



STATE OF NEW MEXICO  
Department of Military Affairs  
47 Bataan Boulevard  
Santa Fe, New Mexico 87505

13 February 2003

MEMORANDUM FOR ALL NEW MEXICO NATIONAL GUARD MILITARY  
TECHNICIANS AND ALL AGR SUPERVISORS OF MILITARY  
TECHNICIANS

FROM: NMNG HRO (Col Delgado)

SUBJ: HRO TIME REQUIREMENTS FOR REQUESTS FOR PERSONNEL ACTIONS

1. The NMNG Human Resource Office recently converted to a new personnel data system. Since the conversion, we have discovered that it is especially critical that Requests for Personnel Actions (SF 52s) be submitted to this office in a timely manner. Specifically, supervisors must submit SF 52s at least **two weeks prior** to the requested effective date of the personnel action. Failure to do so will delay the personnel to pay database interface and the technician's pay will be adversely affected.
2. It is imperative that supervisors maintain a suspense log of anticipated extensions of temporary technicians and promotions for full-time technicians. The new personnel data systems do not project anticipated promotions for full time technicians or NTE (Not to Exceed) dates for temporary technicians. As a consequence, when the actual date occurs, the technician is rejected from the pay system and the technician's pay can be delayed for as much as three to four weeks.
3. The National Guard Bureau is working to correct this flaw in the new personnel data system but actual resolution may be months away. In the interim, we ask that supervisors submit SF52s to this office at least two weeks prior to the requested date. Additionally, technicians should monitor their own projected promotions and NTE dates and communicate with their supervisors as those dates approach.
4. Your assistance in this matter is greatly appreciated. Questions should be directed to the Chief of the Technician Personnel Management Branch, Major Alexis Lewis at (505) 474-1283 or DSN 867-8283. Thank you.

*//~Signed~//*

EUGENE J. DELGADO, Colonel, NMANG  
Human Resources Officer