



# CHIEF OF THE NATIONAL GUARD BUREAU INSTRUCTION

NGB-J5  
DISTRIBUTION: A

CNGBI 5000.01B  
24 January 2020

## CHIEF OF THE NATIONAL GUARD BUREAU ISSUANCES PROGRAM

References: See Enclosure C.

1. Purpose. This instruction:

a. Establishes policy and assigns responsibilities for the Chief of the National Guard Bureau (CNGB) Issuances Program in accordance with (IAW) reference a.

b. Establishes the National Guard Bureau (NGB) Publications and Forms Library website at reference b as the official National Guard Bureau (NGB) source for CNGB Issuances.

2. Cancellation. This instruction supersedes its previous version, CNGBI 5000.01A, 26 April 2017, "Chief of the National Guard Bureau Issuances."

3. Applicability. This instruction:

a. Applies to the Office of the Chief of the National Guard Bureau (OCNGB), NGB Joint Staff, Air National Guard Directorate (ANG), and Army National Guard Directorate (ARNG) involved in the development, coordination, publication, and management of CNGB Issuances.

b. Does not apply to Service-specific policy established by the Director of the Army National Guard (DARNG) or Director of the Air National Guard (DANG).

4. Policy. It is NGB policy to maintain a program for the development, coordination, approval, and publication of CNGB issuances, which consist of CNGB Instructions (CNGBIs), CNGB Manuals (CNGBMs), CNGB Directive-Type Memorandums (CNGB-DTMs), CNGB Notices (CNGBNs) and CNGB Cancellation Notices. Table 1 in Enclosure B details each CNGB Issuance type.

a. Establishment of CNGB Policy. CNGB Issuances establish policy and implement procedures to fulfill responsibilities assigned in U.S. law and Executive Branch policy IAW reference c or other mission requirements as

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directed by the CNGB. All CNGB Issuances must meet the policy criteria defined in this instruction.

b. Use of Issuances. The following actions require the appropriate CNGB Issuance: establishment of policy; establishment of or change in intra-organizational structure at the directorate level, office level, or above; assignment of directorate-level or office-level roles and responsibilities; establishment of mandatory procedures for implementation of NG policy; establishment of NGB-led programs; and revision, supplementation, or cancellation of policy or procedure. NGB proponents are prohibited from circumventing the CNGB Issuances Program to perform these actions and disseminate policy, directives, or authoritative instructions and guidance. This prohibition is necessary to prevent proponents from issuing a document that might unknowingly conflict with existing U.S. law or Executive Branch policy.

c. CNGB Issuance Requirements. CNGB Issuances must comply with U.S. law and Executive Branch policy. The CNGB establishes a new CNGBI when NGB leadership identifies a need for policy unique to the NG. Directors or Office Chiefs develop a supporting CNGBM when detailed procedures and processes are needed to implement the policy and responsibilities established in a CNGBI. A CNGB-DTM serves the same purpose as a CNGBI or CNGBM to issue interim, time-sensitive policy or policy implementation guidance to accomplish immediate, short-duration actions. A CNGBN is used only to disseminate policy-like guidance to NG Joint Force Headquarters–States (NG JFHQs–States).

(1) The policy reflected in a CNGBI must define a basis for responsibilities and, if a CNGBM is required, applicable procedures.

(2) A CNGBI can provide NG- or NGB-specific supplementation to established U.S. Government policies, but it will never supersede or replace U.S. law or Executive Branch policy.

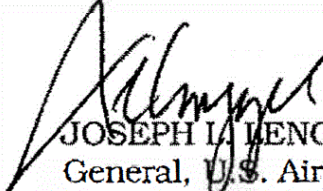
(3) Language in NG policy, with rare and limited exception, will avoid exact or nearly identical duplication of U.S. law or Executive Branch policy and instead focus on translating higher policy to NG- or NGB-specific explanation or instruction.

(4) Write CNGB Issuances in clear, plain language with succinct detail and clarity to eliminate the need for additional CNGB supplemental policy.

d. Staffing of CNGB Issuances. Staff CNGB Issuances IAW reference d, unless superseded by requirements specific to the CNGB Issuances Program IAW reference e.

5. Definitions. See Glossary.

6. Responsibilities. See Enclosure A.
7. Summary of Changes. Updates policy, assigned responsibilities, and approval authorities.
8. Releasability. This instruction is approved for public release; distribution is unlimited. It is available at <<https://www.ngbpdc.ngb.army.mil/>>.
9. Effective Date. This instruction is effective upon publication and must be revised, reissued, or cancelled every five years.



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Enclosures:

- A -- Responsibilities
- B -- Overview of CNGB Issuance Types
- C -- References
- GL -- Glossary

ENCLOSURE A

RESPONSIBILITIES

1. CNGB. The CNGB will serve as the signature authority for policy issuances.
2. Vice Chief of the National Guard Bureau (VCNGB). The VCNGB will review all CNGBIs, CNGBNs, and CNGB-DTMs prior to their approval by the CNGB except those for which approval authority was delegated by the CNGB to another general officer (GO) or senior executive service (SES) official.
3. Director of Staff of the NGB (NGB-DS). The NGB-DS will:
  - a. Review all CNGB Issuances.
  - b. Oversee NGB staff participation in the CNGB Issuances Program and ensure the policies on NGB's roles, responsibilities, and functions are current and aligned with the applicable U.S. law or Executive Branch policy.
4. DARNG and DANG. The DARNG and DANG will review CNGB Issuances for Service-specific equities.
5. NGB Chief of Staff (NGB-CoS). The NGB-CoS will:
  - a. Review all CNGB Issuances prior to review by the NGB-DS.
  - b. Ensure the policy revocation process is executed expeditiously once a CNGB Issuance is deemed not in compliance with U.S. law or Executive Branch policy.
6. Strategy, Policy, Plans, and International Affairs Directorate (NGB-J5). The Director of NGB-J5 will:
  - a. Serve as the Program Manager for the CNGB Issuances Program.
  - b. Conduct end-to-end lifecycle management of Issuances.
  - c. Establish and manage procedures for all responsibilities in this instruction, including the development and staffing of CNGB Issuances and processing exception-to-policy requests related to the CNGB Issuances Program.
  - d. Establish and manage periodic reviews for CNGB Issuances.
  - e. Establish a policy revocation process that clearly facilitates the revocation of any CNGB Issuance found not in compliance with U.S. law or Executive Branch policy.

- f. Provide all substantive content for templates related to the CNGB Issuances Program.
7. Office of the Principal Assistant to the CNGB Responsible for Contracting (NGB-OPARC). The Director of NGB-OPARC will review CNGB Issuances to identify programmatic impacts on contracting or acquisition programs.
8. Office of the National Guard Bureau Chief Counsel (NGB-JA). NGB-JA will:
- a. Provide legal advice, upon request, to the office of primary responsibility (OPR) when drafting proposed CNGB Issuances.
  - b. Conduct a legal sufficiency review of all proposed CNGB Issuances to ensure compliance with applicable law, identify and address legal risks, and improve legal defensibility prior to publication and after the staffing process is complete.
  - c. Review issuances upon OPR request to ensure continued compliance with applicable law after publication.
  - d. Provide the legal sufficiency review as a memorandum in the electronic tasking system (ETS).
9. Office of the NGB Inspector General (NGB-IG). NGB-IG will review CNGB Issuances and identify areas of inconsistency or conflict without concurring or non-concurring with the document.
10. Programs and Resources/Comptroller Directorate (NGB-J8). The Director of NGB-J8 will review CNGB Issuances to identify any programmatic or budgetary issues.
11. NGB-Joint Action Control Office-Executive Secretariat (ExecSec). The Director of NGB-JACO-ExecSec will:
- a. Review CNGB Issuances in the ETS to ensure directorates and offices with equities are assigned as an office of coordinating responsibility IAW reference d and reference e, with particular attention to responsibilities assigned by U.S. law and Executive Branch policy.
  - b. Maintain an electronic copy archive of all delegation of authority memorandums allowing lesser signature level for a CNGB Issuance.
  - c. Establish procedures for the management of the NGB Publications and Forms Library website.

d. Ensure the initial and final edit of CNGB Issuances adhere to applicable copy-editing requirements as outlined in reference f and the CNGB Issuances Program.

e. Provide formatting and administrative content for all templates related to the CNGB Issuances Program jointly with NGB-J5 and post all templates on the NGB-JACO-Executive Secretariat Guard Knowledge Online website.

12. Proponents. IAW with this instruction, references d and e, and the templates and writing style in reference f, proponents will:

a. Consult with NGB-J5 to determine whether a proposed or prepared document contains policy or is policy-like IAW this instruction.

b. Designate an Issuances Coordinator within their directorate to liaise with NGB-J5 on all actions pertaining to CNGB Issuances.

c. Draft and revise Issuances that fall under the proponent's responsibility in consultation with their Issuance Coordinator.

d. Adhere to the staffing coordination process in reference d, unless it is superseded by requirements specific to the CNGB Issuances Program.

e. Submit all CNGB Issuance-related exception-to-policy requests to NGB-J5 for review.

f. Conduct periodic reviews of CNGB Issuances, as directed by NGB-J5, to ensure continued necessity, currency, and consistency with U.S. law and Executive Branch policy.

g. Initiate a change, reissuance, or cancellation of a CNGB Issuance under the proponent's responsibility when substantive changes to the content are needed or the Issuance is no longer required.

h. Provide all relevant supplemental documentation in the ETS, including applicable delegation of authority memorandum(s), as a prerequisite when initiating coordination of a CNGB Issuance.

i. Coordinate with the Manpower and Personnel Directorate (NGB-J1) and certify that all applicable personnel policy Issuances, and those with collateral impact on bargaining unit employees, have been properly coordinated with the national unions (where appropriate).

(1) Retain NGB-J1 as the OPR for conducting national consultation rights with the unions.

(2) Maintain a repository of all related union correspondence.

j. Staff all memorandums delegating policy-making authority with NGB-J5.

13. Proponent Issuances Coordinator(s). The Proponent Issuance Coordinator will:

a. Establish strong working knowledge of U.S. law and Executive Branch policy applicable to the Directorate's functional area, the CNGB Staff Actions process, and specialized staffing process of the CNGB Issuances Program to ensure correctness and the proper staffing process for draft documents and avoid unnecessary delays in coordination.

b. Coordinate with NGB-J5 prior to draft Issuance coordination to ensure all Issuance criteria are met.

c. Review the policy in draft CNGB Issuances for alignment and compliance with U.S. law and Executive Branch policy and conduct preliminary coordination with NGB-J5 prior to initiating action officer coordination.

d. Coordinate with the proponent Workflow Manager to ensure Office of Coordinating Responsibility (OCR) staffing is inclusive of all directorates and stakeholders with responsibilities or other equities.

e. Ensure the electronic Staff Summary Sheet and ETS provide correct and clear tasking and proper staffing instructions to OCRs.

f. Monitor CNGB Issuances throughout the staffing process and manage tasks, as appropriate, to ensure CNGB Issuances Program compliance, including review and signature suspense deadlines.

14. OCR. The OCR will review CNGB Issuances for equities and accuracy when tasked in the ETS IAW reference e.

ENCLOSURE B

OVERVIEW OF CNGB ISSUANCE TYPES

<b>Issuance Type</b>	<b>Purpose and Content</b>	<b>Longevity</b>	<b>Coordination</b>	<b>Signature Level</b>
<b>CNGB Instruction</b>	<b>Establishes policy</b> and assigns responsibilities, including defining the authorities and responsibilities of a subordinate official or element; can provide general procedures for implementing policy.	Mandatory annual review; requires reissuance or cancellation every five years.	CNGB, VCNGB, DARNG, DANG, NGB-DS, NGBJS-CoS, NGB-JACO, NGB-JACO-ExecSec, NGB-JACO-ExecSec Editorial Branch (NGB-JACO-ExecSec-E), NGB-J5, NGB-J8, NGB-OPARC, NGB-JA, NGB-IG, and any other NGB Joint Staff, ARNG, or ANG directorate or office with equities.	CNGB, unless delegated otherwise via memorandum. Delegations may not be sub-delegated below the GO or SES level.
<b>CNGB Manual</b>	<b>Implements policy</b> established in a CNGBI by providing detailed procedures; cites the authorizing CNGBI in the manual.	Mandatory annual review; requires reissuance or cancellation every five years.	GO or SES (assigned as OPR), DARNG, DANG, NGB-DS, NGBJS-CoS, NGB-JACO, NGB-JACO-ExecSec, NGB-JACO-ExecSec-E, NGB-J5, NGB-J8, NGB-OPARC, NGB-JA, NGB-IG, and any other NGB Joint Staff, ARNG, or ANG directorate or office with equities.	By GO or SES officials assigned as OPR in the CNGBI as authorized by CNGB. Delegations may not be sub-delegated below the O-6 or GS (General Schedule)-15 level.
<b>CNGB Directive-type Memorandum</b>	<b>Establishes interim policy or policy implementation guidance</b> for time-sensitive requirements and will be integrated into a new or existing policy.	(1) Self-cancelling one year from date of signature unless incorporated into an existing Issuance, converted to a new CNGB Issuance, reissued, or cancelled; or (2) effective from date of signature and valid until specified or until superseded by a new Issuance; not to exceed two years.	CNGB (unless approval authority has been delegated), VCNGB (unless delegated to another GO or SES official), DARNG, DANG, NGB-DS, NGBJS-CoS, NGB-JACO, NGB-JACO-ExecSec, NGB-JACO-ExecSec-E, NGB-J5, NGB-J8, NGB-OPARC, NGB-JA, NGB-IG, and any other NGB Joint Staff, ARNG, or ANG directorate or office with equities.	CNGB for CNGB-DTMs serving the same purpose as a CNGBI, unless delegated otherwise via memorandum. Delegations may not be sub-delegated below GO or SES officials (assigned as OPR).
<b>CNGB Notice</b>	<b>Disseminates all policy-like guidance applicable to NG JFHQs-States ONLY.</b> Tasks mission-critical requirements to achieve or maintain NG mission or organizational requirements.	Mandatory annual review; requires reissuance or cancellation every five years.	CNGB, VCNGB, DARNG, DANG, NGB-DS, NGBJS-CoS, NGB-JACO, NGB-JACO-ExecSec, NGB-JACO-ExecSec-E, NGB-J5, NGB-J8, NGB-OPARC, NGB-JA, NGB-IG, and any other NGB Joint Staff, ARNG, or ANG directorate or office with equities.	CNGB, unless delegated otherwise via memorandum. Delegations may not be sub-delegated below the GO or SES level.
<b>CNGB Cancellation Notice</b>	<b>Cancels corresponding CNGB Issuances</b> that are deemed no longer valid.	Effective from date of signature; valid indefinitely.	Same as the corresponding CNGB Issuance unless initiated by NGB-J5 due to noncompliance.	Same as the corresponding CNGB Issuance or, in the case of noncompliance, NGB-J5.

**Table 1.** CNGB Issuance-Type Overview Chart



ENCLOSURE C

REFERENCES

PART I. REQUIRED

- a. DoD Directive 5105.77, 30 October 2015, “National Guard Bureau (NGB),” Incorporating Change 1, 10 October 2017
- b. NGB Publications and Forms Library website  
<<https://www.ngbpdc.ngb.army.mil/>>, accessed 03 February 2020
- c. CNGB Instruction 5003.01, 05 November 2018, “Identifying and Implementing Responsibilities Assigned to the Chief of the National Guard Bureau in Department of Defense Issuances and Chairman of the Joint Chiefs of Staff Directives”
- d. CNGB 5050.01 Series, “National Guard Bureau Staff Actions”
- e. CNGB 5000.01 Series, “CNGB Issuances Program”
- f. CNGB Manual 5051.01A, 24 May 2018, “National Guard Bureau Correspondence Manual”

PART II. RELATED

- g. DoD Instruction 5015.02, 24 February 2015, “DoD Records Management Program,” Incorporating Change 1, 17 August 2017
- h. CNGB Instruction 5001.01, 05 December 2016, “National Guard Bureau Records Management Program”
- i. DoD Instruction 5230.29, 13 August 2014, “Security and Policy Review of DoD Information for Public Release,” Incorporating Change 1, 14 April 2017
- j. DoD Instruction 5025.01, 01 August 2016, “DoD Issuances Program,” Incorporating Change 2, 22 December 2017

## GLOSSARY

### PART I. ACRONYMS

ANG	Air National Guard
ARNG	Army National Guard
CNGB	Chief of the National Guard Bureau
CNGBI	Chief of the National Guard Bureau Instruction
CNGBM	Chief of the National Guard Bureau Manual
CNGBN	Chief of the National Guard Bureau Notice
DANG	Director of the Air National Guard
DARNG	Director of the Army National Guard
ETS	Electronic tasking system
GO	General officer
IAW	In accordance with
NG	National Guard
NGB	National Guard Bureau
NGB-CoS	National Guard Bureau Chief of Staff
NGB-DS	Director of Staff of the National Guard Bureau
NGB-IG	Office of the Inspector General
NGB-JA	Office of the National Guard Bureau Chief Counsel
NGB-J5	Strategy, Policy, Plans and International Affairs Directorate
NGB-J8	Programs and Resources/Comptroller Directorate
NGB-JACO	National Guard Bureau Joint Actions Control Office
NGB-JACO-ExecSec	National Guard Bureau Joint Actions Control Office Executive Secretariat
NGB-JACO-ExecSec-E	National Guard Bureau Joint Actions Control Office Executive Secretariat Editorial Branch
NGB-OPARC	Office of the Principal Assistant (to the Chief of the National Guard Bureau) Responsible for Contracting
OPM	Office of Personnel Management
OPR	Office of primary responsibility
SES	Senior executive service
VCNGB	Vice Chief of the National Guard Bureau

### PART II. DEFINITIONS

Chief of the National Guard Bureau Issuances -- Chief of the National Guard Bureau Instructions, Manuals, Directive-type Memorandums, Notices, and Cancellation Notices.

Chief of the National Guard Bureau Issuances Program -- A program that governs the development, coordination, approval, and publication of Chief of the National Guard Bureau Issuances. As Office of Primary Responsibility for

this issuance, the Director of the Strategy, Policy, Plans, and International Affairs Directorate is the Program Manager and will exercise end-to-end responsibilities inherent with this function.

Policy -- A set of principles and associated guidelines to define and direct actions in pursuit of objectives, plans, and operations. Policy is definitive, obligatory, intelligible, and legal and must add value to the execution of National Guard Bureau and National Guard missions.

Proponent -- The directorate, office, or individual responsible for the content, dissemination, and revision of an issuance.