



# CHIEF OF THE NATIONAL GUARD BUREAU INSTRUCTION

NGB-J3/4/7  
DISTRIBUTION: A

CNGBI 3000.01A  
30 September 2019

## NATIONAL GUARD BUREAU JOINT LIAISON TEAMS

References: See Enclosure B.

1. Purpose. This instruction establishes policy and assigns responsibilities for National Guard Bureau (NGB) Joint Liaison Teams (JLTs) in accordance with (IAW) references a through e. Nothing in this instruction shall be read to limit or change Chief of the NGB (CNGB) responsibilities outlined in reference b.

2. Cancellation. This instruction cancels and replaces CNGB Instruction 3000.01, 30 April 2015, “Joint Enabling Team.”

3. Applicability. This instruction applies to all elements of the National Guard (NG). The term “States” refers to the States, Territories, and District of Columbia.

4. Policy. It is NGB policy to provide liaison between the CNGB and supported NG Joint Force Headquarters–State (NG JFHQs–State) and interagency partners during domestic operations, designated National Special Security Events, and national exercises using JLT assets and capabilities.

a. JLTs will be deployed under the authority of the CNGB as delegated to the Director of Operations (NGB-J3/4/7) and employed in coordination with the supported State or interagency partner.

b. JLTs consist of one or more NGB staff officers or noncommissioned officers from NGB directorates. The primary source of JLT members is the NGB Joint Staff with additional personnel sourced, as necessary, from the Army National Guard, Air National Guard, and supporting States IAW reference f.

c. JLTs are deployed to ensure shared situational awareness across responding entities and to support specific information requirements of the CNGB.

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d. For planning purposes, 14 JLTs are established; 10 are composed of four-person teams for deployment to States. The remaining 4 JLTs are four-person liaison teams for deployment to interagency partners.


5. Definitions. See Glossary.

6. Responsibilities. See Enclosure A.

7. Summary of Changes. This instruction establishes JLTs as the replacement for Joint Enabling Teams and clarifies the role of team members as CNGB liaisons. It also updates assigned responsibilities, coordination procedures, and corresponding approval authorities.

8. Releasability. This instruction is approved for public release; distribution is unlimited. It is available at <<http://www.ngbpdcc.ngb.army.mil>>.

9. Effective Date. This instruction is effective upon publication and must be revised, reissued, canceled, or certified as current every five years.

  
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Chief, National Guard Bureau

Enclosures:

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

ENCLOSURE A

RESPONSIBILITIES

1. CNGB. The CNGB will use JLTs to support the execution of applicable responsibilities to:

a. Facilitate synchronization and coordination of the non-Federalized NG response to domestic events between supported and supporting States and interagency partners.

b. Provide the Office of the Secretary of Defense, the Joint Chiefs of Staff, U.S. Northern Command, and U.S. Indo-Pacific Command with shared situational awareness of NG forces and capabilities during a domestic event.

c. Support the execution of CNGB mission essential functions.

2. NGB Director of Staff, Director of the Army National Guard, and Director of the Air National Guard. The NGB Director of Staff, Director of the Army National Guard, and Director of the Air National Guard will:

a. Provide personnel to support JLT operations.

b. Designate and appoint, in writing, a point of contact to be notified of JLT mission requirements and provide a copy of the designations to the Continuity Program Management Office (NGB-J31).

3. NGB-J31. NGB-J31 will serve as the office of primary responsibility for JLT manning, operations, and procedures and will:

a. Approve JLT personnel to deploy to NG JFHQs-State and interagency partners to serve in a liaison role.

b. Ensure JLT members have necessary training, contact lists, and access to systems or processes needed to liaise with NG JFHQs-State and interagency partners during domestic operations.

c. Coordinate with NGB Joint Staff Directorates, the Army National Guard, and the Air National Guard for required equipment and resources.

d. Maintain JLT communications packages in a constant state of readiness for immediate use to provide standalone communications capability to JLTs. JLT communications packages consist of a minimum of two hardened laptops, two wireless hotspots, one Iridium satellite phone, and two backpacks.

e. Ensure States receiving JLTs have been notified through the Joint Information Exchange Environment (JIEE) as the system of record.

f. Coordinate fiscal resources and Defense Travel System support operations to ensure rapid movement, sustainment, and rotation of personnel.

g. Develop, coordinate, publish, and maintain a CNGB manual to provide detailed procedures for the structure, functions, operations, and training of the JLT and its personnel.

h. Determine the appropriate training level and training topics required for JLT members and coordinate with the NGB-J3/4/7 Exercise and Training Division (NGB-J37) for development of training plans and programs of instruction.

i. Coordinate with the Office of the CNGB for JLT requirements that may call for specific expertise such as Public Affairs, Chaplain, or the Surgeon General.

4. Current Operations Division (NGB-J33). NGB-J33 will serve as an office of coordinating responsibility for the JLT and:

a. Coordinate with NGB-J31 to provide recommendations on JLT activation and deployment.

b. Synchronize with NGB-J31 to employ JLTs in National Special Security Events and appropriate national exercises to support the CNGB's role to provide advice on the non-Federalized NG and the National Leadership Command Capability.

c. Coordinate activities to support the JLT functions while JLTs are deployed.

5. NGB-J37. NGB-J37 will serve as the office of primary responsibility for JLT training and will:

a. Coordinate with NGB-J31 to identify JLT training requirements and develop a program of instruction for JLT training.

b. Deliver training to JLT members.

6. Manpower and Personnel Directorate (NGB-J1). NGB-J1 will support JLT operations on JIEE and other issues related to strength reporting and personnel accountability.

7. Director of Command, Control, Communications, and Computers and Chief Information Officer (NGB-J6). NGB-J6 will coordinate with NGB-J31 to support JLT operations with required equipment and resources.

8. Programs and Resources/Comptroller Directorate (NGB-J8). NGB-J8 will:
  - a. Support the planning and programming of resource requirements to support JLT operations.
  - b. Review funding strategies to meet JLT resource requirements during the budget execution year.
  - c. Monitor and review budget execution in support of JLT requirements.
9. JLT Members. Upon assignment to a JLT, members will:
  - a. Complete JLT baseline training requirements.
  - b. Deploy with a communications package designed to provide standalone, unclassified satellite or WiFi data and voice capabilities to facilitate liaison between the NG Coordination Center and the JLT in the supported State.
  - c. Establish liaison and facilitate shared situational awareness to support the execution of CNGB responsibilities and to coordinate with the States, the Office of the Secretary of Defense, the Joint Chiefs of Staff, combatant commands, the interagency, and NG JFHQs-State.
  - d. Provide operations summaries to the NG Coordination Center when directed. Information may include the status of non-Federalized NG personnel and equipment, open requests for information and requests for assistance generated for Emergency Management Assistance Compacts and other mutual-aid agreements, and requests for a dual-status commander.
  - e. Use JIEE to manage and facilitate requests for information and requests for assistance between the NGB and the supported NG JFHQs-State.
  - f. Provide 24/7 shift support to satisfy CNGB informational needs.

ENCLOSURE B

REFERENCES

PART I. REQUIRED

- a. DoD Directive 5105.77, 30 October 2015, “National Guard Bureau (NGB),” Incorporating Change 1, 10 October 2017
- b. DoD Directive 5105.83, 05 January 2011, “National Guard Joint Force Headquarters–State (NG JFHQs–State),” Incorporating Change 1, 30 September 2014
- c. CNGB Instruction 1001.01, 29 June 2016, “National Guard Joint Force Headquarters–State”
- d. CNGB Instruction 3000.02, 08 June 2018, “Adaptive Battle Staff”
- e. CNGB Manual 3000.02, 06 June 2019, “Adaptive Battle Staff”
- f. Title 10 United States Code, “Armed Forces”

PART II. RELATED

- g. CNGB Instruction 3202.01A, 22 April 2019, “National Guard Continuity Program”
- h. CNGB Manual 3202.01, 29 April 2019, “National Guard Bureau Continuity of Operations Plan”
- i. Department of Homeland Security, June 2016, “National Response Framework, Third Edition”
- j. CNGB Instruction 1301.01A, 21 July 2017, “Military Duty Status for National Guard Members Assigned to the National Guard Bureau”

## GLOSSARY

### PART I. ACRONYMS

CNGB	Chief of the National Guard Bureau
IAW	In accordance with
JLT	Joint Liaison Team
JIEE	Joint Information Exchange Environment
NG	National Guard
NGB	National Guard Bureau
NGB-J1	Manpower and Personnel Directorate
NGB-J3/4/7	Operations Directorate
NGB-J31	Continuity Program Management Office
NGB-J33	Current Operations Division
NGB-J35	Future Operations Division
NGB-J37	Joint Exercise and Training Division
NGB-J6	C4 Systems and Chief Information Officer Directorate
NGB-J8	Programs and Resources/Comptroller Directorate
NG JFHQs-State	National Guard Joint Force Headquarters–State

### PART II. DEFINITIONS

(NONE)