



**NATIONAL GUARD BUREAU**  
111 SOUTH GEORGE MASON DRIVE  
ARLINGTON VA 22204-1382

24 March 2020

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

**SUBJECT: Use of Title 5 Personnel in Response to State Emergencies or Disaster  
Declarations**

- References:
- (a) 10 U.S.C. §10508, National Guard Bureau: general provisions
  - (b) Office of the Assistant Secretary of Defense Memorandum, "Guidance to Convert Dual Status and Non-Dual Status Military Technician Positions," 20 April 2017
  - (c) CNGB Memorandum, "Delegation of Signature Authority for Chief of the National Guard Bureau 1400 Series Issuances," 26 July 2019
  - (d) CNGB Memorandum, "Designation of The Adjutants General to Appoint, Employ, and Administer National Guard Employees," 16 February 2017

1. All Title 5 personnel performing duty in the non-federalized National Guard are deemed essential personnel, in accordance with references (a) through (c). The Adjutants General and the Commanding General, District of Columbia, are authorized to use Title 5 personnel assigned to their respective jurisdictions, except for those performing Inspector General duty, in preparation for, and in response to, a State emergency or disaster declaration for up to 14 calendar days regardless of their prescribed Federal duties and responsibilities. Requests for approval to use any Title 5 personnel in excess of 14 days must be submitted to NGB J1 in advance of the expiration of the 14-day time period and will include name, duty title, and justification for continued use.

2. Title 5 personnel may be temporarily assigned to perform any work considered necessary or required to be performed during the period of State emergency or disaster declaration without regard to the employee's grade, level, or title. The employee must have the necessary knowledge and skills however, to perform the assigned work. Failure or refusal to perform assigned work may be a basis for disciplinary action.

3. All use of Title 5 personnel in support of a State emergency or disaster declaration must be tracked daily by the State Human Resource Office/J1 and reported to NGB J1. This does not apply to those Title 5 personnel who are working within their prescribed duties and responsibilities and whose support to a State emergency or disaster declaration is incidental and does not interfere with their Federal duties and responsibilities.

4. Point of Contact for this document is Ms. Nancy C. Zbyszinski, NGB J1; (703) 601-7991.

A handwritten signature in blue ink, appearing to read "Dawne L. Deskins", is written over a horizontal line.

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