



CHIEF NATIONAL GUARD BUREAU INSTRUCTION

NG-JACO
DISTRIBUTION: A

CNGBI 5052.01
02 November 2015

DOD GOVERNANCE MEETINGS

References: See Enclosure B.

1. Purpose. This instruction establishes policy, provides authority and assigns responsibilities for the preparation of Principals representing the National Guard Bureau (NGB) in Department of Defense (DoD) governance meetings in accordance with (IAW) references a through j.

2. Cancellation. None.

3. Applicability. This instruction applies to the NGB.

4. Policy. It is NGB policy that:

a. NGB representation at governance meetings be provided by a select group of senior leaders referred to as Principals. These General Officers, and members of the Senior Executive Service, are grouped by meeting. (See Table 1)

(1) Office of the Secretary of Defense (OSD). Principal attendance at OSD governance meetings includes:

(a) Secretary's Leadership Council (SLC). Chief of the National Guard Bureau (CNGB), or the Vice Chief of the National Guard Bureau (VCNGB).

(b) Deputy's Management Action Group (DMAG) Meetings. CNGB, or VCNGB. The Director of Resource Management and Comptroller (NG-J8) may serve as the NGB DMAG Principal by special request.

(c) 3-Star Programmer Meetings. The Director of NG-J8 and the Deputy Director of NG-J8 are the designated Principal and alternate.

UNCLASSIFIED

(2) Joint Chiefs of Staff (JCS). Principal representation at JCS governance meetings includes:

(a) Strategic Seminar Series (SSS). CNGB or VCNGB.

(b) JCS Meetings. CNGB or VCNGB.

(c) Operations Deputies (OpsDepts) Meetings. The Director of Domestic Operations and Force Development (NG-J3/7) is the designated NGB Operations Deputy. The Director of Strategic Plans, Policy, and International Affairs (NG-J5) is the primary alternate Operations Deputy. The Special Assistant to the Chief of the National Guard Bureau (TSA) will serve as the secondary alternate Operations Deputy.

	SLC	DMAG	3-Star Programmers	SSS	JCS TANK	OpsDepts
CNGB	Primary	Primary		Primary	Primary	
VCNGB	Alternate	Alternate		Alternate	Alternate	
TSA						2 nd Alternate
D NG-J3/7						Primary
D NG-J5						1 st Alternate
D NG-J8		Alternate (If requested & approved)	Primary			
DD NG-J8			Alternate			

Table 1. Governance Meeting Principals

b. NGB Principals should fully understand topics discussed, perspectives of other Principal attendees, and specific National Guard (NG) equities. This will enable the Principal to contribute effectively to the discussion, the forum's outcome and properly represent a NGB position when appropriate.

c. The Director and Deputy Director of the NG Joint Actions Control Office (NG-JACO) serve as NGB Planners pursuant to reference g and direct and administer the NGB governance meeting process.

d. NG-JACO has tasking authority to coordinate NGB staff element efforts toward effective preparation of NGB Principals.

e. Staff recommended positions are coordinated throughout the NGB to ensure all stakeholder perspectives are considered and represented.

5. Definitions. See Glossary.

6. Responsibilities. See Enclosure A.

7. Summary of Changes. This is the initial publication of CNGBI 5052.01.

8. Releasability. This instruction is approved for public release; distribution is unlimited. Copies are available through <<http://www.ngbpdc.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
Chief, National Guard Bureau

Enclosures:

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

ENCLOSURE A

RESPONSIBILITIES

1. Governance Meeting Principals. Governance Meeting Principals will:
 - a. Represent NGB at DoD governance meetings.
 - b. Provide NGB positions on joint matters.
 - c. Participate in non-decisional deliberations.
 - d. Inform NG-JACO, post-meeting, on issues discussed and decisions reached.
2. Director of NG-JACO. The Director of NG-JACO will:
 - a. Develop and maintain a comprehensive process to ensure NGB Principals are well prepared for representational duties at DoD governance meetings.
 - b. Coordinate administrative aspects of governance meetings.
 - c. Assign Office(s) of Primary Responsibility (OPR) and Office(s) of Coordinating Responsibility (OCR) within the National Guard Joint Staff (NGJS) and the Office of the Chief of the National Guard Bureau (OCNGB).
 - d. Ensure briefing products and materials presented to NGB Governance Meeting Principals are comprehensive and of sufficient quality to guarantee topic understanding.
 - e. Liaise with JCS, OSD, and other government officials regarding governance meetings.
 - f. Maintain a consolidated calendar accessible to NGB Staffs with current governance meeting details.
 - g. Use the electronic tasking system to assign responsibilities for DoD governance meetings.
 - h. Archive documents related to DoD governance meetings.
 - i. Manage the NGB Special Access Program billet structure and portfolio IAW reference i.

j. Manage the NG Focal Point Program Management Office by providing oversight and access for NG staff IAW reference j.

3. Governance Meeting Principals Support Staff. The Support Staff will:

a. Coordinate with NG-JACO to ensure NGB Principals are scheduled for DoD governance meetings.

b. Schedule preparatory and debrief sessions.

c. Ensure meeting locations meet classification and connectivity requirements for the topic.

d. Advise NG-JACO if the designated primary Principal is unavailable and secure alternate Principal arrangements.

4. Directors of the Army National Guard (ARNG) and Air National Guard (ANG). The Directors of the ARNG and ANG will:

a. Designate offices to perform duties of Governance Meeting Teams (GMT).

b. Lead preparatory efforts for DoD governance meetings if assigned as OPR.

c. Support OPRs with appropriate action officer(s) (AO) if assigned as an OCR.

d. Ensure appropriate OCRs participate in DoD governance meeting preparatory and debrief sessions.

5. NGJS Directors and Office Chiefs within the OCNGB. NGJS Directors and Office Chiefs within the OCNGB will:

a. Lead preparatory efforts for DoD governance meetings if assigned as OPR.

b. Support OPRs with appropriate action officer(s) (AO) if assigned as an OCR.

6. Chief Counsel of the National Guard Bureau (NGB-JA). The Chief Counsel of NGB-JA will, upon request, provide Judge Advocate representation when DoD governance meeting topics require legal expertise.

ENCLOSURE B

REFERENCES

- a. 10 U.S.C. Chapter 1011, “National Guard Bureau”
- b. 10 U.S.C. § 151, “Joint Chiefs of Staff: Composition; Functions”
- c. DoD Directive 5105.77, 21 May 2008, “National Guard Bureau (NGB)”
- d. DoD Directive 5105.79, 19 May 2008, “DoD Senior Governance Councils”
- e. JS Instruction 5711.01E, 24 May 2013, “Action Processing”
- f. CNGB Instruction 0100.01, 11 January 2013, “Organization of the National Guard Bureau”
- g. NGB Memo, 29 May 2015, “NG-JACO Planners”
- h. CJCS Instruction 5002.01, 13 December 2010, “Meetings in the JCS Conference Room”
- i. DoD Instruction 5205.11, 06 February 2013, “Special Access Programs”
- j. CJCS Manual 3213.02C, 01 February 2009, “Focal Point Program”

GLOSSARY

PART I. ACRONYMS

ANG	Air National Guard
ARNG	Army National Guard
CJCS	Chairman of the Joint Chiefs of Staff
CNGB	Chief of the National Guard Bureau
DMAG	Deputy's Management Action Group
DoD	Department of Defense
JCS	Joint Chiefs of Staff
JS	Joint Staff
NG	National Guard
NGB	National Guard Bureau
NG-JACO	National Guard Joint Actions Control Office
NGJS	National Guard Joint Staff
OCNGB	Office of the Chief of the National Guard Bureau
OCR	Office of Coordinating Responsibility
OPR	Office of Primary Responsibility
OpsDepts	Operations Deputies
OSD	Office of the Secretary of Defense
TSA	The Special Assistant to the Chief of the National Guard Bureau
VCNGB	Vice Chief of the National Guard Bureau

PART II. DEFINITIONS

Deputy's Management Action Group -- Meetings chaired by the Deputy Secretary of Defense with the Vice Chairman of the Joint Chiefs of Staff as the co-chair, with additional membership based upon the Deputy Secretary of Defense's discretion, that provide advice on matters pertaining to Department of Defense enterprise management, business transformation and operations; and strategic level coordination and integration of planning, programming, budgeting, execution, and assessment activities of the Department.

DoD Governance Meetings -- Senior level Office of the Secretary of Defense and Joint Chiefs of Staff meetings that determine plans and policy, resource management, strategic direction and consider other directed topics facing the Department of Defense.

Governance Meeting Team -- National Guard Bureau entities consisting of the Joint Actions Control Office Joint Integration and Coordination division, the Office of the Secretary of the General Staff of the Army National Guard and the Commander's Action Group of the Air National Guard that have tasking authority for the purpose of Department of Defense governance meetings within their respective staffs.

Joint Chiefs of Staff Meeting -- A private executive conference of the Joint Chiefs of Staff convened by the Chairman of the Joint Chiefs of Staff (or the Vice Chairman of the Joint Chiefs of Staff in the Chairman's absence) where a variety of topics are discussed. These topics include Chairman of the Joint Chiefs of Staff or Secretary of Defense directed topics; topics supporting national-level decision-making to include national strategy and potential loss of Department of Defense spectrum; irreconcilable and unresolved differences or non-concurs from the Operations Deputy meetings; "hot-button" topics with congressional interest; Combatant Command or Service-nominated issues; strategic planning documents and topics; reviews of a proposed joint action of major significance; items of significant importance between U.S. government representatives and foreign officials; and Director of the Joint Staff directed topics are discussed. Additional meeting attendees may include the Director of the Joint Staff, Operations Deputies and other individuals at the discretion of the Chairman of the Joint Chiefs. Voting members are limited to the Chairman of the Joint Chiefs of Staff (or the Vice Chairman of the Joint Chiefs of Staff in the Chairman's absence), the Military Service Chiefs and the Chief of the National Guard Bureau.

Office of Coordinating Responsibility -- Supporting directorates or offices within the National Guard Bureau that provide input to an Office of Primary Responsibility regarding Department of Defense governance meeting topics.

Office of Primary Responsibility -- The lead directorate or office within the National Guard Joint Staff or the Office of the Chief of the National Guard Bureau that researches and coordinates governance meeting topics.

Operations Deputies Meeting -- Three-star meetings attended by the Deputy Chiefs of Staff for Operations of each Service and the National Guard Joint Staff Director of Domestic Operations and Force Development, convened and presided over by the Director of the Joint Staff (or the Vice Director of the Joint Staff in his absence). These meetings typically consider general information briefings including study results not specifically requested by the Chairman of the Joint Chiefs of Staff or Vice Chairman of the Joint Chiefs of Staff or Service Chiefs, issues within the Department of Defense achieving full consensus of the Operations Deputies, and operational issues to include mission required strength are resolved without the need to present these topics to the Joint Chiefs of Staff. Additional meeting attendees include the Secretary of the Joint Staff and Joint Staff personnel needed to support an agenda item. Service Planners or action officers may attend at the discretion of their Principal or as directed by the Director of the Joint Staff.

Program Budget Review -- A type of Deputy's Management Action Group meeting that supports the planning, programming, budgeting and execution process, and focuses on issue resolution to inform resource management decisions and the President's Budget submission.

Secretary's Leadership Council -- Meetings chaired by the Secretary of Defense and assisted by the Chairman of the Joint Chiefs of Staff, with additional membership based upon Secretary of Defense discretion, that address broad, cross-cutting issues affecting the Office of the Secretary of Defense, the Military Departments, the Combatant Commands, and the Interagency on strategic issues.

Strategic Portfolio Review -- A type of Deputy's Management Action Group meeting that assesses Department of Defense capability portfolios to provide overarching guidance before Program Objective Memorandum preparation.

Strategic Seminar Series -- Chairman of the Joint Chiefs of Staff forum of uniformed members that covers a broad spectrum of topics. Combatant Commanders may be invited to address topics affecting their respective commands.

3-Star Programmers -- A functional oversight committee convened, as necessary, by the Office of the Secretary of Defense Director of Cost Assessment and Program Evaluation, charged with vetting issues before being addressed by the Deputy's Management Action Group. Membership may include the Principal Deputy Director Cost Assessment and Program Evaluation, Under Secretaries and Assistant Secretaries of Defense, Joint Staff and Military Service members representing the operation and resource directorates, the NGB, U.S. Special Operations Command, the Principal Deputy Director of Operational Test & Evaluation; the Office of Management and Budget Deputy Assistant Director, National Security Programs, and the Office of the Secretary of Defense Director of Administration and Management based upon Director of Cost Assessment and Program Evaluation discretion.