



NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE, AH2
ARLINGTON, VA 22204-1373

22 MAR 2013

MEMORANDUM FOR EXECUTIVE SECRETARIAT (EXEC-SEC-E), ATTN: MS. NENA NAJI, 111 SOUTH GEORGE MASON DRIVE, ARLINGTON, VIRGINIA 22204-1373

THROUGH STRATEGIC PLANS and POLICY, and INTERNATIONAL AFFAIRS (NG-J1-J5), 111 SOUTH GEORGE MASON DRIVE, ARLINGTON, VIRGINIA 22204-1373

Subject: Rescind the following Technician Personnel Regulation (TPR) 293-31, *Maintenance of Personnel Records*

1. Technician Personnel Regulation (TPR) 293-31 is rescinded in its entirety. In 1994, the Office of Personnel Management (OPM) issued the Guide to Personnel Recordkeeping that governs the creation, maintenance and disposition of records used to document human resource management programs.
2. A new Chief National Guard Bureau Instruction (CNGBI) is being prepared by this office to prescribe the policy for the use and maintenance of Supervisor Records for Technician Personnel, and NGB Form 904-1, Supervisor's Record of Technician Employment, as they were previously included in the rescinded TPR.
3. Point of contact is Ms. Debbie Ambrose, NG-J1-TNH, 703-607-5483, or debra.b.ambrose.civ@mail.mil

A handwritten signature in black ink, appearing to read "Susan L. Niemetz", written over a horizontal line.

SUSAN L. NIEMETZ
COLONEL, USA
Chief, Office of Technician Personnel
National Guard Bureau