

**BY ORDER OF THE
DIRECTOR AIR NATIONAL GUARD**

**AIR NATIONAL GUARD INSTRUCTION
10-203**



11 FEBRUARY 2021

Operations

**AIR NATIONAL GUARD (ANG) ALERT
RESOURCE MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction prescribes procedures for the administration and management of resources required for Air National Guard (ANG) flying units tasked with alert flying missions. This instruction does not apply to State Active Duty missions. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. Authority to collect and maintain records required in this instruction is 5 United States Code (USC) 57, 10 USC 8013, and Executive Order 9397. System of records notice F010 AF A applies. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Management System. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This publication has significantly changed from the previous version and should be read in its entirety. Commanders are responsible for executing Full Time National Guard Duty (FTNGD) and Active Duty for Operational Support resources in accordance with this instruction and ANGI 36-2001, Management of Training and Operational Support within the Air National Guard as well as the posturing of forces in accordance with Mission Design Series (MDS) specific Special

Instructions (SPINS), AFMAN 11-202, Vol 3, General Flight Rules, and AFI 11-202, Vol 3, Air Combat Command Supplement.

1. General Information.

1.1. ANG forces perform non-contingency alert missions in support of Aerospace Control Alert (ACA), aerial refueling, search and rescue, and airlift missions. ANG forces may also perform alert missions for contingency operations if required and identified by higher level authorities. Commanders are responsible for managing and ensuring lawful execution of the alert mission resources in accordance with all governing directives on this subject. [Attachment 1](#) of this document provides reference to governing directives.

1.2. ANG fighter assets executing the ACA mission will coordinate with the ACA Functional Area Manager (FAM) for workday resources and funding. The FAM will ensure effective execution of the ACA mission through accurate, timely, and appropriate resourcing, proactive relationship building, and effective monitoring of all ANG ACA fighter forces. The FAM will provide guidance to NGB leadership and ANG units on all issues related to ACA. All other units performing alert missions in support of aerial refueling, search and rescue, and airlift missions will coordinate with their respective MDS FAMS and/or workday managers.

1.3. As the Commander of a Component-Numbered Air Force (C-NAF), the 1 AF/CC has been delegated by the SECAF authority contained in 10 USC 12301(d) to activate Title 32 guardsmen who have volunteered to support CONR 1 AF (AFNORTH) missions. When required, Title 32 guardsmen will automatically convert to Title 10 for the purpose of performing the ACA mission. When the ACA mission is accomplished, the guardsmen will automatically convert back to Title 32 (reference [Attachment 2](#)).

2. Non-Contingency Command and Control.

2.1. ANG aircrew and maintenance personnel are authorized to perform non-contingency alert duty in the following statuses: Title 32 Full Time National Guard Duty-Other Than Training (FTNGD-OT), Title 32 Active Guard/Reserve (AGR), Title 10 Active Duty for Operational Support (ADOS), and Title 10 Statutory Tour.

2.1.1. Title 32 AGR, Title 32 FTNGD, Title 10 ADOS, and Title 10 Statutory Tour members may perform alert duties if the performance of such does not interfere with their primary obligation of organizing, administering, recruiting, instructing or training the reserve component or their primary staff duties. Therefore, it is acceptable for a non ACA AGR member, member on Title 10 ADOS tour, or an API 8 Statutory Tour (I.E. NGB or other staff tour) to fulfill alert duties on an occasional basis in order to maintain relevancy with the ACA mission.

2.1.2. Air National Guard aircrew and maintenance personnel will not be scheduled to sit alert in a Military Technician status. They may, however, be placed on an authorized military status listed in [paragraph 2.1](#), provided they are on an approved leave status from their technician position during any period of military duty that overlaps with their Technician work day. Commanders should refer to NGB-J1-TN guidance for technicians performing military duty. In addition, for technicians placed on military orders to perform alert duty, units must comply with the prohibitions on dual compensation outlined in the memo in [Attachment 3](#) dated 30 March 2020. The guidance in this memo will be incorporated in a subsequent CNGBI 1400.25 Vol 630 release. A Technician may

receive Technician pay for work completed prior to starting an alert tour (at which time military/ACA duties begin and he/she must be in a Technician leave status) and after release from military control at the conclusion of ACA duties (at which time military/ACA duties terminate and technician duties begin). See “Technicians Performing Alert Duty Examples” in [Attachment 4](#). These examples are not all inclusive.

2.1.3. At the Commanders discretion, technician maintenance personnel, may perform occasional work on alert aircraft, provided it is within their normal technician work day. Commanders may authorize compensatory time to work on alert aircraft, as long as the duties fall within their normal position description. The intent is to provide Commanders the flexibility to utilize maintenance personnel to accomplish the ACA mission when no other qualified members on a military status are available or in a temporary emergency situation.

2.2. The 1 AF/CC orders the self-execution to Title 10 status of participating Title 32 ANG members upon a declaration of a triggering event. The 1 AF / CC, 601 AOC/CC, ADS commanders, unit commanders, or their delegates, may declare a triggering event. Examples of triggering events include: Battle Stations, Runway Alert, and Scramble. Self-execution is triggered when participating Title 32 members originate, transmit, or execute orders directing forces performing the NORAD missions of aerospace warning and control.

2.3. Provisions will be made to ensure members automatically convert to Title 10, IAW ANGI 36-101, if a specific Title 10 trigger is included in higher headquarters guidance. In accordance with 10 U.S.C., 12301(d), members performing alert duties must sign a Title 10 consent statement prior to performing alert duty (see [Attachment 2](#) for an example). This consent statement documents their consent to volunteer for federal active duty pursuant to 10 USC 12301(d) for the purposes of executing the NORAD missions of aerospace warning and control. Units will keep and maintain signed consent forms for all personnel who perform alert duty. Refer to 1AF Instruction 38-1, *Mission Command Relationships and Personnel Status within CONR-1 AF (AFNORTH) – Gained Units*.

2.3.1. IAW ANGI 36-101, Air National Guard Active Guard/Reserve (AGR) Program, AGRs called or ordered to Title 10 federal active duty (OCONUS/CONUS) supporting Active Component requirements for operations/missions/exercises/training (Title 10 U.S.C. 12301(d), 12302, 12304, or 10147) will not be terminated from their Title 32 U.S.C. Section 502(f) orders. Commanders will comply with the administrative documentation, reporting and reimbursement requirements of ANG 36-101, paragraph 6.1. Commanders will follow the same rule set for members on FTNGD tours called to Title 10 duty.

2.4. Units will have Title 10 activation authority on-file for the alert mission being performed. This authority will be documented on Title 32 AGR and FTNGD-OT orders for the stated alert mission. Memorandums between gaining Title 10 authority and State officials are required.

2.5. Major Commands (MAJCOMs), Numbered Air Forces (NAFs), Joint Force Headquarters (JFHQs) and NGB/A23610 will operate with ANG units IAW guidance on command relationships detailed in 1 AF Instruction 38-1 detailing the scope of operational

direction Active Component Title 10 commanders may exercise over Title 32 ANG members performing alert duty in support of federal missions.

2.6. Federal funds provided for duty under the authority of Title 32 are provided to the ANG for the purpose of organizing, administering, recruiting, instructing, or training. Reviewing alert procedures, aircraft preflight and training in other aspects of the alert mission fulfills this requirement for accomplishing training during the alert order or duty period.

2.6.1. The intent of placing personnel on military orders with ACA workday resources is to fulfill the ACA mission, both steady state and non-steady state. This does not prevent Commanders the flexibility to detail ACA personnel to assist with duties in the Squadron (such as scheduling, Stan/Eval, Safety, etc.) as long as these duties do not interfere or prevent the member from executing their primary mission of ACA.

3. Unit Alert Management.

3.1. Unit commanders with an alert mission will ensure compliance with the provisions of this instruction and the instructions of the gaining COCOM, MAJCOM, NAF, Department of Defense Instructions and applicable United States Code regarding the performance of active duty.

3.2. IAW USC Title 37, Sec 204, commanders will ensure that all members report, in person or by authorized telephonic or electronic means, to their assigned ANG unit on the first day of an order when performing alert duties. Commanders are responsible for publication of an alert duty schedule for the period of published orders supporting an alert mission. At a minimum, the alert duty schedule must meet duty requirements outlined in AFI 11-202, Vol 3, General Flight Rules, Air Combat Command Supplement, the pass and leave requirements in AFI 36-3003, Military Leave Program, and ANGI 36-2001, Management of Training and Operational Support within the Air National Guard.

3.3. During the period of an alert duty order, a commander may award regular and special passes in accordance with AFI 36-3003, Military Leave Program. Pass time will not exceed the parameters listed in AFI 36-3003. Under no circumstance will orders be published or extended for the sole purpose of issuing a pass or leave.

3.4. Units with an alert mission will keep a record of the alert duty schedule for individuals performing alert duty, their status during the alert duty period, and the alert duty location. This information will be documented on the alert schedule and the alert duty location must correspond with the alert mission being supported. These records will be maintained for the current fiscal year and previous three fiscal years.

3.5. Unit commanders are responsible for submitting an annual alert schedule report to the State United States Property & Fiscal Office (USPFO). The USPFO will complete an annual audit of alert schedules to ensure compliance with NGB-J1 guidance on technicians performing military duty, conformity requirements outlined in AFI 36-3003 Military Leave Program, ANGI 36-101 Air National Guard Active Guard Reserve (AGR) Program and this instruction.

3.6. Personnel performing alert duty in an alert facility may require short-term temporary relief for a period of less than four hours. Qualified personnel in an authorized military duty status may be used as temporary substitutes. No additional compensation is authorized nor

is a change in status required for substitute personnel under these circumstances, unless the alert mission is launched.

4. Unit Alert Mission Relief.

4.1. Alert units scheduled for a deployment, inspection, or needing additional alert resources must submit requests to the NGB ACA Functional Area Manager (FAM) or the NGB/A30, Combat Operations Branch via email at usaf.jbanafw.ngb-a2-3-6.mbx.a30-combat-operations@mail.mil. A minimum of 30 days is required for coordination and validation by NGB and ACA (FAM).

5. Workday Guidance.

5.1. Current alert posture is resourced only for ground alert at current levels and real-world scrambles. Any requirements beyond a steady state posture are considered contingency and will be resourced by the active component gaining MAJCOM. This includes, but is not limited to, National Special Security Events (NSSE), POTUS support, and changes to the Alert Condition Level (ACL).

5.2. Alert units will receive a finite amount of annual funding and workdays. Commanders are responsible for mission execution in order to complete the fiscal year (FY) without additional resources. Commanders are also responsible to monitor their workday resources and inform the respective FAM if the allocated resources (both FTNGD days, MilPers dollars, and O&M dollars) will not be used by the unit. In this case, the resources will be returned to NGB/A23610 and may be re-allocated to another ACA unit with a validated request. Unused resources should be returned at least 60 days prior to the end of the fiscal year.

5.3. NGB Programs Division (NGB/A8P) allocates FYDP resources guided by the Air Force Plan, Congress, OSD Fiscal Guidance, and Fact-of-life changes to program resources to support Title 32 ground alert and the rescue alert mission requirements. NGB Financial Management (NGB/FM) and NGB/A23610 will work closely together to ensure available resources are adequately distributed to alert units in order to best execute mission requirements.

5.4. NGB/A23610 manages Title 32 workday resources to support fighter, airlift, personnel recovery and aerial refueling alert missions. Units will return unused workdays to the appropriate NGB/A23610 workday manager. Some units may perform alert missions on a short-term/non-steady state basis. Workday resources required for these short-term requirements will be secured and managed by NGB/A23610 through the active component gaining MAJCOM. The type of workday resources provided for the alert missions may vary. The guidance in this section regarding Workday Guidance applies to all ANG alert duty being performed regardless of the type of workday resource being used.

5.5. ANGI 36-2001, Management of Training and Operational Support within the Air National Guard, applies to the administration of Title 10 Active Duty for Operational Support (ADOS) and Title 32 Full Time National Guard Duty resources for alert missions.

5.6. Workday resources for alert will be used in direct support of alert operations. Units will not use alert workdays for members that do not perform the specific alert mission. Workday allocations are based on the AFSC for which the workdays are appropriated. Other training

(i.e. CMR requirements) and duties not directly related to the tasked alert mission may be accomplished on alert workdays provided the member participates in the alert mission at an appropriate frequency based on the length of their alert orders. Individual wings will determine the number of days each member will participate in the alert mission based on the length of the alert order. Members shall not impede the execution of the alert mission IAW AFI 11-202, Vol. 3 and the applicable MAJCOM supplements.

5.7. Commanders should refer to the ANG Financial Guidance Document, published each FY for the most current fiscal guidance, duty status, and funding terminology.

5.8. Commanders have the responsibility and the flexibility to execute the alert mission with the workday resources provided for the authorized alert postures. Commanders will not posture members for duty in a non-pay status.

5.8.1. Authorized Alert Postures

5.8.1.1. Response Posture Immediate. An alert mission that requires an immediate response that mandates aircrew remains at the alert duty location to meet mission requirements. Members must report for duty IAW the MAJCOM/NAF directed response requirement and the Wing commander directed duty schedule for the immediate posture duty period.

5.8.1.2. Response Posture Tailored. An alert mission that does not require an immediate response and/or the alert crew is not required to remain at the alert duty location (pager/telephone alert) after reporting for duty. Members must be immediately accessible for the mission as directed by the NAF commander or gaining MAJCOM. Members must report for duty IAW the MAJCOM/NAF directed response requirement and the Wing commander directed duty schedule for the tailored posture duty period.

5.8.1.3. On-Call Search and Rescue (SAR) Alaska. In the absence of a Drill Status Guardsman volunteer and in accordance with 32 U.S.C., 709 the commander of the 176th Wing may schedule technicians to fill an on-call alert requirement during the period of the normal scheduled technician workday for a military or civilian SAR alert commitment. Technicians must volunteer to be the on-call SAR resource. Technicians who volunteer for the on-call SAR requirement will not be scheduled to accrue compensatory time or overtime pay during the on-call alert duty period. Under no circumstance will a commander authorize compensatory time for alert duty. Technicians utilized as an on-call alert resource will convert to a Title 10 active duty status upon notification of a flight duty mission requirement, in accordance with the specific Title 10 authority included in higher headquarters guidance and with the coordination of the Alaska State Governor.

5.8.1.3.1. Absent a hardened alert facility, the commander of the 176th Wing may direct aircrew and maintenance personnel on alert orders in a Title 32 FTNGD or Title 10 ADOS (provided that the active component gaining MAJCOM has provided authority) status to sit ready alert at an alternate duty location. This includes their legal residence if the location accommodates the directed response times. The 176th Wing Commander may direct personnel to an alternate duty location after they report for duty on the first day of the active duty

order. The 176th Wing will conduct alert in accordance with the signed Memorandum of Understanding between the Alaska National Guard and 11th AF (PACAF) concerning Search and Rescue Support.

A. MICHAEL LOH, Lieutenant General, USAF
Director, Air National Guard

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

USC Title 10, Subtitle A, Part I, Chapter 1, Section 101, *Definitions*, 7 January 2011

USC Title 32, Chapter 3, Section 328, *Active Guard and Reserve duty: Governor's Authority*, 7 January 2011

USC Title 32, Chapter 5, Section 502, *Required Drills and Field Exercises*, 7 January 2011

USC Title 37, Chapter 3, Section 204, *Entitlement*, 7 January 2011

DODI 1215.06, *Uniform Reserve, Training and Retirement Categories for the Reserve Components*, 11 March 2014 Incorporating Change 1, Effective 19 May 2015

AFMAN 11-202, Vol 3, *General Flight Rules*, 10 June 2020

AFI 11-202, Vol 3, Air Combat Command Supplement, *General Flight Rules*, 7 July 2019

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 05 May 2020

AFI 36-2131, *Administration of Sanctuary in the Air Reserve Components*, 27 June 2011

AFI 36-3003, *Military Leave Program*, 11 May 2016

ANGI 36-101, *The Active Guard/Reserve Program*, 3 June 2010

ANGI 36-2001, *Management of Training and Operational Support within the Air National Guard*, 30 April 2019

ANGI 65-101, *Air National Guard Workday Accounting & Reporting Procedures*, 10 May 2018

1AF Instruction 38-1, *Mission, Command Relationships and Personnel Status within CONR-IAF (AFNORTH) – Gained Units*, 29 September 2009

Memorandum of Understanding (MOU) between AKANG and 11th AF (PACAF), December 2010

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ACC—Air Combat Command

ADOS—Active Duty for Operational Support

AEF—Air Expeditionary Force

AGR—Active Guard/Reserve

ANG—Air National Guard

ACA—Aerospace Control Alert

CONUS—Continental United States

FNTGD—Full Time National Guard Duty

FNTGD-OS—Full Time National Guard Duty-Operational Support

FNTGD-OT—Full Time National Guard Duty-Other than for training

FY—Fiscal Year

JFHQ—Joint Force Headquarters

MAJCOM—Major Command

MPA—Military Personnel Authorization

MOU—Memorandum of Understanding

NGB—National Guard Bureau

OCONUS—Outside the continental United States

OPR—Office of Primary Responsibility

PACAF—Pacific Air Forces

SAR—Search and Rescue

USC—United States Code

USPFO—United States Property & Fiscal Office

Terms

Response Posture Immediate—An alert mission that requires an immediate response. The aircrew must remain at the alert duty location to meet mission requirements.

Response Posture Tailored—An alert mission that does not require an immediate response and/or the alert crew is not required to remain at the alert duty location (pager/telephone alert) after reporting for duty.

Attachment 2

SAMPLE FORMAT--INDIVIDUAL MEMBER'S VOLUNTARY CONSENT TO BE ORDERED TO ACTIVE DUTY

Table A2.1. Sample Format--Individual Member's Voluntary Consent To Be Ordered To Active Duty.

I	
	(Printed Name, Rank)
<p>Hereby voluntarily consent to be ordered to active duty by an authority designated by the Secretary of the Air Force (Secretary's designee) for Execution of the Federal Mission of Aerospace Warning and Aerospace Control at any time, from time to time, and for a period of time as determined by the Secretary's designee. This consent is granted pursuant to Title 10, Section 12301 (d), United States Code (USC) and shall remain in effect as long as I participate in Aerospace Control Alert duties.</p>	
Signature and Date	

Attachment 3

MEMORANDUM FOR ALL NATIONAL GUARD HUMAN RESOURCE OFFICERS

Figure A3.1. Memorandum For All National Guard Human Resource Officers.



NATIONAL GUARD BUREAU
 111 SOUTH GEORGE MASON DRIVE
 ARLINGTON VA 22204-1373

30 March 2020

MEMORANDUM FOR ALL NATIONAL GUARD HUMAN RESOURCE OFFICERS

Subject: Intermixing Technician Duty and Military Duty

- References:
- (a) Title 32 United States Code, Section 502, "Required Drills and Field Exercises"
 - (b) 37 U.S.C. § 206, "Reserves; Members of National Guard: Inactive-Duty Training"
 - (c) Department of Defense Instruction 1215.06, 11 March 2014 "Uniform Reserve, Training, and Retirement Categories for the Reserve Components," Incorporating Change 1, Effective 19 May 2015
 - (d) General Accounting Office (GAO) Comptroller General Decision B-211249, 20 September 1983, "Decision Concerning Procedures to Charge Leave Accounts!"
 - (e) GAO Comptroller General Decision B-133972, 14 October 1969, Comp. Gen. 233, "Leaves of Absence -- Civilians on Military Duty -- Civil Disorders -- Leave in Lieu of Public Law 90-588 Leave"
 - (f) GAO Comptroller General Decision B-133972, 5 February 1973, 52 Comp. Gen. 471, "Civilian Pay Without Charge to Military or Civilian Leave for the Day of Departure"

1. This guidance clarifies the pay statuses and procedures when military technicians (dual status) (DSTs) perform duty in a technician status and in a full-time military status on the same day in accordance with (IAW) the references.

2. When a DST is subject to military control, the DST may not simultaneously be regarded as present for work in a technician position, since technician service is incompatible with military duty or Full-Time National Guard duty status, IAW references a and b. However, the employee may receive credit for technician duty performed before the employee becomes subject to military control on the first day of the military duty or Full-Time National Guard duty period and after the employee is released from military control on the last day of the military duty period without a charge to civilian leave IAW references e and f.

3. The employee must be in an appropriate leave status for civilian workdays on which consecutive days of military pay is earned. Military duty performed by DSTs under separate orders or duty status on consecutive days in which pay is earned is strongly discouraged. Only these exceptions apply:

a. If on the first day of the consecutive days of military pay, the member is not required to report for military duty until after the civilian duty day ends, no civilian leave is charged for that first day. If the member is required to report for military duty

on the first day before the end of the civilian duty day, civilian leave must be charged to cover the period of overlap with the civilian duty day.

b. If the member is completely released from military control on the last day of the consecutive days of military pay prior to the start of the civilian duty day, no civilian leave is charged for the last day of military duty. If the member is released from military duty on the last day after the start of the civilian duty day, civilian leave must be charged to cover the period of overlap with the civilian duty day.

4. Commanders and supervisors are strongly urged to minimize the intermixing of military duty and civilian duty to avoid the perception that taxpayer funds are being abused. Particularly, commanders, supervisors, or order officials should scrutinize requests for short (one- and two-day) periods of military duty performed in conjunction with technician duty--while allowable, they should be used only for emergencies. Given past abuses, NGB Internal Review and the NGB Manpower and Personnel Directorate (NGB J1) Technician Personnel perform periodic audits, usually resulting in the Defense Finance and Accounting Service conducting debt recoupment actions. As good stewards of taxpayer dollars, National Guard personnel are strongly encouraged to wisely use all manpower resources available to them to cost-effectively execute the organizational mission. When fraud, waste, and or abuse is suspected, all members, supervisors, and employees have an affirmative duty to report suspicious activity to their chain of command or to the Inspector General.

5. The point of contact for this memorandum is Warrant Officer 1 Lena J. Conway; NGB J1 TN; (703)601-2693.



DAWNE L. DESKINS
Major General, USAF
Director, Manpower and Personnel
National Guard Bureau

Attachment 4

TECHNICIANS PERFORMING ALERT DUTIES EXAMPLES NOT ALL INCLUSIVE

Table A4.1. Technicians Performing Alert Duties Examples Not All Inclusive.

<p>Example 1. A technician is issued military ACA/alert orders from 1-5 March (Monday-Friday).</p>
<ul style="list-style-type: none"> • The technician’s normal civilian work week is Monday-Friday, 0700-1600. • The technician is ordered to military alert duty beginning at 1600 on 1 March and is released from military alert duty at 0700 on 5 March. • The technician works their civilian duty from 0700-1600 on 1 March, enters into military alert status and performs military alert duty from 1600 1 March to 0700 5 March, and then performs civilian duty on 5 March from 0700-1600. • In this instance, the technician shall be paid for both civilian and military alert duty performed on 1 March with no charge to civilian leave. • March 2-4, the technician is required to be in a civilian leave status (3 complete days) while performing military alert duty. • March 5, the technician is entitled to both military and civilian pay, with no charge to civilian leave because the technician’s military alert duty ended at 0700 and they then performed their civilian technician duties from 0700-1600.
<p>Example 2. A technician is issued military ACA/alert orders from 2-3 March (Tuesday-Wednesday).</p>
<ul style="list-style-type: none"> • The technician’s normal civilian work week is Monday-Friday, 0700-1600. • The technician is ordered to military alert duty beginning at 1200 on 2 March and is released from military alert duty at 1000 on 3 March. • The technician works their normal civilian duty from 0700-1200 on 2 March, enters into military alert status and performs military duty from 1200, 2 March to 1000, 3 March • The technician then performs civilian duty on 3 March from 1000-1600. • In this instance, the technician shall be credited for civilian duty from 0700-1200 on 2 March and from 1000-1600 on 3 March. • The technician must be in a civilian leave status during the hours in which military alert duty was performed that overlapped with the technician duty day. Thus the technician is required to be in a civilian leave status from 1200-1600 (4 hours) on 2 March and from 0700-1000 (3 hours) on 3 March.