



CHIEF OF THE NATIONAL GUARD BUREAU INSTRUCTION

NGB-LL
DISTRIBUTION: A

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NATIONAL GUARD BUREAU LEGISLATIVE LIAISON ACTIVITIES

References:

- a. Department of Defense (DoD) Instruction 5400.04, 17 March 2009, "Provision of Information to Congress"
- b. DoD Directive 5142.01, 15 September 2006, "Assistant Secretary of Defense (Legislative Affairs) (ASD(LA))"
- c. DoD Directive 5118.03, 04 April 2023, "Under Secretary of Defense (Comptroller) /Chief Financial Officer, Department of Defense"
- d. DoD Directive 5145.01, 17 January 2025, "General Counsel of the Department of Defense"

1. Purpose. This instruction establishes policy and assigns responsibilities for National Guard Bureau (NGB) Legislative Liaison activities in accordance with reference a and reference b.
2. Cancellation. This instruction cancels and replaces Chief of the NGB (CNGB) Instruction 0500.01, 08 November 2012, "National Guard Bureau (NGB) Relations with Congress" and CNGB Instruction 0500.02, 01 February 2013, "Development, Coordination, and Submission of National Guard Bureau (NGB) Legislative Initiatives."
3. Applicability. This instruction applies to the National Guard (NG) Service members in a duty status authorized under Title 10 or Title 32 United States (U.S.) Code not assigned to a Combatant Command. NG personnel not in a Federally-funded status, including Service members in a State employment status, are not subject to this instruction.
4. Policy. It is NGB policy to provide information concerning NG operations and activities to members and committees of the U.S. Congress, and their staffs, as it is essential for the proper functioning of the U.S. Government that the Congress receives adequate information concerning all Government programs and operations.

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a. The NGB legislative program, including goals and priorities, will be aligned with the strategic objectives of the Department of War (DoW) and coordinated with the Assistant Secretary of War for Legislative Affairs (ASW(LA)) and the Under Secretary of War, the Comptroller will ensure consistency and effective communications with Congress.

b. All NGB legislative liaison activities will be centrally directed and carefully coordinated with the ASW(LA) prior to execution.

c. The NGB legislative program will be structured and managed consistently with the recurring provisions of the Defense Appropriations Act.

5. Definitions.

a. Legislative Liaison Activities -- Activities that are the direct, daily, and personal contact on a continuing basis made by representatives of the DoW with Members of Congress and committees of the U.S. Congress and their staffs for the purpose of presenting, justifying, and defending the DoW, or a DoW component's, legislative program. See reference b.

b. Legislative Program -- A program that comprehensively outlines and promotes the policies, strategies, proposals, advice, and budget of the Department of War to the U.S. Congress. See reference b.

c. Other Legislative Activities -- Congressionally-related functions performed by representatives of the Department of War that are primarily focused on providing routine information to the U.S. Congress and do not include presentation, justification, and defense of the DoW, or a DoW Component's legislative program. See reference b.

6. Responsibilities.

a. Director of the Army NG (ARNG) and Director of the Air NG (ANG). The Director of the ARNG and the Director of the ANG will:

(1) Recommend to the CNGB annual ARNG and ANG legislative proposals and advice to Congress.

(2) Communicate with Members of Congress in carrying out assigned responsibilities.

(3) Advise their respective Service Secretary on NG equities relating to the DoW's legislative program to the U.S. Congress.

(4) Ensure all communication, correspondence, and engagement with members of Congress, congressional committees, and congressional staff is coordinated with the NGB Office of Legislative Liaison (NGB-LL).

(5) Ensure NGB responses to congressional correspondence are timely, responsive, factual, and coordinated. NGB offices will not reply to congressional inquiries directly but will coordinate through NGB-LL.

b. NGB Director of Staff. The NGB Director of Staff will:

(1) Integrate and synchronize policies, plans, positions, procedures, and cross-functional matters for the CNGB, and ensure NGB effectively coordinates with Office of the Secretary of War, Joint Staff, Combatant Commands, and the Services, including staff coordination for the legislative program.

(2) Approve feedback to interagency legislative and budgetary proposals requiring NGB review.

(3) Ensure NGB responses to congressional correspondence are timely, responsive, factual, and coordinated in accordance with DoW and NGB policies. NGB offices will not reply to congressional inquiries directly but will manage responses through NGB-LL.

c. NGB Joint Staff (NGBJS) Directors. The NGBJS Directors will:

(1) Recommend to the CNGB annual NGB legislative proposals on joint matters regarding the non-Federalized NG and advice to Congress.

(2) Synchronize the review and assignment of congressional inquiries and reports with NGB-LL.

(3) Ensure all communication, correspondence, and engagement with members of Congress, congressional committees, and congressional staff is coordinated with NGB-LL and approved by the CNGB.

(4) Ensure NGB responses to congressional correspondence are timely, responsive, factual, and coordinated across applicable organizations. NGB offices will not reply to congressional inquiries directly but will be managed through NGB-LL.

d. NGB Comptroller. In accordance with reference c, the NGB Comptroller will:

(1) Review all legislative proposals and provide fiscal oversight and guidance to ARNG, ANG, and the NGBJS.

(2) Coordinate with ARNG and ANG Comptroller staff to ensure each NGB legislative proposal includes appropriate and accurate Comptroller and budget data, offsets, and projected program requirements.

(3) Assist in preparing NGB leaders for congressional engagements on budgetary and fiscal matters.

e. NGB General Counsel. In accordance with reference d, the NGB General Counsel will:

(1) Provide legal advice and assistance to NGB-LL in developing the NGB legislative program for each session of Congress.

(2) Determine whether DoW or NGB-proposed legislation has Federal implications or imposes unfunded mandates.

(3) Review for legal sufficiency and provide final legal clearance of all legislative proposals submitted by NGB.

(4) Review NGB substantive comments submitted supporting NGB positions on pending or proposed legislation.

(5) Review replies to congressional correspondence involving legal matters with the NGB Principal signatures.

(6) Review all answers to advance policy questions, proposed hearing statements, responses to questions for the record, inserts for the record, and other materials related to congressional testimony.

f. Director of NGB-LL. The Director of NGB-LL reports to the CNGB and is responsible for all congressional matters for NGB, as well as oversight of NGB-LL. The Director of NGB-LL will:

(1) Develop an annual NGB congressional engagement strategy incorporating NGB's legislative proposals, Unfunded Priority List, Presidential Budget Request, and other advice to Congress as directed and approved by the CNGB.

(2) Serve as the channel of communication for all congressional matters and the point of contact for NGB with Congress.

(3) Consult with the NGB General Counsel and the NGB Comptroller to develop and execute a Legislative Program.

(4) Ensure all legislative activities are coordinated with and conducted in accordance with the policies of the Assistant Secretary of War for Legislative Affairs.

(5) Develop and execute an integrated NGB congressional engagement strategy supporting the President's policy agenda and the legislative programs of DoW, the Services, and NGB. Coordinate with Deputy Director of the ARNG, Deputy Director of the ANG, and all NGBJS Directors prior to submission to the CNGB for approval.

(6) Oversee and coordinate legislative liaison functions, including adherence to DoW and NGB policies of actions of personnel performing legislative liaison duties.

(7) Provide advice and assistance to the CNGB and NG senior leaders who brief the NGB Legislative Program to the U.S. Congress. Inform NG leadership of congressional actions and legislative developments of value or possible harm to the NG.

(8) Manage and direct NGB participation in congressional hearings and investigations.

(9) Synchronize review and assignment of congressional inquiries and reports with the ARNG, ANG, and NGBJS Directorates and oversee the completion of responses to congressional inquiries and reports. Task the NGBJS; ARNG, ANG, and special staffs, as appropriate, and coordinate timely and accurate responses to congressional inquiries. Conduct quarterly review with ARNG, ANG, and NGBJS Directorates of congressional inquiries and reports for synchronization of NGB messaging.

(10) Coordinate with Office of the Secretary of War, Joint Staff, and Service legislative liaisons as necessary to ensure consistency of messaging and information sharing. Coordinate timely and accurate responses to interagency feedback to congressional inquiries and requests.

(11) Process, coordinate, and approve requests for NGB support of congressional travel where Members of Congress, or staff, have specific NG topics of interest, are visiting NG units or facilities, or have requested an NGB-LL escort, including orientation flights.

(12) Oversee the NGB legislative proposal process, consistent with administration objectives and integrated into DoW's legislative proposal process.

(13) Facilitate NG participation in DoW Congressional Fellowship Programs through respective Service channels. Select candidates for appointment to a congressional fellowship and provide the Services with the names of those selected.

(14) Advise State leadership and legislative advisors of Federal legislative activities of interest. Provide training for Congressional Affairs Contact Officers at the request of State leadership.

(15) Host an NG Education Series on Capitol Hill to provide Members of Congress and congressional staffs with informational briefings on topics of interest.

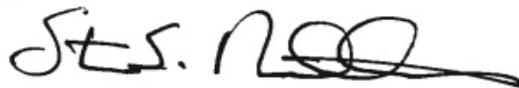
(16) Develop a manual establishing the NGB processes used in implementing this Instruction.

(17) Approve exceptions to this instruction.

7. Summary of Changes. This instruction cancels and replaces the documents listed in the cancellation paragraph. The name and number of the document have been changed to fit current NGB-LL activities.

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

9. Effective Date. This instruction is effective upon publication and must be reviewed annually by the Proponent/Office of Primary Responsibility for continued validity, and must be revised, reissued, canceled, or certified as current every ten years.



STEVEN S. NORDHAUS
General, USAF
Chief, National Guard Bureau

Enclosure:

GL -- Glossary

GLOSSARY

PART I. ACRONYMS

ANG	Air National Guard
ARNG	Army National Guard
ASWD (LA)	Assistant Secretary of War (Legislative Affairs)
CNGB	Chief of the National Guard Bureau
DoW	Department of War
NG	National Guard
NGB	National Guard Bureau
NGBJS	National Guard Bureau Joint Staff
NGB-LL	National Guard Bureau Office of Legislative Liaison
U.S.	United States

PART II. DEFINITIONS

(See paragraph 5.)