



# CHIEF OF THE NATIONAL GUARD BUREAU INSTRUCTION

NGB-J1  
DISTRIBUTION: A

CNGBI 1600.01A  
12 March 2021

## NATIONAL GUARD BUREAU STAFF IDENTIFICATION BADGE PROGRAM

### References:

- a. Department of Defense Directive 5105.77, 30 October 2015, "National Guard Bureau (NGB)," Incorporating Change 1, 10 October 2017
- b. Department of the Army Pamphlet 670-1, 25 May 2017, "Guide to the Wear and Appearance of Army Uniforms and Insignia"
- c. Air Force Instruction 36-2903, 15 September 2020, "Dress and Personal Appearance of Air Force Personnel"
- d. Assistant Secretary of the Army Manpower and Reserve Affairs Memorandum, 29 May 2020, "Permanent Wear of the NGB ID Badge for National Guard Service Members assigned to the National Guard Bureau"
- e. Air Force Memorandum, 24 August 2020, "Space Force Guidance Memorandum Establishing U.S. Space Force (USSF) Operational Camouflage Pattern (OCP) Uniform Wear Guidance"

1. Purpose. This instruction establishes policy and assigns responsibilities for the National Guard Bureau (NGB) Staff Identification (ID) Badge Program in accordance with reference a.
2. Cancellation. This instruction supersedes its previous edition, CNGBI 1600.01, 27 February 2018, "National Guard Bureau Identification Badge Program."
3. Applicability. This instruction applies to uniformed and civilian personnel assigned to the NGB.
4. Policy. It is NGB policy that personnel assigned to an organizational element of the NGB as defined in reference a, to include United States Property and Fiscal Officers, Inspectors General, and Service members serving in a Title 10 Active Duty for Operational Support status are authorized the NGB Staff ID Badge. Civilian personnel are eligible to wear the lapel pin.

**UNCLASSIFIED**

a. General. The NGB Staff ID Badge does not supersede or replace any other permanent staff identification badge.

(1) Upon signature of this issuance personnel assigned to NGB in an Active Duty for Operational Support, Active Guard and Reserve, or Temporary Duty status, will be authorized the NGB Staff ID Badge as a temporary or as a permanent badge during that time of service.

(2) NGB personnel assigned, with official orders, to any other department, office, or agency authorized a permanent identification badge will be authorized that organization's identification badge in accordance with references b and c.

b. Temporary Wear. Personnel assigned to NGB may temporarily wear the NGB Staff ID Badge or lapel pin upon completion of initial orientation or staff officer training approved by the approval authorities listed in paragraph 4.c.(3) of this issuance.

(1) Prerequisites include duty orders or equivalent civilian documentation and appropriate documentation of the completion of required orientation or staff officer training.

(2) Badges or lapel pins may be issued upon completion of initial orientation or staff officer training in accordance with processes and procedures as approved by the approval authorities listed in paragraph 4.c.(3) of this issuance.

c. Permanent Award. Personnel assigned to NGB are eligible for permanent wear of the NGB Staff ID Badge upon completion of one year or more of qualifying service beginning on or after 01 December 2018.

(1) Prerequisites include duty orders or equivalent civilian documentation, appropriate documentation for required orientation or staff officer training, and a signed recommendation memo from the first O6 or civilian equivalent in the personnel's chain of command. See Enclosure B.

(2) Permanent award recommendations will:

(a) Verify personnel were not awarded another permanent staff identification badge for any period applied toward qualification for the NGB Staff ID Badge. The NGB Staff ID Badge will not be awarded for permanent wear for any period during which an individual qualified for another permanent staff identification badge.

(b) Verify personnel whom favorable personnel actions have been suspended are neither recommended for, nor receive consideration during the period applied toward qualification for the NGB Staff ID Badge.

(c) Verify the documentation stated in paragraph 4.c.(1) of this issuance are included with the permanent award submission.

(3) The approval authorities for permanent award of the NGB Staff ID Badge are the NGB Director of Staff (NGB-DS), Deputy Director of the Army National Guard (DDARNG), Deputy Director of the Air National Guard (DDANG), or the Deputy Director of Space Operations (DDSO) (NGB-SO).

(4) The NGB-DS, DDARNG, DDANG, or DDSO may delegate approval authority no lower than their respective Chief of Staff.

d. Manner of Wear. The NGB Staff ID Badge is authorized for wear as a full-size badge, miniature badge, and lapel pin.

(1) Army. Badge worn as an identification badge on dress uniforms in accordance with reference b. The order of precedence is after the Army Staff ID Badge to the wearer's right.

(2) Air Force. Badge worn as a duty badge on dress uniforms in accordance with reference c.

(3) Other Uniformed Services. Badge worn in accordance with governing uniform Service regulations.

(4) Foreign Military. Badge worn in the manner of their respective uniform regulations.

(5) Civilian. Lapel pin worn on the left lapel or collar.

e. NGB Staff ID Badges and Lapel Pin Description.

(1) Symbolism of the NGB Staff ID Badge. The eagle with two faces is the insignia of the NGB. The two stars refer to the NGB's origin as part of the Army General Staff, as well as the joint Army and Air Force nature of the NGB in managing Army National Guard (ARNG) and Air National Guard (ANG) affairs. Dark blue is the Army's traditional color, while ultramarine blue is historically associated with military aviation and the Air Force; scarlet also has historical association as a branch color with the NGB. The 54 chain links signify the united strength of the National Guard (NG) in the 54 States, Territories, and the District of Columbia. The scroll inscribed "1636" refers to the establishment year of the first organized militia unit in the American colonies.

(2) Badge Description. On a scarlet disc, encircled by a gold 54-link chain border, an ultramarine blue inverted star (points ending at the edge of the scarlet disc) with a larger dark blue star superimposed upon it (points extending just beyond the encircling chain), surmounted by the NGB eagle insignia; near the top of the vertical arm of the dark blue star is a gold scroll inscribed "1636." The overall diameter is two inches (5.08 cm). See Figure 1.

(3) Miniature Badge. The miniature badge is the same as above, except it is 1½ inches wide (3.81 cm).

(4) Lapel Pin. The lapel pin is the same as above, except it is 5/8 inches wide (1.59 cm) and does not have the gold 54-link chain border or the “1636” scroll.



**Figure 1.** NGB Staff ID Badges and Lapel Pin

5. Definitions. None.

6. Responsibilities. See Enclosure A.

7. Summary of Changes. This instruction provides updated policy for permanent wear of the NGB Staff ID Badge.

8. Releasability. This instruction is approved for public release; distribution is unlimited. It is available at <<https://www.ngbpdc.ngb.mil/>>.

9. Effective Date. This instruction is effective upon publication and must be revised, reissued, canceled, or certified as current every five years.



DANIEL R. HOKANSON  
General, USA  
Chief, National Guard Bureau

Enclosures:

- A -- Responsibilities
- B -- Sample Permanent Award Recommendation Memorandum
- C -- NGB FORM 0883 AND 0883a (CERTIFICATE)
- GL -- Glossary

ENCLOSURE A  
RESPONSIBILITIES

1. NGB-DS. The NGB-DS is the NGB Joint Staff approval authority for the NGB Staff ID Badge. The NGB-DS will:
  - a. Manage the NGB Staff ID Badge Program for the NGB Joint Staff on behalf of the Chief of the National Guard Bureau (CNGB) in accordance with this instruction.
  - b. Serve as the Office of Primary Responsibility (OPR) for the NGB Staff ID Badge Program to include the publication of processes and procedures to implement this instruction.
2. DDARNG. The DDARNG is the ARNG Directorate approval authority for the NGB Staff ID Badge. The DDARNG will manage the NGB Staff ID Badge Program for the ARNG Directorate on behalf of the CNGB in accordance with this instruction.
3. DDANG. The DDANG is the ANG Directorate approval authority for the NGB Staff ID Badge. The DDANG will manage the NGB Staff ID Badge Program for the ANG Directorate on behalf of the CNGB in accordance with this instruction.
4. DDSO. The DDSO is the NGB-SO approval authority for the NGB Staff ID Badge. The DDSO will manage the NGB Staff ID Badge Program for NGB-SO on behalf of the CNGB in accordance with this instruction.
5. Approval Authorities. The approval authorities will:
  - a. Approve permanent award recommendations for personnel in their respective staff or directorate.
  - b. Ensure approved permanent award recommendations and signed certificates are provided to assigned personnel with instructions to submit the documents to their State, human resources department, or respective Service to update their permanent file.
  - c. Coordinate the issue of badges and lapel pins for temporary wear to personnel upon completion of all prerequisites.
  - d. Coordinate the turn-in of badges and lapel pins issued for temporary wear from personnel not completing the 365-day requirement.
  - e. Coordinate to procure and maintain an appropriate inventory of badges, lapel pins, and certificates to support the NGB Staff ID Badge Program within their respective staff or directorate.

ENCLOSURE B

SAMPLE PERMANENT AWARD RECOMMENDATION MEMORANDUM



**NATIONAL GUARD BUREAU**  
1636 DEFENSE PENTAGON  
WASHINGTON DC 20301-1636

MEMORANDUM FOR NATIONAL GUARD BUREAU DIRECTOR OF STAFF  
THROUGH NATIONAL GUARD BUREAU JOINT STAFF CHIEF OF STAFF

Subject: Recommendation for National Guard Bureau Identification Badge or Label Pin

Reference: CNGB Instruction 1600.01, "National Guard Bureau Identification Badge Program," [Insert current edition date. "Day Month Year"]

1. [Last, First, RANK, SSN XXX-XX \_\_ \_\_], is currently eligible to be awarded the National Guard Bureau Identification Badge or lapel pin. [Rank Last] served as [ ] within [ ] from [Day Month Year] to [Day Month Year] under UIC/PAS [ ].
2. The above member meets all eligibility criteria in accordance with the reference and should be awarded permanent wear of the National Guard Bureau Staff Identification Badge or lapel pin.
3. Point of contact is [Rank, Mr., or Ms.] [First Last]; [OFFICE SYMBOL]; [Telephone number written as XXX-XXX-XXXX].

[FIRST AND LAST NAME]  
[Rank Full Spelling], [USA/USAF]  
[Title Full Spelling]

**Figure 2. Sample Memorandum**

ENCLOSURE C

NGB FORM 0883 AND 0883a (CERTIFICATE)

  
**National Guard Bureau**  
**IDENTIFICATION BADGE**  
*Is Permanently Awarded to*

*For service at the National Guard Bureau*  
from \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_ *Date Awarded* \_\_\_\_\_



NGB FORM 0883, NGB ID Badge Certificate, XXX 2020

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**National Guard Bureau**  
**LAPEL PIN**  
*Is Permanently Awarded to*

*For service at the National Guard Bureau*  
from \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_ *Date Awarded* \_\_\_\_\_



NGB FORM 0883a, NGB ID Pin Certificate, XXX 2020

**Figure 3.** NGB FORM 0883 (Military) and NGB FORM 0883a (Civilians)

## GLOSSARY

### PART I. ACRONYMS

ANG	Air National Guard
ANG/CoS	Air National Guard Chief of Staff
ARNG	Army National Guard
ARNG-CoS	Army National Guard Chief of Staff
HCM	Human Capital Management
ID	Identification
NGB	National Guard Bureau
NGB-DS	National Guard Bureau Director of Staff
NGB-SO	National Guard Bureau Space Operations

### PART II. DEFINITIONS

(NONE)