



CHIEF OF THE NATIONAL GUARD BUREAU INSTRUCTION

NGB-J1
DISTRIBUTION: A

CNGBI 1400.25, Vol. 303A
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NATIONAL GUARD MILITARY TECHNICIAN (DUAL STATUS) COMPATIBILITY PROGRAM

References: See Enclosure B.

1. Purpose.

a. Instruction. This instruction is composed of several volumes, each containing its own purpose. The purpose of the overall instruction is to establish policy and assign responsibilities regarding the management of the National Guard Bureau (NGB) Manpower and Personnel Directorate (NGB-J1) Technician and Civilian Personnel Policy Division (NGB-J1-P) in accordance with (IAW) reference a.

b. Volume. This volume provides policy, procedures, and responsibilities for the National Guard (NG) Military Technician (Dual Status) Compatibility Program IAW reference b through reference e.

2. Cancellation. This instruction cancels and replaces its previous version, Chief of the National Guard Bureau (CNGB) Instruction 1400.25, Vol. 303, 11 December 2018, "National Guard Title 32 Dual Status Military Technician Compatibility Program," and cancels NGB-J1-P Memorandum, 26 July 2019, "National Guard Title 32 Dual Status Military Technician Compatibility Program."

3. Applicability. This instruction applies to the NG of the States, Territories, and the District of Columbia, hereinafter referred to collectively as "States." The term "Military Technician (Dual Status)" throughout this instruction is defined IAW reference a through reference d.

4. Policy. It is NG policy to ensure all Military Technician (Dual Status) appointments are compatible in terms of Service and military unit of assignment IAW reference a through reference d.

a. Appointments. Appointments may require the selected candidate to be assigned to a military unit compatible with the full-time Military Technician (Dual Status) position.

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(1) Temporary appointments, not to exceed one year (Tenure 0) are not subject to the compatibility requirements of this instruction. Military Technician (Dual Status) with Tenure 0 appointments must meet the qualification standards of the position.

(2) The Adjutants General (TAGs) and the Commanding General of the District of Columbia (CG) have the authority to extend temporary appointments in increments of one year each for a total of four years. Tenure 0 employees who complete one year of current, continuous service become temporary Tenure 3 appointments.

(3) Military Technician (Dual Status) appointments with permanent Tenure 1 or Tenure 2, or indefinite Tenure 3 appointments must meet the compatibility requirements of this instruction.

b. Promotions. Promotions in the Military Technician (Dual Status) Compatibility Program are based on standard merit principles. Technicians must meet basic qualifications and may be required to meet military compatibility requirements. Temporary promotions or details for 120 days or less may be completed without meeting military compatibility requirements for the position. Temporary promotions or details for more than 120 days must meet the military compatibility requirements for the position.

c. Military Grade Inversions. Military grade inversion within the Military Technician (Dual Status) workforce is prohibited.

(1) The Human Resources Officer, TAG, or the CG designee must review a Military Technician (Dual Status) employee's official military chain of command to ensure the action will not result in military grade inversion when considering an employee request to change military unit of assignment or military rank. The military grade or rank of the supervisor must equal or exceed the military rank (for Army National Guard (ARNG)) or the military grade (for Air National Guard (ANG)) of assigned personnel supervised.

(2) The military grade inversion rule does not apply to Wage Leader or Work Leaders (under the Federal Wage System) because these positions do not meet the legal definition of "supervisory" regarding assigned duties and responsibilities IAW reference e.

d. Assignment of General Officers to Military Technician (Dual Status) Positions. TAGs and the CG have the authority to employ general officers in a Military Technician (Dual Status) position when the general officer is assigned as a full-time commander of a tactical combat unit (ARNG Brigade or Division Commander or ANG Wing Commander), or as the Director or Chief of the Joint Staff who functions as the Joint Task Force Commander. This authority allows assignment of an ARNG or ANG general officer as Director of the Joint Staff with the compatible military assignment limited to Commander of the Land Component Command for ARNG and ANG Chief of Staff for ANG.

e. Military Leadership Positions. TAGs and the CG are authorized to waive military unit of assignment and rank compatibility requirements for an interim period not to exceed six consecutive years for Military Technician (Dual Status) employees selected to serve in specific manpower authorized military leadership positions when the assignments do not create military grade inversions. ARNG military leadership positions include the Brigade Commander, Battalion Commander, Company Commander, Headquarters Commandant, Platoon Leader, Command Sergeant Major, and First Sergeant. ANG military leadership positions include the Wing Commander, Group Commander, Unit or Squadron Commander, Flight Commander, Command Chief, Group Superintendent, and First Sergeant.

f. Military Officer Commissioning. Exception to policy requests are not required for Military Technician (Dual Status) employees granted temporary Federal Recognition orders for commissioning in the ARNG or following graduation from the Officer Training School for ANG with a commission. After commissioning, employees are not subject to termination from Military Technician (Dual Status) employment unless the resulting commission creates military grade inversion. In all cases, the Human Resources Officer must offer, in coordination with supervisors and Commanders, career counseling and advice to Military Technician (Dual Status) employees who are ready to make a professional career choice to advance from enlisted rank to warrant officer, or enlisted rank to commissioned officer.

5. Definitions. See Glossary.

6. Responsibilities. See Enclosure A.

7. Summary of Changes. This instruction includes administrative updates throughout the document to include updates to the reference section. Substantive changes include updates to refine and clarify the policy of this instruction in six areas: appointments, promotions, military grade inversion, assignment of general officers, military leadership positions, and military officer commissioning and responsibilities. Other updates include the removal of Appendix A and Appendix B to the previous Enclosure A, which are now partially included in the policy section of this instruction.

8. Releasability. This instruction is approved for public release; distribution is unlimited. It is available at <<https://www.ngbpmc.ng.mil/>>.

9. Effective Date. This instruction is effective upon publication and must be revised, reissued, cancelled, or certified current every ten years.



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Enclosures:

- A -- Responsibilities
- B -- References
- GL -- Glossary

ENCLOSURE A

RESPONSIBILITIES

1. NGB-J1. NGB-J1 will serve as the policy and program management authority for all Military Technician (Dual Status) employee positions and military compatibility matters.
2. Chief of NGB-J1-P. The Chief of NGB-J1-P will:
 - a. Establish policies, program management, and implementation guidance governing Military Technician (Dual Status) compatibility.
 - b. Clarify implementation directions for pertinent Military Technician (Dual Status) compatibility statutes, policies, directives, position series qualifications, and military assignment criteria.
 - c. Provide guidance on compatibility requirements to the Human Resources Officer personnel, military and civilian supervisors, and Program Managers who administer and facilitate compatible appointments that affect Military Technician (Dual Status) positions.
3. TAGs and the CG. TAGs and the CG will:
 - a. Employ, manage, and administer all personnel actions pertaining to employees within their respective jurisdiction and direct full compliance of Military Technician (Dual Status) compatibility.
 - b. Determine and establish appropriate management controls to ensure compliance with military unit of assignment and military rank for Military Technician (Dual Status) compatibility.
 - c. Direct activities and programs that support Military Technician (Dual Status) placement actions, management-directed reassignments, voluntary reassignments, merit promotions, and, based on incompatible or unqualified conditions, the separation of Military Technician (Dual Status) employees.
4. Human Resources Officers (HROs). The HROs will:
 - a. Manage and administer Military Technician (Dual Status) compatibility including position series qualifications and military assignment criteria.
 - b. Ensure Military Technician (Dual Status) appointments and assignments fully comply with NG policy.

c. Provide advice and assistance to management officials on a wide range of Military Technician (Dual Status) compatibility requirements, including changes to existing organizational structures, workforce reshaping to meet new mission requirements, initiatives to improve organizational efficiencies and effectiveness, creating career enhancement opportunities, and responding to budget changes or limitations.

d. Use sound management, control, direction, and support for all personnel actions affecting Military Technician (Dual Status) compatibility.

e. Determine availability of NG Military Technician (Dual Status) qualification standards for recruitment and fill actions.

(1) Based on availability, HROs may direct the use of existing NGB or Office of Personnel Management qualification standards as a guide in performing a job analysis, creating crediting plans, and developing localized category rating for all recruitment and fill actions for Military Technician (Dual Status) General Schedule and Federal Wage System positions addressing the position description, civilian grade, and military compatibility criteria of the position.

(2) When using any Office of Personnel Management qualification standards that require specialized experience or positive educational curriculum, HROs will direct development of Individual Occupational Requirements to meet local agency needs based on the classes of positions and the job families, and ensure any additional qualifications are related to the specific needs to the position, including military compatibility criteria, and are not designed to circumvent any merit principles.

f. Administer Military Technician (Dual Status) force management programs and maintain current and comprehensive regulated guidance for employees, supervisors, and managers.

g. Initiate immediate corrective action resolving incompatible Military Technician (Dual Status) appointments and ensure compliance with this instruction.

h. Provide advice and assistance to employees and military and civilian supervisors and managers regarding Military Technician (Dual Status) compatibility policies and procedures.

6. NGB Functional Career Field Managers and Offices of Primary Responsibility. NGB Functional Career Field Managers and Offices of Primary Responsibility will:

a. Make recommendations regarding manpower changes to the appropriate ARNG or ANG manpower organizational specialist to reduce duplication in full-time Military Technician (Dual Status) positions.

b. Advise NGB-J1-P regarding applicable unit or organizational structure changes to Military Technician (Dual Status) position authorizations that include military rank and assignment.

c. Review Military Technician (Dual Status) position descriptions to confirm accurate compatibility criteria and current series qualification requirements.

d. Coordinate with State-level supervisors and managers to ensure their understanding of and compliance with Military Technician (Dual Status) compatibility criteria and requirements.

7. Supervisors and Managers. Supervisors and Managers will:

a. Ensure that appointed Military Technician (Dual Status) employees are qualified, are assigned to valid manpower authorizations and positions, and meet military compatibility requirements.

b. Manage and maintain a compatible and competent workforce and provide opportunities for military and civilian training to ensure the successful performance of assigned full-time duties while maintaining the highest levels of readiness.

c. Advise the HROs on changes to unit organizational structures and resulting impacts on Military Technician (Dual Status) manpower authorizations and military ranks.

d. Review Military Technician (Dual Status) position descriptions, within program disciplines, to validate accurate compatibility criteria and occupational qualification and certification requirements for the position.

e. Ensure that position, manpower authorization, military rank, assigned duties, and responsibilities are current, valid, and accurately described in position descriptions.

f. Review the applicable organizational structure or unit of assignment to ensure that current Military Technician (Dual Status) authorizations, manpower requirements, organizational structures, and position requirements support mission readiness, effectiveness, and efficiency.

g. Initiate procedures to change existing organizational structures, eliminate excess or redundant positions to meet new mission requirements, improve organizational efficiency and effectiveness, create upward mobility opportunities, and respond to budgetary limitations.

h. Provide information to assigned Military Technician (Dual Status) employees on the required conditions of their continued employment, along with the statutes, directives, principles, policies, and procedures of compatibility and established series qualification criteria.

ENCLOSURE B

REFERENCES

PART I. REQUIRED

- a. Chief of the National Guard Bureau Instruction 1400.25A, 11 May 2020, "National Guard Technician and Civilian Personnel"
- b. Department of Defense Instruction 1205.18, 05 June 2020, "Full-Time Support (FTS) to the Reserve Components"
- c. Title 10 United States Code (U.S.C.) Section 10216, "Military Technicians (Dual Status)"
- d. 32 U.S.C. § 709, "Technicians: Employment, Use, Status"
- e. 5 U.S.C. § 7103, "Definitions; Application"

PART II. RELATED

- f. 10 U.S.C. § 10503, "Functions of National Guard Bureau: Charter"
- g. Department of Defense Directive 5105.77, 30 October 2015, "National Guard Bureau (NGB)," Incorporating Change 1, 10 October 2017
- h. 10 U.S.C. § 10508, "National Guard Bureau: General Provisions"
- i. 5 Code of Federal Regulations, Part 302, "Employment in the Excepted Service"

GLOSSARY

PART I. ACRONYMS

ANG	Air National Guard
ARNG	Army National Guard
CG	Commanding General of the District of Columbia
CNGB	Chief of the National Guard Bureau
HRO	Human Resource Officer
IAW	In accordance with
NG	National Guard
NGB	National Guard Bureau
NGB-J1	Manpower and Personnel Directorate
NGB-J1-P	Technician and Civilian Personnel Policy Division
TAG	The Adjutant General

PART II. DEFINITIONS

Military Technician (Dual Status) -- A full-time National Guard Title 32 Excepted Service Federal civilian employee, authorized by reference c and appointed under the provisions of reference d, who, as a condition of full-time technician employment, must maintain military membership in the State National Guard. A Title 32 Military Technician must be a member of a Service component (Army National Guard or Air National Guard) in the State National Guard in which he or she is employed. A National Guard Title 32 Military Technician must wear the military uniform for the assigned military Service component (such as Army National Guard or Air National Guard) and position.

Military Technician (Dual Status) Employee Position Description -- Classified and published by the National Guard Bureau Technician and Civilian Personnel Policy Division and used to record the duties and responsibilities of a National Guard employee position.

Military Unit -- The unit by which the individual is employed as a Military Technician (Dual Status) employee; or a unit that the individual is employed as a Military Technician (Dual Status) employee to support.

National Guard Bureau Functional Manager or Office of Primary Responsibility -- National Guard Bureau position having functional responsibility for a series of National Guard employee positions, or position descriptions, including those located in the Joint Force Headquarters-State, the Army National Guard, the Air National Guard, and National Guard Space Operations.

Personnel Action -- Official action taken to place an employee in a position or remove an employee from a position by appointment, promotion, reassignment, detail, transfer, demotion, reinstatement, restoration, reemployment, or separation. Also includes

actions as within-grade increases, annual salary adjustments, performance awards, and changes in data elements (such as Service computation dates and Veterans Preference).

Supervisor or Manager -- A Commander or manager in charge of an organization or unit of assignment in which National Guard employees are employed.