



NATIONAL GUARD BUREAU

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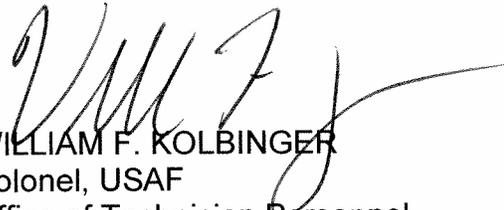
NGB-J1-TN

21 January 2009

MEMORANDUM FOR THE HUMAN RESOURCES OFFICERS OF ALL STATES,
PUERTO RICO, THE VIRGIN ISLANDS, GUAM AND THE DISTRICT OF COLUMBIA

SUBJECT: Hiring Procedures for Non-Dual Status (NDS) Technicians (TN-09-04)

1. The National Guard Bureau's current Technician Personnel Regulation (TPR) 335 Merit Placement for National Guard Technicians, as approved by the Office of Personnel Management (OPM), states "it [the regulation] applies equally to filling excepted and competitive service positions". The Adjutant General of each State is required to have a State Merit Placement Plan to carry out their mandate to "employ and administer" National Guard technicians. These plans must, at a minimum, meet the requirements set out in NGB TPR 335. States may hire NDS technicians using the procedures specified in the State Merit Placement Plan, without resort to outside organizations or governmental agencies.
2. States, at a minimum, before exercising this authority must review the State Merit Placement Plan to insure that your State's plan permits such actions, and provide any applicable Bargaining Units, with the opportunity to bargain the Impact and Implementation of this change in doing business. If the State Merit Placement Plan must be changed to accommodate this process, all collective bargaining obligations will apply.
3. Utilizing this method of filling NDS vacancies does not increase the number of available NDS positions; nor does it change or expand the positions that may be filled with NDS technicians. States must still insure that they are approved to fill an additional NDS position before announcing one by checking with the Staffing section at NGB-TN. Positions to be filled with an NDS technician must have a current NDS position description.
4. Point of contact for this letter is the undersigned at DSN 327-5419. For Labor issues or concerns, contact Ms. Lynn Crouse at DSN 327-5981; and Staffing issues or concerns to Ms. Rebecca Stark at DSN 327-5453.


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Colonel, USAF
Office of Technician Personnel