

**Resource Guide
To The
National Guard
Technician Compatibility
Program**

**NGB-J1-TNS
12 July 2012**

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Introduction

The National Guard's Technician Compatibility Guide is a supplemental and procedural guidance document to TPR 303, dated 24 August 2005. It is applied as a supplemental guidance and provides clarification and specific procedural activities for the compatibility program. The NGB-J1-TNS office provides this guide to enhance the HROs' understanding of the procedures required to request and track the processes for compatibility waivers. The Compatibility Program impacts on many technicians due to unit transformation activities and manpower realignments. Under the federal military programs and systems, there are no DOD issuances which directly impact on our National Guard Compatibility program; however, there are key aspects of the criteria to address. We will provide further guidance on these as we develop further guidance. We will publish this guide on a continuous basis to provide policy requirements and other applicable program updates in republish this guide with the identified changes. Every effort is made to keep the information, on the compatibility program and in this guide current and applicable to the demands and challenges of our military missions and the dynamic roles of the technicians.

Disclaimer

This user's guide is intended to be an informative and administrative supplement resource for National Guard compatibility program regulation. Its contents are not considered as a substitute for current technician laws and statutes.

References

Title 32, United States Code, Chapter 709, *Technicians: Employment, Use, and Status*

Title 10, United States Code, 10216

Technician Personnel Regulation 303, *Compatibility*, 24 August 2005

AR 611-21, *Military Occupational Classification Structure Development and Implementation*, 30 September 1997

DA PAM 611-21, *Military Occupational Classification and Structure*, 22 January 2007

NGR 600-100, Chapter 6, Section 7, Commissioned Officers – Federal Recognition and Related Personnel Actions, October 2006

NGB 600-101, Chapter 2, Section 9, Warrant Officers Federal Recognition and Related Personnel Actions, 26 October 2006

NGR 600-200, *Enlisted Personnel Management*, 1 October 200.

US Army Human Resource Command, PAM XXI, Military Structure Charts.

AF 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, 7 March 2006

Air Force Officer Classification Document (AFOCD), April 2012, AFPC, Randolph AFB, Texas.

Air Force Enlisted Classification Document (AFECD), April 2012, AFPC, Randolph AFB, Texas.

TERMS

Compatibility

Compatibility is the condition in which the duties and responsibilities of a military technician's position are substantially equivalent to the duties and responsibilities of the technician's military assignment (MTOE, TDA, or UMD).

Career Field Functional Managers

Designated officials assigned to the National Guard Bureau office of primary responsibility for Army and Air National Guard military specialty and career programs who maintain primary functional approval and disapproval authority for compatibility waiver requests on their applicable position descriptions.

HR Specialists (Recruitment and Placement)

In this guide, the term HR Specialists (R and P) is referred to as Staffer.

Military Duty Assignment

The paragraph and line number of a position, annotated on a manning document, to which the technician is militarily assigned.

Military Technician/Dual Status Technician

A federal civil service employee, who is granted an excepted appointment as a full-time employee of the Army or Air National Guard; and is identified as a military dual status member.

The dual status excepted technicians must maintain full military readiness for deployments. They facilitate a wide variety of complex and important training opportunities for their, peers; supervisors; active and reserve component members; Allied Forces; Federal, State, County, City and local Officials and Employees; and other Volunteer Citizen Organization members serving public interests. Dual Status military technician contributions may include, but are not limited to, planning, participating, enabling, evaluating or otherwise aiding Joint Nation, Joint Agency, Joint Department of Defense (DoD), State, Local, Unit or individual level tasking, events, exercises, evaluations, missions or other activities consistent with DoD and National Guard policies, in a wide variety of locations and circumstances across the Nation.

The dual status technicians are enlisted or commissioned members of the National Guard and must maintain military membership as their conditions of employment to the dual status technician program. They are notified of removal and separated from their military technician position upon loss of their military membership. Dual status technicians must meet and maintain military standards, qualifications, and compatibility for their technician appointments, to include agency (Army or Air Force), rank, unit of assignment, Air Force Specialty Code (AFSC) or Military Occupational Specialty (MOS) qualification, along with completion of all required technical school skill training, professional military education schools, and other academic educational requirements.

Terms (continued)

Military Technician/Dual Status Technician

Technicians wear the appropriate uniform and maintain armed forces physical fitness standards, current immunization, and maintain military dental and medical/physical standards. They must maintain security clearances at the levels required by their military assignments and maintain current weapons qualifications status.

Dual Status technicians are required to successfully complete military **resident** schools and distance learning courses **to become and sustain compatibility for their positions**. Dual Status military technician positions have military grade, unit of assignment, military skill, and agency restrictions. Additionally, dual status technicians must participate in military exercises, inspections, and other military activities as required and directed.

The technicians' job descriptions and grades are closely aligned to the military positions' manning documents' skills and grades. Technicians are fully qualified under the military criteria and the technician standards/qualifications of the position descriptions. **The dual status technicians' Title 32 civil service appointments support and the organizations' goals which require their technician duties and responsibilities are also their primary deployable skill sets (DIDN'T FLOW)**. The order of business is to ensure the military technicians utilize their skills, experience, and expertise to the maximum extent possible as trainers within their units and in combat.

Supervisor

Is an individual who directly supervises technicians as directed and described in his or her full-time position description. The word supervisor is used to encompass the military concept of leadership and manager and meets the Office of Personnel Management (OPM) definitions of a supervisor. Because of the National Guard's statutory requirements for the dual status system, an individual, selected under the Military Technician Program for a position requiring leadership supervisory duties, is senior to /or/ equal in military rank to those he or she commands, guides, directs, or leads. A wage leader position fulfills the concept of military leadership; however, it is not an authorized supervisory position as described and defined by OPM.

Waiver

A waiver is defined as an authorized and approved variance to an established policy.

COMPATIBILITY PROGRAM

Part One **General Information**

1-1. Since the passage of the National Guard Technicians Act of 1968, we continue to have many spirited discussions about the technician program and military compatibility. Statute dictates that military needs pre-dominate the technician's employment and the military structure is preeminent over the full-time structure. These two features are reflected in the execution of the military compatibility program. Military compatibility is a well-defined, required practice. The duties and responsibilities of a military technician are substantially equivalent to the duties and responsibilities of the compatible military assignment. Additionally, a military technician's position description and grade is closely related to their compatible military position and grade. In order to retain their full-time military technician jobs, the technicians meet the qualifications of both the military criteria and the civilian job series. Compatibility criterion is linked to the military specialty classification regulations and authorized assignments. Compatibility ensures that a highly skilled and trained cadre is available when units are deployed. It ensures that a continuity of operation exists before, during, and after deployment periods that leads to enhanced unit readiness as mandated by the Technician Act. Compatibility is a personnel function rather than a classification or position management and manpower requirement.

1-2. The NGB-J1-TNS is the responsible office for processing all compatibility waivers. The TNS primary business effort is to support the states' staffing and recruitment programs. The staffing processes relate to recruitment, identification, and placement of a fully qualified dual status or non-dual status technician.

1-3. The NGB position descriptions are written by our NGB-J1-TNC, Classification staff. This TN Division branch Office will relocate to Arlington Hall II, Arlington, Virginia in FY 13. The TN Classifiers work with NGB Career Field Functional Managers to determine published position descriptions' applicability, accuracy, and currency. When needed, they assist the Functional Managers to identify new technician position description requirements. The TNC Classifiers travel to various units with the same/similar functional mission requirements to study, audit, and if directed by the functional manager, assist in writing position descriptions for each DS and/or NDS position's duties, tasks, and responsibilities. The functional managers, in coordination with the classifiers, determine the Position Descriptions' contents. The Classifiers determine the grade, series, and titles. The Position Description packages are coordinated through the TN Division Branches and with the functional managers' to determine the appropriate and compatible AFSC and/or MOS, as identified in the Army and AF classification regulations, instructions, and pamphlets. Once a position description package is approved, the NGB classification office releases the completed position descriptions per each dated and numbered Classification Release Authority Letter (CRA). The CRAs and their applicable position descriptions are posted as links on TNC's GKO home page.

1-4. The compatibility program is linked to the military assignment criteria. The Army and Air Force classification regulations identify and explain the functional requirements of the MOS or AFSC specialties into their applicable career field functional elements, types of jobs, education, training, experiences, knowledge, general and specific skills requirements, and qualifications for entry levels.

1-5. The compatibility program is distinctively different in application and concept from the qualification standards. The qualification process involves the adherence to the qualification standards which outline the necessary basic eligibility requirements for a particular occupational series, or a group of occupational series for each grade identified within that function. The standards specify the minimum qualification levels of education, experiences, specialty certification or licensing requirements, and physical standards or skills for each series and applicable position description. The Staffers apply the qualification standards to the applicants' rank, experiences, training, and proficiency or technical competencies.

1-6. When technicians are required to obtain to the compatible military skills in order to meet the positions' compatibility standards, they are given reasonable time to complete their re-training activities. During their technician appointments in-processing, they must also complete and submit, to their respective military personnel training office representatives, the *correct military paperwork/application to attend the appropriate technical training schools*. If a technician fails to process the school application and does not successfully graduate from the school, he or she is terminated from the technician program for failure to meet compatibility standards. The newly assigned technician receives a 30 day notice of separation from the technician program and is discharged on the appropriate date.

A. The following paragraphs highlight the military skill training criteria for the Army Officers, Warrant Officers, and Enlisted.

1. Army Officers

Refer to DA PAM 611-21 Section VII, Subsection 2-23, *Specialty Designation and Classification of Officers in the Army National Guard*; officers have **two Annual Training periods** to qualify for award of an AOC or skill qualification in their duty positions. If they do not qualify within the required time period, the officers are evaluated for:

- a. Reassignment to position for which qualified:
- b. Retention in the present assignment when a longer period of training is justified by the nature of that assignment; or
- c. Re-designation of a branch or FA, if determined that the officer cannot satisfy qualification requirements.

Refer to NGR 600-100; Chapter Six, Section Seven, Subsections d and e, *Commissioned Officers – Federal Recognition and Related Personnel*

Actions, commissioned officers who are not qualified in their assigned positions, have within 18 months to obtain qualifications for award of the required branch, functional area, MFA or AOC (BR/FA).

These officers may receive consideration for an extension, not to exceed 24 months, by The Adjutant General. Commissioned officers failing to obtain performance qualification in the branch, functional area, MFA or AOC (BR/FA) by the end of the prescribed period are reassigned to positions for which they are qualified.

2. Warrant Officers

Refer to NGR 600-101, Chapter Two, Section Nine, Subsection a, *Warrant Officers – Federal Recognition And Related Personnel Actions*, for the Appointment process, a predetermination of the applicant's qualification to enter the DA MOS proponent's certification course is received on all individuals seeking initial appointment as a Technical Service Warrant Officer before any other part of the appointment process is initiated. The DA MOS proponent's approval for entry into the applicable MOS certification course must be a part of the appointment packet submitted to the Federal Recognition Board.

(1) Initial MOS classification occurs upon completion of a three event appointment process.

(a) Event one is the selection of a warrant officer candidate by a Federal Recognition Board.

(b) Event two is the satisfactory completion of all phases of WOCS or WOCS-RC within two years of appointment as a Warrant Officer Candidate (WOC).

(c) Event three is the DA MOS proponent pre-certification or certification through completion of that appropriate WOBC within two years of appointment as a W-1. All appointments are contingent on DA MOS proponent certification or successful completion of the appropriate WOBC. The member may request an extension for up to one year, when through no fault of their own, they are unable to complete technical and tactical certification **within two years** of appointment.

3. Enlisted

Refer to NGR 600-200, Enlisted Personnel Management, to determine the training requirements for initiating the members' entry and completion of the specifically identified required technical training for the assigned position.

Enlisted Dual Status Technicians must become compatible to their position within 24 months from the date of appointment. The member may request an extension for up to 12 months, when through no fault of their own, they are

unable to complete technical and tactical certification within 24 months of appointment.

- B. The military skill training criteria for the Air Force Officers and Enlisted is governed by the AFSC qualification requirements as determined by the Air Force Officer Classification Directory, Air Force Enlisted Classification Directory, and AF 36-2101, *Classifying Military Personnel (Officer and Enlisted)*. Review the specific time requirements for ANG members to enter and complete their required technical training schools for AFSC awarding criteria.

1-7. A compatibility waiver authority is applied to support incumbents whose military manpower appointment requirements for their technician positions change resulting in their incompatible assignment conditions. These changes are due to military force structure realignments, manpower impacts, deletions/changes on applicable position descriptions, and/or other command actions on their military structure, which are not due to any actions within the incumbents' control or choice. The changes result in the requirement to consider compatibility waivers in order to retain the technicians in their assigned position description appointments.

1-8. Officer, warrant officer, and enlisted classifications are normally used to distinguish the scope of responsibilities and duties in a position description relative to military standards of grade. Position descriptions and other information are used by HR specialists to identify grades that correlate to full-time technician positions. On occasion, local conditions create position requirements that are substantially different from the norm. In these instances, an exception is warranted.

Part Two

Compatibility Criteria and Emphasis

2.1. To accommodate the technicians identified as incompatible, the need to request waivers of the military compatibility criteria are reviewed by the HROs. The HROs may disapprove the compatibility waiver requests or return the requests to the unit manager for clarification or verification. The HROs must continue their efforts to assign the full-time member to compatible positions.

A. Compatibility waivers sent to NGB-J1-TNS for processing are five basic types:

1. Agency (Army or Air);
2. Military Skill Specialty (MOS/AFSC);
3. Unit of Assignment (within the state)
4. Rank (officer, warrant officer, enlisted)
5. Non-Dual Status Appointments* (dual status to non-dual status).

B. A waiver request may include a combination of waiver types; for example, to add warrant officer to an officer only position description involves two types of waivers – the additions of the rank and a military skill specialty.

2-2. The waiver accommodation is only while the incumbent occupies the position and the exception does not cause military grade inversion. The waiver is voided when the individual moves to another position and the position reverts to the current authorized compatibility. Some waivers are time limited and approved for a period of time to support the technicians' successful assignment to a compatible position or to wait for the final determination of specifically identified and validated manpower issues.

2.3. Military technicians are assigned to a military position in the same unit in which they are employed or, in a unit that is supported by the employing activity as authorized by applicable regulations. The occupational classification concept (MOS/AFSC) for all full-time support members requires compatible military skills in the fulltime assignments. When considering military assignment changes, the member's military chain of command must consider the effect on the member's full-time employment. The full-time technician is the primary occupant of the military position and is not coded as excess.

a. Refer to the regulation guidance concerning the awarding of military skills and their related technical training schools, a compatibility waiver is not required when an applicant meets NGB Qualification Standards and is selected for a technician position, even if they do not initially possess the compatible MOS or AFSC, as long as they are assigned to a compatible position and remain compatible.

b. The MOS or AFSC entry skill level (MOS 10 or AFSC 1) is awarded and the member is processed to complete the applicable technical military school.

c. Technicians are required to complete technical military training schools within the time requirements directed by the applicable directives for ARNG and ANG members. In addition, technicians will enter MOS/AFSC proficiency training/on-the-job training as required by current regulations.

2-4. Military grade inversion is not allowed. It is the position description that drives the grade inversion. For example, grade inversion occurs when an incumbent, who is enlisted, and assigned to GS-11 position is required to supervise the GS-09, who is a warrant officer or officer. The reality is the GS-11 position description holds the supervisory function which is inherent with its higher grade level. In addition, normal office manning delineates the GS-09 under the GS-11; so, by allowing the appointment of an enlisted member into the GS-11 position, you created a grade inversion condition. Removing the supervisory duties from the GS-11 position description in order to appoint a lower ranking member does not remove the function of the position description nor does it avoid the inversion factor.

2-5. Do not hire or appoint new or on-board members to technician positions, who do not qualify or are unable to meet the military technical school and military classification requirements to possess the compatible military skill sets. Do not submit waiver requests for these members. When waivers are submitted, after the fact, and are not approved, the actions are charged to the staffers as erroneous personnel actions and the incorrectly hired and now disqualified technicians are notified for separation based on their incompatible status. This is contrary to the compatibility waiver criteria and staffing process.

2-6. Ensure there are no pre-selection motives or agendas for hiring in any compatibility waiver requests.

2-7. When our technicians make professional career choices to advance from enlisted to the warrant officer or officer rank, the military rank and position changes usually impact on their current compatible technician assignments.

a. In order to consistently maintain the integrity and foundational purpose of the National Guard technician program's, The NGB position is to disapprove compatibility waivers when a dual status technician, who is currently compatible in his full-time job, accepts a commission in a different career function which results in the members' reassignment to a non-compatible military position. The technicians' military compatibility is important to mission requirements as their unit assignments are war skill deployable assets which require the members to complete technical training schools, participate in exercises and inspections, provide consistent skill development support to their unit members, and maintain optimum, consistent, and defined readiness status.

b. Compatible technician assignments are mission effective when the duties and responsibilities of the technicians' full-time civilian positions are substantially equivalent to the technicians' military assignments. When a technician accepts a commission, or is

commissioned, and voluntarily creates an incompatible military assignment, the HRO is required to issue the member a 30-day notice of termination from his assigned technician position based on incompatible conditions. The basis for the separation is due to the member's career choice to voluntarily leave a qualified technician position for a drill status position.

c. This change of status and unit does not meet the criteria for requesting a compatibility waiver nor does it warrant consideration. It is important to minimize the technician's confusion and frustration between the choices of continuing technician employment or military career advancement. The member may apply for other technician positions for which he or she meets the qualifications and compatibility standards.

2-8. Technicians are promoted militarily if their promoted-to-ranks are commensurate with their technician positions and compatible. If their promotions cause incompatible conditions, they are given a 30 day notification and are separated unless they become compatible or, they receive approved compatibility waivers based on fully justified mission and organizational requirements.

2-9. Non-Dual Status technicians are assigned to valid NDS positions that are supported by NDS position descriptions published by the Classification and Position Management Branch (NGB-J1-).

- a. Prior to appointing a NDS technician in the state National Guard, the Human Resources Office (HRO) must first confirm that there is a valid, standardized Non-Dual Status position description available to support the position to which the NDS technician is projected for assignment.
- b. If a Non-Dual Status position description is not available to support the appointment action, and the State HRO determines that the role and duties of the position provide a valid basis for employing a NDS technician in a Dual-Status position.
- c. The HROs must submit to TNS waiver of assignment compatibility waivers for assigning a NDS to a DS only position; then, wait for final approval response and a valid NDS position description **prior to** appointing a NDS technician.
- d. All DS to NDS compatibility assignment waivers are requested to TNS who coordinates the position description waivers with the applicable NGB Career Field Functional Managers.
- e. If the functional manager approves the waiver request, TNS sends a request to re-publish the Dual Status position description as a Non-Dual Status position description for the specific state to utilize. The approved compatibility waiver, which changed the dual status position description into a non-dual status position description, supports the non-dual status incumbent.

- f. When this non-dual status member departs this position, the Non-Dual Status position description is abolished and is no longer valid for the state to utilize.

2.10. The federal System program requires us to reemphasize the technician program's intended purpose as defined and described in the Technician Act, Federal Statutes, and NGB program regulations and policies.

- a. Technicians are the primary go-to people for our mission readiness posture which involve skill proficiency training and development. Staffers monitor and manage their compatibility programs and procedures to correct any compatibility discrepancies as reflected in DCPDS.
- b. The technicians' military skills sets are aligned to their dual status technician position assignments for the purposes of training and unit support.
- c. The position descriptions' OF8 leading pages have designated blocks for the compatibility identification. The verbiage in these blocks will refer the reader to the NGB Compatibility Table for the correct application and assignment of the military skill set(s).
- d. The DCPDS hierarchy builds correctly identify each position and technician, supervisory or non-supervisory. In addition, the personnel structure involves our renewed and professional focus on compatibility to ensure we have the right technicians – in the right dual status position descriptions – with the right acquired military skill sets needed to complete the duties and responsibilities needed to meet unit level objectives and strategic operational goals of the National Guard.

2.11. Technician Dual Status Program's compatibility waivers are the *exceptions* versus the norm in regard to managing assignments and appointment business efforts.

2.12. NGB policy does not allow or endorse a 10% compatibility allowance for the military technician work force. There are no accepted quotas, percentages, or numbers for conditions of incompatibility.

Part Three: Security Clearances and Compatibility

3.1. All positions are designated in terms of their national security sensitivity to assure appropriate screening under Executive order 10450. Sensitivity designation is based on an assessment of the degree of damage that an individual, by virtue of the occupancy of a position, could affect national security.

3.2. To ensure the Department of Defense security standards are maintained, position sensitivity for each excepted and competitive technician position is recorded on the Optional Form 8, Position Description, Block Item #12, titled Sensitivity. When positions are advertised for recruit and hire, the advertisements include the clearance level requirements in order to inform interested applicants of the security requirements to retain the position assignments.

3.3. Designations of position sensitivity for NDS positions are made IAW Departments of the Army and Air Force's applicable regulations which govern the civilian security program. Your classifiers work with the selecting supervisors and civilian security managers to ensure adherence with the Department of Defense security standards.

3.4. In regard to the full-time technician position descriptions' security clearance levels, the military structure is preeminent over the full-time technician positions; therefore, the dual status position descriptions' compatible military specialties, as designated on the NGB Compatibility Table, are important indicators of the required clearance levels for the military technician position description assignments. These compatible military specialty skills' security clearance levels are defined and supported through the Army and Air Force Classification regulations and skill standards. Approved compatibility waivers for military skills or grades do not change the technicians' required clearance levels in order to retain their full-time position assignments.

3.5. The selecting supervisors are key players to determine the position sensitivity codes for competitive technician position descriptions; and, this code is documented on the SF 52. The HR Officers, security officers, and security managers are the other primary players involved with determining the appropriate levels of security. These members must review the position descriptions' duties and responsibilities, full-time manning documents, MTOEs, TDAs, EUMDs, regulations, equipment, and the environment in which the work requirements are performed to ensure compliance with the national security programs. Your classifiers may want to contact the NGB Classification office, Salt Lake City, to coordinate/confirm the position sensitivity codes prior to the technician position advertisements.

Part Four

Two-Level Maintenance Transformation

4.1. Significant changes in Department of the Army maintenance doctrine and transformation of the Army National Guard resulted in the 2006 reorganization of the four-level maintenance into a two-level maintenance structure.

4.2. The 2006 Two-Level Maintenance Unit Assignments Classification Release Authorities identified abolished position descriptions and established new position descriptions. There are specific skills incorporated in the position descriptions' duties and responsibilities. In the three CRAs' two-level maintenance position descriptions, as noted on the GKO NGB Army Compatibility Table, the military rank and war skill specialties are commensurate with the technicians' skills, knowledge, abilities, experiences, and educational value sets.

4.3. The career field functional managers understood the initial transformation impacts and reviewed waiver requests to ensure each state's and the overall NGB missions are supported. The functional managers and their working team members carefully word-crafted the new position descriptions and directed the compatible rank appointments and CMF/MOS assignments to ensure the mission and war skill requirements were met or exceeded. They reviewed the manpower authorizations across the Army Guard and identified each position description's professional, technical, and working levels of expertise and knowledge.

4.4. Initially, in order to support the transformation demands and minimize the negative impacts on technicians, surface maintenance technicians could belong to any unit in the state, as long as the technician was MOS qualified and compatible, as directed in the NGB Army National Guard Compatibility Table which is located on GKO. However, since the manpower concerns were resolved over the past six years and compatibility disconnects no longer exist, **this allowance and process was rescinded in 2011**. The rules for compatibility returned to full compliance with the TPR and unit manpower assignments. Any surface maintenance technician who is not MOS compatible will require full justification for a possible waiver IAW TPR 303 and this guide.

Part Five **The NGB Compatibility Table**

5-1. The Army and Air National Guard Compatibility Tables take precedence for position descriptions' current compatibility. The Compatibility Table is the lead resource for the identification of active position descriptions and their compatible military MOS/AFSC skill sets,. The NGB-J1-TNS office is responsible for these Tables and their accurate cited position descriptions' compatibility. The TNC branch office is responsible for the accuracy of its web page's current PD listings and the Position Description Links for validating published position descriptions with their applicable CRAs.

5-2. The TNS charter is to maintain the Tables as the primary source for technician position compatibility. The TNS staff specialists understand the importance of providing effective and accurate information. The Tables are dynamic products and require continual reviews and updates to ensure they are efficient working tools.

5-3. Some of the position descriptions' compatibility are different than the original compatibility guidelines printed on the Position Description releases-CRAs. The Tables are the HROs initial reference points and, where necessary, will direct required pen/ink changes to the CRAs.

5-4. Each Position Description received a new Position Description number. The Tables contain the old and new numbers to assist your research efforts. In addition, TNS and TNC personnel are validating all position descriptions to identify them as current/active or abolished/replaced. The TN specialists are auditing previously published the State Exception Position Descriptions; and, based on each States' current organizational requirements, determine the need to continue or abolish these position description documents. This audit review project will continue for six months or until all State position descriptions are reviewed and assessed.

5-5. When the staffing specialists receive dual status position descriptions from the Classifiers for recruit and fill actions; yet, the staffer notes that the position descriptions are not posted on the NGB Compatibility Table, the staffers must reengage with their classifiers to determine the position descriptions' active or inactive status.

5-6. The state classifiers are required to conduct their appropriate research activities to determine the position descriptions' currency and position management applicability. For those position descriptions, that *are not posted* to the NGB Table, the classifiers' research efforts to determine the validity of these identified position descriptions, to include their follow-on requests to the Classification Branch, are critical steps to complete **prior** to contacting the TNS office for military compatibility inquiries.

5-7. The process involved in researching position descriptions to determine their currency and validity is time consuming and involves several steps of reviews through various files and documents. The state classifiers business efforts to locate and validate just one position description may involve cross-checking the position description in two or three different places; for example, the Position Description Index (PD-Index), the position descriptions GKO listing, and data listings. They also check the

electronic and hard copy position descriptions, electronic and hard copy logs, position data listings, along with the history and tracking of the position descriptions. The additional verification involves their reviews of the applicable functional CRA or CRM packages, current and archived, which may contain released, amended, or abolished/replaced, and/or new position descriptions.

5-8. Classifiers provide the staffing specialists their determinations of the position descriptions' in question. If the responses are negative, the staffers update their files to reflect the descriptions' status of abolished / or abolished and replaced. If the responses are positive, the staffers may forward their classifiers' findings with their HROs' endorsements, via email, to TNS; or, send separate email inquiries, with the endorsements attached, for the position descriptions' military compatibilities.

5-9. When necessary, the TNS Specialists will cross-check and coordinate with the appropriate TNC representatives on the validation results for each addressed position description. Upon confirmation on the position descriptions' active status, TNS will begin the coordination process with the applicable NGB career field functional managers to request their approvals for the position descriptions' field application and determine the appropriate Army and/or Air status, compatible rank, unit of assignment, and military skill sets. The State staffers will suspense their recruit-to-fill-processes until TNS provides them with the NGB career field functional managers' approved responses and compatible skills.

5-10. When the functional managers approve the position descriptions' utilization and compatibility, the TNS specialist updates the applicable descriptions' compatibility information to the NGB Tables, as applicable, and repost the Tables on GKO. Posting position descriptions on the NGB Compatibility Table, with their applicable military skill sets, is the final step in the position descriptions' identification and validation process.

Part Six
NGB-J1-TNS Compatibility Program Waiver Request Procedures

6-1. The compatibility waiver process was re-engineered in 2006 and again in 2012 to improve the coordination efforts involving the states, TNS, and the NGB career field functional managers. In addition, the current coordination and approval process replace the waiver process currently identified in TPR 303, Military Technician Compatibility, dated 24 August 2005. This directed procedural change provides better time-lines for coordination and responsive activities.

6-2. The unit level selecting/management officials prepare supporting documentation to request waivers through local channels to their state Human Resource Offices. The Human Resources Offices (HROs) review the record documentation for completeness and ensure the waiver packages support the waivers' necessity and validity. Supporting documents will include, yet are not limited to the following: Members' current MOS/AFSC, unit of assignment, required MOS/AFSC for the position selected, UMD changes. The HRO must return compatibility waiver requests to the unit managers if the requests are incomplete or do not meet the technician program objectives.

6-3. Do not appoint/assign a technician into an incompatible position (refer to paragraphs 1-6 and 2-5). The Staffer must have the authorized vacant military position identified, compatible, and noted as blocked on the unit's manpower documents in order to advertise a dual status technician position. HROs must have NGB approved responses on compatibility exception waiver requests **before** the technicians' assignments are processed, finalized, and updated in DCPDS.

6-4. Compatibility waiver requests are sent from unit-level managers to the JFHQ-State HROs for endorsement **directly to** the NGB-J1-TNS Compatibility Program Manager, via e-mail only, and may include attached signed memorandums and endorsements. Waiver requests, sent from unit level managers directly to the NGB functional managers or NGB-J1-TNS, are returned *without action* to the HROs.

6-5. Each compatibility waiver request **MUST** contain the following seven (7) elements and is submitted in complete sentences and/or paragraphs:

- The position description number, title, pay plan, series, and grade
- The applicable Classification Release Authority (CRA or CRM) or Official Memorandum date with authorized release number and any applicable amendments or changes
- Identify the position descriptions' agency as Army and/or Air (agency who owns and pays for the position)

- Indicate the position description's compatible rank(s) and military skill(s), as authorized and identified on the most current publication of the applicable NGB Compatibility Table located on GKO
- Identify which one or more of the compatibility waiver types you are requesting:
 1. Agency (Army or Air)
 2. Unit of Assignment (within the state)
 3. Military Skill Specialty (MOS/AFSC)
 4. Rank (officer, warrant officer, enlisted) or
 5. Non-Dual Status Appointments (Dual Status to Non-Dual Status)

NOTE: A waiver request may include a combination of waiver types; for example, to add a warrant officer to an enlisted or officer only position description involves two types of waivers, the rank *and* the appropriate compatible military skill set.

- Justification to support the waiver request: This justification is detailed, accurate, and clearly describes why the waiver is needed. Identify why and how the waiver will align the position description's responsibilities and duties with the State's operational strategic goals and the National Guard unit 's mission objectives. If the waiver is necessary for a specific person, in any of the five compatibility types, explain the circumstances for each – completely. Include the member's name, current military rank, Agency, unit of assignment, military skill, technician grade, and position title. Provide a brief synopsis of the situation that led to the waiver request. The more detailed information you share that clearly explains the members' circumstances, the less chance of receiving a disapproval or delays created when the package is returned for additional research, validation, or justification. In addition, clear understanding of your efforts to correct the record condition and why the waiver supports the organizational goals may result in effective positive responses.

NOTE: Do not submit waiver requests for technicians who want to avoid retraining which includes attending the applicable technical training school. Waivers are not permitted to support any unlawful pre-selection considerations. Waivers are not justified for those enlisted members who voluntarily choose to accept officer or warrant officer commissions and their technician positions do not support the career rank changes. The HROs will ensure these members comprehend and accept the impacts on their technician compatibility employment criteria prior to initiating their commissioning package. They are pre-notified and separated from their enlisted technician positions on their effective commissioning dates.

- Your HRO's endorsement is submitted inclusive with e-mail traffic or attached as a separate memorandum.

6-6. Roles and Responsibilities

Unit Supervisor	Determines whether a waiver is appropriate or required. Considers documentation and circumstances. If supportable, prepares request in memorandum format, includes rationale with attached documentation to support the request. Submit to HRO – Human Resources Staffing Specialist.
JFHQ-State Recruitment and Placement Staffing Specialist	Reviews request and determines whether further consideration is appropriate. If not substantiated and documented, returns the request to the supervisor with rationale for non-action. If recommended for approval, includes appropriate endorsement and forwards the completed request to the Human Resources Officer.
JFHQ-State Human Resources Officer/ Human Resources Staffing Specialist	Evaluates request and identifies any deficiencies. If incomplete, identifies missing documentation and obtains from staffer. <i>Will Not</i> forward incomplete requests or requests lacking rationale or justification. If recommended for approval, includes appropriate HRO endorsement and forwards complete request to NGB-J1-TNS, Compatibility Program Manager. Develops an internal database to track the approved technicians' waivers; reference TPR 303, paragraph 2-3.
NGB-J1-TNS	Office POC reviews requests, Logs them into Compatibility Tracker, and sends to the applicable TNS Regional Program Manager, who in-turn, reviews and forwards to Career Field Functional Managers for coordination/concurrence or non-concurrence. Maintains Compatibility Tracker, updates, and reposts on GKO for HROs to access and locate specific waiver requests' processing status.
Career Field Functional Program Manager	Evaluates request and approves or disapproves. Returns the decision results directly to NGB-J1-TNS.
NGB-J1-TNS	Upon receipt of Functional Manager's decision; replies to the applicable Human Resources Office. If approved, provides guidance for required personnel actions and DCPDS update. Disapproved requests are returned with rationale. Maintains formal files for each state's waiver requests, approved or disapproved. Logs final waiver request determination with applicable dates on Compatibility Tracker and posts onto GKO.

<p>HR Officer and Recruitment and Placement Staffing Specialist</p>	<p>Notifies supervisors and, if applicable, completes personnel record and system updates. The Staffer is responsible for adhering to the provisions of the decision to include tracking, filing, and completing any follow-up suspense work.</p> <p>Enters into DCPDS required entries to track the compatibility wavier.</p> <p>Maintains and develops an internal database to track the approved technicians' waivers; reference TPR 303, paragraph 2-3.</p>
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Part Seven
DCPDS and Record Management for Waiver Requests

7-1. Once the staffer receives NGB-J1-TNS approval, and is ready to appointment employee to position waiver was requested for, in DCPDS, go to:

- a. People/Enter and Maintain/ Assignment/Extra Information/National Guard Information/NG-RQT-WAIVER-DT.
- b. Locate appropriate Requirement Waiver Reason (Reqmt Waiver Reason).
- c. Enter in the date the waiver expires. If this date is the technician's assignment date to the specific position, enter a date that is no more than 365 days from the date of assignment. See Figure One for sample screen shot.

7-2. NGB-J1-TNS highly recommends an annual review of the technician's compatibility status to verify continuation of compatibility waiver requirement or update change of status. After entry into DCPDS, the system will generate reports to notify the HRO specialists of the expiration of the annual waiver periods.

7.3. For record accuracy and auditing purposes, enter the applicable code to reflect the waiver reason, as noted in Figure Two, A through V. Maintain each technician's record and track all Requirement Waiver Reason(s), as noted in Figure Two, for the duration of the waiver tenure.

List of Waivers

Code	Remark
3	As approved by NGB-J1-TNS
A	Waiver of Appointment Requirement (Grade)
B	Waiver of Appointment Requirement For Upward Mobility
C	Military Tech to Fill AGR Posn for Term Incumbent Only
D	Granted in Accordance with the Inter-Governmental Personnel Act
E	Grade Inversion
F	Competitive Tech in an Excepted Position (For Temp Promotion)
G	Unit of Empl is not Compatible with Military Assignment
H	Military Specialty is not compatible with Full Time Position
I	Waiver for Tech/AGR to fill Military Posn Command Sgt Maj (ARNG)
J	Waiver to allow Tech/AGR to Fill Military Command Position
K	Waive Posn Compatibility so Tech/AGR can Fill 1SG/SRENL Adv
L	Waiver of Qualification Standards of Tech Posn Description
M	AGR to Fill Military Tech Posn for Term of Incumbent only
N	Tech Grandfathered Temp with Suspense Dt to achieve compatibility
O	State Excepted PD
P	Technician Grandfathered for Incumbency
S	Force Structure change caused incompatibility
T	One time Exception for Grade
U	Select, Train, Promote, and Assign (STPA)
V	Staff Leadership/NCO

7.4. Each Human Resources Office develops an internal database to track the technicians' waivers. To ensure data integrity, use these Compatibility Data Elements:

- a. Name
- b. SSN
- c. Military Duty Assignment
- d. Military Technician/Dual Status Technician position
- e. Unit of assignment
- f. Grade
- g. Current MOS/AFSC
- h. Compatible MOS/AFSC
- i. Type of waiver
- j. Date NGB waiver approved
- k. Date Requirement waiver expires (Use 365 day increments to review the technicians' waiver).

Requirement Waiver Reason (Reqmt Waiver Reason)
Figure 1

Further Assignment Information

Tech Empl Funding Source

Dt Active Duty Tour Start

Dt Active Duty Tour Stop

NG Current Grade

Dt of Rank Current Grade

Dt Current Grade Effective

Dt Prom Board Convened

Reqmt Waiver Reason

Dt Reqmt Waiver Expires

Mandatory Separation Reason

Flight Program Indicator

For NGB Compatibility Waivers; Choose #3 – As approved by NGB-J1-TNS. Refer to Figure 2 as shown below. Input date waiver expires which is no more than 365 days in duration.

OK Cancel Clear Help

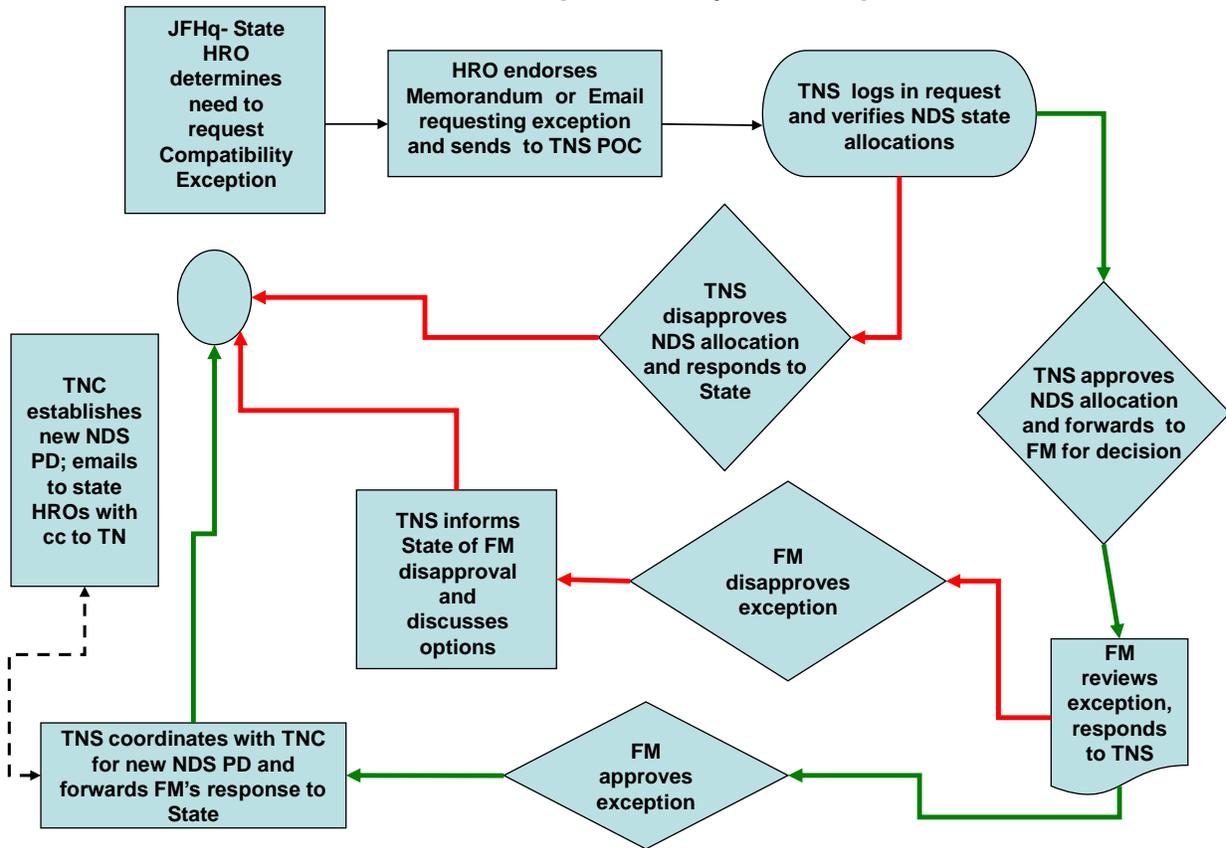
Requirement Waiver Reason (Reqmt Waiver Reason) Figure 2

Reqmt Waiver Reason	Description
3	As Approved By NGB-J1-TNS
A	Waiver of Appointment Requirement (Grade)
B	Waiver of Appointment Requirement For Upward Mobility
C	Military Tech to Fill Agr Posn For Term of Incumbent Only
D	Granted In Accordance With the Inter-Governmental Personnel Act
E	Grade Inversion
F	Competitive Tech in an Excepted Position (For Temp Promotion)
G	Unit of Empl Is Not Compatible With Military Assign
H	Military Speciality Is Not Compatible With Full Time Position
I	Waiver For Tech/AGR To Fill Military Posn Command Sgt Maj (ARNG)
J	Waiver To Allow Tech/AGR To Fill Military Command Position
K	Waive Posn Comptibility So Tech/AGR Can Fill 1SG/SRENL Adv
L	Waiver of Qualification Standards of Tech Posn Descrip
M	AGR To Fill Military Tech Posn For Term of Incumbent Only
N	Tech Grandfathered Temp With Suspense Dt To Achieve Compatibility
O	State Excepted PD
P	Technician Grandfathered For Incumbency
S	Force Structure Change Caused Incompatibility
T	One Time Exception for Grade
U	Select, Train, Promote, and Assign (STPA)
V	Staff Leadership/NCO

Part Eight
Compatibility Waiver Process Flow Charts

8.1. Figure One

Non-Dual Status Compatibility Exception Process



Part Eight
Compatibility Waiver Process Flow Charts

8.2. Figure Two

Individual Dual Status Compatibility Exception Process

