



NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON, VA 22204-1373

05 JUN 24

MEMORANDUM FOR HUMAN RESOURCE OFFICERS OF ALL STATES, PUERTO RICO, GUAM, THE U.S. VIRGIN ISLANDS, AND THE DISTRICT OF COLUMBIA

Subject: Temporary Promotions of National Guard Employees

References: See Attachment A

1. This memorandum rescinds and replaces the portion of Technician Personnel Regulation TPR 300 (335) C10, 1 July 1991, "Part V – Temporary Promotions".
2. States, Territories, and the District of Columbia may make time-limited promotions to fill temporary positions (e.g., backfill for absent-US employees deployed or on AGR tours), accomplish project work, fill positions temporarily pending reorganization or downsizing, or meet other temporary needs for a period of not more than 5 years.
 - a. Competitive procedures must be used when the promotion will last for more than 120 days (prior time served in detail to higher graded positions or temporary promotion during the preceding 12 months is included when computing the period).
 - b. A temporary promotion may be made permanent without further competition if competitive procedures were used originally, and all potential candidates were made aware that it could lead to a permanent position.
 - c. The employee must be informed in writing that the promotion is temporary and that he/she may be returned to his/her former position without adverse action procedures.
3. Point of contact is Ms. Ruth R. Chandler; NGB-J1-P; 703-601-2980.

Wendy B. Wenke

WENDY B. WENKE
Major General, USAF
Director, Manpower and Personnel
National Guard Bureau

Attachment:
As stated

ATTACHMENT

REFERENCES

1. Chief of the National Guard Bureau (CNGB) Instruction 1400.25A, 11 May 2020, National Guard Technician and Civilian Personnel.
2. Title 32 United States Code (U.S.C.), Section 709, "Technicians: Employment, Use, Status."
3. Title 10 U.S.C. § 10216, "Military Technicians (Dual Status)."
4. Title 10 U.S.C. § 10508, "National Guard Bureau: General Provision."
5. Title 5 U.S.C. § 2103, "The Excepted Service."
6. Title 5 Code of Federal Regulations Part 335, "Promotion and Internal Placement."
7. CNGB Memorandum, 16 February 2017, "Designation of The Adjutants General to Appoint, Employ, and Administer National Guard Employees."