



CHIEF OF THE NATIONAL GUARD BUREAU INSTRUCTION

NGB-ES
DISTRIBUTION: A

CNGBI 5000.01C
17 February 2023

CHIEF OF THE NATIONAL GUARD BUREAU ISSUANCES PROGRAM

References: See Enclosure C.

1. Purpose. This instruction establishes policy and assigns responsibilities for the Chief of the National Guard Bureau (CNGB) Issuances Program in accordance with (IAW) reference a.
2. Cancellation. This instruction supersedes its previous version, CNGBI 5000.01B, 24 January 2020, "Chief of the National Guard Bureau Issuances Program."
3. Applicability. This instruction:
 - a. Applies to the Office of the Chief of the National Guard Bureau (OCNGB), National Guard Bureau (NGB) Joint Staff (NGBJS), NGB Space Operations Directorate (NGB-SO), Air National Guard (ANG) Directorate, and Army National Guard (ARNG) Directorate involved in the development, coordination, publication, and management of CNGB Issuances.
 - b. Does not apply to Service-specific policy established by the Director of the ARNG (DARNG), Director of the ANG (DANG), or Director of Space Operations (DSO).
4. Policy. It is NGB policy to maintain a program for the development, coordination, approval, and publication of CNGB Issuances, which consist of CNGB Instructions (CNGBIs), CNGB Manuals (CNGBMs), CNGB Directive-Type Memorandums (CNGB DTMs), and CNGB Cancellation Notices. See Enclosure B for an overview of approval/signature authorities, delegation requirements, mandatory coordinating offices and longevity for all CNGB Issuance types.
 - a. Establishment of CNGB Issuances. CNGB Issuances establish policy and implement procedures to fulfill responsibilities assigned in U.S. law, Executive Branch policy, and Department of Defense (DoD) policy IAW reference b or other mission requirements as directed by the CNGB. All CNGB Issuances must meet the policy criteria defined in this instruction.

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b. Use of CNGB Issuances. The following actions require the appropriate CNGB Issuance: establishment of policy; establishment of, or change in, intra-organizational structure at the directorate level, office level, or above; assignment of directorate-level or office-level roles and responsibilities; establishment of mandatory procedures for implementation of National Guard (NG) policy; establishment of NGB-led programs; and revision, supplementation, or cancellation of policy or procedure. NGB prohibits proponents from circumventing the CNGB Issuances Program to perform these actions and disseminating policy, directives, or authoritative instructions and guidance.

c. CNGB Issuance Requirements. The CNGB establishes a new CNGBI when NGB leadership identifies a need for policy unique to the NG. Directors or Office Chiefs develop a supporting CNGBM when detailed procedures and processes are needed to implement the policy and responsibilities established in a CNGBI. A CNGB DTM serves the same purpose as a CNGBI or CNGBM to issue interim, time-sensitive policy or policy implementation guidance to accomplish immediate, short-duration actions.

(1) The policy reflected in a CNGBI must define a basis for responsibilities, and, if a CNGBM is required, applicable procedures.

(2) A CNGBI can provide NG- or NGB-specific supplementation to established U.S. Government policies, but it will never supersede or replace U.S. law, Executive Branch policy, or DoD policy.

(3) Language in NG policy, with rare and limited exception, will avoid exact or nearly identical duplication of U.S. law, Executive Branch policy, or DoD policy and will instead focus on translating higher policy to NG- or NGB-specific explanation or instruction.

(4) Write CNGB Issuances in clear, plain language with succinct detail and clarity to eliminate the need for additional CNGB supplemental policy.

(5) CNGB Issuances remain valid until they are replaced or cancelled. CNGBIs and CNGBMs must be reviewed every ten years by the Office of Primary Responsibility (OPR), and should be reissued, revised, or cancelled, as appropriate. CNGB DTMs are self-cancelling after one year unless the NGB Director of Staff (NGB-DS) approves an extension. Only one extension will be granted for a particular CNGB DTM.

d. Staffing CNGB Issuances. Staff CNGB Issuances IAW coordination requirements in reference c, unless superseded by requirements specific to the CNGB Issuances Program IAW reference d.

e. Official Repository. This instruction establishes the NGB Publications & Forms Library website at reference e as the official source for CNGB Issuances.

5. Definitions. See Glossary.
6. Responsibilities. See Enclosure A.
7. Summary of Changes. This instruction updates policy, assigned responsibilities, and approval authorities. CNGB DTMs will be used in lieu of future CNGB Notices. Currently published CNGB Notices will be incorporated into CNGBIs, CNGBMs or replaced with CNGB DTMs as they are updated. The requirement to review both CNGBIs and CNGBMs is increased to every ten years.
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 -- Responsibilities
- B -- Overview of CNGB Issuance Types
- C -- References
- GL -- Glossary

ENCLOSURE A
RESPONSIBILITIES

1. CNGB. The CNGB will serve as the signature authority for CNGBIs and CNGB DTMs.
2. Vice Chief of the National Guard Bureau (VCNGB). The VCNGB will review all CNGBIs, and CNGB DTMs prior to their approval by the CNGB, except those for which the CNGB delegated approval to another general officer or Senior Executive Service (SES) official in writing.
3. NGB-DS. The NGB-DS will:
 - a. Serve as the signature authority for all CNGB Manuals.
 - b. Review all CNGB Issuances.
 - c. Oversee NGB staff participation in the CNGB Issuances Program.
4. DARNG, DANG, and DSO. The DARNG, DANG, and DSO will review CNGB Issuances for Service-specific equities.
5. NGB-Executive Secretariat (NGB-ES). NGB-ES will:
 - a. Review all CNGB Issuances prior to review by the NGB-DS.
 - b. Oversee Program Management for the CNGB Issuances Program.
 - c. Conduct end-to-end lifecycle management of CNGB Issuances through the Issuances Branch (NGB-ES-IS).
 - d. Establish and manage procedures for all responsibilities in this instruction, including oversight of the development and staffing of CNGB Issuances and reviewing exception-to-policy requests related to the CNGB Issuances Program.
 - e. Establish and manage periodic reviews for CNGB Issuances.
 - f. Establish a policy revocation process that clearly facilitates the revocation of any CNGB Issuance found noncompliant with U.S. law, Executive Branch policy, or DoD policy.
 - g. Approve all substantive content for templates related to the CNGB Issuances Program.

h. Review CNGB Issuances in the electronic tasking system to ensure directorates and offices with equities are assigned as an Office of Coordinating Responsibility (OCR) IAW reference c and reference d.

i. Maintain an electronic copy archive of all delegation of authority memorandums allowing lesser signature level for a CNGB Issuance.

j. Establish procedures for the management of the NGB Publications & Forms Library website. (See reference e.)

k. Ensure the initial and final edit by the NGB-ES Editors adheres to applicable copyediting requirements as outlined in reference f, the CNGB Issuances Program and their associated templates.

l. Provide formatting and administrative content for all templates related to the CNGB Issuances Program and post all templates to the Guard Knowledge Network page. (See reference g.)

m. Assign subject category numbers to all CNGB Issuances.

6. Strategy, Policy, Plans, and International Affairs Directorate (NGB-J5). NGB-J5 will:

a. Conduct a preliminary review of all CNGB Issuances, checking for alignment and compliance with U.S. law and Executive Branch policy. As needed, NGB-J5 will conduct ongoing reviews for additional oversight of changing policies.

b. Review ideas presented by proponents to determine whether a proposed or prepared document contains policy or is policy-like.

c. Review for Director NGB-J5 approval, all memorandums delegating policy making authority.

d. Initiate cancellation action for any CNGB Issuance found to be in violation of existing U.S. law or Executive Branch policy.

7. NGB Acquisitions (NGB-AQ). NGB-AQ will review CNGB Issuances to identify programmatic impacts on contracting or acquisition programs.

8. Office of the NGB General Counsel (NGB-GC). NGB-GC will:

a. Provide legal advice, upon request, to the OPR when drafting proposed CNGB Issuances.

b. Conduct a legal sufficiency review of all proposed CNGB Issuances to ensure compliance with applicable law, identify and address legal risks, and improve legal defensibility prior to publication and after the staffing process is complete.

c. Review issuances upon OPR request to ensure continued compliance with applicable law after publication.

d. Provide the legal sufficiency review as a memorandum in the electronic tasking system.

9. Office of the NGB Inspector General (NGB-IG). NGB-IG will review CNGB Issuances and identify areas of inconsistency or conflict without concurring or non-concurring with the document.

10. NGB Comptroller. The NGB Comptroller will review CNGB Issuances to identify any programmatic or budgetary issues.

11. Proponents/OPR. IAW this instruction, references c and d, and the templates and writing style in reference f, proponents/OPRs will:

a. Consult with NGB-ES and NGB-J5 to determine whether a proposed or prepared document contains policy or is policy-like IAW this instruction.

b. Designate a CNGB Issuances Coordinator within the directorate to coordinate with NGB-ES on all actions pertaining to CNGB Issuances.

c. Draft and revise CNGB Issuances that fall under the proponents' responsibility in consultation with their CNGB Issuance Coordinator.

d. Adhere to the staffing coordination process in reference c unless it is superseded by requirements specific to the CNGB Issuances Program.

e. Submit all CNGB Issuance-related exception-to-policy requests IAW reference d.

f. Conduct periodic reviews of CNGB Issuances, as directed by NGB-ES, to ensure continued necessity, currency, and consistency with U.S. law, Executive Branch policy, and DoD policy.

g. Initiate a change, reissuance, or cancellation of a CNGB Issuance under the proponent's responsibility when substantive changes to the content are needed or the issuance is no longer required.

h. Provide all relevant supplemental documentation in the electronic tasking system, including applicable delegation of authority memorandum(s), as a prerequisite when initiating coordination of a CNGB Issuance.

i. Coordinate with the Manpower and Personnel Directorate and certify that all applicable personnel policy issuances, and those with collateral impact on bargaining unit employees, have been properly coordinated with the national unions (where appropriate).

(1) Retain the Manpower and Personnel Directorate as the OPR for conducting national consultation rights with the unions.

(2) Maintain a repository of all related union correspondence.

j. Staff all memorandums delegating policy making authority with NGB-ES-IS and NGB-J5.

12. OCR. The OCR will review CNGB Issuances for equities and accuracy when tasked in the electronic tasking system IAW reference d.

ENCLOSURE B

OVERVIEW OF CNGB ISSUANCE TYPES

Issuance Type	Purpose and Content	Longevity	Coordination	Signature Level
CNGB Instruction	<ul style="list-style-type: none"> • Establishes policy. • Assigns responsibilities, including defining the authorities and responsibilities of a subordinate official or element. • May provide general procedures for implementing policy. 	<ul style="list-style-type: none"> • Mandatory annual review. • Requires reissuance or cancellation every ten years. 	CNGB, VCNGB, DARNG, DANG, DSO, NGB-DS, NGB-ES-IS, NGB-ES, NGB-J5, NGB Comptroller, NGB-AQ, NGB-GC, NGB-IG, and any other NGBJS, ARNG, or ANG directorate or office with equities.	CNGB unless delegated otherwise via memorandum. Delegations may not be sub-delegated below the general officer or SES level.
CNGB Manual	<ul style="list-style-type: none"> • Implements policy. • Provides detailed procedures. • Cites the authorizing CNGBI in the manual. 	<ul style="list-style-type: none"> • Mandatory annual review. • Requires reissuance or cancellation every ten years 	General officer or SES (assigned as OPR), DARNG, DANG, DSO, NGB-DS, NGB-ES-IS, NGB-ES, NGB-J5, NGB Comptroller, NGB-AQ, NGB-GC, NGB-IG, and any other NGBJS, ARNG, or ANG directorate or office with equities.	NGB-DS
CNGB Directive-type Memorandum	<ul style="list-style-type: none"> • Establishes interim policy and implementation policy procedures. • Issued for time-sensitive requirement. • Will be integrated into a new or existing policy. 	<ul style="list-style-type: none"> • Self-cancelling one year from date of signature unless incorporated into an existing CNGB Issuance, converted to a new CNGB Issuance, reissued, or cancelled. • Effective from date of signature and valid until specified, with an extension approved by the NGB-DS or until superseded by a new Issuance; not to exceed two years. 	CNGB VCNGB, DARNG, DANG, DSO, NGB-DS, NGB-ES-IS, NGB-ES, NGB-J5, NGB Comptroller, NGB-AQ, NGB-GC, NGB-IG, and any other NGBJS, ARNG, or ANG directorate or office with equities.	CNGB unless delegated otherwise via memorandum. Delegations may not be sub-delegated below the general officer or SES officials (assigned as OPR).
CNGB Cancellation Notice	Cancels corresponding CNGB Issuances that are deemed no longer valid.	Effective from date of signature; valid indefinitely.	Same as the corresponding CNGB Issuance unless initiated by NGB-ES due to noncompliance.	Same as the corresponding CNGB Issuance unless initiated by NGB-ES due to noncompliance.

Table 1. Overview of CNGB Issuance Types

ENCLOSURE C

REFERENCES

PART I. REQUIRED

- a. Department of Defense (DoD) Directive 5105.77, 30 October 2015, "National Guard Bureau (NGB)," Incorporating Change 1, 10 October 2017
- b. Chief of the National Guard Bureau (CNGB) Instruction 5003.01, 05 November 2018, "Identifying and Implementing Responsibilities Assigned to the Chief of the National Guard Bureau in Department of Defense Issuances and Chairman of the Joint Chiefs of Staff Directives"
- c. CNGB 5050.01 Series, "National Guard Bureau Staff Actions"
- d. CNGB Manual 5000.01A, 17 July 2017, "Formats and Procedures for the Development of Chief of the National Guard Bureau Issuances"
- e. National Guard Bureau Publications & Forms Library website:
<<https://www.ngbpmc.ng.mil>>, accessed 20 December 2022
- f. CNGB Manual 5051.01A, 24 May 2018, "National Guard Bureau Correspondence Manual"
- g. Guard Knowledge Network Executive Secretariat website:
<<https://armyeitaas.sharepoint-mil.us/sites/NGB-ES>>, accessed 20 December 2022

PART II. RELATED

- h. DoD Instruction 5015.02, 24 February 2015, "DoD Records Management Program," Incorporating Change 1, 17 August 2017
- i. CNGB Instruction 5001.01, 05 December 2016, "National Guard Bureau Records Management Program"
- j. DoD Instruction 5230.29, 13 August 2014, "Security and Policy Review of DoD Information for Public Release," Incorporating Change 2, 08 February 2022
- k. DoD Instruction 5025.01, 01 August 2016, "DoD Issuances Program," Incorporating Change 3, 22 May 2019

GLOSSARY

PART I. ACRONYMS

ANG	Air National Guard
ARNG	Army National Guard
CNGB	Chief of the National Guard Bureau
CNGB-DTM	Chief of the National Guard Bureau Directive-Type Memorandum
CNGBI	Chief of the National Guard Bureau Instruction
CNGBM	Chief of the National Guard Bureau Manual
DANG	Director of the Air National Guard
DARNG	Director of the Army National Guard
DSO	Director of Space Operations
IAW	In accordance with
NG	National Guard
NGB	National Guard Bureau
NGB-AQ	National Guard Bureau Acquisitions
NGB-DM&A	National Guard Bureau Directorate of Management and Administration
NGB-ES	National Guard Bureau Executive Secretariat
NGB-ES-IS	National Guard Bureau Executive Secretariat Issuances Branch
NGB-DS	National Guard Bureau Director of Staff
NGB-IG	Office of the National Guard Bureau Inspector General
NGB-GC	Office of the National Guard Bureau General Counsel
NGB-SO	National Guard Bureau Space Operations Directorate
NGB-J5	Strategy, Policy, Plans, and International Affairs Directorate
OCR	Office of Coordinating Responsibility
OPR	Office of Primary Responsibility
SES	Senior Executive Service
VCNGB	Vice Chief of the National Guard Bureau

PART II. DEFINITIONS

Chief of the National Guard Bureau Issuances -- Chief of the National Guard Bureau Instructions, Manuals, Directive-type Memorandums, and Cancellation Notices.

Chief of the National Guard Bureau Issuances Program -- The program that governs the development, coordination, approval, and publication of Chief of the National Guard Bureau Issuances. As office of primary responsibility for this issuance, the National Guard Bureau Executive Secretariat will exercise end-to-end responsibilities inherent with this function.

Policy -- A set of principles and associated guidelines to define and direct actions in pursuit of objectives, plans, and operations. Policy is definitive, obligatory, intelligible, and legal and must add value to the execution of National Guard Bureau and National Guard missions.

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