



CALIFORNIA MILITARY DEPARTMENT NOTICE

NGCA-JSD-MP
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CMDN 1419.09
25 October 2018

EMPLOYEE COUNSELING FORM

Reference(s):

- a. NGB Publications Bulletin 14-01, 15 January 2014
- b. NGB Form 904-1, Supervisor's Record of Technician Employment.

1. Purpose. This California Military Department Notice (CMDN) establishes the new California National Guard (CNG) Employee Counseling Form (CNG Form 690-66).
2. Cancellation. Supervisor's Record of Technician Employment, National Guard Bureau (NGB) Form 904-1, 01 December 1991.
3. Applicability. This notice applies to all T5 and T32 California Air National Guard (CA ANG) and California Army National Guard (CA ARNG) technicians and employees; and to commanders, managers and supervisors (military or civilian) with authority or responsibility over those T5 and/or T32 personnel.
4. Background. Per NGB Publication 14-01, Supervisor's Record of Technician Employment, NGB Form 904-1 was rescinded. This CMDI introduces and authorizes Employee Counseling Form, CNG Form 690-66, 25 October 2018.
5. Action. The Employee Counseling Form, CNG Form 690-66 will now be used in place of NGB Form 904-1. Supervisors and Managers will use this form to document general counselings, personal conduct and/or performance counselings, and annual personnel policy briefs.
6. Releasability. This issuance is approved for public release; distribution is unlimited. Form can be located on: <https://calguard.ca.gov/hrolib/>
7. Effective Date. This notice is effective upon publication.



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