



# CHIEF OF THE NATIONAL GUARD BUREAU INSTRUCTION

NGB-ES  
DISTRIBUTION: A

CNGBI 5050.01B  
08 February 2024

## NATIONAL GUARD BUREAU STAFF ACTIONS

References: See Enclosure B.

1. Purpose. This instruction establishes policy and assigns responsibilities for National Guard Bureau (NGB) staff actions in accordance with (IAW) the references.
  2. Cancellation. This instruction replaces the previous edition, Chief of the National Guard Bureau (CNGB) Instruction 5050.01A, 21 October 2015, "National Guard Bureau Staff Actions," Validity extended to 15 October 2022.
  3. Applicability. This instruction applies to all military, civilian, and contract personnel assigned to the NGB.
  4. Policy. It is NGB policy to identify and implement responsibilities assigned to the CNGB and NGB in Federal law, Department of Defense (DoD), and Chairman of the Joint Chiefs of Staff policy. NGB provides coordination and responses to external organizations (for example, DoD, Joint Chiefs of Staff, Congress) in a timely and effective manner to ensure National Guard equities are considered and included in the development of policies impacting the National Guard. This requires NGB officials to make timely, informed decisions and manage internal staff actions at the appropriate coordination level on behalf of the CNGB and requires the following staff structure:
    - a. NGB Staff Action Control Offices (SACOs). NGB 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. SACOs will ensure that staffing actions requiring signatures by the CNGB or Vice Chief National Guard Bureau (VCNGB) have required GO-level coordination from the NGB Joint Staff (NGBJS), Army National Guard (ARNG) and Air National Guard (ANG). Additionally, all tasks that require Principal coordination, unless delegated to the Director of the ARNG (DARNG) and Director of the Air National Guard (DANG), will be appropriately routed to CNGB or VCNGB.
- (1) NGB Executive Secretariat (NGB-ES). NGB-ES is the NGB's primary SACO, under the direction of the NGB Director of Staff (NGB-DS).

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(2) Service SACOs. The Office of the DARNG (ODARNG) and the Office of the DANG (ODANG) will maintain a SACO.

b. Personnel. Personnel working at or assigned to NGB complete staff actions in the most effective, efficient, and expeditious manner at the lowest operational level to capture the equities of required stakeholders.

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

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

e. Electronic Tasking System. Staff actions are tasked on the Non-Secure Internet Protocol Router and Secure Internet Protocol Router 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's responsibilities citing law and policy. Additionally, it outlines the separation of NGB-ES from the NGB Joint Action Control Office (NGB-JACO) and their new respective responsibilities; changes the position title from The Special Assistant to the CNGB to the NGB-DS (this includes the NGB-DS responsibilities to establish staffing policies and procedures); it updates the tasking authorities and responsibilities of the NGB Chief's Action Group (NGB-CAG), and updates the responsibilities for NGBJS and the Office of the CNGB (OCNGB) Directors and Office Chiefs.

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 f, the CNGB reserves the authority to delegate responsibilities as required for mission execution and establishes policy, assigns responsibilities for the staffing process, and reviews and approves staff actions that require CNGB signature.
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 arise 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 actions are responded to at the appropriate level within 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, ODARNG and ODANG 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 ODARNG and ODANG levels.
  - e. Provide oversight on staff action timeliness and quality of responses.
5. NGB-ES. NGB-ES will:
  - a. Serve as the NGBs primary SACO, under the direction of the NGB-DS.
  - b. Direct the staffing process across NGB to ensure efficient and effective staff actions IAW reference f.

- c. Manage correspondence for the CNGB, VCNGB, and 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, ODARNG and ODANG as OPRs and OCRs for staff actions.
  - f. Ensure NGB actions to the Joint Chiefs of Staff and Office of the Secretary of Defense are completed through coordination with the NGB Directorates and Services. This includes coordination authority for the DoD (IAW reference b) and Chairman of the Joint Chiefs of Staff Issuances (IAW reference c).
  - g. Upon CNGB appointment, the Chief of NGB-ES serves as a NGB Planner to provide NGB-coordinated positions to the Joint Chiefs of Staff and Office of the Secretary of Defense on behalf of the CNGB, including DoD 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 NGB policies and procedures.
  - 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 services for the CNGB, VCNGB, and NGB-DS, and other offices upon request.
6. Service SACOs. Service SACOs will:
- a. Manage staff actions and correspondence for their respective organization.
  - b. Coordinate with NGB-ES on tasks for the CNGB, VCNGB, NGB-DS or requiring Service coordination at a lower level.
  - c. Enforce staff action policies and procedures.
  - d. Provide quality control for staff actions for ARNG or ANG coordination to external agencies.
  - e. Designate appropriate coordination and approval levels for staff actions.
  - f. Provide guidance to staff on how to advance and complete staff actions.

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

7. Director of NGB-JACO. The Director of NGB-JACO will:

a. Be the OPR and exercise tasking authority to directorates and offices to lead or support coordination efforts on external tasks pertaining to DoD governance forums IAW reference j and reference k.

b. 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 Defense on behalf of the CNGB.

c. Act as the administrative point of contact between NGB and the Joint Chiefs Staff.

8. Director 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.

9. NGB-CAG. The NGB-CAG will exercise tasking authority to directorates and offices to lead or support coordination efforts on tasks directed by the CNGB through NGB-DS or NGB-ES.

10. 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. For certain actions, provide an assessment of the advisability of proposed courses of action.

11. NGB Inspector General. The NGB Inspector General will review staff actions for regulatory compliance or policy guidance to ensure consistency and accuracy when a staff action requires CNGB or VCNGB approval or signature.

12. NGBJS and OCNGB Directors. NGBJS and OCNGB 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.

ENCLOSURE B

REFERENCES

- 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, “Chief of the National Guard Bureau Issuances Program” 17 February 2023
- c. DoD Instruction 5025.01, 01 August 2016, “DoD Issuances Program,” Incorporating Change 3, 22 May 2019
- d. Chairman of the Joint Chiefs of Staff Instruction 5711.01D, 12 September 2022, “Action Processing Policies and Procedures”
- e. CNGB Memorandum, 01 October 2018, “Establishment of the National Guard Bureau Director of Staff”
- f. CNGB Manual 5050.01B, 03 August 2017, “National Guard Bureau Staff Action Process and Procedures”
- g. CNGB Manual 5051.01A, 24 May 2018, “National Guard Bureau Correspondence Manual”
- h. DoD Directive 5105.83, 05 January 2011, “National Guard Joint Forces Headquarters—State (NG JFHQs-State),” Incorporating Change 2, 31 March 2020
- i. CNGB Instruction 5003.01, “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,” 05 November 2018
- j. DoD Directive 5105.79, 08 November 2021, “DoD Senior Governance Framework”
- k. CNGB Instruction 5052.01B, 05 October 2022, “Department of Defense Governance Meetings”
- l. Title 10 United States Code, Chapter 1011, “National Guard Bureau”
- m. 10 United States Code, Section 151, “Joint Chiefs of Staff: Composition; Functions”
- n. DoD Directive 5100.01, 21 December 2010, “Functions of the Department of Defense and Its Major Components,” Incorporating Change 1, 12 September 2020
- o. President of the United States Memorandum to Senior Executive Service, 14 September 2010, “Accountable Government Initiative”
- p. Executive Order 13589, 09 November 2011, “Promoting Efficient Spending”



q. CNGB Instruction 5101.01, 02 June 2023, "National Guard Bureau Organization and Principal Official Responsibilities"

## GLOSSARY

### PART I. ACRONYMS

ANG	Air National Guard
ARNG	Army National Guard
CNGB	Chief of the National Guard Bureau
DoD	Department of Defense
IAW	In accordance with
NGB	National Guard Bureau
NGB-CAG	National Guard Bureau Chief's Action Group
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
OCNGB	Office of the Chief of the National Guard Bureau
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

Action Officer -- A staff member with subject matter expertise who works 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 Bureau Joint Staff, Army National Guard, Air National Guard, 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 Defense civilian and military officials will conduct governance of the Department of Defense in a transparent, collaborative, and aligned framework of forums to promote unity of effort; integrate civilian and military perspectives; efficiently and effectively develop, coordinate, and implement Department of Defense policies and programs; readily share information; and provide decision support to the Secretary of Defense and the Deputy Secretary of Defense on cross-cutting priorities.

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.

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.

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

Workflow Manager -- A designated staff member who oversees the workflow of their respective directorate or office. Coordinates, facilitates, reviews, and provides guidance on the completion of staff actions.