



# CHIEF NATIONAL GUARD BUREAU INSTRUCTION

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NGB-J1-TN  
DISTRIBUTION: A

CNGBI 1400.25A  
10 October 2017

## NATIONAL GUARD TECHNICIAN PERSONNEL PROGRAM

References: See Enclosure B.

1. Purpose. This instruction is composed of several Volumes, each containing its own purpose. The purpose of the overall instruction is to establish policy and assign responsibilities for the National Guard (NG) Technician Personnel Program in accordance with (IAW) the references.
2. Cancellation. This instruction cancels and supersedes its previous edition, CNGBI 1400.25, 03 June 2016, "Technician Personnel Policy."
3. Applicability. This instruction applies to the National Guard Bureau (NGB); the NG of the 54 States, Territories, and District of Columbia, hereafter referred to collectively as "States;" and all NG technicians.
4. Policy. It is NG policy to maintain a program for the employment and administration of NG technicians, IAW references a and d. Compliance with NG policy is mandatory, except as otherwise provided by law.
  - a. Accompanying volumes to this instruction will be issued as necessary to comply with Executive Orders, law, and policy, or to assist State Human Resource Officers (HROs), managers, supervisors, employees, and their representatives in addressing technician personnel management issues.
  - b. When The Adjutants General (TAG) and HROs are considering personnel management issues affecting military (Dual-Status) technicians, such technicians should be presumed to be in a military status unless clear and convincing evidence establishes that the issue derives solely from the civilian aspects of their employment, IAW references d and g.

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c. The NGB Joint Staff Manpower and Personnel Directorate (NGB-J1), Technician Personnel Office (NGB-J1-TN), as the office of primary responsibility, with advice from the NGB Chief Counsel (NGB-JA), will determine the applicability of a law or regulation to NG technicians.

d. The accompanying Volumes to this instruction outline the specific policy and procedures for the additional programs within the NG Technician Personnel Program to include information regarding the functional areas of Benefits, Employment and Pay; Labor and Employee Relations; Human Resources Development; Human Resources Information Systems; and Program Management Evaluation.

5. Definitions. None.

6. Responsibilities. See Enclosure A.

7. Summary of Changes. This instruction amends its previous edition.

8. Releasability. This instruction is approved for public release; distribution is unlimited. Obtain copies through <<http://www.ngbpdc.ngb.army.mil>>.

9. Effective Date. This instruction is effective upon publication and must be reissued, cancelled, or certified as current every five years.



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Enclosures:

A -- Responsibilities

B -- References

GL -- Glossary

ENCLOSURE A

RESPONSIBILITIES

1. Chief of the National Guard Bureau (CNGB). The CNGB will:
  - a. Maintain oversight of the employment and use of NG technicians to ensure The Adjutants General (TAG) establish policy and procedures consistent with this instruction.
  - b. Ensure the NG Technician Personnel Program is executed in a nondiscriminatory manner IAW reference e.
2. Director of NGB-J1. The Director of NGB-J1 will:
  - a. Serve as the primary advisor to the Chief of the National Guard Bureau on all NG Technician Policy and Personnel issues.
  - b. Maintain oversight of the employment and use of NG technicians to ensure TAGs establish policy and procedures consistent with this instruction.
  - c. Execute the NG Technician Personnel Program in a nondiscriminatory manner IAW reference e.
  - d. Develop policy and programs for the employment and use of NG technicians IAW reference b.
  - e. Approve agreements for the use of NG technicians as TAGs IAW reference f, as appropriate.
3. Chief of NGB-J1-TN. The Chief of NGB-J1-TN will:
  - a. Advise the Director of NGB-J1, as well as commanders, administrative officers, and other staff, on all matters pertaining to technicians.
  - b. Oversee the development, staffing, and execution of the NG Technician Personnel Program.
  - c. Ensure staff coordination IAW reference c.
4. Chief of NGB Equal Opportunity (NGB-EO). The Chief of NGB-EO will promulgate discrimination policy and complaint resolution procedures for NG technicians with advice from NGB-JA IAW reference h.
5. TAGs. All personnel actions pertaining to a person appointed, employed, and administered by the Adjutant General IAW reference d., i., and j. shall be

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accomplished by the Adjutant General of the jurisdiction concerned. In order to ensure effective and efficient administration of federal resources the Adjutants General shall execute all designated authorities to appoint, employ and administer National Guard employees. The Adjutants General may not selectively choose which designated authorities to execute.

ENCLOSURE B

REFERENCES

- a. Title 10 United States Code (U.S.C.), Section 10503, “Functions of National Guard Bureau: Charter”
- b. DoD Directive 5105.77, 30 October 2015, “National Guard Bureau (NGB)”
- c. CNGB Instruction 5000.01A, 26 April 2017, “Chief of the National Guard Bureau Issuances”
- d. 32 U.S.C. § 709, “Technicians: Employment, Use, Status”
- e. 42 U.S.C. § 2000d, “Prohibition Against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on ground of Race, Color, or National origin”
- f. 5 U.S.C. §§ 3371 - 3375 “Intergovernmental Personnel Act”
- g. 10 U.S.C. § 976, “Membership in Military Unions, Organizing of Military Unions, and Recognition of Military Unions Prohibited”
- h. DoD Instruction 1400.25, 01 December 1996, “DoD Civilian Personnel Management System”
- i. 10 U.S.C. § 10508, “National Guard Bureau: General Provisions”
- j. CNGB Memorandum, dated 16 February 2017, Designation of the Adjutants General to Appoint, Employ, and Administer National Guard Employees”

GLOSSARY

PART I. ACRONYMS

HRO	Human Resources Officer
IAW	In accordance with
NG	National Guard
NGB	National Guard Bureau
NGB-JA	National Guard Bureau, Office of the Chief Counsel
NGB-J1	Manpower and Personnel Directorate
NGB-J1-TN	Technician Personnel Office
NGB-EO	Equal Opportunity Office
TAG	The Adjutants General

PART II. DEFINITIONS

(NONE)