



# CHIEF NATIONAL GUARD BUREAU INSTRUCTION

NGB-LL  
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CNGBI 0500.02  
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## DEVELOPMENT, COORDINATION, AND SUBMISSION OF NATIONAL GUARD BUREAU (NGB) LEGISLATIVE INITIATIVES

### References:

- a. DoD Directive 5500.20, 28 March 2005, "Unified Legislation and Budgeting (ULB) Process"
- b. DoD Directive 5500.01, 15 June 2007, "Preparing, Processing and Coordinating Legislation Executive Orders, Proclamations, Views Letters, and Testimony"

1. Purpose. This instruction establishes policies for developing, coordinating, and submitting NGB legislative initiatives, and reviewing and submitting comments on non-NGB-initiated legislative initiatives of interest to the National Guard in accordance with (IAW) references a and b.

2. Cancellation. None.

3. Applicability. This instruction applies to all elements of the NGB. Additionally, this instruction is applicable to NGB Unified Legislation and Budgeting (ULB) proposals, submitted under the Under Secretary of Defense for Personnel and Readiness (USD(P&R)) ULB process, and NGB legislative proposals, submitted under the Department of Defense (DoD) General Counsel Legislative Program.

4. Policy. The DoD has two formal processes to initiate proposing changes to legislation.

a. ULB process. The ULB process is the routine method for submitting legislative initiatives affecting personnel and readiness functions to the DoD for consideration. IAW reference a, the ULB process is normally used for legislative initiatives involving matters under the functional cognizance of USD

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(P&R), particularly if initiatives affect more than one military department, or involve a requirement for new funding.

(1) The ULB process provides a forum for DoD components to develop, review, and coordinate legislative initiatives before their formal evaluation by the DoD General Counsel. The ULB process also ensures the Planning, Programming, Budgeting, and Execution Process provides appropriate legislative funding for approved initiatives.

(2) Approved ULBs are submitted by USD (P&R) to the DoD General Counsel for evaluation as part of the DoD Legislative Program.

b. DoD Legislative Program. IAW reference b, the DoD General Counsel administers the DoD Legislative Program for the purpose of coordinating a single DoD position on each legislative proposal. Additionally, the DoD Legislative Program provides an opportunity for a proposal that was not submitted during the ULB process to be considered by DoD for eventual submission to the Office of Management and Budget (OMB). This process is best used for proposals which have little to no cost, and are of such urgency that they cannot wait until the next ULB round.

5. Definitions. None.

6. Responsibilities.

a. Chief, National Guard Bureau (CNGB). The CNGB is the decision authority prior to forwarding NGB legislative initiatives to the DoD or other military departments for further consideration. The NGB will speak with a unified voice when submitting legislative initiatives. Prior to submission to CNGB, the developmental process is instituted and utilized to ensure that NGB components have an opportunity to review, provide input, and coordinate on ULBs and legislative proposals.

b. National Guard Bureau Comptroller/Director of Administration and Management (NGB-ZC). NGB-ZC will:

(1) Review all NGB ULBs and legislative proposals and provide fiduciary oversight and guidance to the Army National Guard (ARNG), the Air National Guard (ANG) and the NGB-Joint Staff ULB and legislative proposal managers, and Comptroller staffs.

(2) Coordinate with the ARNG and ANG Comptroller staffs to ensure each NGB ULB and legislative proposal include appropriate and accurate comptroller and budget data, a credible business case that includes offsets, and current and projected programmatic future requirements.

(3) Assist in preparing the CNGB, Vice, CNGB (VCNGB), Director (DARNG), (DANG), or other NGB leaders for meetings with military department and Office of the Secretary of Defense (OSD) senior leaders on NGB ULBs and legislative proposals.

c. NGB-Judge Advocate (NGB-JA). NGB-JA will:

(1) In consultation with NGB Senior Leadership, resolve differences that arise during the development of a ULB or legislative proposal by developing recommended resolutions for review by the CNGB.

(2) Support the ARNG, ANG, NGB-Joint Staff, and NGB-ZC ULB and legislative proposal managers by reviewing all NGB ULBs and legislative proposals prior to CNGB decision brief.

(3) Review non-NGB-initiated legislative proposals of NGB interest, and coordinating NGB staff comments on such proposals prior to submission to the DoD General Counsel.

d. NGB Office of Legislative Liaison (NGB-LL). NGB-LL will manage the NGB coordination process, serve as a liaison between NGB and the DoD General Counsel for the purposes of answering inquiries about NGB-initiated legislative initiatives, and provide guidance to NGB components as requested. Additionally, NGB-LL will:

(1) Administer a process for use by NGB staff when developing, coordinating, and submitting NGB ULBs and legislative proposals.

(2) Serve as the channel of communication between NGB and OSD throughout the approval process.

(3) Provide NGB directorates and staffs with copies of bi-annual ULB call announcements, annual Service or DoD legislative proposal call memorandums, and all milestones, instructions, and other guidance associated with the calls for ULB and legislative proposals.

(4) Inform and remind NGB staffs of upcoming Service and DoD deadlines.

(5) Assist with drafting ULBs and legislative proposals as requested. Ensure NGB-ZC and NGB-JA review all NGB ULBs and legislative proposals in their final form prior to CNGB decision briefing.

(6) Coordinate a decision briefing to CNGB on NGB legislative proposals prior to submission, and provide periodic status updates throughout the process.

(7) Submit CNGB approved legislative proposals to DoD General Counsel.

(8) Monitor the DoD General Counsel website for comments posted by military departments, other DoD components, and interagency comments posted by OMB.

(9) Forward questions and comments about NGB-initiated ULBs and legislative proposals to the ARNG, ANG, and NGB-ZC legislative proposal managers for their review and appropriate action.

(10) Coordinate NGB views on non-NGB-initiated ULBs and legislative proposals of NGB interest with the ARNG, ANG, NGB-Joint staff as appropriate, and ensuring NGB-JA and NGB-ZC review of such proposals before submitting to the DoD General Counsel.

(11) Inform staff of upcoming DoD Legislative Review Panel (LRP) meetings. Assist in drafting CNGB appeal memos, and submit to the DoD General Counsel.

(12) Defend NGB proposals approved by OMB and submitted to Congress. Respond to requests for information from Congressional committees and staff. Coordinate responses with the ARNG, ANG, and NGB-Joint Staff ULB and legislative proposal managers as appropriate. When required, ensuring NGB-JA and NGB-ZC coordination prior to presenting to NGB Senior Leadership for approval.

(13) Drafting a CNGB Manual establishing the NGB process for use in implementing this instruction.

e. ULB and legislative proposal managers. The ARNG, ANG, NGB-Joint Staff, and NGB-ZC staff principles designate ULB and legislative proposal managers who will:

(1) Draft and develop ULBs and legislative proposals IAW CNGB, VCNGB, DARNG, and DANG strategic priorities.

(2) Designate an Action Officer (AO) for each ULB and legislative proposal who serves as the Subject Matter Expert throughout the NGB, military department, and DoD coordination process. The AO will respond to requests for information and when necessary, draft appeal memos to the DoD LRP as necessary.

(3) Ensure all ULBs and legislative proposals are coordinated through their respective Comptroller staff, their respective Director, NGB-ZC, NGB-JA, and NGB-LL.

(4) Assist NGB-LL with developing a CNGB decision brief, and obtaining CNGB approval prior to submission of a ULB or legislative proposal to a DoD component or military department.

(5) Submit CNGB approved ULBs and legislative proposals via USD (P&R) or other military departments, as appropriate.

7. Summary of Changes. This is the initial publication of CNGB Instruction 0500.02.

8. Releasability. This instruction is approved for public release; distribution is unlimited. NGB directorates, The Adjutants General, the Commanding General of the District of Columbia, and Joint Force Headquarters-State may obtain copies of this instruction through [www.ngbpdc.ngb.army.mil](http://www.ngbpdc.ngb.army.mil).

9. Effective Date. This instruction is effective upon publication.

  
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General, USA  
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Enclosures:  
GL -- Glossary

## GLOSSARY

### ABBREVIATIONS AND ACRONYMS

ANG	Air National Guard
AO	Action Officer
ARNG	Army National Guard
CNGB	Chief, National Guard Bureau
DANG	Director, Air National Guard
DARNG	Director, Army National Guard
DoD	Department of Defense
LRP	Legislative Review Panel
NGB	National Guard Bureau
NGB-JA	National Guard Bureau, Judge Advocate
NGB-LL	National Guard Bureau, Office of Legislative Liaison
NGB-ZC	National Guard Bureau Comptroller/Director of Administration and Management
OMB	Office of Management and Budget
OSD	Office of Secretary of Defense
ULB	Unified Legislative and Budgeting Process (Note: Acronym is also used in reference to a ULB proposal)
USD (P&R)	Undersecretary of Defense, Personnel & Readiness
VCNGB	Vice Chief, National Guard Bureau