



CHIEF OF THE NATIONAL GUARD BUREAU INSTRUCTION

NGB-HD
DISTRIBUTION: A

CNGBI 0650.00A
09 June 2023

NATIONAL GUARD HISTORY AND HERITAGE PROGRAM

References: See Enclosure A.

1. Purpose. This instruction establishes policy and assigns responsibilities for the National Guard (NG) History and Heritage Program in accordance with (IAW) the references.
2. Cancellation. This instruction cancels and replaces Chief of the National Guard Bureau (CNGB) Instruction 0650.00, 27 January 2022.”
3. Applicability. This instruction applies to all NG personnel involved in history, heritage, museum, and curatorial activities. Unless the context indicates otherwise, in this instruction the term “National Guard” means the Army National Guard (ARNG), the Air National Guard (ANG), the ARNG of the United States, and the ANG of the United States, IAW with reference b.
4. Policy. It is National Guard Bureau (NGB) policy to document and preserve a record of the NG and NGB’s activities, operations, and organizational changes to provide historical information to decision makers and planners, to facilitate historical research of the NG and NGB, to support professional development, and to promote esprit de corps.
 - a. Delegation of Authority. The Director of the History Office is delegated the authority of a GS-15 civilian for matters of internal and external history and heritage governance, management, and administration.
 - b. CNGB Command Tenure History Report. The CNGB Command Tenure History Report will serve as a strategic record of the activities of CNGB and NGB during the respective tenures of the individual CNGB. The Director of the NGB History Office is the approval authority for CNGB Command Tenure History Reports.
 - c. NGB Quarterly Command History Report. The NGB Quarterly Command History Report will serve as an operational record of the activities of NGB and include a chronology, narrative, and statistical notes. The Director of the NGB History Office is the approval authority for NGB Quarterly Command History Reports.

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d. NGB Annual Command History Report. The NGB Annual Command History Report is a curated and indexed collection of primary source materials that document the activities, operations, and organizational changes of NGB. The NGB Archivist will prepare the report, and the Director of the NGB History Office is the approval authority for the NGB Annual Command History Report.

5. Definitions. See Glossary.

6. Responsibilities.

a. 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 establish a Command History Office and designate a Command Historian to prepare an annual Command History Report in IAW references f, h, i, and m.

b. Director of NGB G-1. The Director of NGB G-1 will:

(1) Serve as the office of primary responsibility for all ARNG heraldry actions.

(2) Coordinate with the NGB History Office on all ARNG heraldry actions.

c. Director of NGB History Office. The Director of the NGB History Office will:

(1) Supervise and manage the NGB History Office and assigned personnel.

(2) Serve as the principal authority for NGB and NG history and heritage matters.

(3) Manage the NG History and Heritage Program including training, long-range goals, organization, resourcing, processes, and policy.

(4) Coordinate, synchronize, and manage all NGB and NG history and heritage activities.

(5) Serve as the history and heritage advisor to the CNGB and Director of the ARNG and provide historical research services to the Office of the CNGB, NGB Joint Staff, Office of the Director of the ARNG, and NG Joint Force Headquarters-State.

(6) Collect, organize, analyze, and safeguard primary source unclassified and classified documents related to the operational and institutional activities of the NGB and ARNG.

(7) Research and write a CNGB Command Tenure Historical Report.

(8) Research and write a NGB Quarterly Command History Report.

- (9) Research and write a NGB Annual Command History Report.
- (10) Research and write contingency history reports of NG operations for major domestic operations and homeland defense missions.
- (11) Maintain a permanent Historical Reference Collection (HRC) of NG and NGB classified and unclassified materials. The HRC will include primary and secondary source documents related to the operations, activities, and organization of the NG and NGB; the lineage and honors records of NGB and ARNG; and the heraldry records of NGB and ARNG.
- (12) Research and write studies and papers to support the operational mission of the NG.
- (13) Research and write books and papers on the history of NGB and the NG.
- (14) Research and write studies to support strategic determinations and policy recommendations for CNGB as a member of the Joint Chiefs of Staff.
- (15) Manage and maintain an oral history program that includes an End-of-Tour oral history with CNGB.
- (16) Represent CNGB to other government agencies and non-government organizations on all NG history and heritage matters.
- (17) Represent CNGB as a GS-15 equivalent for history and heritage governance in the Department of Defense.
- (18) Serve as a member of the Joint Historical Advisory Committee IAW reference c.
- (19) Coordinate all NG and NGB history and heritage matters, activities, and requirements with the Joint Chiefs of Staff History Office.
- (20) Coordinate all NG and NGB history and heritage matters, activities, and requirements with the Army Center of Military History (CMH); serve as the approval authority for all NG and NGB history and heritage matters, requests, and agreements with CMH; and represent CNGB to CMH in IAW reference f.
- (21) Serve as the subject matter expert for ARNG lineage and honors and serve as the conduit of communications between ARNG units and the Army Center of Military History for all lineage and honors matters IAW reference b.
- (22) Serve as the subject matter expert for ARNG heraldry and concur, non-concur, or non-concur with comment on all ARNG heraldry actions.

(23) Serve as the Functional Area Manager for NG Joint Force Headquarters-State and ARNG historians, curators, and museum professionals.

(24) Create, maintain, and administer training for NG Joint Force Headquarters-State and ARNG historians, curators, and museum professionals.

(25) Provide guidance for and oversight of NG museums and historical collections in the States and coordinate the activities of ARNG museums in the States with the Departments of the Army IAW references g, h, j, and k.

(26) Coordinate with the United States Property and Fiscal Officer as the Artifact Responsible Officer for each State, Territory, and the District of Columbia IAW reference n.

d. Director of the ANG History Office. The Director of the ANG History Office will:

(1) Supervise and manage the ANG History Office and assigned personnel.

(2) Serve as the principal history and heritage advisor to the Director of the Air National Guard, the Commander of the ANG Readiness Center, and ANG air units and space units.

(3) Provide historical support to the Office of the Director of the ANG and ANG air units and space units.

(4) Provide historical support to the NGB History Office for CNGBI directed products, projects, and activities.

(5) Attend the staff meetings of the NGB History Office and provide updates on the activities of the ANG History Office to ensure synchronization of NG and NGB history activities.

(6) Collect, organize, analyze, and safeguard primary source unclassified and classified documents related to the activities of the ANG air units and space units IAW reference h.

(7) Research and write the annual history of the ANG to include air operations and space operations.

(8) Research and write Contingency History Reports of ANG air operations and space operations for major Domestic Operations and Homeland Defense missions.

(9) Maintain a functioning vault for storage of classified material and a classified computer for researching, writing, and processing classified material pertaining to ANG air operations and space operations.

(10) Serve as the primary authority for ANG Heraldry by assisting ANG air units and space units with developing and approving emblem designs to meet Air Force emblem standards IAW reference I and coordinating directly with The Institute of Heraldry in processing final design artwork for approved unit emblems.

(11) Maintain the lineage and honors records for all ANG air units and space units IAW reference I.

(12) Serve as the liaison between ANG units and the National Museum of the United States Air Force regarding static aircraft displays at ANG air units and space units.

(13) Publish historical articles, pamphlets, books, and special studies.

(14) Maintain a reference library and archives.

(15) Manage the ANG air wing and space unit history program.

(16) Serve as the Functional Area Manager for ANG Historians, curators, and museum professionals.

(17) Represent NGB to the Air Force History and Museum Program.

(18) Manage ANG field history programs, including the training ANG additional duty wing historians.

(19) Provide guidance for and oversight of ANG museums and historical collections in the States and coordinate the activities of ANG museums in the States with the Department of the Air Force IAW references j, k, and m.

7. Summary of Changes. The specific substantive changes include reassignment of responsibilities from the NGB History Office to the Director of the NGB History Office; reassignment of responsibilities from the ANG History Office to the Director of the ANG History Office, adding a requirement for a CNGB Command Tenure Historical Report; clarifying responsibilities for ARNG heraldry, adding requirements to ensure the synchronization of NGB history activities, and deconflicts responsibility for historical support to NGB Space Operations.

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 revised, reissued, canceled, or certified as current every ten years.



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Enclosures:

A -- References
GL -- Glossary

ENCLOSURE A

REFERENCES

PART I. REQUIRED

- a. Department of Defense Directive 5105.77, 30 October 2015, "National Guard Bureau (NGB)," Incorporating Change 1, 10 October 2017
- b. Title 32 United States Code, "National Guard"
- c. War Department, General Order 120, 14 August 1903, "General and Special Staffs"
- d. Chairman of the Joint Chiefs of Staff, Instruction 5320.01C, 30 November 2018, "Guidance for the Joint History Program"
- e. Chairman of the Joint Chiefs of Staff, Joint Publication 3-33, 31 January 2018, "Joint Task Force Headquarters"
- f. Army Regulation 870-5, 16 September 2021, "Military History: Responsibilities, Policies, and Procedures"
- g. Army Regulation 870-20, 27 June 2022, "Army Museum Enterprise and Army Artifact Collection"
- h. Army Techniques Publication, ATP 1-20, C1, 09 June 2014, "Military History Operations," Incorporating Change 1, 20 August 2015
- i. Department of the Air Force Instruction 84-101, 13 December 2018, "Aerospace Historian Responsibilities and Management"
- j. Department of the Air Force Instruction 84-103, 12 May 2021, "Department of the Air Force Heritage Program"
- k. Department of the Air Force Instruction 84-104, 21 April 2020, "Art Program"
- l. Department of the Air Force Instruction 84-105, 17 June 2021, "Organizational Lineage, Honors and Heraldry"
- m. Department of the Air Force Policy Directive 84-1, 26 July 2021, "Department of the Air Force History and Heritage Management"

n. Chief of the National Guard Bureau Manual 9501.01, 09 August 2022, "National Guard Bureau United States Property and Fiscal Officer Program Procedural Guidance"

PART II. RELATED

o. Army Field Manual 3-0, 01 October 2022, "Operations"

p. Army Regulation 670-1, 26 January 2021, "Wear and Appearance of Army Uniforms and Insignia"

q. Army Regulation 870-21, 13 April 2017, "The U.S. Army Regimental System"

r. Department of the Air Force Handbook 84-106, 17 April 2020, "Aerospace Historian Operations in Peace and War"

GLOSSARY

PART I. ACRONYMS

ANG	Air National Guard
ARNG	Army National Guard
CMH	Army Center of Military History
CNGB	Chief of the National Guard Bureau
HRC	Historical Reference Collection
IAW	In accordance with
NG	National Guard
NGB	National Guard Bureau

PART II. DEFINITIONS

Command History Office -- An independent office of a Commander's special staff and are Service requirements in the United States Army at general officer commands and in the United States Air Force at Wing headquarters and superior commands. This office is staffed by a Command Historian, based on the needs of the command, and one or more additional professional Historians and appropriate support personnel, such as Archivists and museum personnel.

Command History Report -- A periodic summary of the operational highlights and activities of a unit or command for a specific reporting period. This report is directed by the commander and normally written and researched by a professional historian. Command history reports may include a chronology, a narrative, and supporting primary source documents and may be classified if required.

Functional Area Manager -- The individual accountable for the management and oversight of all personnel and equipment within a specific functional area to support the operational planning and execution.

National Guard Bureau -- A joint activity of the Department of Defense and includes the Office of the Chief of the National Guard Bureau, Office of the Director of the Army National Guard, Office of the Director of the Air National Guard, National Guard Bureau Space Operations, and the National Guard Bureau Joint, Army, and Air Staffs.