



# CHIEF NATIONAL GUARD BUREAU INSTRUCTION

---

NGB-J1

DISTRIBUTION: A

CNGBI 1102.01

18 July 2018

## NATIONAL GUARD BUREAU ABSENCE, LEAVE, AND OVERTIME PROGRAM FOR TITLE 5 CIVILIAN PERSONNEL

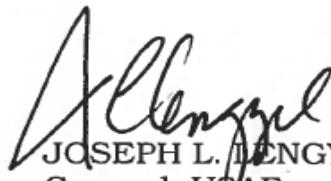
References: See Enclosure B.

1. Purpose. This instruction establishes policy and assigns responsibilities for the National Guard Bureau (NGB) Absence and Leave Program for Title 5 civilian employees in accordance with (IAW) references a through h.
2. Cancellation. None.
3. Applicability. This instruction applies to all Title 5 civilian personnel assigned to the NGB.
4. Policy. It is NGB policy that Title 5 civilians assigned to the NGB, along with their managers, plan and schedule the use of annual leave throughout the year in compliance with this instruction. There is a mutual employee-management responsibility to plan and schedule the use of annual leave throughout the year. By law, scheduling leave is a prerequisite to the restoration of annual leave that may be forfeited due to exigencies of the Service or because of sickness. Denial of leave is administrative and must not be used as a punitive measure. This instruction must be administered without discrimination by race, color, religion, sex (including pregnancy), national origin, age, disability, genetic information, or prior Equal Employment Opportunity activity.
5. Definitions. See Glossary.
6. Responsibilities. See Enclosure A.
7. Summary of Changes. This is the initial publication of CNGBI 1102.01.
8. Releasability. This instruction is approved for public release; distribution is unlimited. Obtain copies through <[www.ngbpdc.ngb.army.mil](http://www.ngbpdc.ngb.army.mil)>.

**UNCLASSIFIED**

18 July 2018

9. Effective Date. This instruction is effective upon signature and must be reissued, canceled, or certified as current within five years from the date signed.



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

Enclosures:

- A -- Responsibilities
- B -- References
- GL -- Glossary

ENCLOSURE A

RESPONSIBILITIES

1. Chief of the National Guard Bureau (CNGB). The CNGB will:
  - a. Exercise administrative and operational control of Title 5 personnel assigned to the NGB.
  - b. Establish core duty hours for Title 5 personnel assigned to the NGB.
  - c. Establish and administer overtime and leave regulations for Title 5 personnel assigned to the NGB.
  - d. Supervise the work of Title 5 personnel assigned to the NGB.
  - e. Enable personnel to better balance their personal effectiveness and job satisfaction, create a family-friendly organization, and reduce the turnover rate and absenteeism.
2. Chief of Joint Civilian Personnel (NGB-J1-JHC). The Chief of NGB-J1-JHC will:
  - a. Disseminate information to supervisors and employees to inform them of all changes to laws, policies, and regulations governing leave or other excused absences.
  - b. Furnish advice and guidance to supervisors and employees in the interpretation of this instruction upon request.
3. Directors of the National Guard Bureau Joint Staff (NGBJS), Army National Guard (ARNG), and Air National Guard (ANG). The Directors of the NGBJS, ARNG, and ANG will:
  - a. Implement policies for leave administration for all Title 5 civilian personnel under their jurisdiction.
  - b. Ensure that the authority to approve an employee's leave request is assigned to the lowest supervisory level, except where it is determined that a review and final approval above the first-line supervisory level are necessary.

c. Approve exigencies when a need or condition of major importance results in the cancellation of a Title 5 civilian employee's previously approved leave. This condition must be of such importance that employees cannot be excused from duty for the duration and there is no reasonable alternative to the cancellation of the approved leave IAW Office of Personnel Management requirements.

d. Administer leave regulations for civilian employees as stated in this instruction.

4. NGBJS, ARNG, and ANG Division and Office Chiefs. NGBJS, ARNG, and ANG Division and Office Chiefs will:

a. Serve as the leave-approving authorities for both Department of the Army and Department of the Air Force Title 5 civilians in their organization.

b. Establish a contact roster of their employees and designate primary and alternate points of contact who will be responsible for contacting each person in the organization.

c. Authorize overtime when necessary.

5. Supervisors. Supervisors will:

a. Supervise the work of personnel assigned to NGB.

b. Be responsible for the fair and equitable administration of leave for all Title 5 employees under their supervision based on the requirements established in this Instruction.

c. Request lists from Automated Time Attendance and Production System Customer Service Representatives for Title 5 employees and review the lists to ensure that employees with leave that must be used by the end of the year are scheduled for an appropriate amount to avoid forfeiture.

d. Approve sick leave and determine whether absences are properly chargeable to this category of leave.

e. Maintain a completed work schedule form for each employee.

- f. Provide, whenever possible, at least two weeks' advance notice if operational priorities require a change to an employee's work schedule.
- g. Require new personnel to work a standard work schedule during their training and orientation. When their training and orientation are complete, new employees will be allowed to select an Alternate Work Schedule (AWS) if it is available in their work area.
- h. Employees will be provided written notification when a previously approved AWS is discontinued because of performance deficiencies or misconduct. When possible, written notification should be provided to the employee at least two weeks in advance.
- i. Administer excused absences as provided for in current policies applicable to the employee's personnel status.
- j. Administer overtime for civilian employees as set forth in this instruction.

ENCLOSURE B

REFERENCES

PART I. REQUIRED

- a. NGB Memorandum 610/630/36-807, 01 April 2011, “Hours of Duty and Absence and Leave (Alternate Work Schedule, Leave, Overtime, Compensatory Time)”
- b. Title 5 Code of Federal Regulations (CFR) Part 610, 04 September 1968, “Hours of Duty”
- c. 5 CFR 630, 04 September 1968, “Absence and Leave”
- d. U.S. Office of Personnel Management, “Pay and Leave: Leave Administration,” <[www.opm.gov/policy-data-oversight/pay-leave/leave-administration](http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration)>, accessed 20 December 2017
- e. DoD 1400.25M Civilian Personnel Manual, Chapter 610, 19 March 2015, “Attendance and Leave”
- f. DoD 1400.25M Civilian Personnel Manual, Chapter 630, 19 March 2018, “Leave”
- g. Air Force Instruction 36-815, 08 July 2015, “Absence and Leave”
- h. Army Regulation 690-990-2, “Hours of Duty, Pay, and Leave,” 15 April 1985

PART II. RELATED

- i. CNGB Instruction 1400.25A, 10 October 2017, “National Guard Technician Personnel Program”

## GLOSSARY

### PART I. ACRONYMS

ANG	Air National Guard
ARNG	Army National Guard
AWS	Alternate Work Schedule
CNGB	Chief of the National Guard Bureau
DoD	Department of Defense
IAW	In accordance with
NGB	National Guard Bureau
NGB-J1-JHC	Chief of Joint Civilian Personnel
NGBJS	National Guard Bureau Joint Staff

### PART II. DEFINITIONS

Alternate Work Schedule -- Any schedule other than the standard work schedule of eight hours per day, basic duty hours, five days per week. “Compressed work schedule,” “flexible work schedule,” and “flex-time schedule” are synonymous with Alternate Work Schedule.

Administrative Leave -- Authorized absence from duty without loss of pay or charge to leave. Also referred to as “excused absence.”

Core Duty Hours -- The time during the workday, workweek, or pay period during which an employee on an Alternate Work Schedule must be present for work. National Guard Bureau duty hours are 0600 to 1800. All personnel regardless of work schedule option must be present for duty during core hours: 0900 to 1500.