NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

NGB-J1-TN 21 September 2010

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

SUBJECT: Title 32 Technician Use of Compensatory Time Off while Absent Uniformed Service (TN-10-27)

1. Reference TN Memorandum 10-25, Title 32 Technician Use Compensatory Time Off while on Military Orders, dated 16 September 2010, we are providing interim guidance on the usage of regular compensatory time while Absent Uniform Services (AUS) (Formerly LWOP-US) and guidance on the recent updates to Guide to Personnel Processing Action (GPPA).

2. The National Guard Bureau, Office of Technician Personnel, coordinated with the Office of Personnel Management (OPM) and Department of Defense (DoD) on an exemption to policy for Title 32 NG Technicians from the 5 CFR, section 353.208, Use of Paid Leave During Uniformed Service. This provision prohibits the use of regular compensation time-off (CT) while AUS and the effective date of Standard Form 50 for each action per GPPA, Chapter 15(4). Currently, OPM and DoD are staffing these requests through formal channels.

3. As a means to protect our technician community from experiencing any negative impacts from the recent CFR provision, you may use the following interim guidance until OPM and DoD, along with NGB, publish more definitive guidance:

a. Should a Federal Technician receive orders for military services, he/she is permitted to use up any accrued regular compensatory time prior to the effective date of the SF 50 for the AUS personnel actions.

b. If the technician chooses to use the compensatory time, the effective date of the SF 50 for AUS is delayed beyond the orders' directed start date, as per GPPA, to allow processing of the member's CT time-card code in the Time and Attendance system. The CT is consecutively and exclusively utilized without the intermixing of other paid leave during this delay period. Once the technician's CT is exhausted, the SF 50 for AUS is processed; and the technician remains in AUS status throughout the duration of the orders.

c. If the technician chooses to not use his/her earned compensatory time, the AUS effective date is the same date of the military order, as outlined in the GPPA, and the compensatory time is held without forfeit should the technician's AUS exceed the 26th pay period in which the compensatory time was earned.

d. It is the responsibility of the supervisor to submit a completed Standard Form 52, indicating the technician's intentions to use regular compensatory time. Per the GPPA, if he/she decides to not use the earned compensatory time, the SF 50 is effective the same day as the military order.

4. If a technician already forfeited compensatory time due to the previous policy, he/she will need to contact their HRO-EBS members for guidance. The Benefit Specialists will process the member's entire packet of information on the loss such as, the orders, compensatory time off earned, the retirement date, and any other pertinent data to NGB, Office of Technician Personnel for continued review and guidance.

5. The point of contact for this memorandum is Ms. Brenda Decruise at 703.607.1458 (DSN: 327) or email Brenda.decruise@us.army.mil.

WILLIAM F. KOLBINGER
Colonel, USAF
Chief, Office of Technician Personnel
National Guard Bureau