



**WEST VIRGINIA NATIONAL GUARD HUMAN RESOURCE SUPPLEMENT TO TPR
100
PUBLICATIONS**

Summary of Changes. This Supplement to TPR 100 prescribes the full-time personnel publications system for the West Virginia National Guard. It replaces the WV Human Resource Regulation 003-01 dated 10 Sep 99 version due to the development and revision of all West Virginia National Guard specific regulations and also to mirror the general numbering of National Guard Bureau Technician Personnel Regulations (TPR) and 5 CFR whenever the topic is similar.

Applicability. West Virginia National Guard Full-time Supplements to National Guard Bureau's Technician Personnel Manuals (WV Supplements) apply to all West Virginia Army and West Virginia Air National Guard technicians and AGR employees and to commanders, managers and supervisors (military or civilian) with authority or responsibility over full-time personnel management.

Proponent and Exception Authority. The proponent of this West Virginia National Guard Full-time Supplements is the Joint Force Headquarters, J-1, Directorate for Human Resources. The proponent has authority to approve exceptions to this Supplement when they are consistent with controlling laws and regulation.

Supplementation. Supplementation of this publication is prohibited.

Suggested Improvements. Users of this Supplement are invited to send comments and suggested improvements to Joint Force Headquarters, Directorate for Human Resources, 1703 Coonskin Drive, Charleston, West Virginia 25311.

Distribution. Distribution of this regulation is Army - A and Air Force – F

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1. **Purpose.** West Virginia National Guard Full-time Supplements to National Guard Bureau's Technician Personnel Manuals establish personnel management programs through a uniform system of full-time personnel publications as authorized by Public Law 90-486, The National Guard Technician Act of 1968 (32 USC 709).

2. Abbreviations.

CFR Code of Federal Regulations

WVNGFPH West Virginia National Guard Full-time Personnel Handbook

WV TPR Supplement West Virginia National Guard Full-time Supplements to National Guard Bureau's Technician Personnel Manuals

DoD Department of Defense

TAAI Technician AGR Administrative Instruction

TAG The Adjutant General

3. Responsibilities.

a. The Adjutant General has delegated authority to establish and manage the Human Resources program to the Director for Human Resources.

b. The Director for Human Resources is responsible for publications issued under the provisions of this WV TPR Supplement and the application of the provisions contained in all West Virginia National Guard Technician and AGR publications.

c. Commanders/Directors/Managers and Supervisors are responsible for the practical application of all West Virginia National Guard Full-time Personnel publications within their organizations.

4. Publications.

Full-time personnel matters will be issued using the following publications. If a conflict exists between a WV TPR Supplement, CFR, NGB TPR, or other federal law or regulation; the higher guidance will be followed.

a. West Virginia National Guard Full-time WV TPR Supplement will be used to establish policies, responsibilities, procedures and other directive instructions of a permanent or continuing nature which remain in effect until superseded or rescinded and:

(1) Are directive in nature, as opposed to suggestions, guidance, or helpful hints.

(2) Require uniform compliance among the organizations of the West Virginia National Guard.

b. West Virginia National Guard Full-Time Personnel Handbooks. Used for material of a permanent or long-term nature issued for instructional, informational, or reference purposes, or to provide technical guidance. WV TPR Supplement remain in effect until rescinded or superseded.

c. Technician AGR Administrative Instructions (TAAI) will be used to rapidly disseminate implementing instructions, policy, program changes, and technician leave donation requests. TAAIs expire one year after issuance unless specified, superseded or rescinded. TAAIs will be

reviewed prior to their expiration date and, if still applicable, may be reissued or incorporated into a WV TPR Supplement or WVNGFPH.

5. Numbering System.

a. Full-time Personnel Publications are numbered to follow, to the extent practical, the general numbering of 5 Code of Federal Regulation and National Guard Bureau Technician Publications whenever the topic is similar. They are issued in the following categories:

- 100 Full-time Personnel Publications
- 200 Full-time Personnel Management
- 300 Employment, Staffing, Uniformed Services Employment and Reemployment Rights Act
- 400 Performance Management, Incentive Awards, and Training and Development
- 500 Classification and Pay Administration
- 600 Leave and Absences
- 700 Non Disciplinary and Adverse Actions
- 800 Services and Benefits
- 900 Labor-Management Relations, Political Activities, and Equal Employment Opportunity

b. TAAI'S are numbered sequentially for each calendar year and will remain in effect for one year.

FOR THE ADJUTANT GENERAL:



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