



**NATIONAL GUARD BUREAU**  
1636 DEFENSE PENTAGON  
WASHINGTON DC 20301-1636

NGB DTM 3005.00  
NGB-J3/4/7  
19 April 2021

MEMORANDUM FOR THE NATIONAL GUARD

Subject: National Guard Joint Operations Center

References: (a) CNGB Instruction 3000.02, 08 June 2018, "Adaptive Battle Staff"  
(b) CNGB Manual 3000.02, 06 June 2019, "Adaptive Battle Staff"  
(c) CNGB Manual 2000.01A, 11 April 2019, "National Guard Intelligence Activities"

1. Purpose. This Directive Type Memorandum (DTM) establishes interim guidance for the National Guard Bureau (NGB) Joint Operations Center (JOC) in accordance with the references. This DTM cancels and replaces Chief of the National Guard Bureau (CNGB) Notice 3005, "National Guard Bureau Joint Operations Center," 15 January 2020.
2. Applicability. This DTM applies to all NGB personnel.
3. Definitions. None.
4. Policy. It is NGB policy to conduct unified operational reporting through a NGB JOC in order to provide a singular conduit of information among the NGB, National Guard (NG) Joint Force Headquarters States (NG-JFHQs-States), and Federal mission partners.
5. Responsibilities. See Attachment A.
6. Procedures. See Attachment B.
7. Information Collection Requirements. Operational information will be collected and reported in accordance with references a and b. Incident Awareness and Assessment will be collected and reported in accordance with reference c.
8. Governance and Metrics. General, Colonel, and (GS/GG-15) feedback will enable continuous improvement in procedures and systems and ensure the NGB JOC meets the information requirements of the CNGB, the Director of the Army National Guard (DARNG), and the Director of the Air National Guard (DANG).
  - a. Periodic coordination can address subjective concerns, and metrics will identify objective issues.

NGB Joint Current Operations (NGB-J33), Army National Guard Operations Division (ARNG-OD), and National Guard Bureau-Air Intelligence/Operations/Communications/Nuclear (NGB/A2/3/6/10) Air National Guard Plans and Execution (APEX) will meet monthly, either in person or via videoconference or teleconference, to address any problems and discuss potential improvements. Ad hoc, out-of-cycle meetings are encouraged to address time-sensitive matters.

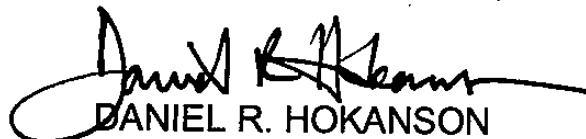
b. Within three weeks of the implementation, NGB-J33, ARNG-OD, and NGB/A2/3/6/10X APEX will establish metrics for feedback on quality and timeliness of product development and distribution to the internal and external mission partners.

9. Tables, Figures, or Templates. See Attachment B.

10. Releasability. This notice is approved for public release; distribution is unlimited. It is available at <<https://www.ngbpmc.ng.mil/>>.

11. This DTM and all records created as a result, regardless of media and format, must be managed in coordination with the Chief of Staff of the NGB Joint Staff in accordance with the NGB Records Management Program.

12. Per the CNGB Issuance 5000.01 Series, the proponent will review this directive annually on the anniversary of its effective date to either confirm the action has been completed or to update and extend the directive's continued applicability, currency, and consistency with Federal, Department of Defense, and NGB policy and provide validation to the Strategy, Policy, Plans, and International Affairs Directorate (NGB-J5).

  
DANIEL R. HOKANSON  
General, USA  
Chief, National Guard Bureau

Attachments:

- A -- Responsibilities
- B -- Reports and Products

ATTACHMENT A  
RESPONSIBILITIES

1. General. The NGB JOC will enable efficient, synchronized information flow and operational coordination across the NG and will enable shared situational understanding between Federal and State mission partners.

a. The NGB JOC will obtain, analyze, and distribute multi-domain information to promote understanding of the operational environment and facilitate senior leader decision-making. The NGB JOC will facilitate State-to-State support, communications, and decision-making across NG operations IAW the references a and b.

b. NGB personnel will provide direct support to the NGB JOC to inform the CNGB, DARNG, DANG, The Adjutants General (TAGs), and the NGB Director of Staff (NGB-DS) of NG operations.

(1) The DARNG and DANG will directly support the NGB JOC through their appointed staff directorates.

(2) The NGB Joint Staff will provide direct support to the NGB JOC through NGB-J33 or, if the Adaptive Battle Staff is activated, the designated Chief of Operations.

2. Joint Intelligence Directorate (NGB-J2). NGB-J2 will conduct an Incident Awareness and Assessment in accordance with reference c.

3. Operations Directorate (NGB-J3/4/7). NGB-J3/4/7 delegates to the NGB-J33, the responsibility to consolidate and report all recurring and emerging operational reporting requirements to inform the CNGB, DARNG, DANG, and NGB-DS about NG worldwide equities based on directed and ad hoc information requirements.

a. NGB-J33 will use coordinating authority with the ARNG and ANG to inform the CNGB, DARNG, and DANG of exercises and steady state, developing, and crisis events.

b. The Chief of NGB-J33, in consultation with the ARNG and ANG, will consolidate reporting, talking points, and informational documents (Table 1) to inform the CNGB, DARNG, DANG, and NGB-DS during routine, emergent, exercise, and crisis activities.

4. Offices of DARNG and DANG. The ODARNG and ODANG will:

a. Retain Service reporting of information on manning, training, equipping, and organizing forces in accordance with Service regulations and directives to the Department of the Army and Headquarters Air Force.

b. Inform the NGB JOC on matters related to the NGB's critical information requirements and for worldwide NG operations reporting.

5. NGB-J33, ARNG-OD, and NGB/A2/3/6/10 APEX. The Division Chiefs will:
  - a. Establish, implement, and train staff in standard operating procedures (SOPs) within 90 days of approval of the NGB JOC.
  - b. In coordination with the Manpower and Personnel Directorate, NGB-J2, and NGB-J5, consolidate operational information requirements for the CNGB, DARNG, DANG, and NGB-DS.
  - c. Ensure the NGB JOC SOP enables smooth transition from steady state to Adaptive Battle Staff operations in accordance with references a and b.
  - d. Set the conditions for emergent products and meetings that inform the same audience, for example, executive summaries (EXSUMs), situation reports (SITREPs), and operations summaries (OPSUMs).
  - e. Coordinate and develop products for NGB JOC dissemination that inform external mission partners of NG operations and assessments.
  - f. Inform the CNGB, DARNG, DANG, NGB-DS, and Chief of NGB-J33 of all emergent Service reporting, for example, operational reports (OPREPs) and significant incident reports (SIRs).
  - g. Coordinate, establish and maintain distribution lists.
6. Continuity Operations Program Management Office (NGB-J31). The NGB-J31 will coordinate with the NGB-J2; C4 Systems and Chief Information Officer Directorate, Programs and Resources/Comptroller Directorate, and NGB-J33 to program and advocate for common operational picture capability.
7. NGB-J33. The NGB-J33 will:
  - a. Serve as the Office of Primary Responsibility for the NGB-J3/4/7 common operational picture.
  - b. Consolidate and coordinate operational information using appropriate and available procedural and technical means to receive, analyze, preserve, graphically display, and distribute informational products for NGB executives, TAGs, and selected Federal mission partners. For example, the Office of the Secretary of Defense, the Joint Chiefs of Staff, U.S. Northern Command, U.S. Indo-Pacific Command, the Department of Homeland Security, and the Federal Emergency Management Agency.

ATTACHMENT B  
REPORTS AND PRODUCTS

1. The Chief of NGB-J33 will coordinate with ARNG-OD and NGB/A2/3/6/10 APEX to combine appropriate reporting for internal and external mission partners. See Table 1.

a. EXSUMs for designated operational information requirement notifications.

b. SITREPs, which may include storyboards, to inform and update senior leaders on pertinent information across all NG lines of effort.

c. Global Engagements Map.

d. Information Push (daily and weekly).

e. Inputs to the CNGB Operations and Intelligence Briefing (weekly).

f. Inputs to the CNGB Worldwide Wrap-up (biweekly).

g. Inputs to executive briefings and talking points.

h. SIRs and significant reportable incidents (SRIs).

i. OPREPs.

j. NG General Officer overseas travel.

2. The Defense Support of Civil Authorities (DSCA) Synchronizer requires specified reports and common operational picture inputs during DSCA operations in accordance with the references a and b.

3. Reports required to inform NG executives of emerging and ongoing NG activities and equities, for example Personnel Status (PERSTAT) and Logistics Status (LOGSTAT) reports. See Table 1.

	<b>Scheduled</b>	<b>Unscheduled</b>
<p>NGB JOC cc: DARNG and DANG</p>	<ul style="list-style-type: none"> <li>• OPSUM</li> <li>• InfoPush</li> <li>• Operations &amp; Intelligence</li> <li>• Worldwide Wrap-up</li> </ul>	<ul style="list-style-type: none"> <li>• EXSUM</li> <li>• SITREP</li> <li>• SHARP</li> <li>• SIRs, SRIs</li> <li>• OPREP</li> <li>• Chief's Executive Group briefs</li> <li>• Synch calls</li> </ul>
<p>NG JFHQs-States</p>	<ul style="list-style-type: none"> <li>• SITREP</li> <li>• PERSTAT</li> <li>• LOGSTAT</li> </ul>	<ul style="list-style-type: none"> <li>• SITREP</li> <li>• PERSTAT</li> <li>• LOGSTAT</li> <li>• COP</li> <li>• Synch calls</li> </ul>
<p>U.S. Northern Command U.S. Indo-Pacific Command Office of the Secretary of Defense Federal Emergency Management Agency</p>	<ul style="list-style-type: none"> <li>• Placemat</li> <li>• Total Force Laydown</li> <li>• In-Transit Visibility</li> <li>• Common Operational Picture (COP) with Friendly Force Tracker</li> <li>• Synch calls</li> </ul>	

**Table 1.** NGB Consolidated Information Products Matrix