



CHIEF NATIONAL GUARD BUREAU INSTRUCTION

NG-J3
DISTRIBUTION: A

CNGBI 3500.01
13 November 2013

HOMELAND RESPONSE FORCE/CHEMICAL, BIOLOGICAL, RADIOLOGICAL,
AND NUCLEAR ENHANCED RESPONSE
FORCE PACKAGE WORKING GROUP AND
COMBATING WEAPONS OF MASS DESTRUCTION INTEGRATED
PRODUCT TEAM CHARTER

References:

- a. DoD Directive 5105.77, 21 May 2008, “National Guard Bureau (NGB)”
 - b. OSD Resource Management Decision 700, 23 December 2009
 - c. CNGBI Instruction 9100.01, 16 July 2012, “Financial Administration National Guard Conference Policy”
 - d. OSD Memorandum, 29 September 2012, “Implementation of Conference Oversight Requirements and Delegation of Conference Approval Authority”
1. Purpose. This instruction establishes the Homeland Response Force (HRF)/Chemical, Biological, Radiological, and Nuclear (CBRN) Enhanced Response Force Package (CERFP) Working Group (WG) and Combating Weapons of Mass Destruction (CWMD) Integrated Product Team (IPT). It defines the mission and organization (see Enclosure A) and responsibilities (see Enclosure B) for the HRF/CERFP WG and the CWMD IPT.
 2. Cancellation. This is the initial publication of CNGBI 3500.01.
 3. Applicability. This instruction applies to the Directorates of the National Guard Joint Staff (NGJS), the Army National Guard (ARNG), the Air National Guard (ANG), and the National Guard of the States, Territories, and the District of Columbia.

UNCLASSIFIED

4. Policy. As the Department of the Army's designated Functional Proponent, the National Guard Bureau (NGB) establishes an effective, efficient, and timely process for providing solutions or improvements for operational issues with the National Guard (NG) CBRN Response Enterprise.
5. Definitions. See Glossary.
6. Responsibilities. See Enclosure B.
7. Summary of Changes. This is the initial publication of CNGBI 3500.01.
8. Releasability. This instruction is approved for public release; distribution is unlimited. NGB directorates, The Adjutants General (TAG), the Commanding General of the District of Columbia, and NG Joint Force Headquarters-State (JFHQs-State) may obtain copies of this instruction through <www.ngbpdc.ngb.army.mil>.
9. Effective Date. This publication is effective upon publication and must be reissued, cancelled, or certified as current within five years of its publication.



FRANK J. GRASS
General, USA
Chief, National Guard Bureau

Enclosures:

- A -- Charter of the HRF/CERFP WG and CWMD IPT
- B -- Functional Responsibilities
- GL -- Glossary

ENCLOSURE A

CHARTER OF THE HOMELAND RESPONSE FORCE/CHEMICAL,
BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR ENHANCED RESPONSE
FORCE PACKAGE WORKING GROUP AND
COMBATING WEAPONS OF MASS DESTRUCTION INTEGRATED
PRODUCT TEAM

1. Background.

a. HRF/CERFP WG and CWMD IPT Support to the Chief of the NGB (CNGB). The HRF/CERFP WG and CWMD IPT supports the CNGB role as the Department of the Army's designated Functional Proponent. The HRF/CERFP WG and CWMD IPT establishes an effective, efficient, and timely process for providing solutions or improvements for operational issues with the NG CBRN Response Enterprise.

b. HRF/CERFP WG. The HRF/CERFP WG will:

- (1) Interface with the CWMD IPT through the Coordinator.
- (2) Manage, review, and oversee the conduct of working groups listed herein providing a methodology to ensure operational synchronization of Doctrine, Organization, Training, Materiel, Leadership, Personnel, and Facilities (DOTMLPF) requirements.
- (3) Review, approve, and provide prioritized recommendations on all HRF/CERFP WG issues across the DOTMLPF spectrum to meet operational needs.
- (4) Work with the Department of Defense, Army, Air Force, other governmental and non-governmental agencies, NGB CWMD IPT, Joint Staff, ARNG, and ANG directorates in coordinating, aligning, and synchronizing all HRF/CERFP WG issues.
- (5) Review, establish, and validate submissions, which represent constructive improvements to existing capabilities or new capabilities with the HRF/CERFP.
- (6) Support the formal institutionalization of the DOTMLPF process in the identification of operational requirements into their appropriate Army or Air Force agency for approval, funding, acquisition, sustainment, and implementation.
- (7) Use the functional subgroups to accomplish tasks as needed.

c. CWMD IPT. The CWMD IPT will:

- (1) Recommend issues for study by the IPT to the Executive; in collaboration with HRF/CERFP WG recommendations.
- (2) Establish and implement a DOTMLPF change recommendation process. Then, review and validate the process as directed by the Executive.
- (3) Coordinate and synchronize the resolution of major issues that involve multiple functional areas or directorates.
- (4) Coordinate with NG directorates and other appropriate sources to obtain information.
- (5) Review and approve suggestions and recommend courses of action on HRF/CERFP WG issues across the DOTMLPF spectrum to meet operational needs. It will use an integrated, cross-functional forum for assessing, analyzing, planning, and prioritizing domestic CWMD capability requirements and resources.
- (6) Manage and coordinate the assessment and analysis of the Weapons of Mass Destruction Civil Support Team (WMD-CST), HRF, and CERFP capability requirements and develop DOTMLPF solutions to capability shortfalls.
- (7) Work with all elements of the CERFP/HRF WG to accomplish tasks, as needed.

d. CWMD Council of Colonels. The CWMD Council of Colonels will:

- (1) Adjudicate the resolution of major issues that involve multiple functional areas or directorates.
- (2) Provide guidance for the implementation of recommendations to promote standardization and interoperability among the HRF/CERFPs, WMD-CSTs, and other CBRN response elements.
- (3) Work with the Department of Defense, Army, Air Force; other governmental and non-governmental agencies; and ARNG and ANG directorates in coordinating, aligning, and synchronizing all NG CBRN Response Enterprise issues.
- (4) Advocate for institutionalization into the appropriate Army, Air Force or Joint Staff agency for approval, funding, acquisition, sustainment, and implementation.

e. Commander's Council. The Commander's Council will:

(1) Validate submissions by ensuring that recommendations have identified an operational issue or problem, that a completed DOTMLPF analysis was considered, and where a solution is recommended that the requirements are clearly articulated.

(2) Vote and prioritize all HRF/CERFP WG related issues.

(3) Elect leadership for technical working groups.

f. Technical Working Groups. The technical working groups will:

(1) Review all of the functional subgroup's submissions to ensure they fully address the DOTMLPF analysis for operational requirements.

(2) Prioritize approved submissions for Commander's Council approval or action.

(3) Respond to requests from CWMD IPT.

g. Functional Subgroups. The functional subgroups will:

(1) Identify strategic and operational issues across the DOTMLPF spectrum to meet operational needs.

(2) Conduct an analysis of the identified issues and prepare submissions that address DOTMLPF requirements.

(3) Submit completed analysis to the technical working group for action.

(4) Respond to requests from CWMD IPT.

(5) Invite representatives of the WMD-CST to participate.

(6) Provide minutes of all meetings to the Coordinator. The chairperson of each subgroup is responsible for handing off the minutes.

2. Membership. The HRF/CERFP WG and CWMD IPT are comprised of the following members.

a. The Commissioning Authority. The CNGB is the Commissioning Authority. The CNGB may delegate authority to the Executive.

b. CWMD Council of Colonels. The CWMD Council of Colonels consists of the following participants' O6/O6 equivalent representatives.

(1) The Chief of the CWMD Division (NG-J39), who will serve as the Chair and is, hereinafter referred to as the Executive.

(2) The directors of the following NGJS directorates and divisions:

- (a) Manpower and Personnel (NG-J1).
- (b) Intelligence (NG-J2).
- (c) Future Operations Division (NG-J35).
- (d) Joint Exercise Division (NG-J36).
- (e) Training and Education Division (NG-J37).
- (f) NG-J39.
- (g) Logistics (NG-J4).
- (h) Strategic Plans, Policy, and International Affairs (NG-J5).
- (i) Communications (NG-J6).
- (j) Resource Management (NG-J8).

(3) Director of Operations/Training, Army (ARNG-G3).

(4) Director of Operations, Air Force (ANG/A3).

(5) The directors of the following Office of the CNGB offices:

- (a) Office of the Joint Surgeon General (NGB-JSG).
- (b) Office of the NGB Chief Counsel (NGB-JA).

c. CWMD IPT. The CWMD IPT will consist of the following participants:

(1) The Executive, who will serve as the Chair.

(2) Staff representatives of the following directorates, divisions, and offices:

- (a) NG-J1.
- (b) NG-J2.

- (c) NG-J35.
- (d) NG-J36.
- (e) NG-J37.
- (f) NG-J39.
- (g) NG-J4.
- (h) NG-J5.
- (i) NG-J6.
- (j) NG-J8.
- (k) ARNG-G3.
- (l) ANG/A3.
- (m) NGB-JSG.
- (n) NGB-JA.

d. HRF/CERFP WG. The HRF/CERFP WP will consist of the following participants:

- (1) The Executive. The Executive will chair the HRF/CERFP WG.
- (2) The Coordinator. The Coordinator will come from NG-J39 personnel.
- (3) The Commander's Council. The Commander's Council will be comprised of HRF/CERFP commanders and the senior enlisted advisor from each HRF/CERFP.
- (4) Facilitators. Facilitators will be Joint Staff functional area managers, as required.
- (5) Members. Individual members of the HRF/CERFP/WMD-CST are selected by their commanders.
- (6) Associates. Individuals external to the HRF/CERFPs or NGB may be associates of the HRF/CERFP WG if they have subject matter expertise in technical, scientific, testing and evaluation, or Army consequence management or CBRN incidents.

(7) Technical Working Groups.

(a) Three technical working groups will be comprised of the following:

1. Training and Doctrine Technical Working Group.
2. Organization and Personnel Technical Working Group.
3. Materiel Technical Working Group.

(b) Membership:

1. Each group is comprised of a chair, vice chairs, a senior enlisted advisor, and staff representatives from HRF/CERFP WG participants.

a. Chairs, vice chairs, and senior enlisted advisors are elected by HRF/CERFP commanders and senior enlisted advisors.

b. Chairs and vice chairs must be from different NG CBRN Response Enterprise elements (one from HRF and, one from CERFP) and States.

2. All HRF/CERFP WG members will contribute to one of the technical working groups.

(8) Functional Subgroups.

(a) Nine functional subgroups will be comprised of the following:

1. Operations and C2 Subgroup.
2. Communications Subgroup.
3. CBRN Assistance Support Element Subgroup.
4. Fatality Search and Recovery Team Subgroup.
5. Decontamination Subgroup.
6. Medical Subgroup.
7. Search and Extraction Subgroup.
8. Logistics Subgroup.

9. Senior Enlisted Subgroup.

(b) Membership.

1. Each subgroup is headed by a chair. Co-chairs or vice chairs may be elected, as necessary.

2. Subgroup chairs are elected by peers within their respective functional subgroup.

3. All HRF/CERFP WG members will contribute to one of the subgroups.

4. WMD-CST representatives will be invited to participate in the subgroups.

3. Charter Amendments. NG-J3 must approve all amendments to this charter.

ENCLOSURE B

FUNCTIONAL RESPONSIBILITIES

1. Meetings.

a. CWMD IPT. The CWMD IPT meets quarterly according to a schedule and agenda set by the Executive.

b. HRF/CERFP WG. The HRF/CERFP WG meets biannually in joint session.

c. The Commander's Council. The Commander's Council convenes annually in conjunction with one of the HRF/CERFP WG meetings.

d. Agenda. The HRF/ CERFP WG determines the agenda.

(1) The meeting location and dates are coordinated with NG-J39.

(2) Subgroup meetings are conducted at the discretion of the subgroup leadership with the approval of the Executive.

(3) Teleconference or other Web-based communications will be used to the maximum extent possible. In-person meetings will be combined with other scheduled meetings to the maximum extent possible.

e. Reports.

(1) HRF/CERFP WG. The HRF/CERFP WG provides submissions, reports, white papers, analysis, and research as required by the Coordinator. At a minimum, within 90 days after every meeting held by any group within the HRF/CERFP WG, the WG chair will file a copy of the minutes and any related report in the WG's folder on Guard Knowledge Online.

(2) The Coordinator. The Coordinator is the point of contact for all HRF/CERFP WG reports. The Coordinator will consolidate the HRF/CERFP WG meeting reports and prepare the HRF/CERFP WG Prioritized List of Recommendations and Action Plan to the Executive and CWMD IPT.

(3) The Executive. The Executive will establish an agenda and schedule for all CWMD IPT meetings, and will prepare reports or briefings for State or NGB use.

(4) Subgroup chairs. Subgroup chairs will provide meeting minutes of all meetings to the Coordinator.

f. Resources.

(1) The Coordinator provides administrative support and facilitation of all HRF/CERFP WG meetings, and is responsible for the HRF/CERFP WG standard operating procedure.

(2) Facilitators will be available for all HRF/CERFP WG meetings as required based on functional related topics.

(3) Funding for HRF/CERFP WG members for travel, lodging, and per diem is paid from yearly program funds provided to HRF/CERFP states and subject to approval by the Executive.

(4) All council meetings, workshops, and similar activities will comply with the location, selection, funding, approval or authorization process, and any other requirements contained in current governing regulations (See references c and d).

2. Organizational Responsibilities.

a. Director of Domestic Operations and Force Development. The Director of Domestic Operations and Force Development provides a representative to the CWMD IPT and a facilitator to support the HRF/CERFP WG, as needed.

b. Chief of the CWMD Division. The Chief of the CWMD division will serve as the Executive. He or she appoints the Coordinator and facilitators, and is responsible for ensuring NG-J39 equities associated with the NG CBRN capabilities are supported. He or she provides a facilitator to support HRF/CERFP WG, as needed.

c. The following directorates and divisions are responsible for ensuring that each of their equities associated with the NG CBRN capabilities are supported. Also, they each provide an O6 level representative at CWMD Council of Colonels, a representative to the CWMD IPT, and a facilitator to support the HRF/CERFP WG, as required.

(1) NG-J1. The Manpower and Personnel directorate is responsible for assisting with unique skill identifiers, defining manpower documents and resources, coordinating for establishment and filling of Title 10/Statutory Tour billets in support of the NG CBRN Enterprise, and vetting manpower requirements associated with the NG CBRN capabilities.

(2) NG-J2.

(3) NG-J35.

(4) NG-J36.

(5) NG-J37. The Training and Education division is responsible for individual and collective training plans, execution, and assessment for non-Modified Table Organization and Equipment (MTOE) requirements, which are incremental requirements beyond standard Service requirements.

(6) NG-J4. The Logistics directorate is responsible for management of the Consequence Management Support Center, identification and procurement of non-MTOE equipment, and development of contingency logistics plans and programs.

(7) NG-J5.

(8) NG-J6.

(9) NG-J8. The Resources Management directorate is responsible for promulgating Joint Requirements Oversight Council actions, integrating NG CBRN requirements into Combatant Command Integrated Priority List and Program Objective Memorandum process, and ensuring proper alignment of strategic funding streams.

(10) ARNG-G3.

(11) ANG/AG.

(12) NGB-JSG. The Office of the Joint Surgeon General is responsible for developing and integrating medical capabilities, requirements, and plans across the NG CBRN enterprise.

(13) NGB-JA. The NGB Judge Advocate is responsible for ensuring NG equities associated with the NG CBRN capabilities are consistent with state and federal law.

d. HRF/ CERFP States. HRF/CERFP States are responsible for providing:

(1) HRF/CERFP commanders and a senior non-commissioned officer to participate in the Commander's Council.

(2) HRF/CERFP members to participate in the technical working group and functional subgroups.

(3) HRF/CERFP Command element personnel to serve as technical working group chairs and senior enlisted advisers when elected by their peers.

e. All States. All States are responsible for:

- (1) WMD-CST participation, as required.
- (2) Joint Task Force participation, as required.
- (3) State participation, as required.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ANG	Air National Guard
ANG/A3	Air National Guard Operations
ARNG	Army National Guard
ARNG-G3	Army National Guard Operations/Training
C2	Command and Control
CERFP	Chemical, Biological, Radiological, and Nuclear Enhanced Response Force Package
CBRN	Chemical, Biological, Radiological, and Nuclear
CNGB	Chief of the National Guard Bureau
CST	Civil Support Team
CWMD	Combating Weapons of Mass Destruction
DOTMLPF	Doctrine, Organization, Training, Materiel, Leadership, Personnel, and Facilities
HRF	Homeland Response Force
IPT	Integrated Product Team
JFHQ-State	Joint Forces Headquarters-State
MTOE	Modified Table Organization and Equipment
NG	National Guard
NG-J1	National Guard Manpower and Personnel
NG-J2	National Guard Intelligence
NG-J35	National Guard Future Operations Division
NG-J36	National Guard Joint Exercise Division
NG-J37	National Guard Joint Training and Education Division
NG-J39	National Guard Combating Weapons of Mass Destruction Division
NG-J4	National Guard Logistics
NG-J5	National Guard Strategic Plans, Policy, and International Affairs
NG-J6	Communications
NG-J8	National Guard Resource Management
NGB-JA	Office of the National Guard Bureau Chief Counsel
NGB-JSG	Office of the Joint Surgeon General
NGB	National Guard Bureau
NGJS	National Guard Joint Staff
TAG	The Adjutants General
WG	Working Group
WMD-CST	Weapons of Mass Destruction Civil Support Team

PART II. DEFINITIONS

Change Recommendation -- A recommendation for changes to existing joint resources when such changes are not associated with a new defense acquisition program.

Modified Table Organization and Equipment -- An authorization document that prescribes the modification of a basic Table Organization and Equipment necessary to adapt it to the needs of a specific unit or type of unit. The Table Organization and Equipment is a document that prescribes the wartime mission, capabilities, organizational structure, and mission-essential personnel and equipment requirements for military units. It portrays the doctrinal modernization path of a unit over time from the least modernized configuration (base) to the most modernized (objective).