



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
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NGB-J1-TN

8 August 2005

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

SUBJECT: Standby Duty and On-Call Status for National Guard Technicians  
(TN-05-62)

1. This memorandum provides guidance when using Standby Duty and On-Call Status for National Guard Technicians.

a. Supervisors are responsible for determining the need for "standby duty" and/or placement in "on-call" status. Management must place the technician in the appropriate status and provide information pertaining to restrictions and permitted activities. The technician has the responsibility to adhere to those restrictions, and be ready, willing and able to work during the assigned duty hours outside their regular tour of duty.

b. There are two means of assigning technician personnel to deal with situations occurring after regular duty hours; assigning "Standby" duty and/or "On-Call" status. Standby duty imposes significant restrictions on the Technician, and provides for compensatory time for the period spent on standby outside the regular tour of duty. "On-Call" status requires lesser restrictions on the technician, and provides compensatory time only for those hours when the technician is actually called in to perform work.

c. Routine prohibitions regarding alcohol consumption and use of specific prescription or over the counter drugs are consistent with restrictions required to maintain the ability to perform work, and these prohibitions are specifically allowed by regulation [5 CFR 551.431 (a) (1)].

2. Standby Duty [5 CFR 551.431]. The technician is placed in standby duty for a specified time, usually on a regularly recurring basis. This period may encompass both regular duty and non-duty hours. The technician must be officially ordered to remain at his/her station; either (1) restricted to quarters at the base, (2) to her/his own residence, or (3) to another, specifically designated duty location by a **formal order** of management. The individual must remain in a state of constant readiness to perform work at all times during the standby period.

SUBJECT: Standby Duty and On-Call Status for National Guard Technicians  
(TN-05-62)

a. There are significant restrictions on the technicians' use of the nonworking hours, to such extent that he/she may not use those hours in standby status effectively for his/her own purposes. It is permissible for the technician to prepare and consume a meal, read, listen to the radio, watch television, sleep, or participate in any similar activity that will not interfere with the ability to perform the work of her/his position, so long as she/he does not leave the premises. It is **not** permissible for the technician to go shopping, go to a restaurant, or to a movie, whether on or off base, even **if** the technician provides a telephone number or beeper for call-in.

b. Assignment to a remote location is not enough to confer standby status; there must be a **formal order** initiating standby duty and restricting the technician's location, movement and activities. The technician cannot make arrangements to have someone else cover the duty.

c. Standby should only be used when coverage is required because of imminent risk, with a near immediate response required.

d. Technicians who are ordered to standby duty will receive compensatory time for hours worked. The total amount of sleep and meal time that may be excluded from hours of work may not exceed 8 hours in a 24 hour period. If sleep time is interrupted by a call to work, the time spent on duty is considered hours of work.

3. On-Call Status [5 CFR 551.431]. A technician may be placed in "On-Call Status" for specified period of time covering non-duty hours. When placed in on-call status, the technician faces fewer restrictions. (However, the technician must (1) retain the ability to perform her/his work) (2) remain within a reasonable commuting area from the duty station (usually must be able to report within an hour), and may (3) carry a beeper or provide a telephone number where she/he can be reached. The technician may be allowed to make an arrangement to have another technician report in her/his stead.

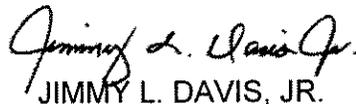
a. The technician will receive compensatory time for all hours **actually worked** when on-call, but do not receive compensatory time for merely being in "on-call" status. On-call should be used when need is anticipated, but there is no immediate, specific threat.

b. Although the technician's activities are restricted and he/she is required to remain in a state of readiness to perform work, he/she is not restricted to a designated "post of duty" or residence (although required to remain within a reasonable call-back radius); the technician is permitted to provide a telephone number or beeper for call-in. Arrangement, for any work during the on-call period, can be made for another technician to cover the duty.

SUBJECT: Standby Duty and On-Call Status for National Guard Technicians  
(TN-05-62)

c. When used properly, both "Standby Duty" and "On-Call" status give managers important tools to guarantee mission coverage during times of critical need.

4. Should you have question or require additional information regarding either "Standby Duty "On Call Status", contact Mr. Jim Hatchell, NGB-J1-TNS at DSN 327-1475 or commercial 703-607-1475.



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