



CHIEF OF THE NATIONAL GUARD BUREAU INSTRUCTION

NGB-J3/4/7
DISTRIBUTION: A

CNGBI 3502.00
08 July 2026

NATIONAL GUARD CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR RESPONSE ENTERPRISE STANDARDIZATION, EVALUATION, AND ASSISTANCE PROGRAM

References: See Enclosure B.

1. Purpose. This instruction establishes policy and assigns responsibilities for the National Guard (NG) Chemical, Biological, Radiological, and Nuclear Response Enterprise (NG CRE) Standardization, Evaluation, and Assistance (SEA) Program in accordance with reference a and reference b.
2. Cancellation. None.
3. Applicability. This instruction applies to all NG CRE organizations within the States, Territories, and the District of Columbia hereinafter referred to as "States".
4. Policy. It is National Guard Bureau (NGB) policy to provide oversight of NG CRE programs through the NG CRE SEA Program in accordance with reference a and reference b. The NG CRE SEA Program:
 - a. Ensures transparent oversight to Congress and the Department of War.
 - b. Assesses compliance with applicable laws, NGB, Army, Air Force, and Department of War policies, doctrine, and directives.
 - c. Assesses the effective use and alignment of allocated resources.
 - d. Assists Commanders and States in sustaining readiness, maintaining capabilities, and strengthening compliance.
 - e. Delivers actionable information to NGB leadership to inform strategic decisions and enhance program effectiveness.
5. Definitions. See Glossary.
6. Responsibilities. See Enclosure A.

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7. Summary of Changes. This is the initial publication of Chief of the NGB Instruction 3502.00.

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.

A handwritten signature in black ink, appearing to read 'S.S. Nordhaus', with a stylized flourish at the end.

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

Enclosures:

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

ENCLOSURE A

RESPONSIBILITIES

1. NGB Director of Operations (NGB-J3/4/7). The Director of NGB-J3/4/7 will:

a. Establish and maintain a comprehensive program of standardization, evaluation, and assistance to NG CRE organizations.

b. Ensure on-sight evaluation for each Weapons of Mass Destruction-Civil Support Team at least once every 24 months and each Homeland Response Force and Chemical, Biological, Radiological, Nuclear, and Explosives Enhanced Response Force Package at least once every 36 months.

c. Serve as the principal advisor to the Chief of the NGB for the NG CRE SEA Program.

d. Endorse State reports of evaluation with a “not-in-compliance” result.

e. Ensure State reports of evaluation contain follow-on-support and re-evaluation details for any specified NG CRE organizations with “not-in-compliance” results.

f. Ensure the Vice Director or another designee of the NGB-J3/4/7:

(1) Facilitates communication between the NGB and the States by formally endorsing memorandums that notify States of upcoming SEA evaluations at least six months prior to the evaluation.

(2) Formally endorses the report of evaluation to be sent to the State for all evaluations resulting in an “in-compliance” or an “in-compliance with comments” result.

2. The Adjutants General and the Commanding General of the District of Columbia. The Adjutants General and the Commanding General of the District of Columbia should:

a. Ensure NG CRE organizations receive and participate in SEA evaluations.

b. Consolidate organizational inspection programs and other inspections of NG CRE with the SEA evaluation to minimize the impact on training and operational readiness in accordance with reference c.

(1) Ensure NG Joint Force Headquarters-State and commands review and use SEA reports of evaluation during State or organizational inspections to determine the status of previously identified deficiencies to reduce redundancy.

(2) Coordinate for State evaluators to conduct organizational inspection programs of Weapons of Mass Destruction-Civil Support Teams in conjunction with the SEA evaluation and out-brief.

(3) Ensure NG Joint Force Headquarters-State evaluators use NGB SEA Team Branch-provided checklists that address CRE-specific requirements for organizational inspection programs in communications, physical security, and safety. The SEA Team will assist with the evaluation of Combating Weapons of Mass Destruction requirements on the checklists as needed.

c. Participate in the evaluation by:

(1) Receiving and reviewing the SEA evaluation notification memorandum.

(2) Requesting an informational briefing, if desired. If the request for an informational briefing is desired, the briefing should occur approximately three months prior to the scheduled evaluation.

(3) Ensuring primary staff with oversight responsibility for functional areas covered by the NG CRE SEA Program are present for the information briefing.

(4) Receiving an out-brief from the SEA Team at the end of the evaluation to review the results and understand the impacts of remaining non-compliance items to the NG CRE program.

(5) Receiving and reviewing a formal report of evaluation from the Director, or the Vice Director, of NGB-J3/4/7.

(6) Ensuring NG CRE organizations take corrective action to address deficiencies identified by the SEA Team. A corrective action plan must be developed for all items that remain a “no-go” at the conclusion of the evaluation.

(7) Reviewing and endorsing the corrective action plan developed by the NG CRE organization Commander or designating an agent or command to do so.

ENCLOSURE B

REFERENCES

PART I. REQUIRED

- a. Department of Defense Directive 5105.77, 30 October 2015, Incorporating Change 1 10 October 2017, "National Guard Bureau"
- b. Department of Defense Directive 5160.05E, 12 November 2024, "Roles and Responsibilities Associated with the Chemical and Biological Defense Program"
- c. Chief of the National Guard Bureau Instruction 3501.00A, 29 April 2022, "Weapons of Mass Destruction-Civil Support Team Management"
- d. Army Regulation 1-201, 01 November 2023, "Army Inspection Policy"

PART II. RELATED

- e. Chief of the National Guard Bureau Instruction 3510.01A, 08 March 2021, "National Guard Chemical, Biological, and Nuclear Response Management"
- f. United States Government Accountability Office, February 2024, "Government Auditing Standards"

GLOSSARY

PART I. ACRONYMS

NG	National Guard
NGB	National Guard Bureau
NGB-J3/4/7	National Guard Bureau Operations Directorate
NG CRE	National Guard Chemical, Biological, Radiological, Nuclear Response Enterprise
SEA	Standardization, Evaluation, and Assistance

PART II. DEFINITIONS

“In-Compliance” -- An evaluation of 95 percent or greater overall and in all functional areas.

“In-Compliance with Comment” -- An evaluation of 80 percent to 94 percent overall or in one or more functional areas.

“No-Go” -- A checklist line item that is not in accordance with law, policy, or guidance.

“Not In-Compliance” -- An evaluation of 79 percent or less overall or in one or more functional areas.

Out-Brief -- The formal briefing to State leadership showing the results of the evaluation and recommendations for improvement.

Standardization, Evaluation, and Assistance Team -- A team composed of an officer of the Army or Air Force in the grade of Major (Officer 4 grade) or higher, or a Department of the Army or Department of the Air Force civilian in the grade of General Schedule-12 or higher, serving as an evaluation lead and at least one subject matter expert which may include contractor personnel, for each functional area being evaluated (see reference d).