STATE OF MARYLAND
MILITARY DEPARTMENT
FIFTH REGIMENT ARMORY
BALTIMORE, MARYLAND 21201-2288

MDNG-AG-HRO 11 January 1996

HRO POLICY/GUIDANCE LETTER #5

SUBJECT: Temporary Interim Technician Appointments and Extensions (MDARNG Technicians Only)

SEE DISTRIBUTION

1. The following policy and procedures will apply to all MDARNG temporary technician appointments and extensions of temporary appointments.

a. Initial Temporary Appointments: SF 52s (Requests for Personnel Action) will be processed through supervisory channels to the Chief of Staff for review prior to being sent to the HRO. The HRO will establish starting date, grade determination, funds availability, and regulatory compliance upon receipt from the Office of the Chief of Staff.

b. Extensions of Temporary Appointments: All requests for extensions to temporary appointments will be forwarded thru supervisory channels on SF 52 at least three (3) weeks prior to individual's expiration date. Full justification should be provided in the remarks section of SF 52. Process through the Chief of Staff to the HRO for approval.

c. Any SF 52 received in the HRO without the Chief of Staff's review will be returned without action.

2. POC, Capt R. Lance Newby, 576-6049.

FOR THE ADJUTANT GENERAL:

CHARLES C. BLACKISTON, III
Capt, MdANG
Human Resource Officer

DISTRIBUTION:
All Full-Time Support Managers/
Supervisors (Army)

This HRO Policy/Guidance Letter supersedes SPMO Policy/Guidance Letter #5 dated 28 May 1985