



CHIEF NATIONAL GUARD BUREAU INSTRUCTION

NGB-ZA
DISTRIBUTION: A

CNGBI 5000.01
30 November 2011

CHIEF, NATIONAL GUARD BUREAU
ISSUANCES AND NATIONAL GUARD BUREAU PUBLICATIONS GUIDANCE

Reference(s): See Enclosure C.

1. Purpose. This Instruction establishes the methodology and framework by which the Office of the Chief, National Guard Bureau (OCNGB) and the National Guard Bureau (NGB) Joint Staff will publish policy and directives to the Army National Guard (ARNG) and Air National Guard (ANG) Directorates, the NGB Joint Staff, and the National Guards of the States, Territories, and the District of Columbia. The document also provides guidance to the Directors of the ARNG and ANG for the development of corresponding frameworks for the publication of Service specific policy and directives. Further, it establishes review and certification requirements applicable to all NGB Publications.
2. Cancellation. NGB Memorandum 25-56/AFI 33-360, 2 December 2009 is cancelled. Policy and directives published by the OCNGB, NGB Joint Staff, and the ARNG and ANG Directorates prior to the effective date of this Instruction remain in effect until converted, superseded, revoked, or rescinded. All existing publications will expire on 31 October 2013, unless updated, republished, or validated as current by the appropriate proponent.
3. Applicability. This Policy applies to the NGB (the NGB Joint Staff, the ARNG and the ANG directorates), and the National Guard of the States, Territories, and the District of Columbia.
4. Policy.
 - a. The NGB-J5 shall establish and maintain a CNGB Issuances Program for the development, coordination, approval, publication, and review of CNGB Issuances.
 - b. CNGB issuances shall consist of CNGB Instructions (CNGBI), CNGB Manuals (CNGBM), and CNGB Notices (CNGBN) (See Enclosure A). All current CNGB and NGB Joint Publications and Joint Policies that are not one of the

three new CNGB Issuances will be converted on their next reissuance or NLT 31 October 2013. Documents not converted will expire on 31 October 2013, unless validated as current by the appropriate proponent. Proponents shall review and certify documents annually. Document reviews and certifications will be transmitted to NGB-J5 and the Directorate of Management (DM) for publication to the NGB Publications & Forms Library (www.ngbpdc.army.mil), Guard Knowledge Online (GKO), and archiving. National Guard Regulations (NGR) and Air National Guard Instructions (ANGI) that apply only to Army or Air National Guard, respectively, and other documents published by the Army and Air Directorates that apply solely to a single Service, shall not be converted to one of the new formats specified here, but will be governed by Service specific policy publication guidance established pursuant to paragraph 6 below.

(1) CNGB Instructions (CNGBI): CNGBIs establish policy and assign responsibilities, including defining the authorities and responsibilities of subordinate officials or elements and provide general procedures for implementing policy. CNGBIs apply to all elements of the NGB: the Office of the CNGB; the Director, Army National Guard (DARNG); the Director, Air National Guard (DANG); the Director, Joint Staff, NGB-DJS/ZB; the office of the Comptroller and Director, Administration and Management (Comptroller/DA&M); all NGB Joint Staff Directorates; all CNGB Personal and Special Staff Offices; the ARNG Directorate; the ANG; the ARNG and the ANG of the individual States, Territories, and the District of Columbia; and any field operating activities reporting to them. Policy Directives published as CNGBIs shall be signed by CNGB, or may be delegated for signing by Directorate General Officers or the Comptroller, NGB. The Chief Counsel, NGB, may sign CNGBIs for matters within the Chief Counsel area of responsibility. CNGBIs shall be used to govern matters applicable to both Service directorates and/or the NGB Joint Staff.

(2) CNGB Manuals (CNGBM): CNGBMs implement policy established by CNGBIs and provide detailed procedures for carrying out that policy. Applicability of CNGBMs is the same as CNGBIs. CNGBMs may be promulgated, signed, and issued as needed by the respective directors that are named as the proponent for that publication in the associated CNGBI. The proponent director may delegate in writing a Colonel/O-6 or civilian equivalent (GS-15 or Senior Executive Service [SES]) signature authority; a copy of such a delegation will be submitted to NGB-J5, and maintained by both the proponent directorate and NGB-J5.

(3) CNGB Notices (CNGBN): CNGBNs serve the same purpose as the CNGBIs or CNGBMs but are issued only for time-sensitive actions that affect current CNGBIs or CNGBMs. CNGBNs will be incorporated into an existing CNGBI or CNGBM, become a new CNGBI or CNGBM, and will expire one year

from the date of publication. CNGBNs may be promulgated, signed, and issued as needed by the authorities listed in paragraph 4b (1) above, or by the respective Directors delegated as the proponent by CNGB or function. Time sensitive actions are generally those that have been directed by higher authority (e.g., CNGB, Secretary of Defense (Sec Def), and Executive Order), are a matter of urgent national security or domestic emergency, or are required by recent change in law, statute, or government-wide regulation.

c. All CNGB issuances will be reviewed annually to ensure necessity, currency, and consistency with DoD policy, existing law, and statutory authority, with the issuance being converted, updated with changes, reissued, or cancelled as a result. All CNGB issuances certified as current shall be noted “current as of,” revised and then reissued, or cancelled within five years of the original date of their publication.

d. Coordination. All CNGB Issuances must be coordinated with the following:

- (1) DARNG and appropriate staff functions.
- (2) DANG and appropriate staff functions.
- (3) DJS and appropriate staff functions.
- (4) NGB Comptroller/Director Administration & Management
- (5) NGB Chief Counsel shall review each issuance for legal sufficiency in accordance with law, regulation, and policy.
- (6) NGB Inspector General shall review all Policy Issuances to include service specific publications to insure no regulatory conflict or ethical issues exist within the proposed policy.

e. Distribution. Responsibility for distribution will be in accordance with (IAW) current procedures managed by the Directorate of Management (DM).

(1) CNGBN Abbreviated Staffing: The coordination requirements of paragraph 4.d. may be abbreviated for CNGBNs according to circumstances. The Chief of Staff, NGB Joint Staff is the approval authority for the application of an abbreviated staffing process. This does not alter the delegation of signature authority required for issuances. Approval authorities will be retained at the level of Directorate General Officer and the Comptroller, NGB.

(2) The NGB-J5 will develop a list of Priority Issuances for new publications that articulate CNGB responsibilities in DoDD 5105.77.

5. Approval Authority for CNGB Issuances.

a. CNGBI: The CNGB, or as delegated IAW paragraph 4b(1) above (i.e., Directorate General Officers or Comptroller, NGB), or NGB Chief Counsel (i.e., solely for legal matters).

b. CNGBM: The responsibility paragraph in each CNGBI will serve as the delegation of authority to produce the associated CNGBMs. Signature authority for CNGBMs will be no lower than Colonel/O-6 or civilian equivalent (GS-15 or SES) assigned as the proponent for that publication.

c. CNGBN: Approval authority for CNGBNs may be delegated when the Chief of Staff, NGB Joint Staff authorizes abbreviated coordination per paragraph 4.d. (2). Approval authorities will be retained at the level of Directorate General Officer, Comptroller, NGB, or Chief Counsel, NGB.

6. Service Specific Guidance.

a. CNGBIs/CNGBMs/CNGBNs shall be used to govern matters applicable to ARNG and ANG directorates and the NGB Joint Staff. Matters applicable to only a single service directorate shall continue to be governed by NGRs, ANGIs, or other documents as the DARNG or DANG direct.

b. The DARNG and DANG each shall promulgate a framework governing the publication of policy and directives for the ARNG and ANG, respectively. Service Specific Publications will be reviewed and recertified as current, cancelled, or scheduled for update by 31 October 2013 at which time Service policy will dictate the publications currency maintenance program.

7. Service Specific Policy.

a. This framework shall address delegation of authority, the manner in which such delegation shall be accomplished, appropriate methods for the publication, distribution, access to, and the archival of such policies in both electronic and hard copy; guidance on the execution of Service specific Memorandums of Agreement (MOA), Memorandums of Understanding (MOU), and Support Agreements (SA) IAW NGR 5-2, and rules for the periodic review, revalidation, and revision of all policy and directives.

b. The DARNG and DANG frameworks for the promulgation of Service specific policy and directives shall be coordinated through the NGB Office of the Chief Counsel and the NGB Inspector General and approved by CNGB.

c. Delegations of Authority: DARNG and DANG retain approval authority for Service specific policy. They may delegate signature authority for policy to

the General Officer level. They may delegate signature authority for implementing instructions or guidance in writing to Colonels/O-6, GS-15 civilians, or higher grade personnel who function as staff principals.

8. General.

a. Other NGB level issuances: Approval authority for other NGB level issuances and documents, including MOAs, MOUs and SAs, is limited to General Officers who have been designated in writing to perform this function and the Comptroller, NGB. See NGR 5-2, 14 Oct 2010 for further technical guidance on this subject.

b. The NGB directorates, NGB Joint Staff, ARNG, and ANG, will only issue publications to provide clarity, address items of interest unique to the National Guard, or to clarify specific points that current Service publications fail to address.

9. Definitions. See Glossary.

10. Responsibilities.

a. The proponent responsible for the NGB Issuances program is the Director, Strategic Plans, Policy and International Affairs (DJ5).

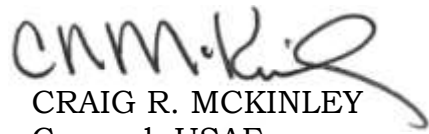
b. Additional responsibilities. See Enclosure B.

11. Summary of Changes. CNGBI 5000.01 cancels NGBM 25-56/AFI 33-360 dated 2 December 2009.

12. Releasability. This instruction is approved for public release; distribution is unlimited. NGB directorates, Adjutants General and Commanding General of the District of Columbia, and Joint Force Headquarters-State may obtain copies of this instruction through www.ngbpdc.army.mil and GKO.

13. Effective Date. This instruction is effective upon publication.

For the Chief of the National Guard Bureau:

A handwritten signature in black ink, appearing to read "C.R. McKinley", written in a cursive style.

CRAIG R. MCKINLEY
General, USAF
Chief, National Guard Bureau

Enclosure(s):

- A. Matrix of CNGB Issuances
- B. Responsibilities
- C. References

ENCLOSURE A

Matrix of CNGB Issuances

Issuance Type	Purpose and Content	Longevity	Applicability	Coordination	Signature Level
CNGB Instruction (CNGBI)	ESTABLISHES POLICY and assigns responsibilities, including defining the authorities and responsibilities of a subordinate official or element. May provide general procedures for implementing policy.	Mandatory annual review, certification as current and mandatory 5-year reissuance.	All elements of the National Guard Bureau, including the Chief, National Guard Bureau (CNGB); the Director, Army National Guard (DARNG); the Director, Air National Guard (DANG); the Director, NGB Joint Staff (NGB-JS); the Office of the Assistant Chief and Comptroller, NGB; all NGB Joint Staff Directorates; all CNGB Personal and Special Staff Officers; the Army National Guard Directorate; the Air National Guard Directorate; and any field operating activities/locations reporting to them.	Coordination is to include all entities with equities in the issuance but will specifically include the DARNG, DANG, DJS & DA&M, DA&M, and NGB-IG. NGB-JA will review publications for legal sufficiency in accordance with law, regulation and policy. NGB-J1 and NGB-J8 will review matters concerning personnel and resources. NGB-J5 will review only to assure compliance with these guidelines.	Chief, National Guard Bureau, Chief Legal Counsel, NGB Comptroller, or as delegated to General Officers in writing.
CNGB Manual (CNGBM)	IMPLEMENTS POLICY established in a CNGBI by providing detailed procedures for carrying out that policy.	Mandatory annual review, certification as current and mandatory 5-year reissuance.			Chief, National Guard Bureau or as delegated. Authorized to be delegated to 0-6, Colonel.
CNGB Notice (CNGBN)	Serves the same purpose as a CNGBI or CNGBM but is issued ONLY for time-sensitive actions that affect current issuances or that will become issuances.	Mandatory incorporation into an existing CNGB issuance, conversion to a new issuance, reissuance or cancellation within 1 year of the date signed unless sooner superseded.	The National Guard of the States and Territories; the Commonwealth of Puerto Rico and the District of Columbia (the States).		Chief, National Guard Bureau, Chief Legal Counsel, NGB Comptroller, or as delegated to General Officers in writing.

ENCLOSURE B

Responsibilities

1. The NGB-DJ5 shall:

- a. Retain archive copies of current and previous editions of all issuances in both hard copy and electronic format.
- b. Coordinate with issuance proponents to ensure that the periodic reviews and revisions prescribed in this CNGBI are completed.
- c. Review and update CNGB issuances to maintain currency and conformance to CNGB guidance, and establish and monitor the execution of a formal review schedule to ensure that CNGB policy documents meet these requirements.
- d. Ensure that CNGB issuances covered under this policy comply with DoDI 5025.01 and JSM 5701.01E for format and content requirements.
- e. Act as the central repository for policy documents, including CNGBI, CNGBM, CNGBN, MOA, MOU, SA, charters, and maintain electronic and hard copies to include service specific policies.
- f. Ensure a complete policy library is included in the NGB Continuity of Operations Plan database.
- g. Permanently retain copies of certification and review documentation produced by proponents.

2. NGB Executive Secretary shall: Retain archival copies of all delegations of authority executed pursuant to this instruction.

3. The Directorate of Management will:

- a. Serve as the office of record and official repository for CNGB issuances, NGRs, and ANGIs and review them for format and style requirements, and assist the ARNG/ANG/NGB JS Directorates with such actions on request.
- b. Assign records management category and sequential numbers to CNGB issuances.
- c. Edit, publish, distribute, and post an electronic version of all CNGB issuances on the NGB Publications & Forms Library site.

4. The NGB-Chief Counsel will: Review all CNGB issuances, NGRs, and ANGIs for legal sufficiency IAW, regulation, and policy.
5. The NGB-IG will: Review draft CNGB issuances to ensure that no regulatory conflict or ethical issues exist within the proposed policy upon completion of legal review by NGB-JA. Extensions will be coordinated directly with the proponent.
6. The NGB Comptroller/DA&M will: Review MOAs, MOUs, and SAs to ensure there are no personnel or funding issues that must be addressed prior to appropriate signature.

ENCLOSURE C

REFERENCES

- a. DoDD 5105.77, "National Guard Bureau", May 21, 2008
- b. DoDI 5025.01, "DoD Directives Program", July 1, 2010
- c. NGR 5-2, "National Guard Support Agreements", 14 October 2010
- d. JSM 5701.O1E, "Formats and Procedures for Development of CJCS, JS AND J- Directorate Directives", 19 September 2011
- e. <www.ngbpdc.army.mil>30 November 2011

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ANG	Air National Guard
ANGI	Air National Guard Instruction
ARNG	Army National Guard
CNGB	Chief National Guard Bureau
CNGBI	Chief National Guard Bureau Instruction
CNGBM	Chief National Guard Bureau Manual
CNGBN	Chief National Guard Bureau Notice
DANG	Department Air National Guard
DARNG	Department Army National Guard
DJS	Director of the Joint Staff
DJ5	Director, Strategic Plans, Policy and International Affairs
DM	Directorate of Management
DOA	Delegation of Authority
GKO	Guard Knowledge Online
IAW	In accordance with
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NGB	National Guard Bureau
NGB-JA	National Guard Bureau-Chief Counsel
NGB-J5	Strategic Plans, Policy and International Affairs
NGR	National Guard Regulation
OCNGB	Office of the Chief, National Guard Bureau
SA	Support Agreement
SecDef	Secretary of Defense
SES	Senior Executive Service

PART II. DEFINITIONS

Charter -- Documents that establish the mission, responsibilities, functions, membership, structures, relationships, and authorities of advisory councils and similar bodies.

CNGBI (Instruction) -- CNGBIs establish policy and assign responsibilities, including defining the authorities and responsibilities of a subordinate official or element and may provide general procedures for implementing policy.

CNGBM (Manual) -- CNGBMs implement policy established by CNGBIs by providing detailed procedures for carrying out that policy.

CNGBN (Notice) -- CNGBNs serve the same purpose as CNGBIs or CNGBMs but are issued only for time-sensitive actions that affect current CNGBIs or CNGBMs, that will become new CNGBI or CNGBM, or that will remain in effect temporarily.

Delegation of Authority (DOA) -- The actions by which a commander or superior assigns parts of their authority commensurate with the assigned task to a subordinate. While ultimate responsibility cannot be relinquished, delegation of authority imposes a measure of responsibility. The extent of the authority delegated must be clearly stated in accordance with AR 25-50, chapter 6.

Joint Policy -- For the purposes of this memorandum, the term "joint policy," in contrast to Service specific policy, applies to NGB Joint Staff, and Personal and Special Staff policies applicable to all elements of NGB (NGB JS, ARNG, and ANG).

Memorandum of Agreement (MOA) -- Memorandums that define general areas of conditional agreement between two or more parties; i.e., one party agrees to provide support if the other party provides the materials).

Memorandum of Understanding (MOU) -- Memorandums that define general areas of understanding between two or more parties -- explains what each party plans to do; however, what each party does is not dependent on what the other party does (i.e., does not require reimbursement or other support from receiver).

Policy -- Policies are high-level directives that guide decisions and actions throughout the NGB and the National Guard. Policy clarifies higher-level guidance, goals, or principles contained in the mission, vision, and strategic plan. For the purposes of this CNGBI, policies are defined as CNGBIs, NGRs, and ANGIs.

Proponent -- Proponent refers to the office or individual responsible for the content, dissemination, and revision of policy guidance.

Service Specific Policy -- For purposes of this memorandum, Service specific policies are those policies applicable to either the ARNG or the ANG, but not both.

Support Agreement (SA) -- An agreement to provide recurring support to another DoD or non-DoD federal activity. Support agreements are recorded on a DD Form 1144 or a similar format (e.g., computer generated DD Form 1144). They define the support to be provided by one supplier to one or more receivers, specify the basis for calculating reimbursement (if any) for each

service, establish the billing and reimbursement process, and specify other terms and conditions of the agreement.