



CHIEF OF THE NATIONAL GUARD BUREAU INSTRUCTION

CNGB-ES
DISTRIBUTION: A

CNGBI 5050.01C
08 June 2026

NATIONAL GUARD STAFF ACTIONS

References: See Enclosure B.

1. Purpose. This instruction establishes policy and assigns responsibilities for National Guard (NG) staff actions in accordance with (IAW) reference a through reference k.
2. Cancellation. This instruction replaces the previous edition, Chief of the National Guard Bureau (CNGB) Instruction 5050.01B, 08 February 2024, "National Guard Bureau Staff Actions."
3. Applicability. This instruction applies to all military, civilian, and contract personnel assigned to the NG including the Office of the CNGB, National Guard Bureau (NGB) Joint Staff (NGBJS), the Army National Guard (ARNG) Directorate, the Air National Guard (ANG) Directorate and the NG of the States, Territories, and the District of Columbia hereinafter referred to as the "States."
4. Policy. It is NG policy to identify and implement responsibilities assigned to the CNGB and NGB in Federal law, Department of War (DoW), and Chairman of the Joint Chiefs of Staff policy. NGB provides staff action task coordination and responses to external organizations (for example, DoW, the Joint Chiefs of Staff, and Congress) in a timely and effective manner to ensure NG equities are considered and included in developing policies impacting the NG. This enables NG officials to make timely, informed decisions and manage internal staff actions at the appropriate coordination level on behalf of the CNGB. The following staff structure is required:
 - a. Staff Actions. Staff Actions are tasks requiring a response, product, or decision based on sound research and thorough coordination and are processed through Staff Action Control Offices (SACOs). Staff actions requiring signatures by the CNGB or the Vice Chief of the NGB (VCNGB) have required general officer-level coordination from the NGBJS, ARNG, ANG, and from all NG Joint Force Headquarters-State (NG JFHQs-State). All tasks that require Principal coordination, unless delegated to the Director of the ARNG (DARNG) and Director of the ANG (DANG), will be appropriately routed through the NGB Director of Staff (NGB-DS) to the CNGB or the VCNGB.

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b. SACOs. SACOs are offices that have tasking authority within their respective organizations and monitor staff actions in the electronic tasking system for timeliness, quality, and completion.

c. NG Personnel. NG personnel will complete staff actions in the most effective, efficient, and timely manner at the lowest operational level to capture the equities of required stakeholders.

d. Offices of Primary Responsibility (OPRs). OPRs prepare actions with input from various staffs identified in reference i, at appropriate levels to gain relevant perspective and to generate consolidated recommendations for leadership IAW reference e.

e. Offices of Coordinating Responsibility (OCRs). OCRs provide subject matter expertise, identify staff directorate or office equities, and help shape staff action products and recommendations.

f. Electronic Tasking System. Staff actions are tasked on the Nonsecure Internet Protocol Router "NIPR" and Secure Internet Protocol Router "SIPR" networks, through the electronic tasking system.

5. Definitions. See Glossary.

6. Responsibilities. See Enclosure A.

7. Summary of Changes. This instruction updates the policy paragraph to include NGB responsibilities for internal and external tasks and CNGB responsibilities within law and policy. Additionally, it incorporates The Adjutants General and the Commanding General of the District of Columbia establishing SACOs and their responsibilities.

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/OPR for continued validity, and must be revised, reissued, cancelled, or certified as current every ten years.



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Enclosures:

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

ENCLOSURE A

RESPONSIBILITIES

1. CNGB. IAW reference a, reference d, and reference e, the CNGB reserves the authority to delegate responsibilities as required for mission execution, establish policy, assign responsibilities for the staffing process, review and approve staff actions requiring CNGB signature or approval.
2. VCNGB. The VCNGB will:
 - a. Enforce this policy regarding the staffing process.
 - b. Review and approve principal-level staff actions as delegated.
 - c. Adjudicate and resolve differing NGB staff positions that rise to the Director level.
3. DARNG and DANG. The DARNG and the DANG will:
 - a. Designate an office with proper tasking authority as a Service SACO.
 - b. Ensure staff provides responses to actions at the correct coordination level by the suspense date.
4. NGB-DS. The NGB-DS will:
 - a. Establish NGB-wide staffing processes and policies and assign roles and responsibilities as required or directed by the CNGB.
 - b. Review staff actions that require CNGB or VCNGB signature to ensure comprehensive collaboration.
 - c. Exercise tasking authority, through the NGB-ES to the NGBJS Directors, Office of the DARNG, and Office of the DANG at the Deputy Director-level on matters pertaining to the entire NGB or as otherwise directed by the CNGB.
 - d. Adjudicate and resolve differing NGB staff positions that rise to the Deputy Director of the Office of the DARNG and Office of the DANG levels.
 - e. Oversee staff action timeliness and quality of responses.
 - f. Coordinate on Office of the Secretary of War tasks as the NGB Designated Senior Official, as designated by the CNGB in accordance with reference j.
5. The Adjutants General and the Commanding General of the District of Columbia. The Adjutants General and the Commanding General of the District of Columbia under

the authority, direction, and control of their Governors or chain of command if resources allow or as an additional duty will:

- a. Designate an office with proper tasking authority as a NG JFHQs-State SACO.
- b. Ensure staff provides responses to actions at the correct coordination level by the suspense date.
- c. Ensure coordination with all stakeholders to capture all aspects of assigned staff actions.
- d. Verify the provision of appropriate responses, products, or decisions when serving as the OPR for a staff action.
- e. Confirm relevant input to inform proposed responses, products or decisions when serving as an OCR for a staff action.
- f. Designate Workflow Managers and Action Officers to oversee staff actions for their respective directorates, or offices, when serving as OPRs and OCRs.
- g. Obtain legal reviews, at their discretion, for staff actions from their respective State Judge Advocate for legal sufficiency and assessment of the advisability of proposed courses of action.

6. NGB-ES. NGB-ES will:

- a. Serve as the NG's primary SACO, under the direction of the NGB-DS.
- b. Direct the staffing process across NG to ensure efficient and effective staff actions IAW reference e.
- c. Manage the CNGBI Issuances Program, correspondence and other NGB written material for the CNGBI, the VCNGBI, and the NGB-DS.
- d. Serve as the executive agent and administrator for the electronic tasking systems.
- e. Exercise authority from the NGB-DS to task NGBJS, Office of the DARNG, and Office of the DANG as OPRs and OCRs for staff actions.
- f. Ensure NGB actions to the Joint Chiefs of Staff and Office of the Secretary of War are completed through coordination with the NGB Directorates and Services and IAW reference f and reference g. This includes coordination authority for the DoW (IAW reference b) and Chairman of the Joint Chiefs of Staff Issuances (IAW reference c).

g. Upon CNGB appointment, the NGB-ES Director serves as an NGB Planner to provide NGB-coordinated positions to the Joint Chiefs of Staff and Office of the Secretary of War on behalf of the CNGB, including DoW and Chairman of the Joint Chiefs of Staff Issuances.

h. Delegate staff actions with the Service SACOs for all directorates with equity to facilitate staff action completion.

i. Review staff actions for clarity, accuracy, and completeness IAW reference b, reference e, reference h, and reference k.

j. Enforce staff action compliance with policy and procedures.

k. Provide guidance on how to advance and complete staff actions.

l. Develop and administer training for the NGBJS on the staffing process.

m. Provide editing and publishing services for the CNGB, the VCNGB, and the NGB-DS, and other offices upon request IAW reference b, reference e, reference h, and reference k.

n. Coordinate with NG JFHQs-State SACOs for all staff actions moving between Office of the CNGB, NGBJS, and the States.

o. Maintain a list of NG SACO points of contact.

7. ARNG and ANG SACOs. Service SACOs will:

a. Manage staff actions and correspondence for their respective organization.

b. Coordinate with NGB-ES on tasks for the CNGB, the VCNGB, the NGB-DS, or requiring NGBJS coordination at the Directorate level when appropriate.

c. Coordinate with NG JFHQs-State SACOs for all staff actions moving between ARNG, ANG, and the States.

d. Enforce staff action policies and procedures.

e. Provide quality control for staff actions for State, ARNG, or ANG coordination to external agencies.

f. Designate appropriate coordination and approval levels for staff actions.

g. Provide guidance to staff on how to advance and complete staff actions.

h. Develop, administer, and track Service-specific training for their respective organization on staffing process.

8. NG JFHQs-State SACOs. If resources allow, or as an additional duty, NG JFHQs-State SACOs will:

a. Manage staff actions and correspondence for their respective NG JFHQs-State.

b. Coordinate with NGB-ES on tasks for the CNGB, the VCNGB, the NGB-DS, or requiring coordination with the NGBJS.

c. Coordinate with NGB-ES for any staff actions requiring NG JFHQs-State coordination from DoW, the Joint Chiefs of Staff, or other Federal agencies when applicable IAW reference i.

d. Coordinate with ARNG and ANG SACOs for all staff actions moving between ARNG, ANG, and the States.

e. Coordinate with ARNG SACO or ANG SACO for any staff actions requiring NG JFHQs-State coordination from Headquarters, Department of the Army and Headquarters of the Air Force, respectively, IAW reference i.

f. Enforce staff action policies and procedures.

g. Provide quality control for staff actions for State coordination to external agencies.

h. Designate appropriate coordination and approval levels for staff actions.

i. Provide guidance to staff on how to advance and complete staff actions.

j. Develop, administer, and track training for their respective organization on staffing process.

9. Director of the NGB Joint Actions Control Office. The Director of the NGB Joint Actions Control Office will:

a. Upon CNGB appointment, serve as an NGB Planner to provide NGB-coordinated positions to the Joint Chiefs of Staff and Office of the Secretary of War on behalf of the CNGB.

b. Coordinate with the Director of NGB-ES for paper Operations Deputies and paper Tank tasks requiring a response in the Office of the Secretary of War electronic tasking system, the Correspondence and Task Management System otherwise known as "CATMS."

10. Director of the NGB Office of Legislative Liaison (NGB-LL). The Director of NGB-LL will:

- a. Designate an office within NGB-LL as a SACO for congressional staff actions.
- b. Exercise tasking authority to directorates and offices on congressional inquiries.
- c. Coordinate through NGB-ES on all correspondence with Congress that requires coordination above the Director of NGB-LL.

11. NGB Chief's Action Group. The NGB Chief's Action Group will exercise tasking authority to directorates and offices for lead or support coordination efforts on tasks directed by the CNGB through the NGB-DS or NGB-ES.

12. NGB General Counsel. The NGB General Counsel will:

- a. Review staff actions for legal sufficiency when they require CNGB or VCNGB approval or signature.
- b. Provide formal legal reviews at the request of NGB staff.
- c. Provide an assessment of the advisability of proposed courses of action as deemed appropriate.

13. The Inspector General of the NGB. The Inspector General of the NGB will review staff actions for regulatory compliance or policy guidance to ensure consistency and accuracy. All staff actions requiring CNGB, VCNGB, or NGB-DS approval or signature will require The Inspector General of the NGB review.

14. NGBJS and Office of the CNGB Directors. The NGBJS Directors and Office of the CNGB Directors will:

- a. Coordinate with all stakeholders to capture all aspects of assigned staff actions.
- b. Provide appropriate responses, products, or decisions when serving as the OPR for a staff action.
- c. Provide relevant input to inform proposed responses, products, or decisions when serving as an OCR for a staff action.
- d. Designate Workflow Managers and Action Officers to oversee staff actions for their respective directorates or offices when serving as OPRs and OCRs.
- e. Ensure staff provides responses to actions at the correct coordination level by the suspense date.

ENCLOSURE B

REFERENCES

PART I. REQUIRED

- a. Department of Defense (DoD) Directive 5105.77, 30 October 2015, "National Guard Bureau (NGB)," Incorporating Change 1, 10 October 2017
- b. Chief of the National Guard Bureau (CNGB) Instruction 5000.01C, 17 February 2023, "Chief of the National Guard Bureau Issuances Program"
- c. Department of War Instruction 5025.01, 20 January 2026, "DoW Issuances Program"
- d. Chairman of the Joint Chiefs of Staff Instruction 5711.01E, 03 January 2025, "Action Processing Policies and Procedures," Incorporating Change 1, 10 April 2025
- e. CNGB Manual 5050.01B, 03 August 2017, "National Guard Bureau Staff Action Process and Procedures"
- f. DoD Manual 5110.04, Vol. 1, 16 June 2020, "Manual for Written Material: Correspondence Management," Incorporating Change 2, 06 June 2022
- g. DoD Manual 5110.04, Vol. 2, 09 July 2020, "Manual for Written Material: Correspondence Management," Incorporating Change 1, 06 June 2022
- h. CNGB Manual 5051.01B, 02 October 2024, "National Guard Bureau Manual for Written Material"
- i. CNGB Instruction 5101.01A, 31 July 2024, "National Guard Bureau Organization and Principal Official Responsibilities," Incorporating Change 1, 27 September 2024
- j. Office of the Secretary of Defense Memo, 01 July 2024, "Coordinating on Actions Prepared for the Secretary of Defense, Deputy Secretary of Defense, or the Department of Defense Executive Secretary"
- k. Department of War Publication, 11 March 2026, "DoW Issuance Style Guide"

PART II. RELATED

- l. 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"
- m. Title 10 United States Code, Section 151, "Joint Chiefs of Staff: Composition; Functions"

- n. CNGB Instruction 5101.01, 02 June 2023, “National Guard Bureau Organization and Principal Official Responsibilities,” Incorporating Change 1, 27 September 2024
- o. DoD Directive 5105.83, 05 January 2011, “National Guard Joint Forces Headquarters–State (NG JFHQs-State),” Incorporating Change 2, 31 March 2020
- p. Title 10 United States Code, “Armed Forces,” Chapter 1011, “National Guard Bureau”
- q. DoD Directive 5100.01, 21 December 2010, “Functions of the Department of Defense and Its Major Components,” Incorporating Change 1, 17 September 2020
- r. CNGB Memorandum, 01 October 2018, “Establishment of the National Guard Bureau Director of Staff”

GLOSSARY

PART I. ACRONYMS

ANG	Air National Guard
ARNG	Army National Guard
CNGB	Chief of the National Guard Bureau
DANG	Director of the Air National Guard
DARNG	Director of the Army National Guard
IAW	In accordance with
NG	National Guard
NG JFHQs-State	National Guard Joint Force Headquarters-State
NGB	National Guard Bureau
NGB-DS	National Guard Bureau Director of Staff
NGB-ES	National Guard Bureau Executive Secretariat
NGBJS	National Guard Bureau Joint Staff
NGB-LL	National Guard Bureau Office of Legislative Liaison
OCR	Office of coordinating responsibility
OPR	Office of primary responsibility
SACO	Staff Actions Control Office
VCNGB	Vice Chief of the National Guard Bureau

PART II. DEFINITIONS

(The definitions below are standard use for Chief of the National Guard Bureau Issuances.)

Action Officer -- A staff member with subject matter expertise who completes actions and tasks on behalf of senior leaders.

Coordination -- Collaboration and communication between stakeholders through data gathering and analysis to develop information which allows development of positions and decisions.

Director -- Senior official with authority, direction, and control of a National Guard Joint Staff, Army National Guard, Air National Guard, State, or special staff directorate, to include oversight of the mission, personnel, and programmed funding decisions, and the exercise of any delegated authorities to that directorate, in accordance with law and policy.

Governance -- Senior Department of War civilian and military officials will conduct governance of the Department of War in a transparent, collaborative, and aligned framework of forums promoting unity of effort; integrating civilian and military perspectives; efficiently and effectively developing, coordinating, and implementing Department of War policies and programs; readily sharing information; and providing

decision support to the Secretary of War and the Deputy Secretary of War on cross-cutting priorities.

Office of Coordinating Responsibility -- The office of coordinating responsibility is responsible for managing and reviewing staff action tasks for equities and accuracy when coordinating and tasking within their directorate and responding to the office of coordinating responsibility, in accordance with reference b and reference c.

Office of Primary Responsibility -- The office of primary responsibility is responsible for managing and reviewing staff actions, known as tasks, including identifying equities, for coordination with offices of coordinating responsibility at the lowest level needed for a response, in accordance with reference b and reference c.

Staff Action -- A task requiring a response, product, or decision based on sound research and thorough coordination.

Staff Action Control Office -- Organization delegated authority by their principal to manage and assign tasks to directorates within their respective organization. Staff Action Control Offices track and manage task suspense dates, act as a liaison with external agencies and other Staff Action Control Offices, ensuring quality control of tasks during processing and completion.

Suspense -- Due date for a task in the electronic tasking system.

Workflow Manager -- A designated staff member who oversees staff actions for their respective directorate or office. Workflow Managers coordinate, facilitate, review, and provide guidance on completing staff actions.