

STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789

NGOH-HRO-Z

15 March 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Non-Dual Status Technician Request for Fill Process

1. Background.

a. Whereas Dual Status (DS) technicians require membership with the selective service (i.e. military membership), Non-Dual Status (NDS) technicians are competitive-status civilian employees, who do **not** require membership with the selected service (reference 10 UCS 10217 and 32 USC 709 (c)).

b. Although many technician positions may be filled by either DS or NDS technicians, certain positions are fenced for fill by NDS technicians only. National Guard Bureau (NGB) allocates NDS authorizations for these fenced positions and provides additional NDS authorizations that may be used to fill non-fenced positions at the Adjutant General's (TAG) discretion.

c. To ensure TAG's intent is met, selecting officials must request approval to fill or backfill a position with a NDS technician.

2. Process. Before a position may be filled (or backfilled) with a NDS technician, selecting officials must submit requests through command/supervisory chains to the Human Resources Office (HRO) Technician Branch (TB) Manager. The Technician Branch Manager will staff requests through channels (i.e. CoS or DoS and applicable ATAG) to TAG for approval.

3. Required documents. Requests to fill positions with NDS technicians must include the following:

a. Standard Form (SF) 52, "Request for Personnel Action" (Refer to the Ohio National Guard Merit Promotion and Placement Plan dated 1 March 2014 for example).

b. Justification memorandum for filling the position with an NDS technician. NOTE: If a position is not fenced for NDS technicians only, justification memorandums should present compelling reasons for not filling the position with a DS technician.

c. Current Work Center (e.g. Directorate or Unit) Organizational Chart that includes the Name, Position Title, Grade, and employee status (i.e. AGR, DS Tech, or NDS Tech) for each position within the applicable Work Center.

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4. POC is Ms. Dana Pharis, Technician Branch Manager, at 614-336-7054/DSN 346-7054 or email dana.a.pharis.civ@mail.mil.

FOR THE ADJUTANT GENERAL:



JAMES R. CAMP, Col, OHANG
Director of Human Resources

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