STATE OF NEW MEXICO
OFFICE OF MILITARY AFFAIRS
Santa Fe, New Mexico 87505-3258

AGONM Technician Personnel
Regulation Number 302

15 August 1994

TECHNICIAN PERSONNEL (ARMY & AIR)

EMPLOYMENT IN THE NATIONAL GUARD TECHNICIAN PROGRAM

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CHAPTER 1. GENERAL

1-1. APPOINTMENT AUTHORITY.

The Adjutant General of New Mexico, in accordance with Section 709(c) of 32 USC, has been designated to employ and administer the technician program of the New Mexico National Guard. This authority includes the appointment of National Guard Technicians as Federal employees and the authority to separate, suspend, furlough, or reduce in rank or compensation in accordance with appropriate regulations.

b. The authority to act on the Adjutant General's behalf has been delegated in writing to the Support Personnel Management Officer (SPMO).

1-2. EMPLOYMENT POLICY. The PROVISIONS OF 32 USC 709 (PL 90-486) require that ". . . a technician who is employed in a position in which National Guard membership is required as a condition of employment and who is separated from the National Guard or ceases to hold the military grade specified for his position by the Secretary concerned shall be promptly separated from his technician employment by the Adjutant General of the jurisdiction concerned; . . ." (and) "a technician shall be notified in writing of the termination of his employment as a technician, and such notification shall be given at least 30 days prior to the termination date of such employment." All appointments, reassignments, or promotions to positions that require military membership will be in the excepted Federal service, and candidates will meet all qualification requirements prior to placement.

1-3. COMPETITIVE SERVICE. The competitive service includes all Federal employees unless specifically excepted by statue or by Office of Personnel Management (OPM). As a general rule, an employee acquires competitive status via a prescribed system that includes a competitive examination. Each technician must serve a 1 year probationary period. However, if a technician has previously completed a probationary period, a subsequent reinstatement would not necessarily require completion of a new probationary period. Types of appointments in the competitive service include.

a. Career Conditional – Appointments given to technicians who compete in 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. Reinstatement may be accomplished without competing in examinations within 3 years after separation.

b. Career – Appointments that are granted usually by conversion from career conditional upon completion of 3 years service and provide for permanent reinstatement rights without competitive examinations. Removal must be for cause and only after all appropriate adverse action procedures have been accomplished.

c. Temporary – Appointments that are for less than 1 year for a job of the same duration. Terminations may be at any time.

1-4. EXCEPTED SERVICE. Except as prescribed by the Secretary concerned, technicians employed in the excepted service under the provisions of 32 USC 709 shall be members of the National Guard and hold the military grade of officer, warrant officer or enlisted person as specified by the appropriate position description. Individuals employed under this authority and under these conditions are outside the competitive service and in the excepted service. They must occupy military positions compatible with their technician position. Unless otherwise excepted, this will be in the unit or units by which employed. All previous service under 32 USC 709 or prior corresponding provisions of law is included and credited to such individuals in determination of length of service for the purpose of leave, Federal employees compensation, life and health insurance, severance pay, tenure, status and retirement. All technicians who receive an initial appointment to a position that requires National Guard membership will serve only 1 year trial period regardless of any subsequent appointment in the same or a different State. All removals under this provision must be preceded by a 30-day notice. Types of appointments in the excepted service include:

a. Excepted Appointment – Appointments given to technicians in the excepted service. A technician voluntarily converting from a competitive appointment to an excepted appointment will sign a statement to that effect prior to appointment.

b. Temporary – Appointment that is not to exceed 1 year to enable a unit or activity of the National Guard to meet special or unusual requirements, temporary workloads, and temporary or extended absences of permanent technicians.

c. Indefinite – Non permanent appointments without a definite time limitation.

1-5. TRIAL PERIOD. When a technician first comes to work under an excepted appointment, he/she will serve a 1 year trial period. The purpose of the trial period is to provide management a reasonable period of time to observe a new technician's overall performance on the job. A technician will not be issued a performance appraisal while on a trial period but will be evaluated NLT the end of the 10th month to determine whether the technician has the qualities needed for permanent Government service. Normally, the evaluation will be after the beginning of the 9th month and prior to the end of the 10th month and will be accomplished on NGB Form 430-1 (T).

a. Technicians will serve only one trial period.

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

(1) in the same type of work, and

(2) in the same State.

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

(1) Temporary or indefinite appointments that immediately precede an excepted appointment.

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

d. Any removal during the trial period must be preceded by a notice and issued at least 30 days prior to completion of the trial period. Removal actions not completed within the 1 year period will be governed by the provision of TPR 752. The 30 day notice is to be in writing and state why the technician is being separated. The notice should contain as much factual information as possible concerning performance or conduct so that the basis for the termination is clear to the technician. The provisions of TPR 752 do not apply.

1-6. WEARING OF THE MILITARY UNIFORM. Technicians in the excepted service will wear the military uniform appropriate to their service and federally recognized grade when performing technician duties and while attending courses of instruction at military service schools and at the National Guard Professional Education Center, Camp Robinson, North Little Rock, Arkansas. They will comply with the standards contained in the appropriate regulations pertaining to grooming and wear of the military uniform (AR 600-20, AR 670-5, AR 670-30, AFR 35-10). Official time will not be used for changing to or from the military uniform at the work site. When an Adjutant General determines that the uniform is inappropriate for certain positions or situations, he will forward his determination to the Chief, National Guard Bureau for review. If warranted, the CNGB will authorize other appropriate attire. These provisions apply to all technicians required to be members of the National Guard as a condition of employment, unless otherwise specifically excluded by a negotiated labor agreement. The following situation have been determined to be inappropriate for wear of the military uniform and do not require prior approval.

a. Travel by commercial or private transportation while in an official travel status.

b. While attending courses of instruction in a technician status at locations other than military installations.

c. Labor organization representatives engaged in labor agreement negotiations.

d. Participation as data collectors during the conduct of Federal wage system surveys.

e. While serving as hearing examiners.

1-7. PERSONAL APPEARANCE AND DRESS STANDARDS FOR TECHNICIANS.

a. The appearance of technicians should reflect favorably on the Guard and the Federal service as a whole, and inspire confidence in those we serve. Technicians must keep a high standard of dress and personal appearance. Technicians wearing standard civilian attire are expected to comply with reasonable appearance and grooming standards based upon a consideration of health and safety factors and the type of position occupied. Any prohibitions on technician dress and appearance must be based upon a clear showing that the prohibited items contribute to an unsafe, nonproductive, or disruptive work environment.

b. Standard civilian attire must be clean, neat, and in good conditions as might be reasonably expected under various working conditions. Hair must be clean, neat, and well groomed. Wigs, if worn, must conform to the same standards as natural hair. Sideburns must be neatly trimmed and must not extend below the lowest point of the ear lobe. Mustaches must be neatly trimmed and of a reasonable style. All appearance standards must be designed to reflect favorably on the National Guard and public service as a whole.

CHAPTER 2. FILLING POSITIONS

2-1. GENERAL. Subject to the requirements of the NGB TPR 335 and AGONM TPR 335 positions may be filled by the following methods.

a. Appointment of members of the National Guard to positions in the excepted service.

b. Promotions, reassignments, demotions of technicians of the activity or from elsewhere in the National Guard technician program to positions in the excepted service if the technician is serving under an excepted appointment, and to positions in the competitive service if the technician is serving under a career, career-conditional or a special tenure appointment.

c. Recruitment outside the National Guard for positions in the excepted service (when eligible for required military membership) and appointment from appropriate OPM register of eligible in the competitive service.

d. Movement of individuals from other Federal agencies by transfer in the competitive service and by appointment in the excepted service (when eligible for required military membership).

e. Hiring of former Federal employees by reinstatement in the competitive service and by appointment in the excepted service (when eligible for required military membership).

2-2. APPLICATION FOR EMPLOYMENT. Applicants for employment as Excepted technicians in the New Mexico National Guard will submit their applications on Standard Form 171 to the Support Personnel Management Office (SPMO). The applicant will ensure that the information listed below is contained in his application. If there is not enough room on the form, an additional sheet will be added.

(1) Present National Guard membership, unit of assignment, grade, position and MOS, SSI or AFSC assigned.

(2) Past National Guard membership, units, grade, positions, MOS, SSI or AFSC assigned.

(3) MOS, SSI or AFSC awarded at completion of REP training.

(4) Any active military service in the Armed Forces, position assigned and MOS, SSI or AFSC awarded.

(5) Military service schools attended

(6) Civilian or Vocational training or schools applicable to the position for which applying.

2-3. MERIT PLACEMENT. A merit placement plan is designed to ensure a systematic means of selection and promotion according to merit. In general, to be eligible for promotion technicians must meet the qualification standards for the competitive or excepted positions. All promotions must be accomplished in accordance with AGONM TPR 335.

2-4. APPOINTMENT AT LOWER GRADES.

a. General Schedule and wage technicians may be employed in grades lower than those authorized for the specific technician position. In these cases, technicians will be appointed to existing competitive or excepted service positions if they meet the minimum eligibility requirements for the grade level to which appointed. This administrative down scaling of positions to lower grade, in lieu of authorized higher graded positions, may not be used to place competitive technicians in positions specified for occupancy by excepted technicians, nor vice versa. Also, the military membership requirements (officer, warrant officer, and/or enlisted) for the authorized position must be met. Enlisted applicants for officer or warrant officer who meet the eligibility requirements for promotion to warrant officer or officer (and in possession of a Certificate of Eligibility) will be considered, and if selected, will be given an opportunity to meet the military requirements.

b. When a selected candidate for a position in the excepted service does not meet the mandatory qualification requirements of the position, or when the Office of Personnel Management can only certify candidates for a position in the competitive service for entry in a grade lower than the authorized grade of the position, employment may be effected in the appropriate lower grade. A training program will be established that will permit the lower graded technician to assume the full responsibilities and duties of the position in the shortest time possible. A training program for the wage grade trainee in the excepted service may consist of on-the-job training of a specified duration or of satisfactory completion of mandatory military education or training, or attainment of military skill level as appropriate.

c. Appointments or promotions of technicians in lower grades will be identified as follows:

(1) The position title will be same as for the higher grade.

(2) The position number will be same as far as the higher grade with the addition of an alphabetical suffix to denote employment in a lower grade. The letter "A" will be used as a suffix to the position number when technicians are employed one grade below the authorized, the letter "b" will be used as a suffix to the position number when technicians are employed two grades below that authorized, etc. For example:

Authorized Position	Lower Grade
R6021000, GS-09	R6021000A, GS-07
R6831000, GS-05	R6831000A, GS-04
	R6831000B, GS-03

(3) Position descriptions will be modified by the appointing office with a statement of difference to reflect the duties at the lower grade in which technicians are appointed.

2-5. DETAILS.

a. A detail is an official personnel action temporarily assigning a technician to a different established position or to a pending position (one whose duties and responsibilities have not been officially allocated under an appropriate classification system) for a specified period of time, with the technician returning to his regular assignment at the conclusion of the detail. Technically, a position is not filled by a detail because the technician continues to be the incumbent of the position from which detailed. Details are intended to meet temporary emergency workload situations, absences of technicians, pending authorization and classification of new positions or other types of manpower needs that cannot be met by normal personnel placement actions, such as reassignment, promotion, or change to lower grade. Details to the same or lower grade positions may be made in 120 day increments for up to one year.

b. Supervisors are responsible for keeping details within the shortest practicable time limits and for making a continuing effort to secure the required manpower through the use of appropriate personnel placement actions. A SF 52 must be prepared for all details. Supervisors must also ensure that the technician being detailed possesses the necessary security clearance for the position to which detailed. The gaining supervisor is responsible for:

(1) Locating a technician appropriate for detail, and if none are known, consulting with the SPMO to locate a technician for assignment;

(2) Submitting SF 52, (Request for Personnel Action) in triplicate to the SPMO, AND maintaining a fourth copy as a suspense copy;

(3) Discussing the reason for the action, nature of duties and responsibilities to be performed, and the approximate or proposed length of the detail with the selected technician;

(4) Establishing performance standards and critical elements on NGB 430(T) and appraising the technician's performance on NGB 430-1(T) when the period of the detail is 180 days or more; and

(5) Providing the technician with a copy of the approved SF 52. Any detail extended beyond 1 year requires prior OPM approval, which is requested by the SPMO. The responsibilities of the "gaining supervisor" and the "losing supervisor" while the technician is on detail are outlined in Table 1. In exercising sound management concepts, each supervisor should terminate details when the need no longer exists but no later than the expiration of the approved period.

c. A detail of more than 240 days (30 days for bargaining unit members) to a higher graded position (or one with known promotion potential) must be made under merit placement procedures. A detail of over 30 days will be documented on Standard Form 50.

d. Details are prohibited in the following instances:

(1) Except in the case of an extreme emergency, details will not be permitted during the first 90 days after initial appointment. If an extreme emergency does exist, a detail may be permitted; however, in no case will the detail exceed 30 days.

(2) Technicians in the excepted service may not be detailed to a competitive position without prior OPM approval.

(3) Technicians in the competitive service may not be detailed to a position in the excepted service.

TABLE 1.

GAINING AND LOSING SUPERVISOR'S RESPONSIBILITY WHILE TECHNICIAN IS ON DETAIL

Gaining Supervisor	Losing Supervisor
1. Directs work of the technician.	1. Obtains time and attendance reports from the office to which technician has detailed.
2. Furnishes time and attendance reports reports to office from which technician is detailed.	2. Assists gaining supervisor in taking any required action (disciplinary or meritorious) during the period of detail.
3. Approves or disapproves requests for leave and exercises normal administration.	3. Assures that detail is promptly terminated or extended.
4. Reports to losing supervisor any offenses and substandard performance that warrants disciplinary or other corrective action. This action should be decided jointly with advice from SPMO.	4. Records detail on supervisor's record.
5. Reports to losing supervisor any instances of superior or outstanding performances.	
6. Coordinates with SPMO to extend detail.	
7. Prepares SF 52 to terminate details.	

2-6. TEMPORARY LIMITED EMPLOYMENT.

a. Purpose. Temporary limited employment is used to meet administrative needs such as filling temporary positions, or filling a continuing position for a temporary period. The following types of positions are filled by temporary limited employment:

(1) Positions not expected to last more than one year;

(2) Seasonal positions (i.e., positions involving periodically recurring employment other than career-type positions);

(3) Part-time and intermittent positions that are not clearly of a continuing nature; and

(4) Continuing positions, when temporarily vacated for periods of less than one year.

b. Eligibility. Persons appointed to excepted positions must:

(1) Be members of the Guard in the same state where the job is located.

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

c. Tenure.

(1) Temporary National Guard technicians do not have the protection of reduction-in-force procedures.

(2) Temporary limited appointments of excepted National Guard technicians do not confer permanent status.

(3) National Guard excepted technicians serving under excepted time limited appointments do not serve a trail period.

(4) May be separated at any time.

d. Duration and Extensions. Appointments may be made and extended in increments of up to one year each for a total of 4 years. Extension beyond four years require regional NGB Personnel Center approval.

2-7. TEMPORARY INDEFINITE APPOINTMENTS (EXCEPTED).

a. Purpose. Temporary indefinite appointments are used when the appointment is expected to extend beyond one year.

b. Persons appointed under this authority:

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

(2) Do not acquire permanent status.

(3) Do not serve a trial period.

(4) May be separated when their services are no longer needed.

(5) Are in tenure group III for reduction-in-force purposes.

(6) Are not eligible for a position change as defined in TPR 335; however, they may be upgraded due to a position classification change.

CHAPTER 3. EXCEPTED SERVICE ELIGIBILITY

3-1. EXCEPTED TECHNICIAN EMPLOYMENT REQUIREMENTS. The following are requisite for technician employment:

a. All technicians must maintain appropriate military membership, military grade, and branch of service for the technician positions occupied; meet the required military security standards; and meet the military physical requirements appropriate for the compatible military assignment.

b. General officers may not be employed as technicians, unless the technician position descriptions requires the incumbent to be a commander of a tactical combat unit.

c. Technicians may not be assigned as Assistant/Deputy Adjutant General.

d. Technicians who do not meet the above will be given a written 30-day advance notice of termination and promptly separated.

(1) Notification of Separation.

(a) Before a request for Federal recognition that adversely affects a technician's tenure (i.e., promotion to general officer, enlisted technician receiving a commission) is sent to the NGB, the technician will be notified by the SPMO regarding the effects Federal recognition will have on his technician employment. The notification will be in letter form and the technician will sign and date the letter acknowledging that he has been notified and understands that termination from technician employment will follow. The signed letter will also reflect the technician's decision to discontinue/continue the Federal recognition process.

(b) If the technician elects to continue the Federal recognition, processing the letter will serve as the advance written notice of termination. A copy of the signed letter will then become a part of the Federal recognition paperwork that is forwarded to the NGB. The letter will be dated when signed by the technician, and that date will serve as the 30-day advance notice period for termination. The actual start of the 30-day notice period begins the day after the date shown on the letter. This letter authorizes the technician's termination concurrently upon receipt of Federal recognition, provided the 30-day advance notice period has elapsed. No such separations will be made effective during the period of 15 December through 3 January.

(2) Military Disqualifications. Except for pending disability retirement claims, technicians who are found to be unqualified for further Guard membership may continue to be employed in their technician position for no more than 30 days after loss of military membership. When the date of the military action is known in advance, the 30-day notice will be issued at the earliest practicable date so, when possible, the military and technician actions will coincide. No such separations will be effected from 15 December through 3 January.

(3) Voluntary Military Disqualification.

(a) When a technician takes a voluntary action that alters his/her military status (i.e., applies for a commission, acknowledges his/her intention to resign from the Guard or not to reenlist, accepts certain promotion, etc.), immediate steps will be taken by the SPMO to notify the individual regarding loss of technician employment. The notification will address loss of benefits, ineligibility for severance pay and discontinued service retirement, etc.

(b) The technician will sign a statement acknowledging that he/she understands the effects of such action on his technician employment. The statement will be dated when signed by the technician and will serve as the 30-day advance notice period of termination. The actual start of the 30-day notice period begins the day after the date shown on the statement. The state authorizes the technician's termination when the military action is effected, provided the 30-day notice period has elapsed. No such separations will be effected from 15 December through 3 January.

3-2. VETERAN'S PREFERENCE.

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

3-3. SUITABILITY DETERMINATIONS.

All new appointments are made pending suitability for Federal Employment determination. All new appointee's references and prior employment are checked by the **Support Personnel Management Office.** If a new appointee is determined to be ineligible for Federal employment by law and OPM regulations, he/she will be separated.

3-4. TECHNICIAN/MILITARY COMPATIBILITY. A National Guard technician must be assigned to an appropriate military unit (to include military grade and specialty) in the State where his technician job is located (see 32 USC 709 {b}). The concept of the National Guard technician program is that technicians will be militarily assigned to the same unit in which their technician job is located. In other words, a technician will perform his technician duties, his military training duties, and be mobilized to active duty in the same unit. Unless specifically approved by NGB-TN, the assignment will be in the unit by which employed, and the technician must be performing in the MOS/AFSC determined to be compatible with the technician position occupied. Situations of military or technician grade inversion are not permitted; (i.e., a technician is subordinate to an individual in technician status but senior to him in a military status except when an exception is granted by NGB for a valid reason such as a Reduction-in-Fore or reorganization. Adjutants general may approve exceptions to compatibility in the following instances:

a. If the military appointment requirements (officer, warrant officer, enlisted) for a particular position change, and the change would disqualify the technician for employment, he may be continued in an incompatible status. A continuing effort must be made to reassign these technicians to compatible positions.

b. One-year exceptions may be granted to permit military assignments for officer technicians to gain command experience. Extensions beyond one-year must be submitted to NGB-TN and must clearly document and substantiate the request. All locally approved situations that fall into the above categories must be documented, approved by the State Adjutant General, or his designee, and filed in the temporary side of the technician's Official Personnel Folder.

c. Technicians assigned as USPFO examiners may occupy military positions in the Air National Guard. Other USPFO positions may be occupied by members of the ANG when authorized by the Chief, National Guard Bureau. Any case that is not clearly covered by the above is to be forwarded to NGB-TN for a policy determination. Requests must outline all circumstances that have a direct bearing on the case.

3-5. MEDICAL QUALIFICATION REQUIREMENTS. National Guard technicians in the excepted service must be medically qualified for National Guard membership. They must also meet physical requirements relating to their technician position and their MOS/AFSC.

CHAPTER 4. ADVERSE ACTIONS AND REDUCTION-IN-FORCE

4-1. ADVERSE ACTIONS. Adverse actions will be accomplished in accordance with AGONM Technician Personnel Regulation (TPR) 752.

4-2. REDUCTION-IN-FORCE. Reduction-in-Force will be accomplished in accordance with AGONM Technician Personnel Regulation (TPR) 351, and the Collective Bargaining Agreement.

CHAPTER 5. REQUEST FOR PERSONNEL ACTION (SF 52) AND NOTIFICATION OF PERSONNEL ACTION (SF 50)

5-1. PURPOSE OF SF 52.

a. When a supervisor prepares a SF 52, (Request for Personnel Action), he is asking the SPMO to complete a specific type of action, such as: separation, reassignment, promotion, disciplinary action, detail, leave without pay, return to duty, change of a technician's personal data (e.g., name change) or a request to fill a position. Before considering the preparation of a SF 52, it is advisable to ensure that all requirements for submission are met; (e.g., the availability of man-years, approval by higher level supervisors or other local administrative/management requirements).

b. A request for personnel action requesting a reduction in a technician's grade, basic compensation, or involuntary separation will most likely be subject to adverse action procedures. In such instances, therefore, it is imperative that the supervisor contact the SPMO for appropriate advice and assistance on the procedures and regulatory compliance required before requesting such action.

c. The following are actions that are sometimes requested by technicians:

(1) Reassignment. When a technician requests an action that would change him to a different position at the same or equivalent grade and basic rate of compensation, management may grant the request if it is determined he is qualified for the existing vacancy, the position can be filled, and the action does not hamper operations. The technician will submit his request in writing, through his supervisor, to the SPMO.

(2) Change to lower Grade. If a technician requests an action that would place him in a lower grade or a different pay schedule and he would receive a lower basic rate of pay, he must submit his request in writing, through his supervisor, stating the salary he expects, the date he desires the action to be effective, reason for his request, and that he understands saved grade and pay retention will not apply. The guidelines for granting such a request will be the same as those in (1) above.

NOTE: When a wage schedule technician moves between positions in different pay areas and receives a lower salary solely because of a difference in locality wage schedules, this actions is a "reassignment."

(3) Separation. These types of voluntary actions may include resignation, optional retirement, or separation to acc~ot employment in another Government agency or a public international organization, or to enter extended active duty with a military service.

5-2. INSTRUCTIONS FOR PREPARING SF 52. Table 2 contains instructions for the preparation of SF 52 by supervisors. Pages 19 - 27 illustrate several samples for preparation of SF 52. The supervisor completes SF 52 in duplicate. The original is sent to the approving official who will sign and forward it to the SPMO. The copy is retained by the supervisor as a "suspense copy." After notification is received (SF 50) the suspense copy will be destroyed.

5-3. PURPOSE OF STANDARD FORM 50. The SF 50 (Notification of Personnel Action) constitutes the technician's official record of Federal employment. Standard Forms are prepared to document an individual's Federal employment, to notify the technician of the action effected, and to provide required basic records. It is essential that personnel actions taken be correct and properly documented and recorded to protect the interests of the technician and the Federal Government.

CHAPTER 6. PROCESSING NEW TECHNICIANS

6-1. GENERAL. New technicians will be processed by the **Support Personnel Management Office (SPMO)** if practical. If new technicians are appointed in activities away from the SPMO and cannot be processed by the SPMO, the employing supervisor will be sent a packet containing instructions and necessary forms and pamphlets to process the technician.

6-2. PRIOR TO REPORTING FOR DUTY. Before a new technician reports for duty, a Standard Form 50, Notification of Personnel Action, must be issued by the SPMO.

6-3. ORIENTATION FOR NEW TECHNICIANS. In addition to the processing in para 6-1 above, all new technicians in the position of Unit Administrators, Administrative Officers, or Command Admin Specialists (or Military Personnel Technicians) will be given an orientation at State HQ within thirty (30) days after their start date, preferably the first week of employment. Orientation is covered in Letter, NMAG-PA, dtd 6 Oct 80, Subject: Orientation for New Employees.

6-4. SUPERVISOR ORIENTATION. The Supervisor will ensure that the new technician is briefed on:

a. Standards of Conduct for National Guard Technicians (NGB Technician Personnel Pamphlet 905) and signs AGONM TPR Form 735-1. Return SPMO Form 735-1 to SPMO.

b. The technician's position description, the tasks and critical elements and the required performance standards. This will be accomplished in accordance with AGONM TPR 430. One copy of NGB Form 430(T) will be forwarded to SPMO NLT 30 days after initial appointment.

c. Labor Management Contract (ensure that a copy has been provided) and identity of Union officials.

6-5. PROCESSING DOCUMENTS. In order to be processed by the SPMO, the following documents should be provided by the supervisor or individual:

a. Certificate of National Guard Membership (Excepted technicians only). This form must be completed by the individual who has custody of the technician's Military Personnel Records.

b. Evidence of Prior Active Military Service. Photo-copies of DD Form 214 or equivalent document to verify active military service. This must be done in order to establish a Service Computation Date (SCD) for leave, reduction-in-force and retirement purposes.

c. Evidence of National Agency Check (NAC). All Federal employees are required to have a NAC. If available, a photocopy of DA Form 873, AF Form 47 or 2583 will be furnished. If a NAC has not been accomplished, a request for one must be initiated.

CHAPTER 7. COORDINATION

7-1. COORDINATION WITH NFFE LOCAL 1636: The Support Personnel Management Office will coordinate with NFFE Local 1636 on program policy formulation, and will maintain an open line of communication with union representatives. This will assure cooperation and support of this regulation by the employees' federation. Supervisors and technicians are encouraged to discuss and seek assistance from the local union representative.

FOR THE ADJUTANT GENERAL:

BUDY F. GONZALES, GM-13
Personnel Officer

DISTRIBUTION
A,B,C,F,G,H,I
NFFE, 1636- 25
Army & Air Supervisors
ANG - 50; CSMS - 8; MATES - 6; NMAG-SP - 20

TABLE 2
INSTRUCTIONS FOR PREPARATION OF SF 52

Part A Requesting Office

1. Actions Requested	Fill in nature of request, (e.g., Fill Position, Detail; Reassignment, Resignation, Suspend, LWOP (when it exceeds 80 hours), Return to Duty (From LWOP), etc. As room permits include additional information such as vice who for fill behinds, excepted or competitive, restructure to lower grade for recruitment purposes; area of consideration, etc. Continue these additional remarks on reverse in Part D, Remarks by Requesting Office. Other possible additional information: - Limitations of length of employment (NTE date) - Anticipated date of technicians return from a nonpay status. - Reason for extension of detail in excess of 120 days.
2. Request Number	Leave blank.
3. For Additional Information Call	Provide name and telephone number.
4. Proposed Effective Date	Enter date on which action is desired. For reassignments or change to lower grade, use the beginning date of a future pay period; in separation actions show the last date the technician will be on the rolls.
5. Action Requested By	Type Name, Title, Request Date, and provide signature of requester. This block will be left blank when the action is a resignation.
6. Action Authorized By	Type Name, Title, and Concurrence Date, provide signature of person authorized to approve the personnel action request, usually the activity chief.

PART B - For Preparation of SF 50

1. Name (Last, First, Middle)	When applicable, enter name as it appears on official records.
2. SSN	When item 1. is completed, enter the social security number of individual.

TABLE 2
INSTRUCTIONS FOR PREPARATION OF SF 52

3. Date of Birth:	Show all dates in a month-day-year order (e.g., type as MM-DD-YY. Do not use military dating system.
4. Effective date	Leave blank.
5-A. through 6-E.	Leave blank.
7. FROM: Position Title and Number	Do not fill in when requesting Fill Positions, Return to Duty Requests. All others obtain information from OF 8, Position Description of appropriate position.
8. Pay Plan	Obtain information from appropriate Position Description. Will be GS, WG, WS, or WL.
9. Occupation Series	Obtain information from appropriate Position Description. It is a four digit number.
10. Grade or Level	Obtain information from the appropriate Position Description.
11. through 12-D	Enter information from latest SF 50 if available.
13. Pay Basis	PA for all GS pay plans; PA for all wage positions.
14. Name and Location of Position's Organization	First line should include Organization Name or Office Symbol; Next lines should read: TAG New Mexico; P. O. Box 4277, Santa Fe, NM 87505-3258
15. TO: Position Title and Number	Do not fill in when requesting Fill Positions, Return to Duty Requests. All others obtain information from OF 8, Position Description of appropriate position.
16. Pay Plan	Obtain information from appropriate Position Description. Will be GS, WG, WS, or WL.
17. Occupation Series	Obtain information from appropriate Position Description. It is a four digit number.
18. Grade or Level	Obtain information from the appropriate Position Description.

TABLE 2
INSTRUCTIONS FOR PREPARATION OF SF 52

19. through 20-D	Enter information from latest SF 50 if available.
21. Pay Basis	PA for all GS pay plans; PA for all wage positions.
22. Name and Location of Position's Organization	First line should include Organization Name or Office Symbol; Next lines should read: TAG New Mexico; P. O. Box 4277, Santa Fe, NM 87505-3258
Employee Data 23. through 33.	Leave blank.
Position Data 34. Position Occupied	Fill in the appropriate number, 1 or 2 for Competitive Service or Excepted Service; Write in "AGR" if appropriate.
35. through 37.	Leave blank.
38. Duty Station Code	Enter if known.
39. Duty Station (City, County, etc.)	Enter the city, and state in which the technician/AGR will have his official duty station.
40. through Part C.(F)	Leave blank.
ON REVERSE SIDE OF SF 52:	
Part D - Remarks by Requesting Office	For use by requesting office as needed.
Part E - Employee Resignation/Retirement	This part is to be completed and signed by the technician IAW AGONM TPR 715, Voluntary Actions, para 1-1(b). NOTE: Resignations are not required, nor will they be requested when a technician leaves the agency to accept employment in another agency.
1. Reason	Optional for employee.
2. Effective Date.	Show all dates in month-day-year order.
3. Signature	
4. Date signed.	Show all dates in month-day-year order.
5. Forwarding Address (Number, Street, City, State, Zip Code)	
Part F - Remarks for SF 50	For SPMO use.

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tandard Form 52-B
ev. 7/91
.S. Office of Personnel Management
PM Supp. 296-33, Subch. 3

REQUEST FOR PERSONNEL ACTION

PART A – Requesting Office (Also complete Part B. Items 1, 7-22, 32, 33, 36 and 39.)

1. Actions Requested
NATION (SEE PART E ON REVERSE FOR FURTHER INSTRUCTIONS/COMPLETION)

2. Request Number

3. Additional Information Call (Name and Telephone Number)
HERNANDEZ, LTC, CSMS

4. Proposed Effective Date
13 APR 88

5. Action Requested By (Typed Name, Title, Signature, and Request Date)
JUAN HERNANDEZ, LTC, CSMS

6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)
JUANITA A. SOSA, COL, DOM

PART B – For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)
BLAKE, LOTTA B.

2. Social Security Number
123-45-6789

3. Date of Birth
01-02-34

4. Effective Date
88 04 30

FIRST ACTION

5-A. Code

5-B. Nature of Action
RESIGNATION

5-C. Code

5-D. Legal Authority

5-E. Code

5-F. Legal Authority

SECOND ACTION

6-A. Code

6-B. Nature of Action

6-C. Code

6-D. Legal Authority

6-E. Code

6-F. Legal Authority

7. FROM: Position Title and Number
ARTILLERY REPAIRER R45111000

15. TO: Position Title and Number

8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis
WG	5605	09	01		PH

16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis

12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay

20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay

14. Name and Location of Position's Organization
CSMS MD: 6021E
NEW MEXICO
BOX 4277
.A FE, NM 87505-3258

22. Name and Location of Position's Organization

EMPLOYEE DATA

23. Veterans Preference
1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%

24. Tenure
0 - None 1 - Permanent 2 - Conditional 3 - Indefinite

25. Agency Use

26. Veterans Preference for RIF
YES NO

27. FEGLI

28. Annuitant Indicator

29. Pay Rate Determinant

30. Retirement Plan

31. Service Comp. Date (Leave)

32. Work Schedule

33. Part Time Hours Per Biweekly Pay Period

POSITION DATA

34. Position Occupied
1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved

35. FLSA Category
E - Exempt N - Nonexempt

36. Appropriation Code

37. Bargaining Unit Status

38. Duty Station Code
35 0710 049

39. Duty Station (City – County – State or Overseas Location)
SANTA FE, NEW MEXICO

40. Agency Data	41.	42.	43.	44.

45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship	50. Veterans Status	51. Supervisory Status
				1 - USA 8 - Other		

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Signature

Approval Date

CONTINUED ON REVERSE SIDE
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OVER

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PART D – Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement? If "YES", please state these facts on a seperate sheet and attach to SF 52.) ☐ Yes ☐ No

PART E – Employee Resignation/Retirement

PRIVACY ACT STATEMENT

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary or Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reason for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day – midnight – unless you specify otherwise.)

I AM LEAVING CAUSE I HAVE ANOUTHER JOB OFFER FOR MORE MONEY.

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address *(Number, Street, City, State, Zip Code)*

PART 5 – Remarks for SF 50

Rev. 7/91
U.S. Office of Personnel Management
FPM Supp. 296-33, Subch. 3

REQUEST FOR PERSONNEL ACTION

PART A – Requesting Office *(Also complete Part A, Items 1, 7-22, 32, 33, 36 and 39.)*

1. Actions Requested
FILL POSITION-TEMPORARY NOT TO EXCEED (NTE) (DATE) 4-2-89 EXCPTED EMPLOYEE

2. Request Number

3. Additional Information Call *(Name and Telephone Number)*
C. HERNANDEZ, LTC, CSMS

4. Proposed Effective Date
4 APR 88

5. Requested By *(Typed Name, Title, Signature, and Request Date)*
C. HERNANDEZ, LTC, CSMS

6. Action Authorized By *(Typed Name, Title, Signature, and Concurrence Date)*
JUANITA A. SOSA, COL, DOM

PART B – For Preparation of SF 50 *(Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)*

1. Name *(Last, First, Middle)*

2. Social Security Number

3. Date of Birth

4. Effective Date

FIRST ACTION

5-A. Code	5-B. Nature of Action
5-C. Code	5-D. Legal Authority
5-E. Code	5-F. Legal Authority

SECOND ACTION

6-A. Code	6-B. Nature of Action
6-C. Code	6-D. Legal Authority
6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number
(DO NOT FILL IN WHEN REQUESTING FILL POSITIONS)

15. TO: Position Title and Number
OFFICE AUTOMATION CLERK
70027000

8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis

16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis
GS	0326	04/05			PA

12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay

20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay

14. Name and Location of Position's Organization

22. Name and Location of Position's Organization
CSMS MD: 6021A
TAG NEW MEXICO
P. O. BOX 4277
SANTA FE, NM 87502-3258

EMPLOYEE DATA

23. Veterans Preference
1 - None; 2 - 5-Point; 3 - 10-Point/Disability; 4 - 10-Point/Compensable; 5 - 10-Point/Other; 6 - 10-Point/Compensable/30%

24. Tenure
0 - None; 1 - Permanent; 2 - Conditional; 3 - Indefinite
0

25. Agency Use

26. Veterans Preference for RIF
YES NO

27. FEGLI

28. Annuitant Indicator

29. Pay Rate Determinant

30. Retirement Plan

31. Service Comp. Date (Leave)

32. Work Schedule

33. Part Time Hours Per Biweekly Pay Period

POSITION DATA

34. Position Occupied
1 - Competitive Service; 2 - Excepted Service; 3 - SES General; 4 - SES Career Reserved
2

35. FLSA Category
E - Exempt; N - Nonexempt

36. Appropriation Code

37. Bargaining Unit Status

38. Duty Station Code
35 0710 049

39. Duty Station *(City – County – State or Overseas Location)*
SANTA FE, NEW MEXICO

40. Agency Data	41.	42.	43.	44.

45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship (1 - USA, 8 - Other)	50. Veterans Status	51. Supervisory Status

PART C – Reviews and Approvals *(Not to be used by requesting office.)*

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		

Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Signature

Approval Date

CONTINUED ON REVERSE SIDE
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