



# CHIEF NATIONAL GUARD BUREAU INSTRUCTION

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NGB-J5  
DISTRIBUTION: A

CNGBI 5000.01A  
26 April 2017

## CHIEF OF THE NATIONAL GUARD BUREAU ISSUANCES

References: See Enclosure B.

1. Purpose. This instruction establishes policy and assigns responsibilities for developing, coordinating and publishing Chief of the National Guard Bureau (CNGB) Issuances in accordance with (IAW) the references.
2. Cancellation. This instruction supersedes and replaces CNGBI 5000.01, 30 November 2011, “Chief, National Guard Bureau Issuances and National Guard Bureau Publications Guidance,” and cancels CNGB Notice 5000C, 21 December 2016, “Conversion of National Guard Bureau Joint Publications.”
3. Applicability. This instruction applies to all National Guard (NG) elements.
4. Policy. It is NGB policy to maintain a program for the development, coordination, and approval of CNGB Issuances.
  - a. Types of CNGB Issuances. CNGB Issuances consist of CNGB Instructions (CNGBIs), CNGB Manuals (CNGBMs), and CNGB Notices (CNGBNs). See Figure 1 for an overview of each issuance.

(1) CNGBI. CNGBIs establish policy and assign responsibilities, including defining the authorities and responsibilities of subordinate officials or elements, and may provide general procedures for implementing policy. CNGBIs are signed by the CNGB, who may delegate this authority to the Vice Chief of the National Guard Bureau (VCNGB) or to Directorate General Officers and Senior Executive Service (SES) officials in a delegation of authority memorandum. The Strategy, Policy, Plans and International Affairs Directorate (NGB-J5) Policy Branch (NGB-J52-P) and the NGB Joint Actions Control Office Executive Secretariat Editorial Branch (NGB-JACO-ExecSec-E) will maintain a copy of such delegations.

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(2) CNGBM. CNGBMs provide detailed procedures and processes to implement policy established by CNGBIs.

(a) CNGBMs may be promulgated, signed, and issued as needed by the respective Directors that are named as the proponent for that responsibility in the associated CNGBI. The responsibility paragraph in each CNGBI serves as the authority to produce the associated CNGBMs.

(b) The proponent Director may delegate signature authority in writing to a level no lower than Colonel (O-6) or civilian equivalent (GS-15). A copy of such delegation will be provided to NGB-J52-P and NGB-JACO-ExecSec-E, and maintained by both parties.

(3) CNGBN. CNGBNs serve the same purpose as CNGBIs or CNGBMs but are issued only for time-sensitive actions as validated by the NGB Joint Staff Chief of Staff (NGBJS-CoS). CNGBNs will be incorporated into an existing CNGBI or CNGBM, become a new CNGBI or CNGBM, or will expire one year from the date of publication.

(a) CNGBNs are signed by the CNGB, who may delegate this authority in a CNGBI or a delegation of authority memorandum, to the VCNGB or Directorate General Officers and SES officials. NGB-J52-P and NGB-JACO-ExecSec-E will maintain a copy of such delegations.

(b) Time sensitive actions are generally those that are a matter of urgent national security or domestic emergency, or are required by recent change in law, DoD policy, or government-wide regulation.

b. Coordination. All CNGB Issuances must be coordinated through the following offices at a minimum:

(1) CNGBIs and CNGBNs. CNGB (unless approval authority has been delegated to the VCNGB or another General Officer or SES official); VCNGB (unless approval authority has been delegated by the CNGB to another General Officer or SES official); the Directors of the Army National Guard (ARNG) (DARNG) and Air National Guard (ANG) (DANG); the Director of the National Guard Bureau Joint Staff (DNGBJS); NGBJS-CoS; NGB-JACO; NGB-JACO-ExecSec; NGB-JACO-ExecSec-E; NGB-J5; Directorate of Programs and Resources / Comptroller (NGB-J8); Office of the Principal Assistant Responsible for Contracting (NGB-OPARC); Office of the NGB Chief Counsel (NGB-JA); Office of the Inspector General (NGB-IG); and any other NGB Joint Staff, ARNG, and ANG directorate or office with equities.

(2) CNGBMs. CNGBMs must be staffed through all offices listed in paragraph b.(1) above, with the exception of the CNGB and VCNGB.

c. Issuance Lifecycle and Reviews.

(1) Annual Review. All CNGB Issuances will be reviewed annually by the proponent to ensure the necessity, currency, and consistency with law and DoD policy.

(2) Five-Year Review and Certification. All CNGBIs and CNGBMs will expire five years after their date of issuance unless certified as current by the proponent office, in which case the issuance will be marked “current as of (date of certification)” and updated on the NGB publications website.


d. Service-specific Issuances. Promulgation of Service-specific publications will be coordinated through the respective Service and NGB Joint Staff offices, as appropriate, and through NGB-JA (for legal sufficiency) and NGB-IG. The Service Directors may delegate signature authority for policy to the General Officer and SES level. They may delegate signature authority for implementing guidance in writing to Colonels/O-6, GS-15 civilians, or higher grade personnel who function as staff principals.

e. Conversion of Joint Publications. All previous CNGB and NGB Joint Publications not in the form of a CNGBI, CNGBM, or CNGBN, expired on 31 December 2016, unless they received an exception to policy (ETP), approved by the Director of NGB-J5. Those that did receive an ETP will expire on 31 December 2017, unless rescinded earlier. A copy of the approved ETP is maintained on file with the NGB-J52-P Branch Chief.

<b>Issuance Type</b>	<b>Purpose and Content</b>	<b>Longevity</b>	<b>Coordination</b>	<b>Signature Level</b>
CNGB Instruction (CNGBI)	ESTABLISHES POLICY and assigns responsibilities, including defining the authorities and responsibilities of a subordinate official or element. May provide general procedures for implementing policy.	Mandatory annual review. Certification as current, reissuance or cancellation every five years.	CNGB (unless approval authority has been delegated); VCNGB (unless delegated to another General Officer or SES); DARNG; DANG; DNGBJS; NGBJS-CoS; NGB-JACO; ExecSec; ExecSec-Editors; NGB-J5; NGB-J8; NGB-OPARC; NGB-JA; NGB-IG; and any other NGB Joint Staff, ARNG and ANG directorate or office with equities.	CNGB, or as delegated in writing.
CNGB Manual (CNGBM)	IMPLEMENTS POLICY established in a CNGBI by providing detailed procedures. The authorizing CNGBI will be cited in the manual and included as a reference.	Mandatory annual review. Certification as current, reissuance or cancellation every five years.	Same as for a CNGBI, except the CNGB and VCNGB.	By General Officers or SES officials as authorized by CNGBI. May be delegated in writing to an O-6/ GS-15.
CNGB Notice (CNGBN)	Serves the same purpose as a CNGBI or CNGBM but is issued ONLY for time-sensitive actions that affect current issuances or will become issuances.	Effective for one year from date of signature, during which it must be incorporated into an existing issuance, converted to a new CNGB issuance, reissued, or cancelled.	Same as for a CNGBI.	CNGB, or as delegated in writing.

**Figure 1.** Overview of Issuances

5. Definitions. See Glossary.
6. Responsibilities. See Enclosure A.
7. Summary of Changes. This document has been extensively revised. Assigned responsibilities, coordination procedures, approval authorities, and guidance for Service-specific issuances has been updated. Users are advised to read the entire document.
8. Releasability. This instruction is approved for public release; distribution is unlimited. Obtain copies through <http://www.ngbpdc.ngb.army.mil>.
9. Effective Date. This instruction is effective upon publication and must be reissued, cancelled or certified as current every five years.



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Enclosures:

- A -- Responsibilities
- B -- References
- GL -- Glossary

ENCLOSURE A

RESPONSIBILITIES

1. VCNGB. The VCNGB will review all CNGBIs and CNGBNs prior to their approval by the CNGB except those for which approval authority has been delegated by the CNGB to another General Officer or SES official IAW paragraph 4.a.(1) or 4.a.(3)(a) of this instruction.
2. DNGBJS. The DNGBJS will review all CNGB Issuances prior to their review by the VCNGB.
3. DARNG and DANG. The Directors will review CNGB Issuances for Service-specific equities.
4. NGBJS-CoS. The NGBJS-CoS will:
  - a. Approve requests to develop and issue CNGBNs for time-sensitive requirements that cannot be met through the standard issuance process for CNGBIs and CNGBMs, and approve requests for expedited staffing of CNGBNs.
  - b. Review all CNGB Issuances prior to review by the DNGBJS.
5. NGB-J5. The Director of NGB-J5 will:
  - a. Serve as the central repository for CNGB Issuances and archive hard copy files of all CNGB Issuances upon signature.
  - b. Ensure that periodic reviews prescribed in this instruction and any required updates and revisions are completed, and retain copies of certification and review documentation produced by proponents.
  - c. Retain archival copies of all delegations of authority executed pursuant to this instruction.
6. NGB-JACO-ExecSec-E. NGB-JACO-ExecSec-E will:
  - a. Review publications for format and style requirements, and assist other NGB offices with such actions upon request IAW references b and c.
  - b. Assign major subject and number category to all CNGB Issuances.
  - c. Edit all CNGB issuances and, upon signature, coordinate their publication, distribution, and the posting of an electronic version on the NGB Publications & Forms Library website at reference i.
  - d. Retain electronic copies of current and previous editions of all issuances.

7. NGB-JACO-ExecSec. NGB-JACO-ExecSec will review CNGB Issuance taskers in the Electronic Tasking System (ETS) to ensure directorates and offices with equities in the subject matter of the issuance are assigned as offices of coordinating responsibility (OCR) IAW this instruction and reference e, with particular attention to responsibilities assigned by law or in DoD or NGB policy.
8. NGB-OPARC. NGB-OPARC will review CNGB Issuances to identify programmatic impacts to contracting or acquisition programs.
9. NGB-JA. NGB-JA will review all CNGB Issuances for legal sufficiency.
10. NGB-IG. NGB-IG will review CNGB Issuances to identify any regulatory conflict or ethical issues.
11. Director of NGB-J8. The Director of NGB-J8 will review CNGB Issuances to ensure there are no programmatic or budgetary issues that must be addressed prior to signature.
12. Proponents. IAW with the procedures specified in this instruction and in references b-e, proponents will:
  - a. Draft and revise issuances that fall under the proponent's responsibility, coordinating them as prescribed in this instruction and the references.
  - b. Annually review each issuance under the proponent's responsibility to ensure its continued necessity, currency, and consistency with law and DoD policy.
  - c. Conduct a five-year certification of each issuance under the proponent's responsibility.
  - d. Initiate a change or reissuance of an issuance under the proponent's responsibility at any time substantive changes to the content are required.
13. OCRs. OCRs will review issuances for equities and accuracy when tasked in the ETS during coordination for approval, IAW references b-e.

ENCLOSURE B

REFERENCES

- a. Department of Defense (DoD) Directive 5105.77, 30 October 2015, "National Guard Bureau (NGB)"
- b. CNGB Manual 5000.01, 06 April 2012, "Formats and Procedures for Development of CNGB Issuances"
- c. CNGB Manual 5051.01, 16 May 2013, "National Guard Bureau Editorial Guidance for Staff Actions"
- d. CNGB Instruction 5050.01A, 21 October 2015, "National Guard Bureau Staff Actions"
- e. CNGB Manual 5050.01A, 31 August 2012, "National Guard Bureau Staff Action Process and Procedures"
- f. DoD Instruction 5015.02, 24 February 2015, "DoD Records Management Program"
- g. CNGB Instruction 5001.01, 05 December 2016, "National Guard Bureau Records Management Program"
- h. DoD Instruction 5230.29, 13 August 2014, "Security and Policy Review of DoD Information for Public Release"
- i. NGB Publications and Forms Library Website  
<<http://www.ngbpdcc.ngb.army.mil/>> accessed 13 March 2017



## GLOSSARY

### PART I. ACRONYMS

ANG	Air National Guard
ARNG	Army National Guard
CNGB	Chief of the National Guard Bureau
CNGBI	Chief of the National Guard Bureau Instruction
CNGBM	Chief of the National Guard Bureau Manual
CNGBN	Chief of the National Guard Bureau Notice
DANG	Director of the Air National Guard
DARNG	Director of the Army National Guard
DNGBJS	Director of the National Guard Bureau Joint Staff
ETS	Electronic Tasking System
ETP	Exception to policy
IAW	In accordance with
NG	National Guard
NGB	National Guard Bureau
NGB-IG	Office of the Inspector General
NGB-JA	Office of the National Guard Bureau Chief Counsel
NGBJS-CoS	National Guard Bureau Joint Staff Chief of Staff
NGB-JACO	National Guard Bureau Joint Actions Control Office
NGB-JACO-ExecSec	National Guard Bureau Joint Actions Control Office Executive Secretariat
NGB-JACO-ExecSec-E	National Guard Bureau Joint Actions Control Office Executive Secretariat Editorial Branch
NGB-J5	Strategy, Policy, Plans and International Affairs Directorate
NGB-J52-P	Policy Branch
NGB-J8	Programs and Resources/Comptroller Directorate
NGB-OPARC	Office of the Principal Assistant Responsible for Contracting
OCR	Office of Coordinating Responsibility
SES	Senior Executive Service
VCNGB	Vice Chief of the National Guard Bureau

### PART II. DEFINITIONS

Proponent -- The Directorate, office, or individual responsible for the content, dissemination, and revision of an issuance.

Service-specific policy -- Policy applicable to either the Army National Guard or Air National Guard, but not both.