



CHIEF NATIONAL GUARD BUREAU NOTICE

NGB-J1
DISTRIBUTION: A

CNGBN 1405
16 May 2018

TECHNICIAN PERSONNEL AND NATIONAL GUARD TITLE 5 EMPLOYEE
INTERIM POST-CONVERSION ENTERPRISE HUMAN RESOURCES
INFORMATION SYSTEMS GUIDANCE

References: Enclosure A.

1. Purpose. This notice provides interim guidance for the post-conversion management process of Title 5 National Guard (NG) employees in the States, Territories, and District of Columbia in accordance with (IAW) references a through j.
2. Cancellation. None.
3. Applicability. This notice applies to the National Guard Bureau (NGB) and to personnel performing essential human resource functions required for personnel management of Title 5 and Title 32 NG positions in the States, Territories, and District of Columbia.
4. Background. On 01 October 2017, all former Title 32 Non-Dual Status (NDS) Technicians were converted to Title 5 Competitive Service, and select Dual Status Technician positions were converted to Title 5.
5. Action or Procedure. References h and i apply to Title 5 NG personnel in the States, Territories, and District of Columbia.
 - a. Director of Manpower and Personnel (NGB-J1). NGB-J1 will issue Human Resources Management policy for converted Title 5 NG personnel in the States, Territories, and District of Columbia.
 - b. NGB-J1 Technician Personnel Office (NGB-J1-TN). NGB-J1-TN will provide authoritative and clarifying guidance for execution of policy regarding converted Title 5 NG personnel in the States.


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c. Human Resources Officers (HROs). State HROs who require assistance in the application of rules and limitations of references i and j should contact NGB-J1-TN for clarifying guidance to ensure laws and rules are adhered to in personnel management actions and activities associated with Title 5 NG employees.

d. Enterprise Human Resources Information System. Information on Human Resources (HR) systems used to provide personnel services are IAW references k and l. The NG also has supplementary processing guidance on the NGB-J1-TN Guard Knowledge Online homepage at reference m. HROs should verify that all conversion actions are processed successfully IAW references k and l. In addition, the HR Specialist (Information Systems) must continue to run quality control reports to ensure NG Title 5 personnel are paid correctly. Special attention will be paid to employees receiving a retention incentive.

6. Releasability. This notice is approved for public release; distribution is unlimited. Obtain copies through <<http://www.ngbpd.c.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 canceled earlier.



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

Enclosure:

A -- References

ENCLOSURE A

REFERENCES

- a. CNGB Instruction 1400.25A, 10 October 2017, “National Guard Technician Personnel Program”
- b. Title 10 United States Code (U.S.C.) Section 10217, “Non-Dual Status Technicians”
- c. Public Law (P.L.) 114-328, 23 December 2016, “National Defense Authorization Act for Fiscal Year 2017”
- d. P.L. 114-92, § 1053, 25 November 2015, “The National Defense Authorization Act for Fiscal Year 2016,” “Management of Military Technicians”
- e. 32 U.S.C., § 709, “Technicians: Employment, Use, Status”
- f. CNGB TAG Delegation Memorandum, 16 February 2017, “Designation of The Adjutants General to Appoint, Employ, and Administer National Guard Employees”
- g. E-mail: Office of the Under Secretary of Defense for Personnel and Readiness, Subject Title 32 Conversion Policy Issue, dated 29 September 2017
- h. Office of the Assistant Secretary of Defense Memorandum, 20 April 2017, “Guidance to Convert Dual Status and Non-Dual Status Military Technician Positions”
- i. 5 U.S.C., §§ 2103, “The Excepted Service”; 2105, “Employee”; and 3101, “General Authority to Employ”
- j. 5 Code of Federal Regulations, “Administrative Personnel”
- k. DoD Instruction 1400.25, Volume 1100, 03 January 2014, “DoD Civilian Personnel Management System: Civilian Human Resources Management Information Technology Portfolio,” Incorporating Change 1, 12 December 2017
- l. Office of Personnel Management, 27 September 2017 “Guide to Processing Personnel Actions”
- m. Enterprise Human Resource Information Systems
<<https://gkoportal.ng.mil/joint/J1/D06/B02/SitePages/Home.aspx>>, accessed 02 May 2018