



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

NGB-J1-TN

10 September 2007

MEMORANDUM FOR THE HUMAN RESOURCE OFFICERS OF ALL STATES, THE COMMONWEALTH OF PUERTO RICO, THE U.S. VIRGIN ISLANDS, AND THE DISTRICT OF COLUMBIA

SUBJECT: Policy for Placing Technicians on Light Duty (TN-07-59)

1. This memorandum outlines the procedures to use when light duty assignment becomes necessary. Light duty is defined as a modified or alternate work position at the same or lower grade in which the technician is qualified to perform.
2. It is the policy of National Guard Bureau to provide light (modified) duty assignments to technicians who have sustained job-related injuries or illnesses that prevent technicians from performing the full range of duties within their job classification and whose medical condition has been diagnosed as "temporary" by the technician's treating physician.
3. A technician will be provided light duty when medical evidence indicates the injured employee is able to resume work. The doctor's statement must be a written report and should indicate the extent of physical limitations and the types of work that could reasonably be performed within these limitations.
4. The immediate supervisor has the responsibility of identifying and offering the light duty assignment to the injured technician. The supervisor must ensure the modified assignment complies with the work restrictions imposed by the attending physician, and the technician understands and complies with the medical restrictions. The supervisor must also ensure the modified assignment is documented on a completed Duty Status Report (CA-17) or Work Capacity Evaluation (OWCP 5), indicating work restrictions of the technician and the probable date the employee can return to full duty. For those technicians placed on light duty, an updated CA-17 or OWCP 5 form is required at least every four weeks (30 days) unless there is a change in medical conditions. If the supervisor feels there is no light duty available or if modifying the employee's current position would adversely affect mission accomplishments, the matter is then turned over to the Human Resources Office (HRO).
5. The HRO has final authority in making light duty determinations and will assist with placing the technician in a modified position in another section if necessary. If placed in another section, all medical restrictions imposed by the physician must be adhered to.

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6. It is the responsibility of the technician to report an injury immediately to the supervisor, complete all required documentation as soon as possible, and ensure all medical evidence is provided to evaluate his/her status. The technician should also maintain contact with the supervisor and provide regular updates with medical reports on health condition and treatment.

7. When the medical report indicates the employee is no longer totally disabled, the technician is required to accept any reasonable offer or suitable light or limited duty. The offer may be made by telephone but must be confirmed in writing within 48 hours to be valid. The offer should include a description of the duties and requirements of the offered position. If a personnel action is involved, the employee must be furnished a copy prior to the effective date.

8. If the employee refuses light or limited duty, continuation of pay should be terminated as of the date of the employee's refusal, or after five workdays from the date of the offer, whichever is earlier. A refusal to return to work could result in an overpayment and may lead to disciplinary and/or adverse action under the provision of TPR 752 (Discipline and Adverse Actions) and compensation will be terminated.

9. This memorandum will expire one year from the date of publication unless sooner rescinded or superseded.

10. Questions regarding this policy may be directed to Ms. Brenda DeCruise, NGB-J1-TNER, at 703.607.1478 (DSN 327).



WILLIAM F. KOLBINGER
Colonel, USAF
Chief, Office of Technician Personnel