

STATE OF WISCONSIN
DEPARTMENT OF MILITARY AFFAIRS
Office of The Adjutant General
Post Office Box 8111
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Human Resources
Regulation No. 399

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MOBILIZATION OF FULL-TIME SUPPORT PERSONNEL

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SECTION 1 - TECHNICIAN

1. Purpose. To provide policy on mobilization/demobilization of military technicians.
2. Inquire of the Personnel Services Branch (PSB) as to whether any of the personnel who are mobilizing are military technicians. Obtain copies of their mobilization orders.
3. Through individual interviews, mass briefings and information letters, advise those mobilizing and their spouses of the following:
 - a. Reemployment rights: Individual must return to technician status within the following time frames after discharge from military service:

Length of Military Service

181 days or more

31 – 180 days

Less than 31 days

Time Limit

Within 90 days after completion of service

Within 14 days after completion of service

First regular workday

- b. Annual Leave and Military Leave Rules: Annual leave, compensatory time, military leave, and leave without pay (LWOP) can be scheduled while in a military status. It is not appropriate to use time off awards. Leave can be intermixed as desired, but may not be scheduled to avoid using military leave over weekend periods.

c. When the technician enters and returns from military duty, the accrued leave is prorated for the portion of the pay period worked. No leave is accrued while in a LWOP status.

d. Federal employee's health benefits (FEHB):

(1) The employee can choose to terminate or continue their enrollment as follows:

(a) Termination: Termination is not considered a break in the continuous coverage necessary for continuing health insurance into retirement; however, the period during which the termination is in effect does not count toward satisfying the required 5 years continuous coverage. This gap starts after the last pay period in which premiums were withheld. Nevertheless, coverage will continue at no cost for an additional 31 days. If the technician terminated their health insurance, the coverage may be reinstated effective on the date of return to technician duty. Enrollment options and plan may be changed within 60 days after this date. The individual may:

(1) Convert to a nongroup contract

(2) Re-enroll upon returning to a duty and pay status without having to wait for an open season

(b) Continuation. If a technician continued their health insurance while in LWOP for active duty, the enrollment will continue and deductions will resume immediately. Enrollment continues for a period of up to 12 months. The individual may:

(1) Elect to incur a debt or

(2) Pay the premiums directly to: Civilian Payroll.

(2) The election to terminate/continue enrollment must be made within 31 days or FEHB will automatically terminate.

(3) All technicians who were not enrolled in health insurance will have 60 days to enroll in the program.

e. Federal employee group life insurance.

(1) Continues up to 12 months without cost.

(2) Can convert to a nongroup policy after termination.

f. Thrift savings plan. A technician must be in a pay status to contribute to the thrift savings plan. The individual can still move money to various funds in any status. Public Law 103-353 allows the technician to make up any deposits on return to a pay status.

g. A re-employed technician may have to make a military deposit for the military duty to count toward federal retirement.

4. Determine whether the military technician will be LWOP or separated from civil service status for military duty, and initiate the appropriate SF-50.

5. Determine which military technician positions, if any, must be backfilled. Consider fund availability, personnel availability, and the duration of the period of military duty, for backfill resulting in reassignment, detail, temporary appointment, temporary (Indef) appointment, temporary promotion or appointment of retired technicians in active duty status. Initiate appropriate SF-50.

6. When appropriate, input SF-50s to take the following redeployment actions:

a. All temporary promotions which encumber a position to be occupied by a returning military technician must be terminated the day before redeployment.

b. All temporary assignments which encumber a position to be occupied by a returning military technician must be terminated within 15 days following redeployment.

c. A technician may be reemployed while in a terminal (military) leave status.

7. Federal Employees Group Life Insurance (FEGLI) for technicians who were enrolled when mobilized will simply continue and deductions will resume immediately upon their return to technician duty. Similarly payroll offices will immediately begin deductions for technician "Vulcan" and NGAUS insurance coverage. If a technician was LWOP for military duty and paid premiums directly to the insurance companies during this period, the individual must inform the pay office immediately on return. Payment of disability insurance premiums are not required during periods of LWOP for military duty. All other insurance premiums not paid during he LWOP must be paid.

8. Performance Management. A summary or closeout appraisal should be accomplished for all technicians prior to mobilization. The appraisal period should cover the time from the last appraisal to the day of the technician's entrance on active duty. The period must be more than 120 days.

SECTION 2-ACTIVE GUARD/RESERVE (AGR)

1. Purpose. To provide policy on mobilization/demobilization on Title 32 AGR soldiers.
2. A key component of the Title 32 AGR program is that AGR soldiers will deploy with their assigned unit. This ensures highly skilled and trained personnel are available when units are mobilized and provides continuity of operations before, during, and after mobilization. Accordingly, AGR soldiers must be fully qualified and professionally competent in their duty positions, physically fit, and medically deployable.
3. Upon unit activation and subsequent mobilization, only AGR soldiers assigned to the unit being federalized will be released from Title 32 Full Time National Guard Duty (FTNGD) and ordered to active duty under Title 10.
4. Transition from Title 32 to Title 10
 - a. The transition from Title 32 to Title 10 status will be accomplished by issuance of a DD Form 214 by WIAR-HR-MD. The effective date of the DD 214 will be the day prior to the unit's mobilization orders.
 - b. Title 32 Orders will be amended.
 - c. Pay and VHA will be based on Unit Title 10 orders.
 - d. CHAMPUS/TRICARE benefits for AGR dependents will continue throughout the mobilization. Information and assistance will be provided by the Health Benefits Advisor in the HRO.
 - e. Soldiers are authorized by law payment of accrued leave (limited to 60 days over their entire military career). Submit necessary forms before the reporting date for payment or all accrued leave will be carried forward as your election.
5. Redeployment of AGR Soldiers.
 - a. AGR soldiers will return with their assigned units and continue to perform those duties appropriate to their Support Personnel Manning Document (SPMD) position. They do not terminate active duty status.

b. Those soldiers who were promoted since mobilization will be allowed to retain their grade, with certain requirements. If their SPMD grade is exceeded they are classified as being overgraded and must be absorbed or reduced 12 months from their Return From Active Duty (REFRAD). The processes outlined in the AGR Handbook will be used as a guide for resolution.

c. Promoted soldiers, as well as those with a continuing requirement, must complete the proper Professional Development Program (PDP) course with the least delay. They will be given special consideration for available quotas. The PDP requirement applies to all AGR personnel, those overgraded by promotion as well as those in proper SPMD grade with a requirement to complete formal schooling for continuation.

6. Transition from Title 10 to Title 32.

a. The transition from Title 10 to Title 32 status will be accomplished by issuance of a DD Form 214. The effective date of the DD 214 will be the REFRAD date of the unit.

b. Personnel whose tours expired during their federalized service will be issued new AGR orders (format 175) effective 0001 the day following unit REFRAD, for a minimum of 12 months or with their current extension (DA Form 4836). Soldiers not intending to continue in the AGR program will be separated from Active Duty and continue any remaining obligation in the ARNG.

c. Since AGR soldiers are not terminated, their leave account, (and other aspects of active duty membership), will continue.

d. Soldiers are authorized by law payment of accrued leave (limited to 60 days over their entire military career). Submit necessary forms before the reporting date for payment or all accrued leave will be carried forward as your election.

e. CHAMPUS Benefits.

(1). CHAMPUS benefits for AGR dependents continues and will be confirmed by the Health Benefits Advisor in the HRO. Accordingly, problems for either medical or dental benefits will be referred to HRO.

(2). Personnel opting to be discharged may qualify for either 60 or 120 days of extended CHAMPUS protection.

The proponent of this Standard Operating Procedure is the Director of Human Resources. Users are invited to send comments to ATTN: WING-HR, The Adjutant General, DMA Wisconsin, 2400 Wright Street, Madison, WI 53704

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