



NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE, AH2
ARLINGTON, VA 22204-1382

NGB-J1-TN

8 February 2012

MEMORANDUM FOR THE HUMAN RESOURCE OFFICERS OF ALL STATES,
PUERTO RICO, THE US VIRGIN ISLANDS, GUAM, AND THE DISTRICT OF
COLUMBIA

SUBJECT: Military Leave Under 5 United States Codes (U.S.C.), Section 6323
(TN-12-03)

1. The National Guard Bureau, Technician Personnel Management Division continues to receive numerous inquiries on the 15 day paid military leave under 5 U.S.C., section 6323(a), otherwise known as military leave. The purpose of this memorandum is to restate the National Guard policy concerning this entitlement, which was provided in the NGB-JA, 25 April 2003 memorandum, at enclosure 1.
2. In accordance with 5 United States Code 6323, National Guard technicians who are absent from their civilian position because of uniformed service, which includes full-time National Guard duty under Title 10 or Title 32 are entitled to accrue leave under 5 U.S.C. 6323(a) (1) and are also entitled to use this leave while performing service with the uniformed services as described in 5 CFR 353.208.
3. Technicians who believe they may have been denied 15 days paid leave under 5 U.S.C. 6323(a) (1) should contact their Human Resources Office (HRO) for corrective action. The HRO will use the guidance provided in enclosure 2 for administrative corrections to the Time and Attendance (T&A) report.
4. The point of contact is Ms. Brenda Decruise, Chief, Benefits and Entitlements Branch, at DSN 327-1478, 703-607-1458, or Brenda.Decruise@us.army.mil.

2 Encl

1. Memorandum, dated April 2003
2. T&A Instructions

A handwritten signature in black ink, appearing to read "THOMAS E. LANGUIRAND".

THOMAS E. LANGUIRAND

COL, US Army

Chief, Technician Personnel Management Division
National Guard Bureau