



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD OF KANSAS
ADJUTANT GENERAL OF KANSAS
2800 SOUTHWEST TOPEKA BOULEVARD
TOPEKA KANSAS 66611-1287

JFHQ-J1

6 May 2008

MEMORANADUM FOR: See Distribution

SUBJECT: HRO Policy on Temporary and Indefinite Technician Training Requests

1. There have been training and development requests submitted to the Human Resources Development Specialist that merit disapproval based upon the status of the technician. The purpose and budget of the Human Resources Development program is to train full time permanent technicians and not temporary technicians. Per regulation AGO TPP 335, temporary technicians are only hired to perform duties of a position during the absence of a permanent technician or to fill a vacant position until the position is filled.
2. Supervisors who submit training requests for temporary or indefinite technicians will be disapproved. Reimbursable indefinites are exempt from this policy and are considered full time permanent employees for the purpose of training requests. Indefinite technicians *may* be considered for training under special conditions (i.e. technician hired to backfill mobilized soldier/airmen) and the training is crucial to the mission of the guard. When requesting training for indefinite technicians, the supervisor must submit a memorandum explaining the special circumstances as well as how the training will directly impact the mission of the Guard. Supervisors must also indicate that no other permanent technicians are available to attend the requested training.
3. We, in the HRO, want to see our technicians grow and further their careers by taking advantage of available training. However, our budget can only accommodate those full time permanent technicians who have a permanent status in the Kansas National Guard.
4. Questions regarding this policy can be addressed to Mrs. Dottie Clark, Human Resources Development Specialist, DSN 720-8185, (785) 27-1185.

FOR THE ADJUTANT GENERAL:


KATHRYN L. HULISE, Col, KSANG
Human Resources Officer

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