



CHIEF NATIONAL GUARD BUREAU NOTICE

NGB-J1-TN
DISTRIBUTION: A

CNGBN 1411
25 June 2018

INTERIM GUIDANCE FOR DEFENSE CIVILIAN PERSONNEL DATA SYSTEM DATABASE CONSOLIDATION

References: Enclosure A.

1. Purpose. This notice provides interim guidance for the consolidation of the Defense Civilian Personnel Data System (DCPDS) in accordance with (IAW) references a through g.

2. Cancellation. None.

3. Applicability. This notice applies to the National Guard (NG) and to personnel performing essential human resources functions required for personnel management of data within DCPDS for NG employees and technicians in the States, Territories, and District of Columbia.

4. Background. The consolidation of DCPDS into a single database has been directed by the Office of the Secretary of Defense as part of "Transforming DoD's Core Business Processes for Revolutionary Change," IAW references a through g.

5. Action or Procedure. NG personnel performing DCPDS functions will comply with this notice and subsequent information to be provided from the National Guard Bureau (NGB) to facilitate consolidation of DCPDS.

a. Director of Manpower and Personnel (NGB-J1). The Director of NGB-J1 will issue human resources management policy for consolidation of DCPDS data in the States, Territories, and District of Columbia.

b. NGB-J1 Technician Personnel Office (NGB-J1-TN). NGB-J1-TN will provide clarifying guidance for the execution of the DCPDS consolidation in the States, Territories, and District of Columbia.

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c. The Adjutants General (TAGs) and the Commanding General of the District of Columbia (CG). TAGs and the CG will:

(1) Maintain all personnel actions pertaining to an NG employee or technician appointed, employed, and administered by TAG or the CG of the jurisdiction concerned IAW references d, e, f, and g.

(2) Conduct the necessary actions required for consolidation of DCPDS IAW reference g in coordination with the NGB, TAGs, and the CG.

d. Human Resources Officers (HROs). HROs will follow NGB guidance for coordination of staff functions for consolidation of DCPDS. HROs will:

(1) Direct Human Resources Specialists (Information Systems) (HRS[IS]s) to run provided queries and work with the responsible Human Resources Specialist to rectify any discrepancies.

(2) Direct HRS(IS)s to validate user accounts, security, and permissions.

(3) Plan appropriately for compensatory time or overtime to accomplish the DCPDS database consolidation.

6. Releasability. This notice is approved for public release; distribution is unlimited. Copies are available 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 cancelled earlier.



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

Enclosures:

A -- References

ENCLOSURE A

REFERENCES

- a. Public Law 114-328, 23 December 2016, “National Defense Authorization Act for Fiscal Year 2017”
- b. Title 32 United States Code Section 709, “Technicians: Employment, Use, Status”
- c. DoD Instruction 1400.25, Volume 1100, 3 January 2014, “DoD Civilian Personnel Management System: Civilian Human Resources Management Information Technology Portfolio,” Incorporating Change 1, 12 December 2017
- d. DoD Memorandum, 13 February 2018, “Establishment of Cross-Functional Teams to Address Improved Mission Effectiveness and Efficiencies in the DoD”
- e. Office of the Assistant Secretary of Defense, Manpower and Reserve Affairs, Memorandum, 13 February 2018, “Defense Civilian Personnel Data System Global Access for Human Resources Professionals”
- f. Department of Defense, Office of the Chief Management Officer Memorandum, 13 February 2018, “Defense Civilian Personnel Data System Global Access for Human Resources Professionals”
- g. CNGB Memorandum, 23 February 2018, “The National Guard Bureau Next”