



# CHIEF OF THE NATIONAL GUARD BUREAU INSTRUCTION

NGB-J3/4/7  
DISTRIBUTION: A

CNGBI 4000.00  
01 February 2021

## CODE WORD, NICKNAMES, AND EXERCISE TERM SYSTEM

### References:

- a. Chairman of the Joint Chiefs of Staff Manual 3150.29E, 16 August 2013, "Code Word, Nicknames, and Exercise Term (NICKA) System"
- b. Department of Defense Directive 5105.77, 30 October 2015, "National Guard Bureau (NGB)," Incorporating Change 1, 10 October 2017
- c. United States Constitution, Article I, Section 8
- d. Title 32 United States Code, Section 101

1. Purpose. This instruction establishes policy and assigns responsibilities for requesting code words, nicknames, and exercise terms through the National Guard Bureau (NGB) Joint Staff Code Word, Nicknames, and Exercise Terms (NICKA) Program in accordance with reference a.
2. Cancellation. None.
3. Applicability. This instruction applies to all elements of the National Guard consistent with reference a; Article 1, Section 8, of reference c; and reference d.
4. Policy. It is NGB policy to develop and maintain a program to request assignment and de-confliction of code words, nicknames, and exercise terms through the NGB Operations Directorate (NGB-J3/4/7) in accordance with reference a.
5. Definitions. See Glossary.
6. Responsibilities. See Enclosure A.
7. Summary of Changes. This is the initial publication of CNGBI 4000.00.
8. Releasability. This instruction is approved for public release; distribution is unlimited. It is available at <<https://www.ngbpmc.ng.mil/>>.

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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  
GL -- Glossary

ENCLOSURE A  
RESPONSIBILITIES

1. NGB-J3/4/7. NGB-J3/4/7 will assign the Continuity Program Management Office (NGB-J31), as the office of primary responsibility, for the request and de-confliction of code words, nicknames, and exercise terms.
2. NGB-J31. NGB-J31 will:
  - a. Process Code Word, Nickname, and Exercise Term System transaction requests requiring coordination through the Defense Information Systems Agency Joint Staff Support Center and the United States Joint Code Word Index.
  - b. Develop a Chief of the National Guard Bureau Manual outlining procedures for requesting code words, nicknames, and exercise terms and maintain records of registered and de-conflicted terms. All requests will be sent via email to the NGB-J31 CPMO inbox <ng.ncr.ngb-arng.mbx.j3-cpmo@mail.mil>. Requests must include the office symbol, point of contact, word category (code word or first word), and number of each word being requested.
  - c. Prepare a NICKA Activation Request Memorandum for activation and forward the request to the Office of the Deputy Chief of Staff. Once approved, the requested code word(s) will be available for use at the discretion of the requesting party.
  - d. Upon request for approved code words or first words, requestors will submit an information paper. Information papers will be sent via the Non-classified Internet Protocol Router network. If an information paper contains classified material, then it must be sent via the Secret Internet Protocol Router network.
3. NGB Directorates and Offices and National Guard Joint Force Headquarters-State. NGB Directorates and National Guard Joint Force Headquarters-State must request code words, nicknames, and exercise terms through NGB-J31.

## GLOSSARY

### PART I. ACRONYMS

|            |                                          |
|------------|------------------------------------------|
| NG         | National Guard                           |
| NGB        | National Guard Bureau                    |
| NGB-J31    | Continuity Program Management Office     |
| NGB-J3/4/7 | Operations Directorate                   |
| NICKA      | Code Word, Nicknames, and Exercise Terms |

### PART II. DEFINITIONS

Nicknames, Code Words, and Exercise Terms System -- The database that registers, maintains, and validates code words, nicknames, reconnaissance nicknames, and exercise terms and controls their use within the Global Command and Control System.