



MICHIGAN NATIONAL GUARD  
HUMAN RESOURCE OFFICE

**TECHNICIAN POLICY LETTER**

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**SETTING ENTRANCE ON DUTY (EOD) DATES FOR NEW TECHNICIAN EMPLOYEES**

1. This Technician Policy Letter (TPL) provides new guidance for setting entrance on duty (EOD) dates for newly appointed technician employees (temporary, temporary indefinite, conditional, and permanent).
2. The following Comptroller General Decisions must be applied simultaneously to correctly establish entrance on duty (EOD) dates for new appointed Federal Technician Employees.
  - a. 21 Comp. Gen. 817, B-23,607 (Appointments and Compensation as affected by Oath Execution Requirement) stipulates that a person must subscribe to an oath for entitlement to compensation.
  - b. 45 Comp. Gen. 660, B-158,844 (Appointments – acceptance requirement – Holiday Prior to First Workday) states, with evidence that an offer of employment was accepted verbally or otherwise, the individual is entitled to pay for the Monday holiday.
3. A new employee's start date is the date the oath (Standard Form 61) is administered by an authorized official. Should the first workday of a new employee fall on a holiday (i.e. Monday), the EOD date is to be established for the next regular work day. Although the new employee may be compensated for the holiday for having accepted a verbal offer of employment, the individual is not statutorily entitled to holiday pay or any other compensation, if the Oath was not executed.
4. The following procedures will be used, effective the date of this TPL, for newly appointed technician employees:
  - a. New employees will be administered the Oath (Standard Form 61, Appointment Affidavits) by their immediate supervisor on their first regular scheduled workday (i.e. Monday) following the beginning of a pay period.
  - b. New employee EOD dates will not be effective until the date the Oath is administered. Employees will not be loaded into the Personnel Data System until a faxed copy of the Oath is received by the Human Resource Office (HRO).
  - c. After the Oath is administered, supervisors must immediately fax a copy of the completed Oath to:  
Human Resource Office  
Attention: Staffing  
517-483-5513

Supervisors must also forward the original Oath to:  
Human Resource Office  
Attention: Employee Benefits  
2500 S. Washington Ave.  
Lansing, MI 48913-5101

5. Questions concerning this TPL may be directed to WO1 Jessica Ulrey at (517) 483-5592 or TSgt Devon Lavengood at (517) 483-5593.

Enclosure  
Sample Standard Form (SF) 61, Appointment Affidavits

# APPOINTMENT AFFIDAVITS

\_\_\_\_\_  
(Position to which Appointed)

\_\_\_\_\_  
(Date Appointed)

\_\_\_\_\_  
(Department or Agency)

\_\_\_\_\_  
(Bureau or Division)

\_\_\_\_\_  
(Place of Employment)

I, \_\_\_\_\_, do solemnly swear (or affirm) that--

## A. OATH OF OFFICE

I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God.

## B. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not participating in any strike against the Government of the United States or any agency thereof, and I will not so participate while an employee of the Government of the United States or any agency thereof.

## C. AFFIDAVIT AS TO THE PURCHASE AND SALE OF OFFICE

I have not, nor has anyone acting in my behalf, given, transferred, promised or paid any consideration for or in expectation or hope of receiving assistance in securing this appointment.

\_\_\_\_\_  
(Signature of Appointee)

Subscribed and sworn (or affirmed) before me this \_\_\_ day of \_\_\_\_\_, 2\_\_\_

at \_\_\_\_\_  
(City) (State)

(SEAL)

\_\_\_\_\_  
(Signature of Officer)

Commission expires \_\_\_\_\_  
(If by a Notary Public, the date of his/her Commission should be shown)

\_\_\_\_\_  
(Title)

Note - If the appointee objects to the form of the oath on religious grounds, certain modifications may be permitted pursuant to the Religious Freedom Restoration Act. Please contact your agency's legal counsel for advice.