



CHIEF NATIONAL GUARD BUREAU NOTICE

NGB-J1-TN
DISTRIBUTION: A

CNGBN 1402
09 August 2017

TITLE 5 NATIONAL GUARD POSITION CONVERSION

References: See Enclosure A.

1. Purpose. This notice provides interim guidance to execute the conversion process of Title 5 (T5) National Guard (NG) positions in accordance with (IAW) the references.
2. Cancellation. None.
3. Applicability. This notice applies to various levels of leadership who perform essential manpower management and human resource functions required to convert position records and personnel authorized under various statutes to T5 NG positions.
4. Background. Reference a contains updated provisions enhancing personnel management authorities for the Chief of the National Guard Bureau (CNGB) to administer, detail, and assign persons under sections 2103, 2105, and 3101 of reference e.
5. Action or Procedure. All Non-Dual Status Technician positions and select Dual Status Technician positions, as directed in references a, b, c and d, will convert to T5 NG positions no later than 01 October 2017. The term position means the manpower requirement determined by the Army National Guard (ARNG) or Air National Guard (ANG) and subsequently documented on a Table of Distribution and Allowances or Unit Manning Document.
 - a. Director of the Army National Guard (DARNG) and Director of the Air National Guard (DANG). Subject to CNGB direction, the DARNG and DANG will program and budget for T5 NG positions as a separate category, allocate resources, document manpower requirements and authorizations, and evaluate the utilization of manpower resources.

UNCLASSIFIED

b. Director of Manpower and Personnel (NGB-J1). NGB-J1 will, in coordination with the ARNG and ANG:

(1) Establish and maintain human resource policy to convert Title 32 Non-Dual and Dual Status technician positions.

(2) Establish a transition schedule for conversion of the positions.

(3) Prescribe the order for converting position records, ensuring that all position records are converted no later than 01 October 2017. The term “position records” or “personnel action” refers to any actions taken to effect the Defense Civilian Personnel Data System (DCPDS).

(4) Develop checklists to ensure milestones are met and key actions are completed, to include cut-off dates for personnel actions in the States, IAW the transition schedule.

(5) Develop strategic communication guidance that addresses conversion processes and transition.

c. NGB-J1 Technician Personnel Office (NGB-J1-TN). NGB-J1-TN will in coordination with ARNG G1, ARNG Human Capital Management Office, National Guard Bureau (NGB) A1, and the NGB Human Resources Office:

(1) Coordinate with the Defense Civilian Personnel Advisory Service to update the DCPDS to ensure human resource information systems have appropriate updates for conversion Nature of Action, Nature of Action Codes, and Legal Authority Codes.

(2) Convert the position records identified by the CNGB to T5 NG positions no later than 01 October 2017.

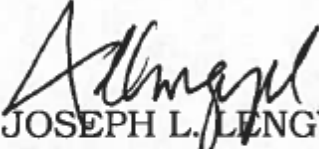
(3) Revise identified civilian position descriptions for conversion IAW Office of Personnel Management classification and guides.

(4) Develop briefings, fact sheets, and frequently asked questions to support a strategic communication plan.

d. The Adjutants General (TAG). The CNGB has designated the TAGs to appoint, employ, and administer NG employees IAW reference g. Subject to clarifying guidance from the NGB, this designation may also include existing T5 currently assigned to positions within the States. TAGs will follow NGB guidance for conversion. TAGs may delegate in writing to the Human Resource Officer the specific duties and responsibilities required to ensure all designated positions identified to (encumbered) convert to NG Employees no later than 01 October 2017.

6. Releasability. This notice is approved for public release; distribution is unlimited. Copies are available through <<http://www.ngbpdc.ngb.army.mil>>.

7. Effective Date. This notice is effective on the date signed and will expire one year from the date of signature, unless cancelled earlier.



JOSEPH L. LENGYEL
General, USAF
Chief, National Guard Bureau

Enclosure

A -- References

ENCLOSURE A

REFERENCES

- a. Title 10 United States (U.S.C.), Section 10508(b), “Personnel for Functions of National Guard Bureau”
- b. National Defense Authorization Act, Fiscal Year 2017, §§ 932 and 1084, Public Law 114-328
- c. National Defense Authorization Act, Fiscal Year 2016, § 10503
- d. Assistant Secretary of Defense Conversion Memorandum, 20 April 2017
- e. Title 5 U.S.C., §§ 2103, 2105m, and 3101, “Government Organization and Employees”
- f. Title 32 U.S.C., § 709, “National Guard”
- g. CNGB TAG Delegation Memorandum, 16 February 2017