



NATIONAL GUARD BUREAU

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14 April 2020

MEMORANDUM FOR THE ADJUTANTS GENERAL AND THE COMMANDING GENERAL OF THE DISTRICT OF COLUMBIA

Subject: Reduction-in-Force Procedures for National Guard Employees

- References:
- (a) Department of Defense (DoD) Instruction 1400.25, Volume 351, 19 January 2011, "DoD Civilian Personnel Management System: Coordination and Clearance Requirements for Personnel Reductions, Closures of Installations and Reductions of Contract Operations in the United States"
 - (b) Title 10 United States Code Section 1597(f), "Civilian Positions: Guidelines for Reductions"
 - (c) DoD Memorandum, 19 January 2017, "Policy and Procedures for Reductions in Force in the Civilian Workforce"

1. This memorandum provides policy on reduction-in-force (RIF) procedures for Title 32 (T32) and Title 5 (T5) National Guard excepted and competitive service employees.
2. This memorandum rescinds and replaces Technician Personnel Regulation 300 (351), 22 November 1993, "Reorganizations, Realignments, and Reduction in Force."
3. States will follow RIF procedures as outlined in references a, b, and c.
 - a. Competing employees shall be listed on a retention register based on the following retention factors: Rating of Record; Tenure Group; Average Score; Veterans' Preference (applicable for T5 employees only); and DoD Service Computation Date-RIF (DoD SCD-RIF).
 - b. T5 competitive service employees, T5 excepted service employees, and T32 employees must be placed on separate retention registers.
4. Point of contact is Mr. Joey L. Keyes; Chief, Technician and Civilian Personnel Division; NGB-J1-TN, 703-601-2980.

A handwritten signature in blue ink, appearing to read "Dawne L. Deskins", is located below the text of the memorandum.

DAWNE L. DESKINS
Major General, USAF
Director, Manpower & Personnel,
National Guard Bureau