

**DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
NATIONAL GUARD BUREAU  
1411 JEFFERSON DAVIS HIGHWAY  
ARLINGTON, VA 22202-3231**

**NGB PUBLICATIONS BULLETIN  
No. 05-5**

**May 16, 2005**

**1. National Guard Bureau Publications and Blank Forms.**

**a. Announcement of New Publications and Forms.** This paragraph reflects the purpose of new publications and forms. For new publications this paragraph cites: Publication type, series numbers, complete title, purpose, applicability, proponent, and distribution. For new forms this paragraph cites: Form type, series numbers, complete title, date, proponent, and prescribing directive (type, series numbers and date). Requirements for publications listed in this paragraph must be submitted to NGB-DMJ-P, DSN 476-4212, Augusta, Maine, not later than 30 Jun 05 Return to your local Pubs Office by: \_\_\_\_\_.

HR Guide 01, Sep 2004, Labor Relations Practioner’s Guide. This guide is to assist those human resource professionals who deal with the field of Labor Relations. It is a compilation of information from a wide variety of sources and would be appropriate for both new and experienced Labor Relations Specialists and supervisors working with National Guard Labor Relations issues. The proponent is NGB-J1, Office of Technician Personnel.

HR Guide 02, Nov 04, National Guard Technician Handbook. This handbook is intended to guide and assist technicians in answering many questions involving working conditions and benefits. It is designed to serve as a quick reference resource. The proponent is NGB-J1, Office of Technician Personnel.

HR Guide 03, Feb 2005, National Guard Bureau Supervisor’s Human Resource Reference Guide. This guide is designed to be a “ready reference” that provides supervisors and managers with advise and basic guidance on issues relating to human resources management. Although the contents are not regulatory in nature, the guidance has been drafted based on Federal statutes and regulations, as well as DoD and National Guard Bureau policy. The proponent is NGB-J1, Office of Technician Personnel.

HR Guide 04, Jan 2005, Collective Bargaining Agreement Provisions Guide. This guide is designed for the new and experienced Labor Relations Specialist and Human Resource Officer. It is intended to provide examples of acceptable contract language for use in negotiations that is not contrary to law or proper management practice. The proponent is NGB-J1, Office of Technician Personnel.

**b. Publications and Blank Forms Being Processed.** This section lists the publication, date, short and long title, distribution symbol, and the estimated shipping date. Not used this month.

**c. NGB Publications and Blank Forms Distributed.** New or revised publications and blank forms distributed during the current and the previous month. These should be added to the appropriate indexes.

<u>Number/Date</u>	<u>Title</u>	<u>Date Shipped</u>
NGR 25-1/ANGI 33-103 22 Nov 02	All States Memorandums	29 Apr 05

**d. Obsolete Publications and Blank Forms.** Publications and blank forms declared obsolete/superseded that should be deleted from the indexes.

<u>Number/Date</u>	<u>Title</u>	<u>Action Taken</u>
NGB Form 4 May 94	Federal Recognition Certificate(S&U NGB-ARF) (Storage Safeguard) Use NGB Form 4 Until Exhausted	Superseded by NGB Form 0040

**The following forms have been replaced by AF Form 4318 dated March 2003, per ANG/SGE.**

NGB Form 244 Nov 01	Clinical Privileges List – Dental	Rescinded
NGB Form 2816 Nov 01	Clinical Privileges List – Physician Assistant and Primary Care Nurse Practitioners	Rescinded
NGB Form 2824 Nov 01	Clinical Privileges List – Mental Health	Rescinded
NGB Form 2830 Nov 01	Clinical Privileges List – Optometry	Rescinded
NGB Form 2831 Nov 01	Clinical Privileges List – Physician	Rescinded

**e. General Information.** Information of general interest concerning publications and blank forms, including advance information on changes, corrections to NGB publications, and NGB Test publications. Not used this month.

**f. Excess Publications and Blank Forms.** Excess forms, location, quantity, point of contact (POC), telephone number. Not used this month.

**2. NGB Components Listing.** NGB Component Listings may now be viewed on-line at Guard Knowledge Online. We will continue to stock and distribute hardcopy documents, but if you need a quick copy or simply want to view a component listing, go to <https://gkportal.ngb.army.mil/C10/C5/NGB%20Pubs/default.aspx>.

**a. Announcement of New Component Listings.** This paragraph reflects the purpose of new component listings. This paragraph cites: component listing number, nomenclature, status, and date. Requirements for component listings presented in this paragraph must be submitted, by State Headquarters, to NGB-DMJ, Bldg. #34, Camp Keyes, Augusta, Maine 04333-0032, e-mail to [lawrence.holland@me.ngb.army.mil](mailto:lawrence.holland@me.ngb.army.mil) or fax to DSN: 476-4484 COMM: (207) 626-4484 not later than **30 June 2005**. Return to your State Headquarters (USPFO or TAG PUBS) by: \_\_\_\_\_. Not used this month.

**b. Component Listings Being Processed.** This section presents the component listings, date, title, and the estimated shipping date. Not used this month

**c. Component Listings Distributed.** New or revised component listings distributed during the current and the previous month. These should be added to the appropriate indexes. Not used this month.

**d. Obsolete Component Listings.** Component Listings declared obsolete/superseded that should be deleted from the indexes. Not used this month.

**e. Excess Component Listings.** Excess component listings, location, quantity, point of contact (POC), telephone number. Not used this month.

**3. Questions pertaining to requirements for publications and blank forms as well as their requisition should be addressed to Mr. Richard Duncan, NGB-DMJ-P, DSN 476-4212. Questions pertaining to NGB Forms should be addressed to NGB Form Manager, NGB-DMJ-P, DSN 476-4358. Questions pertaining to NGB Component Listings should be addressed to Mr. Larry Holland, NGB-DMJ-P, DSN 476-4275. Questions pertaining to content and information in the Bulletin should be addressed to Mr. William Tupper, NGB-DMS-A, DSN: 327-3151.**

**WILLIAM TUPPER**  
**NGB Editor**  
**Support Services**

**Distribution: A**