



CHIEF NATIONAL GUARD BUREAU INSTRUCTION

NG-J6-CIO
DISTRIBUTION: A

CNGBI 6101.01
23 October 2013

NATIONAL GUARD BUREAU INFORMATION TECHNOLOGY MANAGEMENT PROGRAM

References: See Enclosure B.

1. Purpose. This instruction establishes policy and responsibilities, in accordance with (IAW) references a through d, for a National Guard Bureau (NGB) Information Technology (IT) Management Program to be used for Non-Secure Internet Protocol Network (NIPRNET) and Secret Internet Protocol Network (SIPRNET) access at Arlington Hall Station (AHS), the Pentagon, and Joint Base Andrews (JBA).
2. Cancellation. None.
3. Applicability. This instruction applies to all personnel serviced by the National Guard (NG) National Capital Region (NCR) Directorate of Information Management (DOIM) as well as Air National Guard (ANG) personnel stationed at JBA. This instruction does not apply to NG personnel assigned to Joint Force Headquarters-State or other agencies, regardless of location. This instruction also does not apply to tactical deployable communications systems or damaged equipment.
4. Policy. It is NGB policy that all IT services and equipment must have processes in place to ensure compliance with reference e. NGB will approach the selection and management of IT projects with rigor and structure. NGB will maximize value as well as assess and manage the risk of IT acquisitions. NGB will have a customer-focused, timely, and value-added IT Management Program to meet the lifecycle requirements of NGB activities at AHS, the Pentagon and JBA.
5. Definitions. See Glossary.
6. Responsibilities. See Enclosure A.

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7. Summary of Changes. This is the initial publication of CNGBI 6101.01.
8. Releasability. This instruction is approved for public release; distribution is unlimited. NGB directorates, The Adjutants General, the Commanding General of the District of Columbia, and Joint Force Headquarters-State may obtain copies of this instruction through <<http://www.ngbpd.c.ngb.army.mil>>.
9. Effective Date. This instruction is effective upon publication and must be reissued, cancelled, or certified as current within five years of its publication.



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General, USA
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Enclosures:

- A -- Responsibilities
- B -- References
- GL -- Glossary

ENCLOSURE A

RESPONSIBILITIES

1. NG NCR DOIM. For their serviced entities, NG NCR DOIM will:
 - a. Ensure a 20 percent refresh of desktop, laptops, printers, and fax machines annually, pending resources.
 - b. Ensure Air Card requirements are staffed between NG NCR DOIM and ARNG directorates to identity requirements. Equipment will be issued directly to the directorates to manage and issue cards to their personnel on a temporary basis, as required.
 - c. Ensure Air Cards for the Office of the Chief of the National Guard Bureau (OCNGB) and National Guard Joint Staff (NGJS) are approved by the NGJS Chief of Staff (CoS) or deputy CoS. Once approved, equipment will be hand receipted directly to the directorate.
 - d. Provide hardware sustainment for voice and NIPRNET/SIPRNET data equipment and access to common area audiovisual teleconferencing (VTC) capabilities. VTC suites equipment should be programmed by the NG NCR DOIM for replacement, pending resources, at end of life, the inability to receive vendor support, or if the system should become damaged beyond repair.
 - e. Ensure G-Staff principals and NGJS directorates approve all wireless voice mobile devices for NIPRNET/SIPRNET before issuance.
 - f. Ensure that NIPRNET/SIPRNET wireless voice and data mobile devices are approved by one of the following:
 - (1) OCNGB Requests. The Executive Officer for the Chief of the National Guard Bureau or a point of contact (POC) designated in writing.
 - (2) NGJS and ARNG Requests.
 - a. For NGJS requests, the NGJS CoS, deputy CoS, or a POC designated in writing.
 - b. For ARNG requests, the ARNG CoS or a POC designated in writing.
 - g. Provide the following baseline capabilities for every employee at no cost to the user, based on authorized requirements:
 - (1) One NIPRNET desktop or laptop computer.

- (2) One desktop communication voice device.
 - (3) One monitor, key board, and mouse with central processing unit only.
 - (4) For laptops, one docking station.
- h. Provide the following capabilities at no cost to the user, if requested and approved by the appropriate authority:
- (1) One NIPRNET wireless voice or data, or both, mobile device.
 - (2) SIPRNET access.
- i. Provide access to fax machines and network printers within reasonable proximity at no cost to the user. Network multifunction devices such as copiers are the responsibility of the facility office but must pass through the appropriate approval process associated with obtaining an IT item.
- j. Purchase and receive IT hardware using the Computer Hardware Enterprise Software Solution Program.
- k. Image desktop and laptop computers using the approved Army Gold Master image.
- l. Identify IT hardware for replacement based on network scans and provide corresponding serial numbers to the appropriate servicing property book office (PBO).
- m. Identify and program funds for the lifecycle management budget, where possible.
- n. Publish a yearly refresh schedule to explain what percentage will be refreshed, at least every five years.
- o. Provide and maintain SIPRNET connections in SIPRNET cafes, along with computers and printers.
2. ANG Communications Directorate (NGB/A6). For their serviced entities, NGB/A6 will:
- a. Centrally manage and fund their IT assets through a lifecycle process executed at JBA.
 - b. Ensure IT capability to support functional area missions and comply with standards IAW reference h.

- c. Develop and maintain a Lifecycle Management and Sustainment Office portfolio, with inputs and validation, to be the source for IT data inputs into corporate resourcing processes.
 - d. Ensure the ANG IT life cycle refresh process complies with Air Force Information Technology Commodity Council (ITCC) processes.
 - e. Ensure NGB/A6 is the IT provider for ANG personnel stationed at JBA.
 - f. Fund and manage the Sustainment and Transport Branch (STB).
3. NGB/A6 STB. For their serviced entities, NGB/A6 STB will:
- a. Refresh IT using Air Force ITCC strategies, roadmaps, and processes.
 - b. Maintain a portfolio of unit-level IT capabilities.
 - c. Maintain performance metrics.
 - d. Use the Asset Inventory Management Module as the official ANG inventory accounting system for IT assets.
 - e. Follow Air Force Network Integration Center processes and procedures.
 - f. Comply with reference h.
 - g. Ensure ANG computers are purchased through Quantum Enterprise Buy.
 - h. Create a baseline for IT capabilities.
 - i. Create a reusable IT baseline assessment process IAW reference h.
4. OCNGB, NGJS, and ARNG Directorates. These directorates will:
- a. Appoint Supply Liaison Officers (SLO), in writing, to work with the PBO and account for all organizational property with primary hand receipt holders.
 - b. Submit requests for IT hardware above baseline to the NG NCR DOIM for guidance and assistance through a process determined by the NCR DOIM.
 - c. Formally notify NG NCR DOIM and the PBO of un-programmed IT hardware requirements and establish a long-term funding solution to support sustainment.

d. Ensure that all IT hardware requirements above baseline are approved through the appropriate authority.

(1) The Joint Information Technology Requirements Analysis, IAW reference g, will approve OCNGB and NGJS requests.

(2) The Information Technology Requirements Control Board will approve ARNG requests.

e. Ensure all IT hardware requirements go through the appropriate Requirement Validation Board.

5. Director of Resource Management and Comptroller (NG-J8). The Director, NG-J8 will ensure that OCNGB and NGJS IT requirements are resourced at a ratio of 60 percent ARNG, 40 percent ANG.

6. ARNG and NGJS PBOs. PBOs will:

a. Maintain primary hand receipt holder appointment letters.

b. Issue equipment to SLOs for distribution.

c. Manage the process for receiving and turning in IT hardware.

d. Ensure a one-to-one swap for all identified outdated or damaged desktop or laptop computers.

e. Ensure “equipment in place” has property book accountability.

7. ARNG and NGJS SLOs. SLOs will:

a. Issue and account for IT hardware within their respective directorates.

b. Coordinate with the respective PBO on all IT hardware replacement issues.

ENCLOSURE B

REFERENCES

- a. Army Regulation 25-1, 04 December 2008, “Army Knowledge Management and Information Technology”
- b. DA Pamphlet 25-1-1, 25 October 2006, “Information Technology Support and Services”
- c. AF Instruction 33-112, 07 January 2011, “Information Technology Hardware Asset Management”
- d. DoD Directive 5105.77, 21 May 2008, “National Guard Bureau”
- e. 40 U.S.C. Subtitle III, “Information Technology Management”
- f. ANG Information Technology Lifecycle Management Office, 01 May 2007, “Concept of Operations”
- g. CNGB Instruction 6000.01, 13 August 2012, “National Guard Bureau (NGB) Joint Information Technology Portfolio Management”

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AHS	Arlington Hall Station
ANG	Air National Guard
ARNG	Army National Guard
CoS	Chief of Staff
DOIM	Directorate of Information Management
IT	Information Technology
ITCC	Information Technology Commodity Council
JBA	Joint Base Andrews
NCR	National Capital Region
NG	National Guard
NGB	National Guard Bureau
NGB/A6	Communications Directorate
NG-J8	Directorate of Resource Management
NGJS	National Guard Joint Staff
NIPRNET	Non-Secure Internet Protocol Network
OCNGB	Office of the Chief of the National Guard Bureau
PBO	Property Book Office
POC	Point of Contact
SIPRNET	Secret Internet Protocol Network
SLO	Supply Liaison Officers
STB	Sustainment and Transport Branch
VTC	Audiovisual Teleconferencing

PART II. DEFINITIONS

Air Card -- Mobile broadband device used to connect to the Internet virtually anywhere over 3G or 4G networks.

Baseline -- Information Technology provided by the National Guard National Capital Region Directorate of Information Management in accordance with the Command, Control, Communications, Computers and Information Management Services List, at no cost to the user. Actual provisions are based on resourcing.

Equipment in Place -- Nonexpendable equipment of a moveable nature that is affixed to real estate property and removable without destroying or reducing the usefulness of the facility, such as wall-mounted televisions or monitors.

IT Hardware -- Items such as desktop and laptop computers; telephones; fax machines; network printers; video teleconferencing equipment; wireless voice and data mobile devices; monitors; and air cards.

Peripheral Device -- A computer accessory such as a mouse, keyboard, speaker, or external Common Access Card reader.

Property Book Officer -- Resident expert on property accountability who advises and guides primary hand receipt holders on regulatory procedures concerning property accountability and responsibility.

Supply Liaison Officer -- Staff member appointed by the directorate or division chief to account for all property issued within the directorate or division.