



# CHIEF OF THE NATIONAL GUARD BUREAU INSTRUCTION

NGB-J1  
DISTRIBUTION: A

CNGBI 1600.01B  
08 January 2026

## NATIONAL GUARD BUREAU STAFF IDENTIFICATION BADGE PROGRAM

References: See Enclosure D.

1. Purpose. This instruction establishes policy and assigns responsibilities for the National Guard Bureau (NGB) Staff Identification Badge (NGBSIB) Program in accordance with reference a.
2. Cancellation. This instruction cancels and replaces Chief of the National Guard Bureau (CNGB) Instruction 1600.01A, 12 March 2021, "National Guard Bureau Staff Identification Badge Program."
3. Applicability. This instruction applies to all uniformed and civilian personnel assigned to the NGB. The NGBSIB does not replace any other permanent staff identification badge.
4. Policy. It is NGB policy that personnel assigned to an organizational element of the NGB, as defined in reference a, including United States Property and Fiscal Officers, Inspectors General, and Service members serving in a Title 10 Active Duty for Operational Support status, are authorized to wear the NGBSIB. Civilian personnel are eligible to wear the NGB Staff Identification Lapel Pin.
  - a. General. The NGBSIB does not replace any other permanent staff identification badge.
    - (1) Personnel assigned to the NGB, in an Active Duty for Operational Support, Active Guard and Reserve, or Temporary Duty status will be authorized to temporarily or permanently wear the NGBSIB during their time of service.
    - (2) NGB personnel assigned, with official orders, to any other department, office, or agency that is authorized a permanent identification badge will be authorized that organization's identification badge in accordance with reference b and reference d.
  - b. Temporary Award. Personnel assigned to the NGB may wear, on a short-term, temporary basis, the NGBSIB or lapel pin after completing initial orientation or staff officer training approved by the authorities listed in 4.c.(3) of this instruction.

**UNCLASSIFIED**

(1) Prerequisites include duty orders or equivalent civilian documentation and documentation certifying the completion of required orientation or staff officer training.

(2) Badges or lapel pins may be purchased for wear upon completion of initial orientation or staff officer training in accordance with processes and procedures as approved by the approval authorities listed in paragraph 4.c.(3) of this issuance.

c. Permanent Award. Personnel assigned to the NGB are eligible to permanently wear the NGBSIB upon completion of one year or more of qualifying service beginning on or after 01 December 2018.

(1) Prerequisites include duty orders or equivalent civilian documentation, documentation certifying the completion of required staff officer training, and a signed recommendation memorandum from the first colonel or civilian equivalent in the personnel's chain-of-command. See Enclosure B, Figure 2.

(2) Personnel making recommendations for permanent award will:

(a) Verify that recommended awardees were not awarded another permanent staff identification badge for any period applied toward qualification for the NGBSIB. The NGBSIB will not be awarded for permanent wear for any period during which an individual qualified for another permanent staff identification badge.

(b) Verify that those whose favorable personnel actions have been suspended are neither recommended, nor receive consideration, during the period applied toward qualification for the NGBSIB.

(c) Verify the documentation stated in paragraph 4.c.(1) of this instruction are included with the permanent award submission.

(3) Approval authorities for permanent award of the NGBSIB are the NGB Director of Staff (NGB-DS), Deputy Director of the Army National Guard (DDARNG), and the Deputy Director of the Air National Guard (DDANG).

(4) The NGB-DS, the DDARNG, and the DDANG may delegate approval authority no lower than their respective Chief of Staff.

(5) Permanent award presentation will include the full-size NGBSIB or lapel pin, associated award certificate, and permanent award order as applicable. See Figure 1 and Enclosure C, Figure 3.

d. Manner of Wear. The NGBSIB is authorized for wear as a full-size badge, miniature badge, and lapel pin.

(1) Army. Badge worn as an identification badge on the dress uniform in accordance with reference b. Its order of precedence is after the Army Staff

Identification Badge and is worn on the wearer's right side in accordance with reference e. When wearing the Army Green Service Uniform, the NGBSIB is authorized to be worn centered on the wearer's left jacket pocket when a badge of higher precedence and same manner of wear is desired to be worn at the same time.

(2) Air Force. Badge worn as a duty badge on dress uniforms in accordance with reference d.

(3) Other Uniformed Services. Badge worn in accordance with uniform Service-specific uniform regulations.

(4) Foreign Military. Badge worn in the manner of their respective uniform regulations.

(5) Civilians. Lapel pin worn on the left lapel or collar.

e. NGBSIB and Lapel Pin Description.

(1) Symbolism of the NGBSIB. The eagle with two fasces is the insignia of the NGB. The two stars allude to the NGB's General Staff origins and serve to indicate the joint Army and Air Force nature of the NGB in managing Army National Guard and Air National Guard affairs. Dark blue is the Army color traditionally associated with the NGB, while ultramarine blue is historically associated with military aviation and the Air Force. Scarlet has a historical association with the NGB. The 54-chain links signify the united strength of the National Guard in the 50 States, three Territories, and the District of Columbia. The scroll inscribed "1636" refers to the birth year of the National Guard.

(2) Badge Description. On a scarlet disc, encircled by a gold 54-link chain border, an ultramarine blue inverted star (points ending at the edge of the scarlet disc) with a larger dark blue star superimposed upon it (points extending just beyond the encircling chain), surmounted by the NGB eagle insignia; near the top of the vertical arm of the dark blue star is a gold scroll inscribed "1636." The overall diameter is two inches (5.08 cm). See Figure 1.


(3) Miniature Badge. The miniature badge is the same as above, except it is 1½ inches wide (3.81 cm).

(4) Lapel Pin. The lapel pin is the same as above, except it is 5/8 inches wide (1.59 cm) and does not have the gold 54-link chain border or the "1636" scroll.



**Figure 1.** NGB Staff Identification Badges and Lapel Pin

5. Definitions. See Glossary.
6. Responsibilities. See Enclosure A.
7. Summary of Changes. Changes to this instruction include updates to the policy on the manner of wear for the NGBSIB when wearing the Army Green Service Uniform and an identification badge with the same prescribed position of wear but a higher order of precedence is desired to be worn concurrently.
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

Enclosures:

- A -- Responsibilities
- B -- Permanent Award Recommendation Memorandum Template
- C -- National Guard Bureau Forms and Certificate
- D -- References
- GL -- Glossary

ENCLOSURE A

RESPONSIBILITIES

1. NGB-DS. The NGB-DS will:
  - a. Serve as the approval authority for the NGBSIB.
  - b. Manage the NGBSIB Program for the NGB Joint Staff on behalf of the CNGB in accordance with this instruction.
  - c. Serve as the Office of Primary Responsibility for the NGBSIB Program to include the publication of processes and procedures to implement this instruction.
2. DDARNG. The DDARNG will:
  - a. Serve as the ARNG Directorate approval authority for the NGBSIB.
  - b. Manage the NGBSIB Program for the ARNG Directorate on behalf of the CNGB in accordance with this instruction.
3. DDANG. The DDANG will:
  - a. Serve as the ANG Directorate approval authority for the NGBSIB.
  - b. Manage the NGBSIB Program for the ANG Directorate on behalf of the CNGB in accordance with this instruction.
4. Approval Authorities. Approval authorities will:
  - a. Approve permanent award recommendations for personnel within their staff or directorate.
  - b. Ensure approved permanent award recommendations and signed certificates are provided to assigned personnel with instructions to submit the documents to their State, human resources department, or Service to update their permanent file.
  - c. Coordinate to procure and maintain an appropriate inventory of badges, lapel pins, and certificates to support the NGBSIB Program within their respective staff or directorate.

ENCLOSURE B

PERMANENT AWARD RECOMMENDATION MEMORANDUM TEMPLATE



**NATIONAL GUARD BUREAU**  
111 SOUTH GEORGE MASON DRIVE  
ARLINGTON, VA 22204-1373

Day Month Year

MEMORANDUM FOR NATIONAL GUARD BUREAU STAFF

Subject: Recommendation for National Guard Bureau Staff Identification Badge

Reference: CNGB Instruction 1600.01A, "National Guard Bureau Staff Identification Badge Program, 12 March 2021

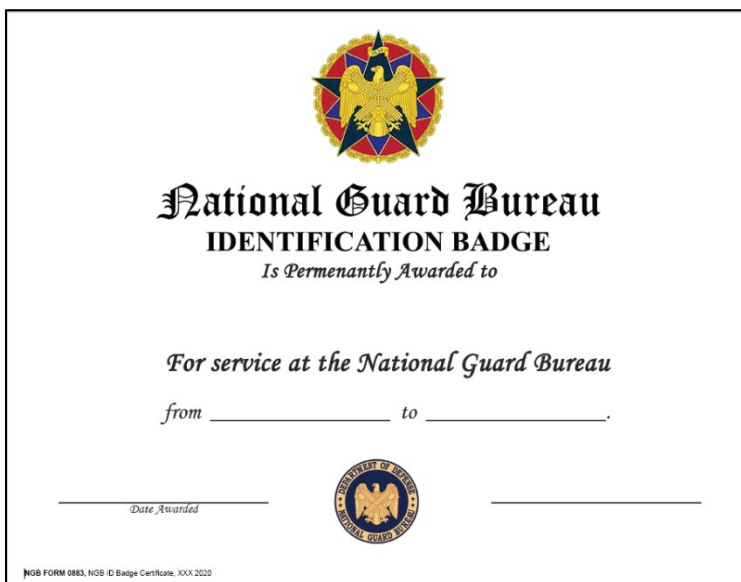
1. Last, First, RANK, xxxx-xx \_ \_ \_\_, is eligible to be awarded the National Guard Bureau Staff Identification **Badge or Lapel Pin (select one)**. RANK Last serve as \_\_\_\_\_ within \_\_\_\_\_ from DD MM YYYY to DD MM YYYY UIC/PAS: \_\_\_\_\_.
2. The above member meets all eligibility criteria cited in the reference and should be awarded permanent wear of the National Guard Bureau Staff Identification Badge or Lapel Pin.
3. The point of contact is RANK First Last, OFFICE SYMBOL, at phone #, or email.

[FIRST AND LAST NAME]  
[Rank Full Spelling], [USA/USAF]  
[Title Full Spelling]


**Figure 2.** Permanent Award Recommendation Memorandum Template

ENCLOSURE C

NATIONAL GUARD BUREAU FORMS AND CERTIFICATES



The certificate features the National Guard Bureau seal at the top center. Below the seal, the text reads: "National Guard Bureau", "IDENTIFICATION BADGE", and "Is Permanently Awarded to". This is followed by a line for the recipient's name. Below the name line, it says "For service at the National Guard Bureau" and "from \_\_\_\_\_ to \_\_\_\_\_". At the bottom left, there is a line for the "Date Awarded". In the center bottom is a circular seal of the Department of Defense, National Guard Bureau. The bottom left corner contains the text "NGB FORM 0883, NGB ID Badge Certificate, XXX 2020".



The certificate features the National Guard Bureau seal at the top center. Below the seal, the text reads: "National Guard Bureau", "LAPEL PIN", and "Is Permanently Awarded to". This is followed by a line for the recipient's name. Below the name line, it says "For service at the National Guard Bureau" and "from \_\_\_\_\_ to \_\_\_\_\_". At the bottom left, there is a line for the "Date Awarded". In the center bottom is a circular seal of the Department of Defense, National Guard Bureau. The bottom left corner contains the text "NGB FORM 0883A, NGB ID Pin Certificate, XXX 2020".

**Figure 3.** NGB Form 0883 (Military) and NGB Form 0883A (Civilians)

ENCLOSURE D

REFERENCES

PART I. REQUIRED

- a. Department of Defense Directive 5105.77, 30 October 2015, "National Guard Bureau (NGB)," Incorporating Change 1, 10 October 2017
- b. Department of the Army Pamphlet 670-1, 26 January 2021, "Guide to the Wear and Appearance of Army Uniforms and Insignia"
- c. Department of the Army Regulation 600-8-22, 19 February 2024, "Military Awards"
- d. Department of the Air Force Instruction 36-2903, 01 February 2025, "Dress and Personal Appearance of Air Force Personnel"

PART II. RELATED

- e. Assistant Secretary of the Army Manpower and Reserve Affairs, Memorandum, 29 May 2020, "Permanent Wear of the NGB ID Badge for National Guard Service Members Assigned to the National Guard Bureau"
- f. Air Force Memorandum, 24 August 2020, "Space Force Guidance Memorandum Establishing U.S. Space Force (USSF) Operational Camouflage Pattern (OCP) Uniform Wear Guidance"



## GLOSSARY

### PART I. ACRONYMS

|        |  |
|--------|--|
| ANG    | Air National Guard                                       |
| ARNG   | Army National Guard                                      |
| CNGB   | Chief of the National Guard Bureau                       |
| DDANG  | Deputy Director of the Air National Guard                |
| DDARNG | Deputy Director of the Army National Guard               |
| NGB    | National Guard Bureau                                    |
| NGB-DS | National Guard Bureau Director of Staff                  |
| NGBSIB | National Guard Bureau Staff Identification Badge Program |

### PART II. DEFINITIONS

(NONE)