

MANAGEMENT ANALYST

National Guard

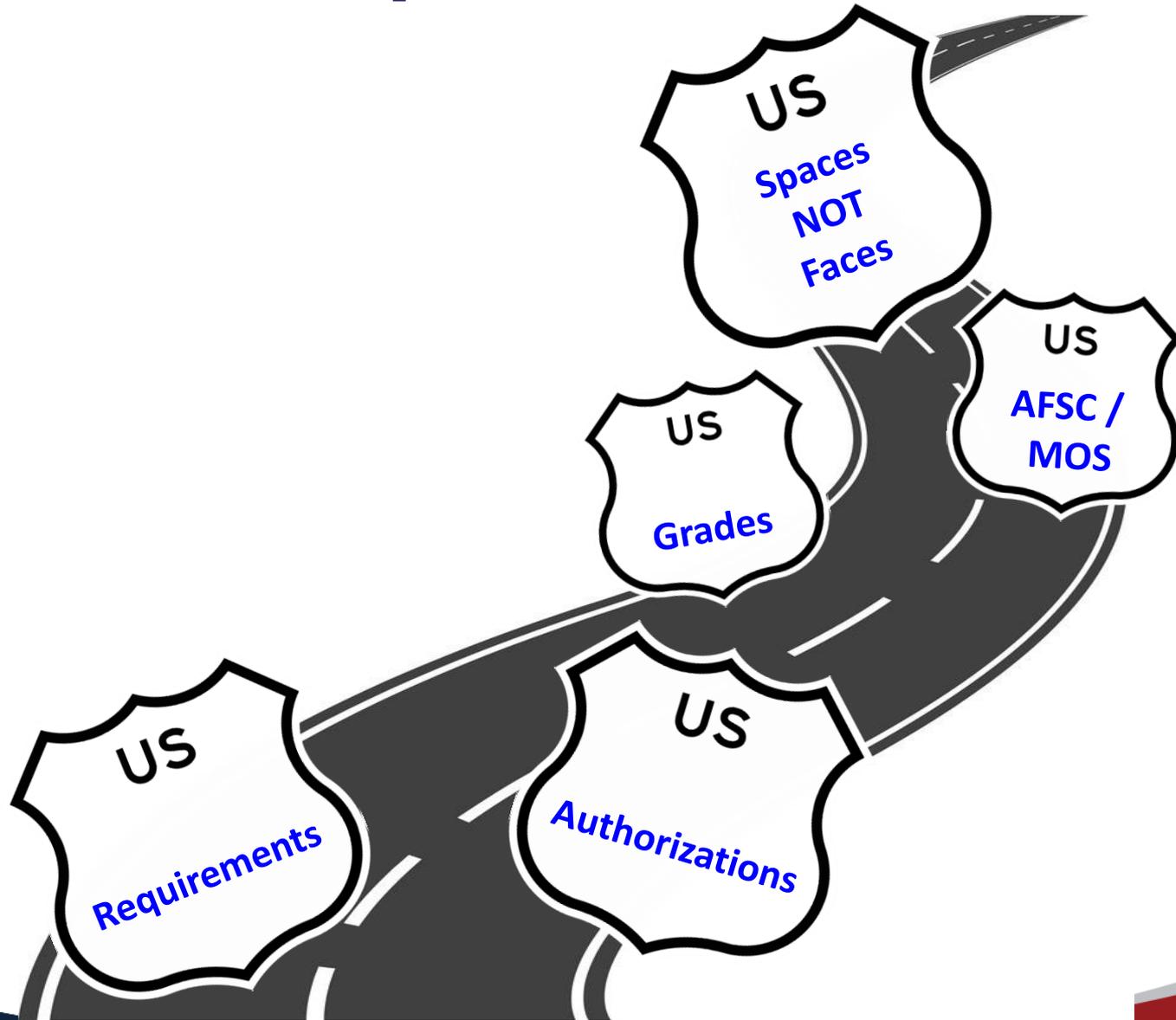
Technician Personnel Management Course



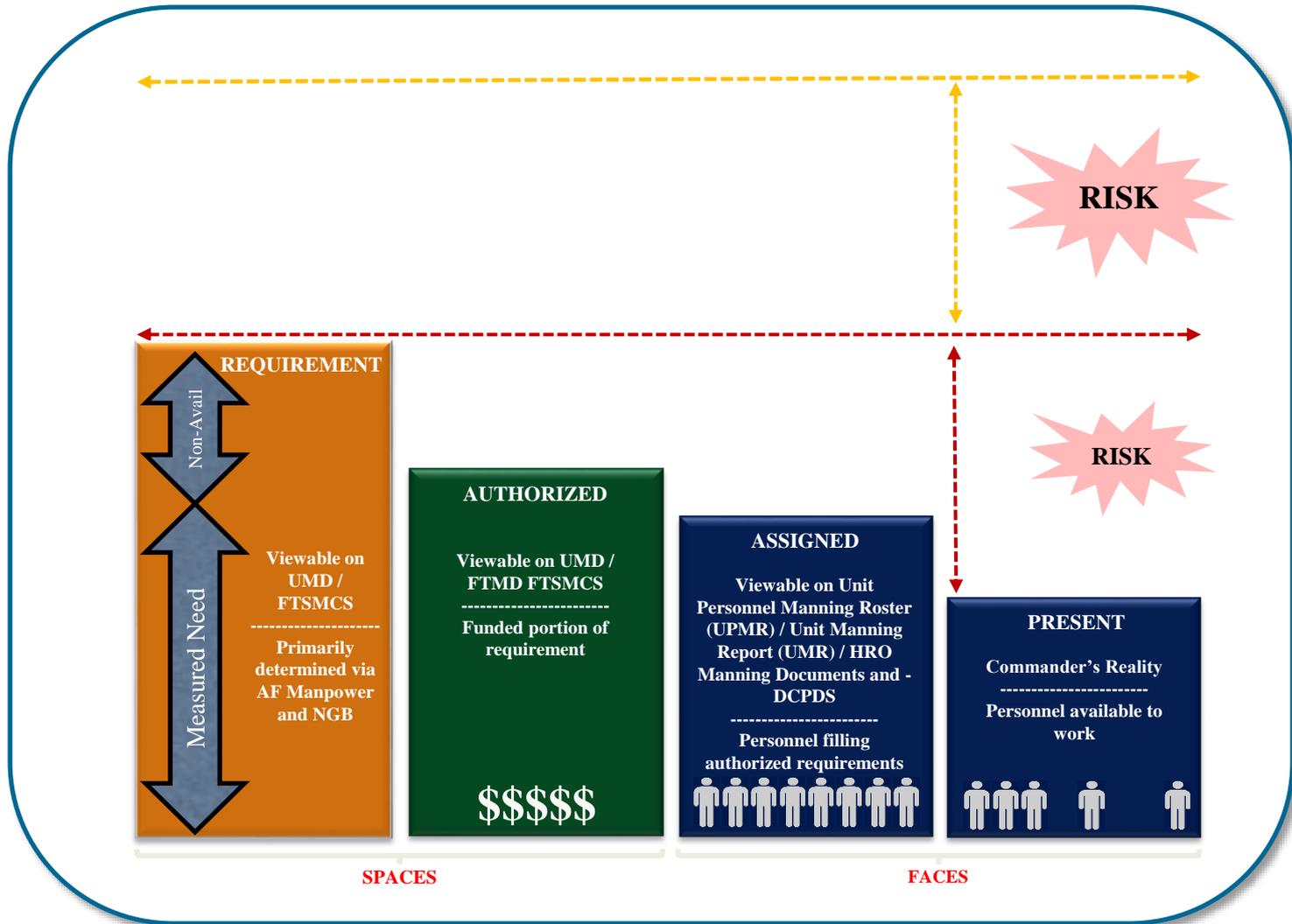
Overview

- Common Guidelines
- Army Manning Document
- Army Manning Managed Level Resources
- Air Manning Document
- Air Manning Funded Percentages
- Key Notes

Manpower's Lane



Manpower's Lane



Common Guidelines to Follow



- One Position = One Technician (Employee)
 - Double slotting of active technicians/employees is not authorized for any position
- Backfilling a position vice a ABS-US
 - Temp/Indef Backfill of a position will not be authorized without HRO processing the ABS-US RPA in DCPDS
- ABS-US Return Rights to a Position
 - Only ONE Technician (Employee) can have reemployment rights back to a position. All others are Temps or Indefs hired against that position, if they are deployed or elect to take an AGR position, Temps will be allowed USERRA until their NTE date; NOTE: INDEFs are afforded USERRA for up to 5 years (like a permanent tech) or the remaining time as calculated, if the Permanent Technician/Employee has RTD the Indef will receive a 30 day letter upon RTD to the position.
- Starting a New Hire in a position filled with a Temp or Indef Hire
 - Temps MUST be terminated prior to starting ANY New Hire / Indef employees, need supervisor to request a 30 day notice from HRO to terminate Indef hire in order to authorized the start of New Hire
- Processing RTD actions
 - Temps vice a ABS-US MUST be terminated prior to the return of the Permanent Technician
 - Indefs – Supervisors will request a 30 day notice be issued from HRO to the Indef at least 45 days prior to Permanent Technician's return
- Temp hires against Excess FUNDING (Temp Hires ONLY)
 - IF Excess funding is identified, and the Air Finance or Army Budget agrees, in writing, the number of positions allowed to fill vice Excess funds for a specified time period, RPAs may be submitted to hire additional Temp hires with a NTE of the End of the current FY or the date specified in the memo provided. Temps will NOT be extended beyond EOFY 30 Sep unless Air Finance or Army Budget approves the extension.

Common Guidelines to Follow

TN MEMO, Dated: 26 July 2019

National Guard Title 32 Dual Status Military Technician Compatibility Program

- **Para 2 (b) and (c)**
- **2. National Guard policy is to ensure that all Title 32 Dual Status (DS) military technician appointments are compatible.**
 - **a. Unit Membership Requirement – Unless specifically exempted by law, or current NGB Waiver, each individual who is hired as a military technician (dual status) after December 1, 1995, shall be required as a condition of their technician employment to maintain membership in-**
 - **(1) the unit of the Selected Reserve by which the individual is employed as a military technician; or,**
 - **(2) a unit of the Selected Reserve that the individual is employed as a military technician to support.**
 - ★ **b. Occupy a military position that is appropriate for the DS military technician position.**
 - ★ **c. A DS military technician must hold the military grade specified by the Secretary concerned for that position occupy a military position that is appropriate for the MT position.**

Common Guidelines to Follow

■ ANGI 63-2101

- **2.3. Assignment of Full-Time Personnel. Assign military technician and AGR personnel the incumbent to a military UMD position compatible with their full-time duties and responsibilities.**
- Care must be exercised to ensure unit and AFSC compatibility is not violated when reassignments are made.
- Assignment of individuals in AGR status will be made IAW ANGI 36-101, *The Active Guard/Reserve (AGR) Program*, and this instruction. ANGI 36-101 will take precedence where conflict exists.

Common Guidelines to Follow

- **Process Used to Validate a Vacancy**
 - **Utilization of a manning document that is aligned with the**
 - **Air UMD provided by NGB A1 or Army Manning Document from NGB FTSMCS**
 - **Documents are also validated with DCPDS**
 - **Further validation, when required, is done using EOPF**
 - **Position is also checked against document to validate it is funded / authorized**
 - **Once position is validated the RPA is staffed and appropriate notes are made on the manning document.**
 - **If the position is not vacant or funding is not attached to the position the RPA is Returned With Out Action (RWOA), RPA note pad will have reason(s) why RPA is RWOA.**

Common Guidelines to Follow

- **Process Used to Validate a Vacancy**
 - **If a RPA is received for a temp or indef backfill due to deployment and the remarks or notes state**
 - **i.e. Vice Joe Snuffy, deployed or AGR or on a MPA or ADOS Tour**
 - **Ensure the Absent US (AUS) RPA has been submitted for Joe Snuffy with the appropriate documentation for processing**
 - **If no AUS RPA is found or the tour extension orders are not received the RPA to backfill will be RWOA**

Army Manning Document

STATE	UIC	SUBCO	MLR	UNIT #	UNIT DESC	UNIT TYPE	SRC	AMSCO	TPSNA	SM	AVN	OT	TECH TOTAL	AGR	TITLE 5	
HI	W923AA		NATIONAL	0000	ARMY ELEMENT, JFHQ-HI	TDA	T00JFHQ	133G92000	8H700	0.0000	0.0000	0.0000	0.0000	0	0.0000	
HI	WP1BAA	B0	NATIONAL	1-171	HH1-171ST GENERAL SUPPORT AVN BN (185TH AB) MULTI COMPO	SPLIT-CO	01225K100100	116G02000	30149	1.3158	56.0719	0.0000	57.3877	4	0.0000	
HI	WP1BAA	D1	NATIONAL	1-171	GENERAL SUPPORT AVN BN	SPLIT-DET	01225K100100	116G02000	30149	0.2344	2.5856	0.0000	2.8200	3	0.0000	
HI	WP1BAA	E1	NATIONAL	1-171	GENERAL SUPPORT AVN BN	SPLIT-DET	01225K100100	116G02000	30149	1.7439	0.0000	0.0000	1.7439	3	0.0000	
HI	WP1BAA	T1	NATIONAL	1-171	GENERAL SUPPORT AVN BN	SPLIT-DET	01225K100100	116G02000	30149	0.0059	0.0000	0.0000	0.0059	0	0.0000	
										3.3000	58.6575	0.0000	61.9575	10	0.0000	
HI	WPD4AA	A1	NATIONAL	0629	SENIOR TRIAL DEF T	SEP-CO	27583RB00100	113G14000	32710	0.0000	0.0000	0.0000	0.0000	0	0.0000	
HI	WPDPA		NATIONAL	0227	BDE ENG BN (BEB) IBCT	BN	05315K600100	111G14000	13029	0.0000	0.0000	0.0000	0.0000	12	0.0000	
HI	WPDPA	A0	NATIONAL	0227	BDE ENG BN (BEB) IBCT	CO	05315K600100	111G14000	13029	5.7847	0.0000	0.0000	5.7847	5	0.0000	
HI	WPDPA	B0	NATIONAL	0227	BDE ENG BN (BEB) IBCT	CO	05315K600100	111G14000	13029	5.6050	0.0000	0.0000	5.6050	4	0.0000	
HI	WPDPA	C0	NATIONAL	0227	BDE ENG BN (BEB) IBCT	CO	05315K600100	111G14000	13029	3.2708	0.0000	0.0000	3.2708	3	0.0000	
HI	WPDPA	D0	NATIONAL	0227	BDE ENG BN (BEB) IBCT	CO	05315K600100	111G14000	13029	6.7421	19.4418	0.0000	26.1839	8	0.0000	
HI	WPDPA	T0	NATIONAL	0227	BDE ENG BN (BEB) IBCT	CO	05315K600100	111G14000	13029	3.5229	0.0000	0.0000	3.5229	5	0.0000	
										24.9255	19.4418	0.0000	44.3673	37	0.0000	
HI	WPEZAA	B0	NATIONAL	0777	SPT BN (AVN)	SPLIT-CO	63475K000100	116G02000	30144	8.0298	6.7278	0.0000	14.7576	4	0.0000	
HI	WPKTAA		NATIONAL	0297	EN DET FFTG	SEP-CO	05510RB00100	113G05000	30591	0.3921	0.0000	0.0000	0.3921	3	0.0000	
HI	WPMRAA		NATIONAL	0117	MOB PA DET	SEP-CO	45413K000100	113G14000	34511	0.4610	0.0000	0.0000	0.4610	3	0.0000	
HI	WPV3AA		NATIONAL	0029	HQ INF BCT CMBT TEAM	BDE	77202K000100	111G14000	13029	4.8871	0.0000	0.0000	4.8871	22	0.0000	
HI	WQKPAA		NATIONAL	0111	ARMY BAND	SEP-CO	02750K000100	113G99000	30201	0.0545	0.0000	0.0000	0.0545	3	0.0000	

Army Manning Document

FY 20			AGR					MIL TECH					
State	MLR Group	MLR	Required	National % Fill	Earned Auth	Vouchered Auth	HI % Fill	Required	National % Fill	Earned Auth	Vouchered Auth	HI % Fill	FSA
HI		CERFP	3	0.0%	-	-	0.0%	-	0.0%	-	-	0.0%	0
HI		CST	22	0.0%	-	-	0.0%	-	0.0%	-	-	0.0%	
HI		NATIONAL	377	54.9%	207.05	207.00	54.9%	587.52	50.9%	299.15	299.00	50.9%	
HI		R&R (RSP)	8	100.0%	8.00	8.00	100.0%	-	0.0%	-	-	0.0%	
HI		R&R PROD	50	100.0%	50.00	50.00	100.0%	-	0.0%	-	-	0.0%	
HI		SFP	0	0.0%	-	-	0.0%	-	0.0%	-	-	0.0%	
HI		SHARP/ VA	0	0.0%	-	-	0.0%	2.00	0.0%	-	-	0.0%	
HI		SPPM	0	0.0%	-	-	0.0%	1.00	0.0%	-	-	0.0%	
HI		STAFF	4	55.0%	2.20	2.00	50.0%	-	0.0%	-	-	0.0%	
		Sub-Total	464		267.25	267.00		590.52		299.15	299.00		
		Fenced			79	79				0	0		
		Total			81.20	288.00				81.20	302.00		

AGR MLR FY20 = 54.9216%

TECH MLR FY20 = 50.9177%

(UNLESS OTHERWISE STATED AS FENCED OR DIFFERENT MLR% APPLIES)

Air Manning Document

Snapshot Date	MNT	MNT TITLE	POS NBR	Unit	PARENT UNIT	PEC	PEC Title	PE	FAC	FAC TITLE	OSC	OSC TITLE	RIC	RIC Title	Auth Grade	AFS
11/6/2019 23:31	XXXXX	FUNDED	0102775734	0154 CMN SQ 0000 0000	154 MISSION SUPPORT GROUP	00058550G	ITSM (ANG)	00058550	46F200	SPECTRUM OPERATIONS MANAGEMENT	SCOT	TRANSMISSION SYSTEMS	0128	ANG AIRMEN 48 DRILL	SSGT	3D1
11/6/2019 23:31	RXXXX	UNFUNDED	0106769434	0154 CMN SQ 0000 0000	154 MISSION SUPPORT GROUP	00058550G	ITSM (ANG)	00058550	46C300	NETWORK OPERATIONS	SCOO	NETWORK OPERATIONS	0170	CIV NATL GRD TECHS (MEMO)	CIV	3D0
11/6/2019 23:31	XXXXX	FUNDED	0106769434	0154 CMN SQ 0000 0000	154 MISSION SUPPORT GROUP	00058550G	ITSM (ANG)	00058550	46C300	NETWORK OPERATIONS	SCOO	NETWORK OPERATIONS	0148	ANG ENLISTED ACTIVE DUTY	TSGT	3D0
11/6/2019 23:31	RXXXX	UNFUNDED	0106769534	0154 CMN SQ 0000 0000	154 MISSION SUPPORT GROUP	00058550G	ITSM (ANG)	00058550	46C300	NETWORK OPERATIONS	SCOO	NETWORK OPERATIONS	0170	CIV NATL GRD TECHS (MEMO)	CIV	3D0
11/6/2019 23:31	RXXXX	UNFUNDED	0106769634	0154 CMN SQ 0000 0000	154 MISSION SUPPORT GROUP	00058550G	ITSM (ANG)	00058550	46F200	SPECTRUM OPERATIONS MANAGEMENT	SCOT	TRANSMISSION SYSTEMS	0170	CIV NATL GRD TECHS (MEMO)	CIV	3D1
11/6/2019 23:31	RXXXX	UNFUNDED	0106769734	0154 CMN SQ 0000 0000	154 MISSION SUPPORT GROUP	00058550G	ITSM (ANG)	00058550	46F200	SPECTRUM OPERATIONS MANAGEMENT	SCOT	TRANSMISSION SYSTEMS	0170	CIV NATL GRD TECHS (MEMO)	CIV	3D1
11/6/2019 23:31	XXXXX	FUNDED	0107503634	0154 CMN SQ 0000 0000	154 MISSION SUPPORT GROUP	00058550D	ITSM (ANG) - MISSION DEFENSE TEAM	00058550	46A000	COMMUNICATIONS MANAGEMENT	SCO	OPERATIONS	0028	ANG OFFICERS 48 DRILL	MAJOR	17D
11/6/2019 23:31	XXXXX	FUNDED	0107503734	0154 CMN SQ 0000 0000	154 MISSION SUPPORT GROUP	00058550D	ITSM (ANG) - MISSION DEFENSE TEAM	00058550	46A000	COMMUNICATIONS MANAGEMENT	SCO	OPERATIONS	0128	ANG AIRMEN 48 DRILL	SSGT	3D1
11/6/2019 23:31	XXXXX	FUNDED	0107503834	0154 CMN SQ 0000 0000	154 MISSION SUPPORT GROUP	00058550D	ITSM (ANG) - MISSION DEFENSE TEAM	00058550	46A000	COMMUNICATIONS MANAGEMENT	SCO	OPERATIONS	0128	ANG AIRMEN 48 DRILL	SSGT	3D1
11/6/2019 23:31	XXXXX	FUNDED	0107503934	0154 CMN SQ 0000 0000	154 MISSION SUPPORT GROUP	00058550D	ITSM (ANG) - MISSION DEFENSE TEAM	00058550	46C300	NETWORK OPERATIONS	SCOO	NETWORK OPERATIONS	0148	ANG ENLISTED ACTIVE DUTY	MSGT	3D0
11/6/2019 23:31	XXXXX	FUNDED	0107504734	0154 CMN SQ 0000 0000	154 MISSION SUPPORT GROUP	00058550D	ITSM (ANG) - MISSION DEFENSE TEAM	00058550	46A000	COMMUNICATIONS MANAGEMENT	SCO	OPERATIONS	0128	ANG AIRMEN 48 DRILL	TSGT	3D0

Air Manning Document

MPF	PAS	Unit - Long Name	Unit Kind Title	PAL4	PARENT UNIT	TOTAL FY20 4 POS	FUNDED POS	FUNDED %	UNFUNDED POS	UNFUNDED %
C5	FL4W	169 AIR DEFENSE SQUADRON	AIR DEFENSE	OG	298 AIR DEFENSE GROUP	90	90	100%	0	0%
C5	FW51	201 AIR OPERATIONS GROUP	AIR OPERATIONS	NW	HAWAII ANG HEADQUARTERS	5	5	100%	0	0%
C5	FR48	297 AIR TRAFFIC CTRL SQUADRON OL: 00T5	AIR TRAFFIC CTRL	OG	297 AIR TRAFFIC CTRL SQUADRON	9	9	100%	0	0%
C5	FL4X	199 FIGHTER SQUADRON	FIGHTER	OG	154 OPERATIONS GROUP	10	10	100%	0	0%
C5	FQV9	HAWAII ANG HEADQUARTERS OL: 00T5	HAWAII ANG	HQ	HAWAII ANG HEADQUARTERS	5	5	100%	0	0%
C5	FT44	201 INTELLIGENCE SQUADRON	INTELLIGENCE	OG	154 OPERATIONS GROUP	5	5	100%	0	0%
C5	FK6S	154 MAINTENANCE GROUP	MAINTENANCE	MX	154 WING WING	22	22	100%	0	0%
C5	FW25	154 MEDICAL GROUP Det: 0001	MEDICAL	MG	154 MEDICAL GROUP	2	2	100%	0	0%
C5	FL4Y	199 WEATHER FLIGHT	WEATHER	OG	154 OPERATIONS GROUP	1	1	100%	0	0%
C5	FRBS	154 WING WING OL: 00T5	WING	WG	154 WING WING	84	84	100%	0	0%
C5	FN0G	154 AIRCRAFT MAINT SQUADRON	AIRCRAFT MAINT	MX	154 MAINTENANCE GROUP	208	204	98%	4	2%
C5	FQ4Z	298 SUPPORT SQUADRON	SUPPORT		298 AIR DEFENSE GROUP	35	34	97%	1	3%
C5	FQ97	292 COMBAT COMM SQUADRON	COMBAT COMM	MS	154 MISSION SUPPORT GROUP	17	16	94%	1	6%
C5	FK6Q	154 OPERATIONS GROUP	OPERATIONS	OG	154 WING WING	14	13	93%	1	7%
C5	FQ3C	298 AIR DEFENSE GROUP	AIR DEFENSE		HAWAII ANG HEADQUARTERS	13	12	92%	1	8%
C5	FLNL	154 COMPTROLLER FLIGHT	COMPTROLLER	WG	154 WING WING	13	12	92%	1	8%
C5	FQ4J	298 SUPPORT SQUADRON OL: 000A	SUPPORT		298 SUPPORT SQUADRON	13	12	92%	1	8%
C5	FL4T	154 MAINTENANCE SQUADRON	MAINTENANCE	MX	154 MAINTENANCE GROUP	235	215	91%	20	9%
C5	FTRT	154 CIVIL ENGINEER SQUADRON	CIVIL ENGINEER	MS	154 MISSION SUPPORT GROUP	8	7	88%	1	13%
C5	FPKR	291 COMBAT COMM SQUADRON	COMBAT COMM	MS	154 MISSION SUPPORT GROUP	17	15	88%	2	12%
C5	FL4V	154 MEDICAL GROUP	MEDICAL	MG	154 WING WING	8	7	88%	1	13%
C5	FW28	201 COMBAT OPERATIONS SQUADRON	COMBAT OPERATIONS	NW	201 AIR OPERATIONS GROUP	18	15	83%	3	17%
C5	FN0F	154 MAINTENANCE OPS FLIGHT	MAINTENANCE OPS	MX	154 MAINTENANCE GROUP	18	15	83%	3	17%
C5	FK6R	154 OPERATIONS SUPPORT SQUADRON	OPERATIONS SUPPORT	OG	154 OPERATIONS GROUP	35	29	83%	6	17%
C5	FL4M	HAWAII ANG HEADQUARTERS	HAWAII ANG	HQ	ANG READINESS CTR FIELD OPER AG	30	23	77%	7	23%
C5	FQ96	297 AIR TRAFFIC CTRL SQUADRON	AIR TRAFFIC CTRL	OG	154 OPERATIONS GROUP	24	17	71%	7	29%
C5	FMZZ	204 AIRLIFT SQUADRON	AIRLIFT	OG	154 OPERATIONS GROUP	20	14	70%	6	30%
C5	FD24	203 AIR REFUELING SQUADRON	AIR REFUELING	OG	154 OPERATIONS GROUP	16	11	69%	5	31%
C5	FL4Q	154 FORCE SUPPORT SQUADRON	FORCE SUPPORT	MS	154 MISSION SUPPORT GROUP	18	12	67%	6	33%
C5	FK7J	154 MISSION SUPPORT GROUP	MISSION SUPPORT	MS	154 WING WING	11	7	64%	4	36%
C5	FL4R	154 WING WING	WING	WG	HAWAII ANG HEADQUARTERS	33	20	61%	13	39%
C5	F2K1	154 LOGISTICS READINES SQUADRON	LOGISTICS READINES	MS	154 MISSION SUPPORT GROUP	60	35	58%	25	42%
C5	F85D	154 COMMUNICATIONS SQUADRON	COMMUNICATIONS	MS	154 MISSION SUPPORT GROUP	26	14	54%	12	46%
C5	FW29	201 AIR MOBILITY OPS SQUADRON	AIR MOBILITY OPS	NW	201 AIR OPERATIONS GROUP	10	5	50%	5	50%
C5	FL4G	154 SECURITY FORCES SQUADRON	SECURITY FORCES	MS	154 MISSION SUPPORT GROUP	6	2	33%	4	67%

Key Notes

- **When processing a RPA to JVA (Recruit / Fill)**
 - **Air - Ensure the Technician position number is included. For T32 also provide the military position number compatible with that position on the RPA – keep in mind the position must be Funded and Vacant**
 - **Army – provide the position title and sequence number and the military para/lin number compatible to that position on the RPA. Keep in mind the position must be Authorized and Vacant to fill, I will be tracking that you are within your authorized numbers prior to processing**
- **When processing a backfill vice AUS**
 - **Ensure the RPA for AUS is already processed or is sent up in conjunction with the Appointment or Recruit/fill RPA**
- **The more we work together and communicate what we need the better our processes will be to get the actions completed for our Technician Force**



QUESTIONS



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