retirement.

QUALIFYING FOR AN ANNUITY

Eligibility is determined by age and number of years of creditable federal service. Contact the HRO staff representative concerning minimum retirement age (MRA) and instances where benefits may be reduced.

Eligibility for an immediate pension is age 62 with 5 years of service, age 60 with 20 years of service, MRA with 30 years of service or MRA with 10 years of service.

To qualify for discontinued service annuity, employees must be age 50 with 20 years of service or any age with 25 years of service.

Employees who lose military membership may retire with a full pension if they are at least age 50 with 25 years of service. Employees will also receive a Special Retirement Supplement until age 62, at which time they become eligible for Social Security benefits.

DEATH BENEFITS
Basic technician death benefit plus the greatest of 50 percent of final salary or high-three (18 month service requirement) and survivor annuity. The eligible surviving spouse of a former technician is entitled to an annuity if the former employee was eligible for a deferred annuity and had at least 10 years of service.

Social Security also pays survivor benefits to the eligible survivors of an employee who met the minimum Social Security eligibility requirements. Eligibility requirements vary; however, the minimum number of credits required is 18 months.
CHAPTER 14

LEAVE AND ABSENCES

There are two basic types of leave – leave without pay and leave with pay. Leave is charged on workdays only. Absences on non-workdays or holidays are not charged against leave except for military leave.

ANNUAL LEAVE

Annual leave is normally used to allow technicians periods of time off for personal and emergency purposes and an annual vacation. Except in emergency situations all annual leave must be requested in advance of actual use. Annual leave may be advanced at the discretion of the supervisor and local leave policies. Technicians may take annual leave as soon as it is earned or request that any annual leave that will accrue during the current leave year be advanced.

SICK LEAVE

Full-time technicians and those with temporary appointments of 90 days or more accumulate sick leave at the rate of four hours per pay period (13 days per annum). Sick leave can be used for periods of incapacitation due to illness, injury, pregnancy, childbirth or exposure to a communicable disease.

FAMILY LEAVE

Under certain circumstances a limited amount of sick leave may be used to care for a family member who is incapacitated as a result of physical or mental illness, injury, pregnancy or childbirth or to accompany family members to medical, dental or optical examinations or treatments or to make arrangements for or attend the funeral of a family member and for other related purposes.

LEAVE WITHOUT PAY (LWOP)

LWOP is a temporary nonpay status and absence from duty that, in most cases, is granted at the employee’s request. In most instances, granting LWOP is a matter of supervisory discretion.

FAMILY LEAVE

Technicians are entitled to a total of 12 weeks of unpaid leave (LWOP) during a 12-month period for certain family and medical needs.

COURT LEAVE
Court leave is an absence, without charge of leave or loss of pay, for jury duty or attending judicial proceedings in a non-official capacity as a witness on behalf of a state or local government.

**OTHER APPROVED ABSENCES**

Several types of absences under certain circumstances are not charged to leave. Of general interest are voting registration, voting, blood donations and technician personnel office consultations.
CHAPTER 15

RATING YOUR PERFORMANCE

COVERAGE

Depending on the technician pay designations, employee performance will be evaluated in accordance with either the Performance Management and Recognition System (PMRS) or the Performance Management System.

Employees will be given a written copy of their performance standards by their supervisor.

PERFORMANCE STANDARDS

Performance standards describe what is necessary for the employee to do for fully successful performance. A performance standard is divided into two types of elements.

a. Critical Element. A critical element is the part of the job so important that if your performance is less than the minimum established, remedial action will be taken regardless of performance on any other portion of the job.

b. Major Element. A major element is a task that is paramount but non-critical to job performance.

PERFORMANCE RATING (APPRAISAL)

Supervisors will discuss and evaluate each employee’s performance periodically during the year: semi-annually, at the end of the annual appraisal period and at other times as appropriate.

DISSATISFACTION WITH RATING

Employees may file an appeal if they are dissatisfied with their performance appraisal. For unacceptable performance employees must appeal within 30 days of the advance written notice. Employees are entitled to representation should they decide to appeal their performance appraisal. Contact the HRO representative for specific information.
CHAPTER 16

AWARDS

MONETARY

Technicians may be given a cash award based on their performance or they may receive money for a special act, suggestion/invention or an on the spot award.

NON-MONETARY

Time-off awards, length of service certificates and retirement certificates may be given to technicians in recognition of accomplishments.

HONORARY

Honorary awards are granted by the Adjutant General in the form of a letter, certificate, medal, plaque or item or nominal value. Technicians may be eligible for honorary awards and other methods of recognition in accordance with the Office of Personnel Management and National Guard Bureau directives and guidelines.

ADDITIONAL INFORMATION

Supervisors and the HRO staff can assist you in obtaining additional information.
CHAPTER 17

SUGGESTION PROGRAM

REQUIREMENTS

If employees think of ways to do things better, they can submit a suggestion. A suggestion must be an original way of doing work, a modification of a part, and invention or any other contribution that promotes efficiency in the way we do our jobs.

SUBMISSION

Suggestions should be submitted on NGB Form 6, which is available from the supervisor or HRO staff. Employees must complete forms with detailed information and include necessary attachments. Suggestions must be submitted to the person responsible for process suggestions. Check with the supervisor or the HMO staff for more information.

EVALUATION

Suggestions are reviewed locally and assigned a control number. If accepted, the suggestion will be processed and evaluated locally. When the suggestion is recommended for adoption beyond the local level, it will be forwarded to the NGB Office of Technician Personnel. State will be kept advised as to the status of the suggestion. Disapproved suggestions will be returned with an explanation.

RECONSIDERATION

Employees may submit requests for reconsideration of suggestions along with changes and documentation.

AWARDS

If a cash award is appropriate, the amount is determined based on benefits derived by the government.
CHAPTER 18

TRAINING AND EMPLOYEE DEVELOPMENT

POLICY

The policy of the National Guard is to develop and enhance the skills of our workforce.

TRAINING AND DEVELOPMENT NEEDS

Supervisors will determine employees’ training needs. The training and development needs may be met by:

a. Planned work experience.

b. Developmental assignments.

c. Self-development (training gained on employee’s own time with or without federal tuition assistance).

d. Training and education provided through agency facilities, other government and military facilities, military technical schools and non-government facilities.

Training and development activities may occur as full-time or part-time, on or off duty, day or evening or any combination of these. The National Guard Bureau conducts many specialized courses specifically designed for technicians.

TYPES OF TRAINING PROGRAMS

The types of training programs are technical skills training; professional training; supervisory training, which is required for all supervisors within 12 months of selection; executive and management training and priority I training, which is required to perform mission and essential portions of the job.

INFORMATION ABOUT TRAINING OPPORTUNITIES

Employees can learn of available training through their immediate supervisor, circulated course announcements, postings on bulletin boards and by contacting the HRO representative.
CHAPTER 19

EMPLOYMENT AND PROMOTION SYSTEM

HOW THE PROMOTION SYSTEM WORKS

When jobs become vacant they are usually posted by publishing an announcement that outlines the particulars of the position. Generally, individuals must submit an application in order to be considered. It is the individual’s responsibility to ensure the application is complete and accurate. The HRO staff cannot evaluate the experience if it is not properly described on the application.

A reasonable number of qualified applicants are furnished to the selecting supervisor. The selecting supervisor has the right to select or non-select those individuals certified as being eligible by the HRO staff.

SPECIAL EMPLOYMENT PROGRAMS

The Guard actively supports all federal employment programs designed to provide employment opportunities to less fortunate individuals and to foster equal opportunity in the workplace. Although many of these programs do not lend themselves to positions in the excepted service because of military membership requirements, the National Guard Bureau encourages local program implementation where possible.

INDEFINITE EMPLOYMENT PROGRAMS

Indefinite employment is temporary in nature, but without a time limit. Employee benefits are similar to a permanent technician. Indefinite employees may be separated at any time with a 30-day notice.

TEMPORARY EMPLOYMENT

Technicians may be hired for short periods of time. These temporary or time limited appointments do not confer the same benefit as permanent appointments and may be separated at any time.

PART-TIME EMPLOYMENT

In order to support management needs as well as accommodate the special needs of employees; i.e., older or handicapped individuals, students or parents with at home responsibilities, the Guard promotes the use of part-time employment. Part-time employees work 16 to 32 hours a week.
DETAILS AND REASSIGNMENTS

If an employee’s services are needed to perform work in a different job, he/she may be detailed or reassigned. If detailed, the assignment is temporary and the employee will be returned to his/her official job.

If an employee’s services are needed permanently in another position at the same grade level, the employee will be reassigned provided he/she meets the job qualifications and can be assigned to a compatible military position.

RESTORATION RIGHTS

Technicians that go on a tour of active military duty are entitled to be returned to their old job or one that is similar. During the active duty tour, the employee will be considered for any promotion as though he/she was still on board. Upon return to the technician job, he/she will be entitled to all pay raises and other benefits that may have accrued during the absence. Technicians who stay on active duty more than five consecutive years lose the right to be restored.
CHAPTER 20

JOB CLASSIFICATION

GENERAL

Technician salaries are paid in accordance with the assigned grade of the position. General Schedule (GS) positions fall into the broad category of white collar work; that is work that is administrative or managerial in nature. Wage Grade (WG) or blue collar positions have predominant duties that are related to work in recognized trades or crafts. Position classification is the process used to determine the correct title, series, grade and pay plan.

POSITION CLASSIFICATION

The National Guard Bureau has one classification activity, NGB-HR, Classification Division in Salt Lake City, UT. This activity provides classification services to all states and territories. Each state also has a classification specialist.

The classification activity recommends to the National Guard Bureau the resolution of classification appeals and provides in-house and on site classification training. The classification activity, working with state personnel and NGB offices of primary responsibility, determines the classification of positions used universally in National Guard functions.

Each technician has a position description (PD) which lists in order of importance or frequency all of the major duties and responsibilities required of the position. The position description has already been classified, meaning that a position classification specialist has reviewed the PD and the work required by the position.

Using their technical expertise, the classification specialist classifies the position by using position classification standards published by the Office of Personnel Management. These published standards, which are available in your HRO, are like rulers, yardsticks and measuring tapes in that position classification specialists use these standards to measure the positions. Simply stated, the classification specialist compares the position description to the classification standard and arrives at a title, pay plan, occupational series and grade. The grade equates to existing pay charts, which are national in nature for GS positions and locally determined for wage positions.

CLASSIFICATION APPEALS

If an employee feels the position to which assigned is classified incorrectly, he/she should first ask for a position review. This gives the classifier and opportunity to review the position and render a decision based on the most current information. If the employee disagrees with the findings, a classification appeal can be filed.
A classification appeal may be filed instead of asking for a position review provided the duties and responsibilities described in the position description are accurate. Three things can happen as a result of an appeal.

a. The position can be upgraded.

b. The position can retain the present grade level.

c. The position could be downgraded.

The HRO representative can advise employees concerning classification appeal procedures as well as assisting in the preparation of the appeal.

**POSITION MANAGEMENT**

Position management is what supervisors and managers do when they recommend or decide such things as:

a. How many technicians are needed to accomplish the work.

b. Whether or not particular positions are needed.

c. How the work should be organized.

d. What duties and responsibilities should be assigned to individual positions.

The aim of position management is to arrange work in a way that will serve mission needs most efficiently.
CHAPTER 21

UNIONS

TECHNICIAN’S RIGHTS

If a technician is a member of the bargaining unit, he/she has the legal right to form, join or assist any labor organization or to refrain from such activity. A technician may act for a union and present its views to management or Congress. This activity will be free of penalty or reprisal.

UNION RIGHTS

A union has the right to:

a. Negotiate a contract covering conditions of employment.

b. Act for and represent technicians it has been granted the right to represent under the law.

c. Be represented at any formal discussion between technicians and management.

MANAGEMENT RIGHTS

Management determines the organizational structure as well as mission, budget, hiring and the assignment of work.

EXCLUSIVE RECOGNITION

Exclusive recognition is extended to unions selected by a majority of voting technicians.

LOCAL COLLECTIVE BARGAINING AGREEMENT

After approval by the National Guard Bureau, the contract becomes the rules by which all concerned parties will deal with each other.
CHAPTER 22

GRIEVANCES

WHAT IS A GRIEVANCE?

A grievance is a complaint about working conditions.

STATE GRIEVANCE PROCEEDURES

Each state must have an established grievance procedure. Technicians may use these procedures to resolve grievances.

NEGOTIATED PROCEDURES

Each union contract must contain a negotiated grievance procedure for resolving disputes. Technicians must use this procedure if a member of the bargaining unit. Any grievance not resolved is subject to binding arbitration that may only be invoked by the state or the labor organization. Technicians may represent themselves or be represented by the union.

EXCLUSIONS

It is agreed that this negotiated procedure is a full coverage procedure except for those matters specifically excluded below and by law 5 USC, Chapter 71, from the coverage of this agreement. Matters excluded from the negotiated grievance procedure are:

a. Retirement, life insurance or health insurance.

b. A suspension or removal underPara 7532 (National Security) of Title 5, USC.

c. The classification of any position that does not result in the reduction in grade or pay of an employee. This matter may be appealed under other procedures. Classification appeals will be done in accordance with appropriate procedures and directives.

d. Any claimed prohibited political activity (Hatch Act violations).

e. Any examination, certification or appointment.

f. Non-selection or promotion from a group of properly certified candidates.

g. Any actions taken pursuant to the provisions of Public Law 90-486 (Technician Act of 1968-32 USC 709(e)1-6).
h. An EEO complaint.

i. Any matters for which there are statutory appeal procedures provided
CHAPTER 23

LAYOFFS

GENERAL

In the federal government, layoffs are called RIFs (Reduction in Force) and furloughs. Sometimes it becomes necessary to lay off technicians because of lack of money to pay the workforce or because of a reorganization. Layoffs fall into three categories:

a. Furloughs for 30 days or less.

b. Furloughs that exceed 30 days.

c. Separations.

A furlough of 30 days or less is handled as a non-disciplinary action. Separations and furloughs that exceed 30 days are handled as reductions in force.

ORDER OF LAYOFF

For separations or furloughs exceeding 30 days the order of layoff is determined by job performance in both military assignment and full-time technician position. Technicians with lower standings are released first. Individuals may be placed in a job with the same or lower grade or they may be separated.

PAY

Employees may be eligible for retirement or severance pay when separated. If eligible, technicians may be entitled to retain their previous pay grade and salary if placed in a lower graded job.

PRIORITY PLACEMENT

Special programs have been set up to help find jobs for technicians who:

a. Lose their technician job because they are ineligible for continued Guard membership due to medical disability.

b. Have been downgraded and are in a retained grade status.

c. Have been separated because of a reduction in force.