

MANAGEMENT ANALYST

National Guard

Technician Personnel Management Course

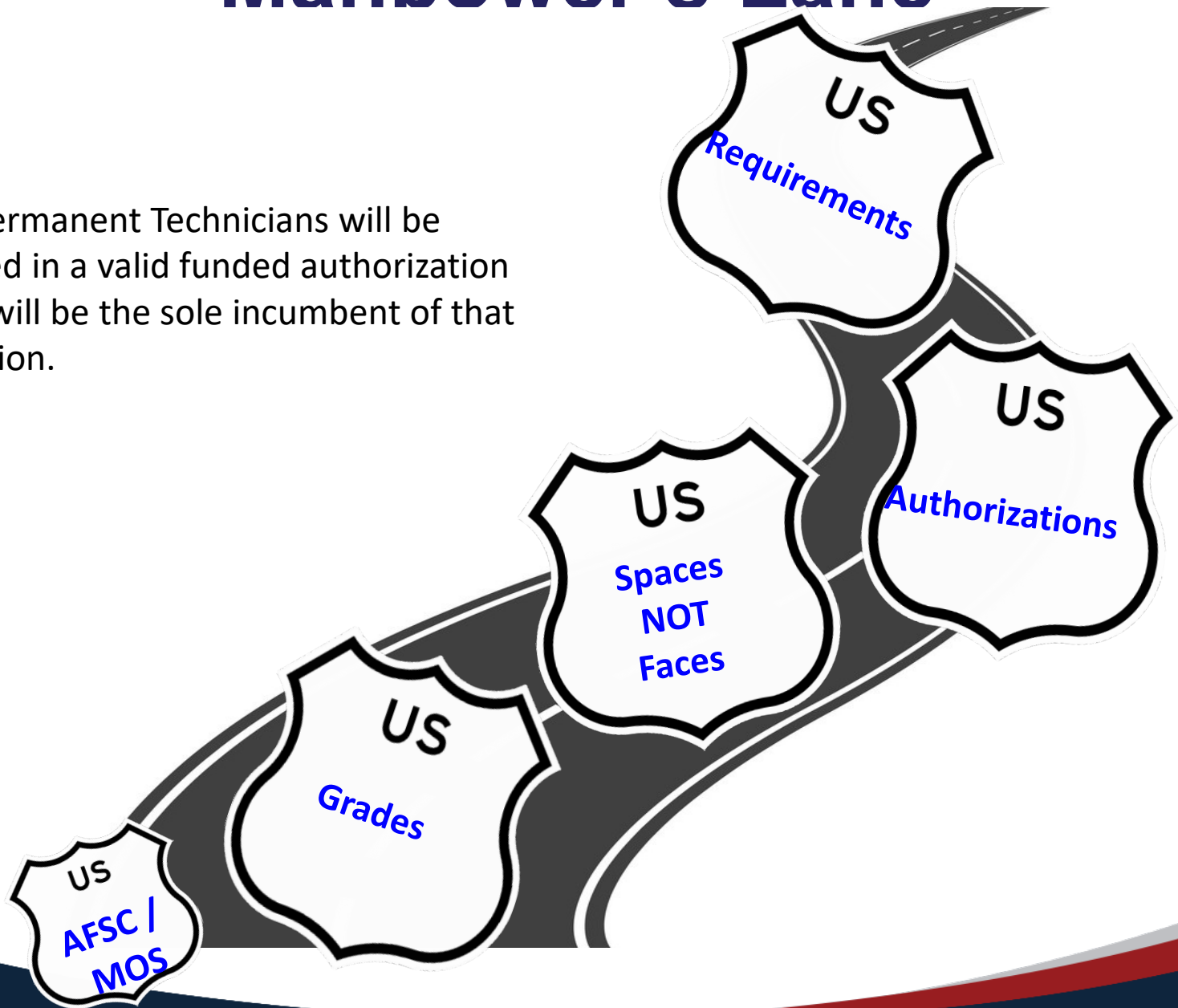


Overview

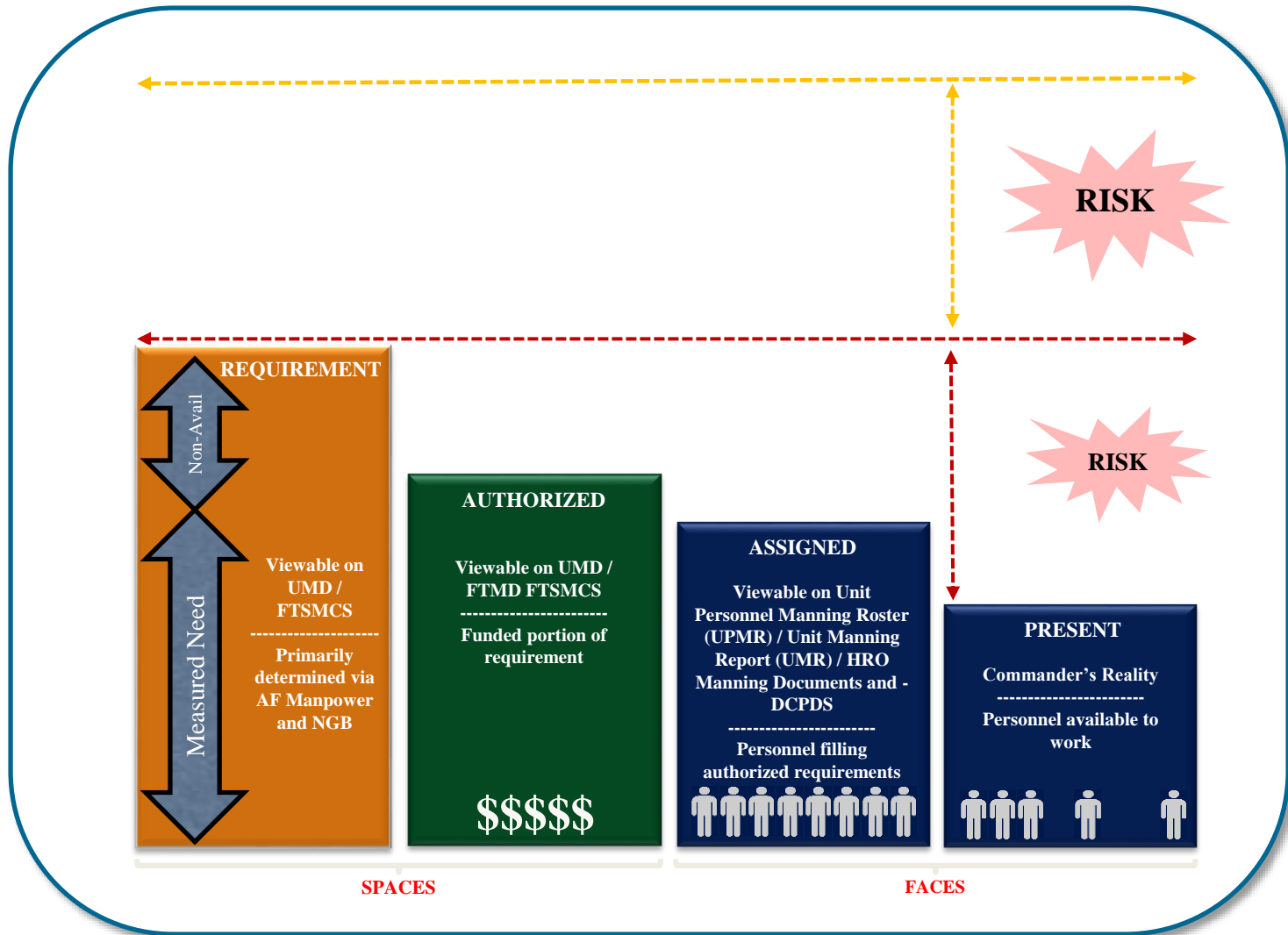
- Common Guidelines
- Army Manning Document
- Army Manning Managed Level Resources
- Air Manning Document
- Air Manning Funded Percentages
- Key Notes

Manpower's Lane

All Permanent Technicians will be placed in a valid funded authorization and will be the sole incumbent of that position.



Manpower's Lane



Manning Documents

Manning documents from the Army and Air are cross-referenced with current data in DCPDS and maintained by the Management Analyst

- Army: manpower is determined based on authorizations from the NGB voucher (FTSMCS)
- Air: manpower is determined based on the UMD

Note: TAG has the authority to move authorizations to where it is needed in the organization (authority delegated to COS)

Army Manning Document

2024 - FY24 Final Voucher - HI MILTECH Authorization Calculations by MLR

STATE	MLR GROUP	MLR	AMSCO-6	REQUIRED	UNCONSTRAINED AUTHORIZATIONS	CONSTRAINED AUTHORIZATIONS	VOUCHERED AUTHORIZATION
HI	TDA	CAT1	121G67	-	-	-	-
HI	TDA	CAT1	133G92	1.00	-	-	-
HI	TDA	CAT1	434G38	2.00	-	-	-
HI	TDA	CAT1A	434G10	-	-	-	-
HI	MTOE	CAT2A	116G00	69.57	45.22	45.22	45.3
HI	TDA	CAT2A	116G00	2.31	1.50	1.50	1.5
HI	MTOE	CAT3	111G14	133.00	66.91	66.91	67.0
HI	MTOE	CAT3	113G05	8.00	4.02	4.02	4.0
HI	MTOE	CAT3	113G14	1.00	0.50	0.50	-
HI	MTOE	CAT3	113G63	1.00	0.50	0.50	1.0
HI	MTOE	CAT3	113G99	2.00	1.01	1.01	1.0
HI	MTOE	CAT3	116G00	13.14	6.61	6.61	6.6
HI	MTOE	CAT3	116G01	11.00	5.53	5.53	4.5
HI	MTOE	CAT3	116G02	5.00	2.52	2.52	3.0
HI	MTOE	CAT3	116G04	1.00	0.50	0.50	-
HI	TDA	CAT4	115G22	82.00	41.23	41.23	41.0
HI	TDA	CAT4	116G00	1.13	0.57	0.57	0.5
HI	TDA	CAT4	116G01	1.00	0.50	0.50	0.4
HI	TDA	CAT4	121G14	5.00	2.51	2.51	3.0
HI	TDA	CAT4	121G15	-	-	-	-
HI	TDA	CAT4	133G92	214.00	107.60	107.60	108.0
HI	TDA	CAT4	433G09	2.00	1.01	1.01	1.0
HI	TDA	CAT4	434G10	5.00	2.51	2.51	3.0
HI	TDA	CAT4	434G30	-	-	-	-
HI	TDA	QACS	133G92	-	-	-	-
HI	TDA	VSHP	133GE8	-	-	-	-
HI	TDA	VSPV	133GE8	-	-	-	-
					290.76	290.76	291.0

291.0

Army Manning Document

Example ONLY

	REQ	AUTH	FY24 COS ADJ	PERM	INDEF	VICE EXCESS \$	VACANT	LWOP	JVA	OTHER FUNDED	ASG	DELTA
HIARNG COMMAND (COS)	2	1	2	2		1					2	0
CHAPLAIN (JSTAFF)	2	1	1	1							1	0
ENV	1	1	1	1							1	0
PAO	3	2	1						1		1	0
CFMO	8	4	6	6	1						7	-1
HHD JFHQ	0	0	0								0	0
USP&FO	79	40	44	36	2	4		3	5		43	1
HRO	14	7	12	11					1		12	0
G1 - DCofS Personnel	18	9	8	3	2	2		2	3		7	1
G2 - INTEL	0	0	5	2	1	1					3	2
G3 - OPS	5	3	7	5		2	1	2	1		8	-1
G6-DCSIM	27	14	13	10	1	3			2		14	-1
JOINT STAFF	1	1	2	2							2	0
JOC	0	0	5	2	3			1		1	5	0
INTERVENTION PREVENTION W	1	1	1	1						5	1	0
FAM SPT	1	1	1	1						4	1	0
SHARP / VA	2	2	2	2	1					2	2	0
R3SP	1	1	1	1				1			1	0
G4 -DCSLOG	18	9		8		2	1	1	2		12	
PBO	0	0						1	1		1	
SMMO	16	8		3							3	
UTES (Waiawa)	27	14		8	1	1	1		3		12	
CSMS #1 (Kalaeloa)	48	24		31	2	2			6		39	
CSMS #2 (Hilo)	28	14		11			1	1	2		13	
FMS #1 (Kalaeloa)	67	34		14	1				3		18	
FMS #2 (Wahiawa)	40	20		6	3			1			8	
FMS #3 (Puunene)	8	4		2							2	
FMS #5 (Hanapepe)	2	1			2						2	
SURFACE MAINTENANCE TOTAL:	254	128	102	83	9	5	3	4	17	0	110	-8
GROUND SAFETY	4	2		1							1	
SAAO	1	1		3							3	
AASF 1 - AVN	68	44		38	6	8	1	5	5		51	
AASF 2 - AVN	34	22		13	4	7		1	2		20	
AVIATION TOTAL:	117	69	70	53	10	15	2	6	8		75	-5
HQ, 29 IBCT	0	0				11			1		0	0
1-299 CAV	0	0		1							1	-1
29 IBCT TOTAL:	0	0	1	1	0	11	0	0	1		1	0
HQ, 103D TC	0	0				7					0	0
103RD TC TOTAL:	0	0	0	0	0	4	0	0	0		0	0
RTI	0	0	1			1	1	1	1		2	-1
RRB STAFF	5	3	3	1	1			2	1		2	1
SURGEON	4	2	3	2	1			1	1		3	0
MEDDET	8	4	1	1							1	0
Grand Total	560	291	293	226	31	49	7	23	42	12	305	-12

Currently, Army Techs and AGRs are tracked separately. AGR tracking is done by the AGR Branch of HRO

Air Manning Document

Snapshot Dt	Previous PC	POS	UMD POS	P	Created Da	Effective Da	Through Da	Last Modified Da	M	UIC	ISI	ILC	Wing State/Territo	Unit State/Territo	C	CID Title	CC	CCID Title	PAS
2 Feb 2024		0077404234	0774042	0	1 Jan 2000	1 Oct 2018	31 Dec 4712	4 Feb 2021	C5	FFLNLO	HI	KNMD	Hawaii	Hawaii	34	AIR NATIONAL GUARD	OR	PACIFIC AIR FORCES	FLNL
2 Feb 2024		0078963134	0789631	0	1 Jan 2000	1 Mar 2020	31 Dec 4712	4 Feb 2021	C5	FFLNLO	HI	KNMD	Hawaii	Hawaii	34	AIR NATIONAL GUARD	OR	PACIFIC AIR FORCES	FLNL
2 Feb 2024		0078963534	0789635	0	22 May 2002	1 Apr 2009	31 Dec 4712	4 Feb 2021	C5	FFLNLO	HI	KNMD	Hawaii	Hawaii	34	AIR NATIONAL GUARD	OR	PACIFIC AIR FORCES	FLNL
2 Feb 2024		0088622934	0886229	0	15 Jan 2009	1 Jan 2023	31 Dec 4712	12 Jun 2022	C5	FFLNLO	HI	KNMD	Hawaii	Hawaii	34	AIR NATIONAL GUARD	OR	PACIFIC AIR FORCES	FLNL
2 Feb 2024		0088623134	0886231	0	15 Jan 2009	1 Jan 2023	31 Dec 4712	12 Jun 2022	C5	FFLNLO	HI	KNMD	Hawaii	Hawaii	34	AIR NATIONAL GUARD	OR	PACIFIC AIR FORCES	FLNL
2 Feb 2024		0108876034	1088760	0	12 Jun 2022	1 Jan 2023	31 Dec 4712	12 Jun 2022	C5	FFLNLO	HI	KNMD	Hawaii	Hawaii	34	AIR NATIONAL GUARD	OR	PACIFIC AIR FORCES	FLNL
2 Feb 2024		0108876134	1088761	0	12 Jun 2022	1 Jan 2023	31 Dec 4712	12 Jun 2022	C5	FFLNLO	HI	KNMD	Hawaii	Hawaii	34	AIR NATIONAL GUARD	OR	PACIFIC AIR FORCES	FLNL
2 Feb 2024		0108876234	1088762	0	12 Jun 2022	1 Jan 2023	31 Dec 4712	12 Jun 2022	C5	FFLNLO	HI	KNMD	Hawaii	Hawaii	34	AIR NATIONAL GUARD	OR	PACIFIC AIR FORCES	FLNL
2 Feb 2024		0076092034	0760920	0	1 Jan 2000	1 Jan 2024	31 Dec 4712	22 Sep 2023	C5	FFLNLO	HI	KNMD	Hawaii	Hawaii	34	AIR NATIONAL GUARD	OR	PACIFIC AIR FORCES	FLNL
2 Feb 2024		0076092134	0760921	0	1 Jan 2000	1 Jan 2024	31 Dec 4712	22 Sep 2023	C5	FFLNLO	HI	KNMD	Hawaii	Hawaii	34	AIR NATIONAL GUARD	OR	PACIFIC AIR FORCES	FLNL
2 Feb 2024		0077895434	0778954	0	1 Jan 2000	1 Jan 2024	31 Dec 4712	22 Sep 2023	C5	FFLNLO	HI	KNMD	Hawaii	Hawaii	34	AIR NATIONAL GUARD	OR	PACIFIC AIR FORCES	FLNL
2 Feb 2024		0087341234	0873412	0	27 Jun 2007	1 Jan 2024	31 Dec 4712	22 Sep 2023	C5	FFLNLO	HI	KNMD	Hawaii	Hawaii	34	AIR NATIONAL GUARD	OR	PACIFIC AIR FORCES	FLNL
2 Feb 2024		0088623034	0886230	0	15 Jan 2009	1 Jan 2024	31 Dec 4712	22 Sep 2023	C5	FFLNLO	HI	KNMD	Hawaii	Hawaii	34	AIR NATIONAL GUARD	OR	PACIFIC AIR FORCES	FLNL
2 Feb 2024	002615440R	0113465634	1134656	0	14 Jul 2022	1 Oct 2022	30 Sep 2024	28 Nov 2023	C5	FFLNLO	HI	KNMD	Hawaii	Hawaii	34	AIR NATIONAL GUARD	OR	PACIFIC AIR FORCES	FLNL
2 Feb 2024	002615440R	0113465634	1134656	1	14 Jul 2022	1 Oct 2024	31 Dec 4712	28 Nov 2023	C5	FFLNLO	HI	KNMD	Hawaii	Hawaii	34	AIR NATIONAL GUARD	OR	PACIFIC AIR FORCES	FLNL
2 Feb 2024	002615460R	0113465834	1134658	0	14 Jul 2022	1 Jan 2023	31 Dec 4712	9 Dec 2022	C5	FFLNLO	HI	KNMD	Hawaii	Hawaii	34	AIR NATIONAL GUARD	OR	PACIFIC AIR FORCES	FLNL
2 Feb 2024	002615500R	0113466234	1134662	0	14 Jul 2022	1 Oct 2022	31 Dec 4712	9 Dec 2022	C5	FFLNLO	HI	KNMD	Hawaii	Hawaii	34	AIR NATIONAL GUARD	OR	PACIFIC AIR FORCES	FLNL
2 Feb 2024	009502720R	0113395634	1133956	0	14 Jul 2022	1 Jan 2023	31 Dec 4712	9 Dec 2022	C5	FFLNLO	HI	KNMD	Hawaii	Hawaii	34	AIR NATIONAL GUARD	OR	PACIFIC AIR FORCES	FLNL
2 Feb 2024	009502750R	0113395934	1133959	0	14 Jul 2022	1 Jan 2023	31 Dec 4712	9 Dec 2022	C5	FFLNLO	HI	KNMD	Hawaii	Hawaii	34	AIR NATIONAL GUARD	OR	PACIFIC AIR FORCES	FLNL
2 Feb 2024	009508360R	0113396334	1133963	0	14 Jul 2022	1 Oct 2022	31 Dec 4712	9 Dec 2022	C5	FFLNLO	HI	KNMD	Hawaii	Hawaii	34	AIR NATIONAL GUARD	OR	PACIFIC AIR FORCES	FLNL
2 Feb 2024	002615450R	0113465734	1134657	0	14 Jul 2022	1 Oct 2022	31 Dec 4712	14 Jul 2022	C5	FFLNLO	HI	KNMD	Hawaii	Hawaii	34	AIR NATIONAL GUARD	OR	PACIFIC AIR FORCES	FLNL
2 Feb 2024	002615470R	0113465934	1134659	0	14 Jul 2022	1 Oct 2022	31 Dec 4712	14 Jul 2022	C5	FFLNLO	HI	KNMD	Hawaii	Hawaii	34	AIR NATIONAL GUARD	OR	PACIFIC AIR FORCES	FLNL
2 Feb 2024	002615480R	0113466034	1134660	0	14 Jul 2022	1 Oct 2022	31 Dec 4712	14 Jul 2022	C5	FFLNLO	HI	KNMD	Hawaii	Hawaii	34	AIR NATIONAL GUARD	OR	PACIFIC AIR FORCES	FLNL
2 Feb 2024	002615490R	0113466134	1134661	0	14 Jul 2022	1 Oct 2022	31 Dec 4712	14 Jul 2022	C5	FFLNLO	HI	KNMD	Hawaii	Hawaii	34	AIR NATIONAL GUARD	OR	PACIFIC AIR FORCES	FLNL
2 Feb 2024	009502070R	0113394834	1133948	0	14 Jul 2022	1 Oct 2022	31 Dec 4712	14 Jul 2022	C5	FFLNLO	HI	KNMD	Hawaii	Hawaii	34	AIR NATIONAL GUARD	OR	PACIFIC AIR FORCES	FLNL
2 Feb 2024	009502080R	0113394934	1133949	0	14 Jul 2022	1 Oct 2022	31 Dec 4712	24 Aug 2023	C5	FFLNLO	HI	KNMD	Hawaii	Hawaii	34	AIR NATIONAL GUARD	OR	PACIFIC AIR FORCES	FLNL
2 Feb 2024	009502710R	0113395334	1133953	0	14 Jul 2022	1 Oct 2022	31 Dec 4712	14 Jul 2022	C5	FFLNLO	HI	KNMD	Hawaii	Hawaii	34	AIR NATIONAL GUARD	OR	PACIFIC AIR FORCES	FLNL
2 Feb 2024	009502730R	0113395734	1133957	0	14 Jul 2022	1 Oct 2022	31 Dec 4712	14 Jul 2022	C5	FFLNLO	HI	KNMD	Hawaii	Hawaii	34	AIR NATIONAL GUARD	OR	PACIFIC AIR FORCES	FLNL
2 Feb 2024	009502740R	0113395834	1133958	0	14 Jul 2022	1 Oct 2022	31 Dec 4712	14 Jul 2022	C5	FFLNLO	HI	KNMD	Hawaii	Hawaii	34	AIR NATIONAL GUARD	OR	PACIFIC AIR FORCES	FLNL
2 Feb 2024	009508370R	0113396634	1133966	0	14 Jul 2022	1 Oct 2022	31 Dec 4712	14 Jul 2022	C5	FFLNLO	HI	KNMD	Hawaii	Hawaii	34	AIR NATIONAL GUARD	OR	PACIFIC AIR FORCES	FLNL
2 Feb 2024	009502040R	0113394634	1133946	0	14 Jul 2022	1 Oct 2022	31 Dec 4712	9 Dec 2022	C5	FFLNLO	HI	KNMD	Hawaii	Hawaii	34	AIR NATIONAL GUARD	OR	PACIFIC AIR FORCES	FLNL
2 Feb 2024	009502060R	0113394734	1133947	0	14 Jul 2022	1 Oct 2022	31 Dec 4712	14 Jul 2022	C5	FFLNLO	HI	KNMD	Hawaii	Hawaii	34	AIR NATIONAL GUARD	OR	PACIFIC AIR FORCES	FLNL
2 Feb 2024		0107923034	1079230	0	31 Jul 2019	1 Oct 2019	31 Dec 4712	18 Nov 2021	C5	FFL4R0	HI	KNMD	Hawaii	Hawaii	34	AIR NATIONAL GUARD	OR	PACIFIC AIR FORCES	FL4R
2 Feb 2024		0107923134	1079231	0	31 Jul 2019	1 Oct 2019	31 Dec 4712	1 May 2023	C5	FFL4R0	HI	KNMD	Hawaii	Hawaii	34	AIR NATIONAL GUARD	OR	PACIFIC AIR FORCES	FL4R
2 Feb 2024		0107923234	1079232	0	31 Jul 2019	1 Oct 2019	31 Dec 4712	1 May 2023	C5	FFL4R0	HI	KNMD	Hawaii	Hawaii	34	AIR NATIONAL GUARD	OR	PACIFIC AIR FORCES	FL4R
2 Feb 2024		0077215334	0772153	0	1 Apr 1998	1 Oct 2017	31 Dec 4712	4 Feb 2021	C5	FFL4R0	HI	KNMD	Hawaii	Hawaii	34	AIR NATIONAL GUARD	OR	PACIFIC AIR FORCES	FL4R
2 Feb 2024		0088014034	0880140	0	17 Jan 2008	1 Oct 2017	30 Sep 2024	28 Nov 2023	C5	FFL4R0	HI	KNMD	Hawaii	Hawaii	34	AIR NATIONAL GUARD	OR	PACIFIC AIR FORCES	FL4R
2 Feb 2024		0088016634	0880166	0	22 Jan 2008	1 Apr 2008	31 Dec 4712	4 Feb 2021	C5	FFL4R0	HI	KNMD	Hawaii	Hawaii	34	AIR NATIONAL GUARD	OR	PACIFIC AIR FORCES	FL4R
2 Feb 2024		0088504734	0885047	0	28 Oct 2008	28 Oct 2008	31 Dec 4712	18 Nov 2017	C5	FFL4R0	HI	KNMD	Hawaii	Hawaii	34	AIR NATIONAL GUARD	OR	PACIFIC AIR FORCES	FL4R
2 Feb 2024		0088622634	0886226	0	15 Jan 2009	15 Jan 2009	31 Dec 4712	4 Feb 2021	C5	FFL4R0	HI	KNMD	Hawaii	Hawaii	34	AIR NATIONAL GUARD	OR	PACIFIC AIR FORCES	FL4R

Air Manning Document

Example ONLY

POS	UMD POSN #	Effective Date	Through Date	MNT	MNT Title	Working Manning Name	RIC	RIC Title	RIC Category	FEB 24 DCPDS MD.PAS	Parent PAS	Parent Unit	PEC Title	FAC Title	OSC	OSC Title	Auth Grade	Required Grade	AFS	AFSC	AFSC w/Pre	AFSC Title
0070333834	0703338	1 Oct 2013	31 Dec 4712	XXXXX	FUNDED PERM		0028	ANG OFFICERS 48 DRILL	OFF		FDM1	ANG READINESS	RESERVE READINESS	COMMAND	ZSECS	AIR NATIONAL GUARD STAFF	MG	BG	90G	090G0	090G0	GENERAL OFFICER
0070333934	0703339	1 Oct 2013	31 Dec 4712	XXXXX	FUNDED PERM	AGR - WRAZIEN, DANIEL	0034	ANG OFFICERS ACTIVE DUTY	OFF		FDM1	ANG READINESS	RESERVE READINESS	COMMAND	ZSECS	AIR NATIONAL GUARD STAFF	COL	COL	97E	097E0	097E0	EXECUTIVE OFFICER
0070334034	0703340	1 Oct 2013	31 Dec 4712	XXXXX	FUNDED PERM	AGR - MARTIN, MARYANN	0128	ANG AIRMEN 48 DRILL	ENL		FDM1	ANG READINESS	RESERVE READINESS	COMMAND	ZSECS	AIR NATIONAL GUARD STAFF	CMSGT	CMSGT	9E0	9E000	9E000	COMMAND CMSGT
0070334134	0703341	1 Oct 2013	31 Dec 4712	XXXXX	FUNDED PERM		0028	ANG OFFICERS 48 DRILL	OFF		FDM1	ANG READINESS	RESERVE READINESS	COMMAND	ZSECS	AIR NATIONAL GUARD STAFF	BG	BG	90G	090G0	090G0	GENERAL OFFICER
0070334234	0703342	1 Apr 1998	31 Dec 4712	XXXXX	FUNDED PERM		0028	ANG OFFICERS 48 DRILL	OFF		FDM1	ANG READINESS	RESERVE READINESS	AIR NATIONAL GUARD STAFF	ZSEC3	HRO HUMAN RESOURCES	LTCOL	COL	38F	038F4	038F4	FORCE SUPPORT
0070334334	0703343	26 Jul 2013	31 Dec 4712	XXXXX	FUNDED PERM	AGR - KO, TRISTYANN	0148	ANG ENLISTED ACTIVE DUTY	ENL		FDM1	ANG READINESS	RESERVE READINESS	AIR NATIONAL GUARD STAFF	ZSEC3	HRO HUMAN RESOURCES	SMSGT	SMSGT	3F0	3F091	3F091	PERSONNEL
0070334434	0703344	1 Apr 1998	31 Dec 4712	XXXXX	FUNDED PERM	AGR - COSTA, RICHARD	0128	ANG AIRMEN 48 DRILL	ENL		FDM1	ANG READINESS	RESERVE READINESS	AIR NATIONAL GUARD STAFF	ZSEC3	HRO HUMAN RESOURCES	CMSGT	CMSGT	3F0	3F000	3F000	PERSONNEL
0070334534	0703345	1 Oct 2013	31 Dec 4712	XXXXX	FUNDED PERM		0028	ANG OFFICERS 48 DRILL	OFF		FDM1	ANG READINESS	RESERVE READINESS	AIR NATIONAL GUARD STAFF	ZSECS	JUDGE ADVOCATE	COL	LTCOL	51J	051J4	051J4	JUDGE ADVOCATE
0070334634	0703346	1 Oct 2013	31 Dec 4712	XXXXX	FUNDED PERM	AGR - BOONE, MARIKO	0028	ANG OFFICERS 48 DRILL	OFF		FDM1	ANG READINESS	RESERVE READINESS	AIR NATIONAL GUARD STAFF	ZSEC2	SPECIAL STAFF	LTCOL	LTCOL	97E	097E0	097E0	EXECUTIVE OFFICER
0070334734	0703347	1 Oct 2013	31 Dec 4712	XXXXX	FUNDED PERM	AGR - THOMPSON, JAMIELYN	0028	ANG OFFICERS 48 DRILL	OFF		FDM1	ANG READINESS	RESERVE READINESS	AIR NATIONAL GUARD STAFF	ZSEC4	NATIONAL GUARD JOINT	COL	LTCOL	97E	097E0	097E0	EXECUTIVE OFFICER
0070334834	0703348	1 Oct 2013	31 Dec 4712	XXXXX	FUNDED PERM	AGR - BYRD, LAURA	0128	ANG AIRMEN 48 DRILL	ENL		FDM1	ANG READINESS	RESERVE READINESS	SUPPORT AND SPECIAL STAFF	ZSECSA	A1 PERSONNEL	SMSGT	SMSGT	3F0	3F091	3F091	PERSONNEL
0070334934	0703349	1 Oct 2013	31 Dec 4712	XXXXX	FUNDED PERM	AGR - MOTONAGA, DOUGLAS	0148	ANG ENLISTED ACTIVE DUTY	ENL		FDM1	ANG READINESS	RESERVE READINESS	SUPPORT AND SPECIAL STAFF	ZSECSA	A1 PERSONNEL	MSGT	MSGT	3F0	3F071	3F071	PERSONNEL
0070335034	0703350	1 Oct 2013	31 Dec 4712	XXXXX	FUNDED PERM		0028	ANG OFFICERS 48 DRILL	OFF		FDM1	ANG READINESS	RESERVE READINESS	SPECIAL STAFF MAINTENANCE STAFF	ZSECS0	A4 LOGISTICS	LTCOL	LTCOL	21R	021R4	021R4	LOGISTICS READINESS
0070335134	0703351	1 Oct 2013	31 Dec 4712	XXXXX	FUNDED PERM	AGR - MEHM, MELISSA	0148	ANG ENLISTED ACTIVE DUTY	ENL		FDM1	ANG READINESS	RESERVE READINESS	SUPPORT AND SPECIAL STAFF	ZSECSA	A1 PERSONNEL	MSGT	MSGT	3F5	3F571	3F571	ADMINISTRATI ON

Common Guidelines to Follow

One Position = One Technician (Employee)

Double slotting of active technicians/employees is not authorized for any position

Process Used to Validate a Vacancy:

- **Utilization of a manning 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.**

Temp hires against excess FUNDS (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

- **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**

Backfilling a Position Vice 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.

- Processing RTD actions
 - Temps vice an 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

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 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**
- **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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