



**NATIONAL GUARD BUREAU**  
1000 AIR FORCE PENTAGON, ROOM 4E126  
WASHINGTON, DC 20330-1000

MEMORANDUM FOR SEE DISTRIBUTION

23 NOV 2015

FROM: NGB/CF

SUBJECT: Military Duty Notification to Civilian Employers

We are committed to providing a combat-ready operational force and preserving the viability of our Airmen, family and employers. Much of our mission success is credited to our outstanding civilian employers who have given us their unwavering support. As we look to the future, we will depend on this valuable support to continue our high operational tempo.

Today, the Air National Guard is able to keep its mobilization tempo low due to the outstanding volunteerism among the force. Increased requirements are expected from combatant commanders and they will continue to be filled primarily by our outstanding volunteers. To do this, we must place a top priority on timely and open communication with our civilian employers.

We have made significant improvement in pre-service notification, as Guardsmen should be able to provide, at a minimum, a 30-day notice of upcoming military service. In addition, based on the Uniformed Services Employment and Reemployment Rights Act's (USERRA) post-service notification rules, providing an employer after-the-fact proof is clearly required if the military service was for 31 days or longer. No matter how many days our Guardsmen are on duty, the employer can demand the member show proof that absence from the civilian workplace was due to military service. Thus, whether our Guardsmen are absent for five hours or five years, they should still show proof of military service. We must partner with our civilian employers and demonstrate consistency with USERRA's intent. As stewards of shared national resources, our Airmen, the Air National Guard must work closely with civilian employers to meet mission success on both fronts; civilian and military.

In order to reinforce this message, all commanders must ensure our Guardsmen honor the intent of USERRA consistently and continuously, as this is every Airman's responsibility. I thank you for your efforts in this important area.

A handwritten signature in black ink, appearing to read "S. E. Clarke III".

STANLEY E. CLARKE III  
Lieutenant General, USAF  
Director, Air National Guard

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TAGs/Commanding General DC