



CALIFORNIA MILITARY DEPARTMENT NOTICE

NGCA-MP-HRO
DISTRIBUTION: TA

CMDN 1718.06
19 October 2017

NATIONAL GUARD TECHNICIAN DUTIES

Reference(s):

- a. "Classification and Position Management Guide", dated May 2006
 - b. National Guard Bureau (NGB) Memorandum, "SUBJECT: Critical Guidance Update to Assignment of Military Training Duties to Title 32 National Guard Technicians," dated 29 June 2017
 - c. CMDI 1400.02, Merit Placement Plan (MPP), dated 1 August 2016
 - d. CNG FPR 300, Technician Employment, dated 1 July 2006
 - e. The Classifiers Handbook, dated August 1991
 - f. Introduction to the Position Classification Standards, Revised August 2009
1. Purpose. The purpose of this CMDN is to provide interim guidance to the assigned duties of Army National Guard Technicians.
 2. Cancellation. None.
 3. Applicability. This CMDN applies to Army California National Guard (CNG) Technicians.
 4. Background. The CNG is working on a Technician Handbook that will provide guidance in the supervision and management of technician employees. There have been recent occurrences in California of technicians performing duties significantly outside of their position description (PD). This has led to grievances and an Unfair Labor Practice (ULP). Additionally, NGB published updated guidance on performing military duties in a technician status.
 5. Action or Procedure. Supervisors and managers will ensure that technicians are using time at work to focus on technician duties IAW enclosure A.

a. Technicians should be assigned duties that are related to their technician position description.

b. Technicians may perform other duties as assigned as defined by Enclosure A.

c. Technicians should not perform military duties while in a technician status.

6. Releasability. This issuance is approved for public release; distribution is unlimited.

7. Effective Date. This publication is effective upon release.

8. The proponent for this issuance is Labor Relations.



BARBARA BEEGLES
LTC, LG, CA ARNG
Director, Human Resources Office

Enclosure(s):

A – Appropriate use of Technicians
GL -- Glossary of Definitions

ENCLOSURE A

APPROPRIATE USE OF TECHNICIANS

1. Technicians are assigned to positions to accomplish a specific mission. The CNG Human Resources Office (HRO) works with leadership to structure positions to execute leadership's intent. Supervisors are agents of management that are delegated authority to assign duties to accomplish the mission.
2. Additional Duties as Assigned. All position descriptions require the statement "Performs Other Duties as Assigned." The purpose of this statement is to establish the principle that the assignment of duties to employees is not limited by the contents of the position description. However, supervisors should assign duties that are reasonably related to the employee's position and qualifications IAW the guidance in this notice.
3. Employees may be assigned duties that are closely related to their position, workspace, or promote a healthy, safe, and productive workplace environment:
 - a. Emptying trash from assigned office/cubicle/or work-bay.
 - b. Vacuuming assigned office/cubicle.
 - c. Sweeping work area (to include maintenance bays).
 - d. Cleaning personal dishes used to prepare food in common/kitchen/break areas.
 - e. Cleaning inside/outside of refrigerators that store food consumed by technician employees.
 - f. Cleaning/maintaining coffee machines, microwaves, sinks, and countertops that are used throughout an office or work area.
 - g. Emptying trash accumulated in a common/kitchen/break area.
 - h. Spot cleaning of common areas after personal use by the employee.
 - i. Maintaining reasonable standards of cleanliness within the workplace.
4. Employees may not be assigned the following duties:
 - a. Recurring/regularly scheduled lawn maintenance (as described below):
 - (1) Riding Lawn Mower operation.

- (2) Push Mower operation.
- (3) Weed-eating
- (4) Lawn chemical application
- (5) Weeding/Trimming/Pruning of bushes and landscaping.
- (6) Limb/debris/leaf removal.

b. Janitorial/Custodial duties:

- (1) Make adjustments and minor repairs to heating, cooling, ventilating, plumbing, and electrical systems.
- (2) Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- (3) Steam-clean or shampoo carpets.
- (4) Strip, seal, finish, and polish floors.
- (5) Clean and restore building interiors damaged by fire, smoke, or water, using commercial cleaning equipment.
- (6) Clean chimneys, flues, and connecting pipes, using power and hand tools.
- (7) Spray insecticides and fumigants to prevent insect and rodent infestation.

5. Employees should not be performing military duties while in a Technician Status.

a. Technicians may not attend military technical training schools in a technician status. These schools are intended for military personnel and some of these schools require mandatory physical training that is above the enhancement of technician job.

b. Technicians should not be required to perform military readiness requirements in a technician status unless it is directly related to their technician position.

(1) A National Guard Dual-Status Technician should not take a military physical fitness test in a technician status.

(2) A technician may be required to fire, qualify, and carry a weapon while in a technician status when the duties of their technician position requires such (i.e. security forces).

6. Technicians must work within their grade and classification. Changes to a technician's position description require HRO approval and must be IAW the Merit Placement Plan (MPP), CMDI 1400.02, Dated 1 August 2016 and the appropriate Collective Bargaining Agreement (CBA).

a. Technicians may be detailed to other positions IAW the references above.

b. Technicians may be temporarily promoted IAW the references above.

7. Any exception to this policy must be coordinated through the HRO and negotiated with the appropriate Bargaining Unit (BU).

GLOSSARY

ACRONYMS

BU	Bargaining Unit
CBA	Collective Bargaining Agreement
CMD	California Military Department
CMDI	California Military Department Instruction
CMDN	California Military Department Notice
CNG	California National Guard
CNG FPR	California National Guard Full-Time Personnel Regulation
HRO	Human Resource Officer
IAW	In Accordance With
MPP	Merit Placement Plan
NG	National Guard
ULP	Unfair Labor Practice