

Army Regulation 140-315

Army Reserve

**Employment
and Utilization
of U.S. Army
Reserve Military
Technicians**

**Headquarters
Department of the Army
Washington, DC
5 July 1985**

UNCLASSIFIED

SUMMARY of CHANGE

AR 140-315

Employment and Utilization of U.S. Army Reserve Military Technicians

This revision of the regulation updates policies and procedures and changes agency proponency for the U.S. Army Reserve (USAR) Military Technician (MT) Program.

- o Section I, changes the program management by transferring responsibility for all operational aspects of personnel administration and management of the USAR MT Program from the deputy Chief of Staff for Personnel (DCSPER) to Chief, Army Reserve (CAR).
- o Section II, paragraph 6 prescribes new conditions of employment for MTs hired after 8 December 1983.
- o Paragraph 7 defines the circumstances under which temporary appointments to USAR MT positions may be made.
- o Paragraph 8 expands guidance in determining whether loss of USAR membership is within or outside the MT's control and the conditions under which MTs may displace technicians in a lower retention standing in a RIF. Also included in this paragraph are the conditions under which MTs may be extended beyond their mandatory retirement date (MRD) up to age 60 or until they attain eligibility for an immediate civil service retirement annuity.

Effective 5 July 1985

Army Reserve

Employment and Utilization of U.S. Army Reserve Military Technicians

By Order of the Secretary of the Army:

JOHN A. WICKHAM, JR.
General, United States Army
Chief of Staff

Official:

DONALD J. DELANDRO
Brigadier General, United States Army
The Adjutant General

memorandum of understanding, was moved to appendix B, and an appendix of reference was inserted.

Summary. This revision includes additional guidance for employment and utilization of Army Reserve Military Technicians, assigns responsibilities for program management, and updates office designations.

Applicability. This regulation applies to the U.S. Army Reserve. It does not apply to the Active Army or the Army National Guard.

Proponent and exception authority. The proponent agency of this regulation is Chief, Army Reserve.

Army management control process. Not applicable.

Supplementation. Supplementation of this regulation and the establishment of forms other than DA forms are prohibited without prior approval from

HQDA(DAPE-MPD and DAAR-PE), WASH DC 20310-0300.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Chief, Army Reserve, ATTN: DAAR-PE, Washington, DC 20310-0300.

Distribution. Active Army, D; ARNG, None; USAR, A.

History. This UPDATE printing publishes a revision which is effective 5 July 1985. Because the structure of the entire revised text has been reorganized, no attempt has been made to highlight changes from the earlier regulation dated 1 January 1982. To make this publication compatible with the Army electronic publishing database, appendix A, the

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Section I

Introduction

1. Purpose

This regulation establishes policies and prescribes procedures for the employment, utilization and separation of military technicians (MTs) by the U.S. Army Reserve (USAR).

2. Objectives

The objectives of the MT Program are to—

a. Assist in the achievement of maximum mobilization and combat readiness of USAR troop program units through the employment of civilians.

b. Use military technicians in a dual civilian/military capacity. The use of civilian employees who are military reservists of the Troop Program Unit (TPU) to which assigned as civilians will ensure that—

(1) Technicians are available at regularly scheduled training assemblies in a USAR military status that parallels their unit TOE/TDA assignment.

(2) Technicians deploy as military personnel with their unit upon mobilization.

(3) Skill levels needed for mobilization are maintained.

3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

4. Responsibilities

a. The Deputy Chief of Staff for Personnel (DCSPER) will—

(1) Be responsible for the development of general personnel policy and guidance and approving regulations concerning the USAR Military Technician Program.

(2) Serve as the executive agent for special legislation and agreements affecting the USAR MT work force.

(3) Approve requests for exceptions to policy contained in this regulation, unless specifically delegated herein.

(4) Serve as the functional manager for the USAR Military Technician Personnel and Accounting System (AR 680–350) and provide OCAR with reports as required.

b. The Chief, Army Reserve (CAR) will—

(1) Serve as special USAR MT program staff advisor to the Chief of Staff, Army.

(2) Be responsible for all operational aspects of personnel administration and management of the USAR MT program including—

(a) Regulatory controls.

(b) Issuance of technician personnel regulations and special instructions.

(c) Programming and budgeting.

(3) Determine manpower requirements in coordination with MACOMS.

(4) Initiate technical assistance.

(5) Identify program deficiencies to the responsible staff office and make recommendations to improve or correct.

(6) Recommend policy changes to HQDA, DCSPER for staff coordination and approval.

c. The Commanding General, United States Army Forces Command (FORSCOM) will—

(1) Develop policies and procedures necessary to implement provisions of this regulation and other Army policies concerning the MT program.

(2) Develop MT manpower requirements.

(3) Plan MT program funding in coordination with OCAR.

(4) Distribute MT manpower authorization to area commanders.

(5) Provide civilian personnel and equal employment opportunity services. Designate the CPOs to service subordinate elements.

(6) As appropriate prepare model job descriptions in accordance with Office of Personnel Management (OPM) position classification standards.

d. Area commanders will allocate MT spaces to Army Reserve units and support activities by unit based on staffing guides, guidance by higher headquarters, and considering—

(1) Recommendations of Reserve unit commanders.

(2) Priority.

(3) Number.

(4) Type.

(5) Strength.

(6) Geographical location of units serviced.

(7) Density and complexity of equipment and supplies.

e. USAR commanders will—

(1) Assist in MT recruitment by canvas of the unit and local community; interview and select applicants for MT positions.

(2) Give advice to candidates on establishing eligibility and inform them of the dual status requirement.

(3) Ensure that MT position applicants are eligible for membership in the USAR Selected Reserve.

(4) Ensure that applicants are processed for appointment or enlistment and assignment to the unit in which employed.

(5) Arrange for on-the-job training, school or other needed MT training.

(6) Supervise MTs to include—

(*a*) Verifying time and attendance records.

(*b*) Updating position descriptions to show current assigned duties and responsibilities.

(*c*) Approving or disapproving requests for leave.

(*d*) Appraising MT performance and processing grievances.

(*e*) Administering discipline.

(*f*) Recommending separation for cause.

(*g*) Initiating action to the servicing CPO to remove MTs who lose their USAR membership except as provided in paragraph 8 *b* of this regulation.

f. Military technicians will—

(1) Carry out duties prescribed by their position descriptions and additional duties as assigned.

(2) If appointed after 8 December 1983, maintain USAR membership in the troop program unit (TPU) in which employed, or if employed in other than a TPU, maintain USAR Selected Reserve unit or Individual Mobilization Augmentation (IMA) Program membership.

(3) If appointed prior to 8 December 1983 see provisions of paragraph 8 *b* and *d* below.

5. Authority

a. Civilian employment in the military technician program is subject to the provisions of Title 5 USC as implemented by the Office of Personnel Management in Title 5, Code of Federal Regulations, Federal Personnel Manual (FPM), and Department of the Army regulation on civilian personnel.

b. This regulation implements the provision of the Military Technician Program as set forth in governing laws and statutes and the Memorandum of Understanding between HQDA and the Office of Personnel Management, dated 5 July 1960; revised 1 September 1970.

Section II

Military Technician Program

6. Policies

a. Positions will be filled on the basis of merit, qualifications, and military membership requirements. Discrimination because of race, color, religion, marital status, national origin, sex, lawful political affiliation, or other non-merit factors is prohibited.

b. Effective 1 September 1970, military membership in a USAR unit is required for permanent appointment as an MT. Exceptions are—

(1) Headquarters clerical and other positions exempted because incumbent will not be mobilized.

(2) MTs permanently employed prior to 1 September 1970.

(3) Temporary appointments IAW paragraph 7 *d*.

c. Technicians initially employed after 8 December 1983 in a troop program unit (TPU) must be a member of that TPU.

d. Technicians initially employed after 8 December 1983 in a support activity must be a member of the Selected Reserve (TPU or IMA Program). Provisions of this regulation referring to unit membership are to be interpreted to mean the following:

(1) In the case of MTs employed by units, TPU membership.

(2) In the case of other MTs, either TPU or IMA membership.

e. Positions held by Status Quo technicians will not be abolished and subsequently established for the purpose of acquiring a dual status incumbent.

f. Prior military service is not a requirement for appointment to a MT position.

7. Employment procedures

a. Positions will be filled by internal placement or outside recruitment.

b. Local merit placement plans governing MT positions are governed by Federal Personnel Manual (FPM) 335 and

AR 690–300, chapter 335. Personnel actions (SR–50) on the appointment of individuals selected subject to PL 98–212 will show the remark: “As a condition of employment, you are required to maintain membership in the unit in which employed. If employed in other than a Troop Program Unit, you must be a member of the USAR Selected Reserve” Personnel actions affecting MT’s not covered by PL98–212 will show the remark: “As a condition of employment you are required to maintain USAR unit military membership.”

c. Selectees for MT positions must meet the basic education, experience, training, and physical requirements set by OPM. They must also meet any special selective placement factors that apply to the position being filled.

d. Effective 8 December 1983, temporary appointments to USAR MT positions may be made under the following circumstances:

- (1) Pending assignment to a TPU or the IMA Program as appropriate.
- (2) Pending processing of military enlistment application.
- (3) To fill a temporary need, e.g., an employee on leave without pay (LWOP).

8. Utilization and separation

a. MTs will serve in their assigned or supported units as technicians and provide support for additional attached units as directed by the unit commander or higher authority. MT’s will not be assigned to an Army Reserve unit and then used to perform non-MT duties on a regular recurring basis.

b. MTs appointed prior to 1 September 1970 who were not dual status on that date and MTs appointed subsequent to that date but on or before 8 December 1983, who lose their dual status for reasons beyond their control, will not be involuntarily reassigned to another commuting area, or removed from their position because of such loss. There is, however, no prohibition against directing a reassignment of such an individual to a different position within his/her commuting area.

c. Continuing efforts and placement assistance will be provided to place technicians categorized in *b* above in positions outside the USAR MT program in commuting areas acceptable to them. Full use of authority to direct reassignments within the commuting area will be exercised to accomplish this goal.

d. MTs who voluntarily relinquished dual status or are separated from the USAR Selected Reserve due to unacceptable military performance or misconduct will be removed from their technician position IAW adverse action procedures of FPM, Chapter 752. The employing commander will initiate removal action immediately upon notification that dual status has been lost. Removal justification is as follows:

(1) *Individuals appointed on or before 8 December 1983*, Military technicians are required as a condition of employment to maintain USAR unit membership. Loss of membership for reasons within your control constitutes failure to meet this condition of employment.

(2) *Individuals appointed after 8 December 1983*, “Military technicians are required as a condition of employment to maintain continuing membership in the USAR unit in which employed or if employed in other than a TPU, be a member of any element of the USAR Selected Reserve. Failure to meet this military obligation constitutes failure to meet this condition of employment” (1985 Appropriations Act).

e. The following guidance will be used in determining whether loss of membership is within or outside the technician’s control.

(1) Loss of USAR Selected Reserve/unit membership resulting from actions initiated by the technician to cancel, discontinue, or otherwise terminate such membership, when not required to do so by the Department of the Army, is within the technician’s control. Such loss resulting from lack of action by the technician, or because of unsatisfactory military performance or conduct, is also within the technician’s control. Actions which may result in loss of USAR Selected Reserve membership within the technician’s control include, but are not limited to—

(a) Failure to reenlist.

(b) Voluntary transfer to the Retired Reserve prior to mandatory removal date (MRD).

(c) Voluntary transfer to the Individual Ready Reserve (IRR) or Standby Reserve (including transfer to a control group resulting from voluntary application for, selection for, and acceptance of an appointment as a warrant or commissioned officer).

(d) Resignation or withdrawal for compassionate or other reasons.

(e) Unsatisfactory military performance or conduct.

(f) Failure to maintain weight standards as prescribed in AR 600–9.

(g) Failure to complete mandatory military education requirements which lead to loss of military status.

(h) Officers discharged for failure to be selected for promotion.

(2) Actions which result in loss of USAR Selected Reserve membership outside the technician control are initiated or required by the Department of the Army. These include, but are not limited to—

(a) Removal by qualitative or quantitative retention board.

(b) Failure to meet physical requirements (other than height and weight standards).

(c) Attainment of maximum age or MRD (except as provided by para 8 *i*).

(d) Failure by officers to be selected for promotion when considered on a best qualified basis.

f. Military and civilian assignments will be as closely paralleled as possible. Attainment of military rank higher than authorized for the unit justifies lateral reassignment to a compatible civilian/military technician position. Commanders at all levels will make reassignments to achieve this objective to the maximum extent practical.

g. Technicians will be assigned reduction-in-force competitive levels and areas separate from other employees.

(1) Technicians appointed on or before 8 December 1983, may displace technicians in a lower retention standing and are not required to be a member of the unit in which placed under RIF procedures.

(2) Technicians employed after 8 December 1983, may displace technicians in a lower retention standing but must be a member of the unit in which placed under RIF procedures, or if placed in other than a TPU, must be a member of the USAR Selected Reserve.

h. Retired members transferred to the Ready Reserve for reasons of indispensability IAW AR 140-10 and hired for an MT position will be transferred back to the Retired Reserve when they cease to occupy positions for which the finding of indispensability was made. This is considered an involuntary transfer for those technicians appointed on or before 8 December 1983. Those appointed after 8 December 1983 are subject to separation.

i. USAR MTs who—

(1) Have reached their Mandatory Removal Date (MRD), been eliminated under Qualitative Retention Program (QRP) action, or been eliminated under other selective retention procedures may be retained in active status provided the MT—

(a) Is not eligible for an immediate civil service retirement annuity.

(b) Will attain eligibility for an immediate civil service retirement annuity at age 60.

(c) Is fully qualified for retention on military service.

(2) Are retained under this paragraph, may be retained to age 60 or until he/she attains eligibility for an immediate civil service retirement annuity, whichever is earlier.

(3) Have been extended, may not then elect to terminate the extension before age 55 with a reduced annuity. Officers who have been extended and who subsequently leave their MT position through such voluntary reasons as transfer, reassignment, resignation, etc. will have their extended MRD adjusted to coincide with the date of such voluntary separation from the MT position. Enlisted personnel in this category will be removed from the Selected Reserve upon reaching maximum years of service as prescribed in AR 140-10.

(4) Request retention under provisions of this paragraph must be completely justified and submitted thru channels to Chief, Army Reserve for approval at least 6 months prior to date the MT would otherwise be removed from the Selected Reserve.

9. Technician conduct

a. MTs are subject to Office of Personnel Management (OPM) and DA regulations and instructions governing employee responsibilities and conduct (see AR 600-50, FPM 735; and CPR 735). MTs must discharge assigned duties conscientiously and conduct themselves, both on and off the job, in a manner that reflects credit on the U.S. Army Reserve and themselves. Technicians will be briefed on the DA Standards of Conduct (AR 600-50) at least semiannually.

b. Normal military courtesy will be observed by technicians wearing the military uniform. Courtesies customarily extended to superiors by U.S. Government employees will be expected from MTs at all times when dealing with either civilian or military superiors.

c. Military technicians will not be required to wear military uniforms except when performing duty in a military capacity, at which time they will be expected to wear the uniform prescribed for the occasion.

10. Reports

All command levels will ensure that reports on strength and use of MTs are submitted IAW AR 680-350 or as otherwise directed by HQDA.

Appendix A References.

Section I Required Publications

This section contains no entries.

Section II Related Publications

This section contains no entries.

Section III Prescribed Forms

This section contains no entries.

Section IV Referenced Forms

This section contains no entries.

Appendix B Memorandum of Understanding

The points set forth below constitute the basis upon which formal agreement to the current Army Reserve Technician program was obtained from the Civil Service Commission. This agreement is effective 1 September 1970 and supersedes a previous agreement between the Department of the Army and the Civil Service Commission dated 5 July 1960.

B-1.

An objective of the Army Reserve Technician Program is that, to the maximum practicable extent, technicians will be participating members of the Army Ready Reserve assigned to the units with which they are employed. This dual civilian-military status will enhance readiness of Army Reserve units for mobilization and combat by: assuring that technicians will be available at regularly scheduled training assemblies in a Reserve military status that parallels their civilian technician employment; assuring that technicians will move with their unit upon mobilization; increasing effectiveness of technicians who supervise subordinate elements of the unit to which assigned; enhancing stability and maintenance of high skill levels in those function performed by technicians; and promoting esprit de corps of technicians since the unit will be operated by and to the credit of its members.

B-2.

Effective 1 September 1970, membership in an active Army Reserve unit (or eligibility and willingness to join the Reserve) shall be a requirement to secure a permanent appointment to a position as a technician, with the exception of those technicians who, in the event of mobilization, would not normally be mobilized as a result of holding certain positions specifically designated by the Secretary of the Army; and, those technicians retained in the program as outlined in paragraph 7 below. As a last resort when qualified dual status personnel cannot be obtained, non-dual status technicians may be hired only on a temporary basis for a period not to exceed one year. The temporary appointment of a non-dual status technician who has served one year may not be renewed without the prior approval of the Headquarters, Department of the Army, and the Civil Service Commission. Appointment documents for non-dual status technicians hired on a temporary basis will reflect the limitations of future employment. In filling vacant positions on a permanent basis, selections will be made from among those candidates with the best qualifications including personnel in the technician program who do not have dual status but are being retained in the program in accordance with paragraph 7 below, those who have dual status, and candidates from outside the technician program who have or are eligible and willing to accept dual status.

B-3.

Military rank which is too high for the civilian-military job will not be a basis of objecting to an eligible although it may be one of the factors taken into account in making a selection under the rule-of-three.

B-4.

Prior military service will not be a requirement for appointment. If, however, a qualified applicant is under age 26 and does not have prior military service, he will be enlisted in the Army Reserve and will serve in his civilian position until he enters on his initial period of not less than 4 months active duty for training. His position will be held open for him

until he returns from training.

B-5.

Retired military personnel who are not members of the Ready Reserve will not be rated eligible for career or career-conditional appointment.

B-6.

Promotion to military Reserve rank higher than that authorized for his military position will not be a basis for removal of an employee from his civilian technician position. However, attainment of military rank higher than that authorized for the unit to which assigned constitutes a basis for transfer to an appropriate civilian military assignment where the mobilization status of the technician can be maintained.

B-7.

No technician employed prior to 1 September 1970, who is not in a dual civilian military status on that date will be involuntarily reassigned or removed from his position for failure to comply with the dual status requirement. No technician who attains dual status and later loses his active reserve status for reasons outside his control will be *involuntarily reassigned or removed*. However, the voluntary relinquishment or loss of Reserve membership because of unsatisfactory military performance or conduct by a technician who has attained dual status will be a basis for removal from his position. The Department of the Army will encourage and assist non-dual status technicians to transfer out of the technician program and will establish a program for that purpose. If civilian employees without dual status are not reassigned in this manner and their performance is satisfactory, the Army will wait for normal attrition or turnover to vacate the civilian jobs. In the event of a reduction-in-force, normal reduction-in-force procedures will be followed. However, jobs held by permanent non-dual status technicians will not be abolished and recreated with dual-status incumbents.

B-8.

Army Reserve Technician will not be required to wear military uniforms except when performing duty in a military capacity, at which time they will be expected to wear the uniform prescribed for the occasion. Technicians may voluntarily wear the uniform when performing in a non-military capacity.

B-9.

Military courtesy will be requested of technicians when serving in a military capacity such as at drills, inspections, on active duty, or at military functions and at other times when wearing the uniform.

B-10.

The Army will inform appointing officials and personnel connected with the technician program on the terms of agreements made between the Civil Service Commission and Headquarters, Department of the Army.

Glossary

Section I

Abbreviations

Area commands

The following are defined as area commands:

- a. Continental United States Armies (CONUSA)
- b. United States Army, Europe (USAREUR)
- c. United States Army Western Command (WESTCOM)
- d. 193d Infantry Brigade (Panama)
- e. 172d Infantry Brigade (Alaska)
- f. United States Army Reserve Components Personnel and Administration Center (RCPAC)

Dual Status Serves concurrently as a civilian employee and a member of the Selected Reserve.

Individual mobilization augmentation (IMA) program Pretrained reservists who are assigned to their mobilization position and train in these jobs during peacetime.

Individual ready reserve (IRR) Members who are assigned to Ready Reserve USAR Control Groups.

Military technician (MT) Federal civilian employee of the U.S. Army Reserve who is required as a condition of employment to maintain membership in the Selected Reserve.

Military technician position A position which requires membership in the Selected Reserve.

Retired reserve Individuals who if qualified may be ordered to active duty involuntarily in time of war or national emergency declared by the Congress, or when otherwise authorized by law, and then only when it is determined by the Secretary of the Army that adequate numbers of qualified individuals in a required category are not readily available in the Ready Reserve or in an active status in the Standby Reserve.

Selected reserve Part of the Ready Reserve of each Reserve Component consisting of units and individuals who participate actively in paid training periods and serve on paid active duty for training each year.

Standby reserve Units or members of the Reserve Components, other than those in the Ready Reserve or Retired Reserve, who are liable for active duty as provided in 10 USC 672 and 10 USC 674 (AR 135–133).

Status quo (SQ) technician Federal civilian employee of the U.S. Army Reserve, serving in a military technician position, who does not possess U.S. Army Reserve military status required for the position.

Support activities Organizations that provide maintenance, logistical or administrative support to USAR TPU's e.g. AMSA, ECS.

Section II

Terms

Troop program unit (TPU)

A TOE or TDA unit of the USAR organization which serves as a unit on mobilization or one that is assigned a mobilization mission.

Unit

Company, Battery, Troop or similar size organization.

Section III

Special Abbreviations and Terms

There are no special terms.

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