1. **Purpose.** This instruction establishes policy and assigns responsibilities for National Guard Bureau (NGB) organization and select NGB principal officials in accordance with (IAW) the references. This instruction further serves to delegate, in writing, certain duties and responsibilities of the Chief of the NGB (CNGB) to appropriate senior leaders within the NGB.

2. **Cancellation.** This instruction cancels and replaces CNGB Instruction 0100.01, 11 January 2013, “Organization of the National Guard Bureau” and CNGB Notice 0100, 15 November 2016, “Implementation of CNGBI 0100.01.”

3. **Applicability.** This instruction applies to all organizational elements of the NGB, as defined in reference d, or otherwise established by the CNGB.

   a. For the purposes of this instruction, the term “States” include the United States, the U.S. Virgin Islands, Guam, the Commonwealth of Puerto Rico, and the District of Columbia; and the term “Governor” includes the Governors of the United States, the U.S. Virgin Islands, Guam, the Commonwealth of Puerto Rico and, in the case of the District of Columbia National Guard, the President or a designee.

   b. Unless the context indicates otherwise, in this instruction, the term “National Guard” (NG) means the NGB, the Army National Guard (ARNG), the Air National Guard (ANG), the ARNG of the United States, and the ANG of the United States, consistent with Article 1, Section 8, of reference a, and reference b, and reference c.

4. **Policy.** It is NGB policy that the CNGB directs the NGB and organizes and manages its personnel and other resources to accomplish the responsibilities and functions prescribed in the references. This instruction implements this CNGB responsibility pursuant to a delegation by the Secretary of Defense which authorizes the CNGB to issue publications on NGB organization and operations in order to:
a. Effectively and efficiently accomplish the responsibilities and functions prescribed in this instruction.

b. Provide unity of purpose, action, and messaging for NGB as a unified and joint activity.

c. Maintain synchronization and alignment within all elements of the NGB staff for key service and Department of Defense processes and forums.

d. Optimize frequency, methodology and channels for internal and external communications.

e. Maximum to the extent possible and to ensure consistency, align NGB processes used by the Joint Chiefs of Staff and Service staffs.

5. Definitions. See Glossary.

6. Responsibilities. See Enclosure A.

7. Summary of Changes. This is the initial publication of CNGBI 5101.01.

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.
ENCLOSURE A

RESPONSIBILITIES

1. **CNGB.** Under the authority, direction, and control of the Secretary of Defense and in addition to the specifications in reference b and reference d, the CNGB will:

   a. Serve as a principal advisor to the Secretary of Defense, through the Chairman of the Joint Chiefs of Staff, on matters involving non-Federalized NG forces, and on other matters as determined by the Secretary of Defense, pursuant to section 10502 of reference b.

   b. Serve as the principal advisor to the Secretary of the Army (SECARMY) and the Chief of Staff of the Army, and to the Secretary of the Air Force (SECAF) and the Chief of Staff of the Air Force, on matters relating to the NG, the ARNG of the United States, and the ANG of the United States, IAW section 10502 of reference b.

   c. Serve as a member of the Joint Chiefs of Staff, IAW section 151 of reference b. As a member of the Joint Chiefs of Staff, the CNGB has the specific responsibility of addressing matters involving non-Federalized NG forces in support of homeland defense and civil support missions, pursuant to section 10502 of reference b.

   d. Support the SECARMY on matters pertaining to the Secretary’s responsibilities in law or Department of Defense policy. Primary responsibility for development of ARNG coordinated positions, courses of action, and all other decision support tools, products, and other required input to support CNGB decisions and positions in support of SECARMY. Direct liaison is authorized between the Director of the Army National Guard (DARNG) and Headquarters, Department of the Army (DA) staff on ARNG matters.

   e. Support the SECAF on matters pertaining to the Secretary’s responsibilities in law or Department of Defense policy. Primary responsibility for development of ANG coordinated positions, courses of action, and all other decision support tools, products, and other required input to support CNGB decisions and positions in support of SECAF. Direct liaison authorized between Director of the Air National Guard (DANG) and Headquarters Air Force (DAF) staff on ANG matters.

   f. Inform the SECARMY and SECAF on all significant matters, including significant military operations affecting their respective duties and responsibilities, and all communications provided to others pertaining to their respective departments.

   g. Assisted by the Vice Chief of the National Guard Bureau (VCNGB), coordinate with the Office of the Secretary of Defense (OSD) Principal Staff Assistants and the Department of Defense Component heads through the SECARMY or the SECAF, or through the Chairman of the Joint Chiefs of Staff, on matters pertaining to the respective Secretary or Chairman of the Joint Chiefs of Staff responsibilities in law or policy, as
appropriate. The CNGB, assisted by the VCNGB, exchanges information with the OSD Principal Staff Assistants, the Department of Defense Component heads, and other Federal officials, IAW applicable Department of Defense policies and guidance.

h. Provide, with the assistance of the VCNGB, liaison, coordination, assistance, and support to the NG Joint Force Headquarters-State, pursuant to reference e.

i. Retain all authorities and responsibilities not delegated in writing to subordinates.

j. Be the primary representative to senior visits and ceremonies related to foreign visitors, including the State Partnership Program. The CNGB will delegate as required on an event-by-event basis.

k. Participate as a Federal official in the exchange of views, information, or advice between the Department of Defense and the Council of Governors on matters related to the NG and civil support missions.

2. VCNGB. The VCNGB, under the authority and direction of the CNGB, will:

a. Act as the CNGB when there is a vacancy in the office of the CNGB and perform the duties of the CNGB until a successor is appointed.

b. Act as the CNGB in the event of the absence or disability of the CNGB and perform the duties of the CNGB until the absence or disability ceases.

c. Direct the NGB on CNGB’s behalf, organizing and managing its personnel and other resources to accomplish NGB functions.

d. Serve as a channel of communication on matters pertaining to the NG between the DA and DAF, and the States.

e. With the assistance of the DARNG and DANG, ensure that in the performance of their duties, all personnel of the NGB comply fully with applicable Department of Defense, DA, DAF, and NGB policies, issuances, publications, and legal opinions.


g. Oversee the NGB’s participation in the planning, programming, budgeting, and execution process, and the administration of funds appropriated to the NGB, the ARNG, and the ANG (hereinafter “the NG budget”), including oversight and approval of NG and Reserve Equipment Appropriations execution.

h. Oversee the management and allocation of all resources across NGB to accomplish NGB functions and activities.
i. Oversee the Head of Contracting Authority to ensure execution of contracting authority, including oversight of administrative actions.

j. Oversee the NGB’s participation in the Joint Strategic Planning System, Global Force Management, Force Employment, and Force Reset on matters pertaining to homeland defense, defense support of civil authorities, and other matters affecting NG forces when under command of their Governors.

k. Represent the NG to Department of Defense in those areas relating to the VCNGB’s principal responsibilities, including those as the NGB representative to Department of Defense Deputies’ meetings, councils, and other departmental forums that require or expect the attendance of the Military Departments’ Vice Chiefs.

l. Coordinate with the Combatant Commands and the Joint Staff on issues pertaining to NG personnel assigned to them, and on matters pertaining to the State Partnership Program, domestic homeland defense, support to civil authorities, and other matters affecting NG forces when under command of their Governors.

m. Oversee the United States Property and Fiscal Officers (USPFOs) designated, detailed, or appointed under section 708 of reference c as they execute their statutory duties.

n. Oversee NGB Internal Review to ensure professional and timely audit services.

o. Task the NGB Director of Staff (NGB-DS), as required, to accomplish NGB functions and assigned responsibilities.

p. Perform other duties as directed by the CNGB.

3. NGB Senior Enlisted Advisor. The NGB Senior Enlisted Advisor, under the authority and direction of the CNGB, will:

a. Advise the CNGB on matters relating to enlisted NG Soldiers and Airmen, including training and utilization, health of the force, and enlisted professional development.

b. Perform other duties as directed by the CNGB.

4. DARNG and DANG. The DARNG and DANG, along with their Deputy Directors are assigned to the NGB for the statutory purpose of assisting the CNGB in carrying out the functions of the NGB as they relate, respectively, to the ARNG and ARNG of the United States or the ANG and ANG of the United States. The DARNG and DANG, under the authority and direction of the CNGB, will:

a. If the senior officer, perform the duties of the CNGB when there is a vacancy in the offices of both the CNGB and VCNGB, in the absence or disability of both the CNGB and VCNGB, or when there is a vacancy in one such office and in the absence or disability of the officer holding the other until a successor is appointed or the absence
or disability ceases. When designated by the CNGB, the senior officer will also perform
the duties of the VCNGB in the event of a vacancy in only the office of the VCNGB until
a successor is appointed.

b. If the junior officer, perform the duties of the VCNGB when there is a vacancy in
the offices of both the CNGB and VCNGB, in the absence or disability of both the
CNGB and VCNGB, or when there is a vacancy in one such office and in the absence
or disability of the officer holding the other until a successor is appointed or the absence
or disability ceases.

c. Assist the CNGB in carrying out the functions of the NGB as they relate to the
ARNG and the ANG, coordinating directly with the Army Staff and Air Staff to
accomplish those functions. Unless otherwise specifically prohibited, act on the
CNGB’s behalf to perform responsibilities assigned to the CNGB in DA or DAF
guidance or regulations.

d. Implement Department of Defense, DA, DAF, and CNGB guidance on the
structure, strength, authorizations, and other resources of the ARNG and ANG to best
support the States in accomplishing the mission of the NG.

e. Consistent with CNGB guidance and Service policy and programs, monitor and
assist the States in the organization, maintenance, and operation of NG units to provide
well-trained and well-equipped units capable of augmenting the active forces.

f. Ensure that appointments of officials and personnel of the NGB comply with
applicable Army or Air Force personnel and manpower policies and programs, when
applicable.

g. At the direction of the CNGB and VCNGB, supervise and administer the Active
Guard and Reserve Program as it pertains to the NG IAW priorities established by the
CNGB, SECARMY, and SECAF.

h. Prescribe the training discipline and training requirements for the ARNG and the
ANG.

i. In coordination with the VCNGB, allocate Federal funds appropriated for the
ARNG and ANG consistent with CNGB guidance and Service policy and programs.

j. Ensure that the units and members of the ARNG and the ANG are trained by the
States IAW approved policies and programs of the SECARMY, the SECAF, and the
CNGB.

k. Represent the NG in Service-specific corporate processes, including preparation
of Program Objective Memorandums.
I. Ensure that subordinate staff directors support the offices within the Office of the Chief of the National Guard Bureau (OCNGB) and directorates within the National Guard Bureau Joint Staff (NGBJS) in the performance of their duties.

m. Assign duties to the Deputy DARNG and Deputy DANG, respectively, to assist the DARNG and DANG in carrying out their responsibilities.

n. Perform other duties as prescribed by the CNGB.

5. **NGB-DS.** The NGB-DS under the authority and direction of the CNGB, will:

a. Serve as the principal staff officer, assistant, and advisor to the CNGB and VCNGB. If designated by the CNGB due to a vacancy in the office of the VCNGB, perform the duties of the VCNGB until a successor is appointed.

b. Integrate and synchronize policies, plans, positions, procedures, and cross-functional issues for the CNGB and VCNGB, and ensure NGB effectively coordinates with the Joint Staff, DA, DAF, OSD, and Department of Defense.

c. Act with the full authority of the CNGB in the direct supervision of the NGBJS and coordinate and synchronize all elements of the NGB staff, which includes the NGBJS, OCNGB, Office of the DARNG (ODARNG), and Office of the DANG (ODANG). This includes tasking authority, on behalf of the CNGB and VCNGB, over the respective staff elements.

d. Develop, on behalf of the CNGB and VCNGB, NG positions and policies that represent the unified coordinated policy of the NGB.

e. Execute joint programs and functions as necessary to effectively integrate NG resources and capabilities and, with the assistance of the DARNG and the DANG, ensure that in the performance of their duties, all NGB personnel are in full compliance with all applicable Department of Defense, Service-specific, and NGB policies.

f. Under the authority and direction of the VCNGB, convene, coordinate, and schedule meetings, including designation of required meeting attendees for all organizational elements of the NGB.

g. Coordinate policies and programs for the employment and use of NG Technicians under section 10503 of reference b.

h. Perform other duties as directed by the CNGB or VCNGB.

6. **NGB Comptroller.** The NGB Comptroller will serve as the Director of the Office of the Comptroller. The NGB Comptroller is delegated the authority to administer and obligate all funds allocated to any element of the NG and the NGB IAW reference f. The CNGB delegates to the NGB Comptroller authority and responsibility for the
functions, duties, and tasks contained in this paragraph, including authority to administer all NG-related budgets within the purview of NGB. Under the authority and direction of the CNGB and VCNGB, and in coordination with the NGB Service and Joint Staff Comptrollers, the NGB Comptroller serves as the CNGB’s primary advisor on all budget and execution issues and as a “Single Voice” for overarching NG and NGB budget-related matters and messaging. The NGB Comptroller will provide guidance and policy to all NGB personnel on fiscal matters related to NG appropriations and funding received by the NGB from other Department of Defense or U.S. Government Departments and Agencies. The NGB Comptroller will support the execution of NG appropriations through fiscal oversight and assistance to the CNGB, DARNG, DANG, and NGB-DS with development and execution of budgets and spend plans. The NGB Comptroller, under the authority and direction of the VCNGB, will:

a. Further delegate authority to NGB Service and NGBJS Comptrollers and USPFOs consistent with reference f.

b. Appoint Certifying Officials and manage and correct material weaknesses in fiscal processes.

c. Represent CNGB fiduciary responsibilities in OSD and Congressional level resource-related processes, in coordination with the NGB Service and NGBJS Comptrollers.

d. Assist in ensuring appropriations are executed IAW CNGB priorities and consistent with statute and Department of Defense, DA, DAF policy.

e. Manage and sustain the NGB Fiscal Stewardship Program to ensure annual financial auditability across the NG enterprise.

f. Serve as NGB proponent for the Department of Defense Financial Management Certification Program, providing oversight of initial certification and certification maintenance.

g. Review, monitor, and report progress, in consultation with the NGB Service and NGBJS Comptrollers on executing CNGB priorities within the budgets of the ARNG and ANG, as well as NG and Reserve Equipment Appropriations and NGBJS funds expenditures.

h. Synchronize and integrate NGB Comptroller functions with the OSD and the Services while preserving NGB Service Comptroller equities and existing connections with Service counterparts.

i. Represent the CNGB at execution Advisory Council meetings and lead monthly updates on budget execution matters in conjunction with the NGB Service and NGBJS Comptrollers.
j. Provide oversight of proposed reprogramming actions involving NG appropriations.

k. Supervise the NGB USPFO Program and manage USPFOs on behalf of the VCNGB.

l. Perform other duties as directed by the CNGB or VCNGB.

7. NGB General Counsel. The NGB General Counsel, under the authority and direction of the CNGB, will:

   a. Provide all legal services to assist the CNGB, other NGB senior officials, and all NGB elements in carrying out their responsibilities in law and policy.

   b. Be responsible for the full spectrum of the legal affairs of the NGB and serve as the chief legal officer and Designated Agency Ethics Official for all elements of the NGB.

   c. Serve as the sole channel of communications on all legal matters pertaining to the NG between NGB, the States, DA, and DAF. All elements of NGB must ensure that any communications with external legal entities are directed through and coordinated with NGB-GC.

   d. Direct the Office of the NGB General Counsel (NGB-GC), which provides legal support to all NGB elements consistent with the requirements of CNGB 0400-Series Issuances. This includes the exercise of authority, direction, and control over all attorneys and paralegals performing duty within any element of the NGB, as well as all general officer and field grade Judge Advocates serving as NG Assistants or Special Assistants assigned to any element of the NGB, including those supporting Army, Air Force, or Joint organizational entities. In coordination with the Judge Advocates General of the Army and Air Force, when appropriate, provide input to the CNGB and the NGB Executive Leadership Advisory Board concerning the consideration or selection of any attorney for assignment to a general officer position. Additionally, NGB-GC will be consulted during hiring processes conducted by NGB Human Resources for O-6 positions within NGB-GC for which the CNGB, DANG, or DARNG is the selecting or nominating official.

   e. Serve as the sole NGB proponent for establishing NGB’s legal position on all matters and for drafting and issuing all legal policies, including policies addressing the organization and functions of the NGB-GC. Direct the assignment and functions of all legal manpower and allocated resources IAW the CNGB’s legal priorities.

   f. Review all CNGB Issuances and other NGB policy guidance documents, as well as designated NGB staff actions, to ensure legal sufficiency and defensibility.

   g. Perform other appropriate duties as the CNGB directs.
8. **NGB Inspector General (NGB-IG).** The NGB-IG, under the direction of the CNGB, will:

   a. Enhance NG and NGB’s stewardship, accountability, integrity, efficiency, discipline, and readiness through assistance, assessment, and inquiry by performing the core functions of teaching and training, complaints resolution, and inspections, and all other Inspector General (IG) appropriate missions and functions as directed by the CNGB.

   b. Serve as the principal advisor to the CNGB and VCNGB on assessed matters relating to the discipline, efficiency, economy, morale, training, and readiness of the NG and NGB.

   c. Provide NGB-IG support to the DARNG and DANG with the exception of coordination and management of ANG inspection functions including ANG management inspections for the ANG Readiness Center and assigned forces, which are accomplished by the NGB/IG on behalf of the DANG.

   d. Coordinate inspector general regulations, policies, and processes between NGB-IG and the Department of Defense IG, the DA IG, and the SAF/IG, and conduct or facilitate assistance, inquiries, and investigations at the request of same.

   e. Conduct inquiries, inspections, and investigations as directed by the CNGB and carry out Complaints Resolution and Assistance functions.

   f. Ensure the CNGB is regularly and appropriately updated on ongoing investigations; and ensure the CNGB and other senior leaders designated by the CNGB are updated on NGB-IG functions and the overall health of the NG IG enterprise.

   g. Report allegations of misconduct against Senior Officials to Department of Defense IG or the appropriate Service IG and assist Service IGs as appropriate.

   h. Investigate complaints of military whistleblower reprisal and restriction IAW section 1034 of reference b and reference f and investigate complaints of IG misconduct.

   i. Synchronize external Department of Defense IG, DA IG, and SAF/IG inspections for the NG.

   j. Conduct Intelligence Oversight Inspections and report all Questionable Intelligence Activities and Significant/Highly Sensitive Matters.

9. **NGB Office of Legislative Liaison (NGB-LL).** NGB-LL serves as the single conduit of communications between the CNGB and the Congress; advises the CNGB and other NGB leaders on Congressional activities; and manages the CNGB’s legislative program. NGB-LL develops and executes the CNGB’s annual Congressional engagement
strategy, conducts Congressional outreach activities, and provides support to Congressional decision makers by educating and informing Congress about NGB requirements, priorities, and perspectives on matters affecting the NG. The CNGB retains approval authority for NGB Congressional objectives and legislative proposals, and delegates development and implementation authority to the Director of NGB-LL. The Director of NGB-LL, under the authority and direction of the CNGB, will:

a. Serve as the CNGB's primary representative and official channel of communications to the Congress on NG-related legislative matters.

b. As delegated by the CNGB, exercise oversight of all Congressional engagements, specifically including coordination with the VCNGB, DARNG, DANG, and NGB-DS, as well as the NGB Staff, on all communications, correspondence, and engagements with Members of Congress, Congressional Committees, and Congressional staff.

c. Maintain situational awareness of the Congressional environment and advise the CNGB and other NGB senior leaders on congressional activities which may impact NG interests.

d. Oversee the execution of the CNGB's legislative program which consists of, but is not limited to:

   (1) Preparing NGB senior leaders for testimony before Congressional committees.

   (2) Developing CNGB's Congressional objectives.

e. Oversees NGB participation in the Department of Defense legislative proposal process. This includes the coordination of NGB staff to develop and submit legislative proposals, as well as the analysis and tracking of all non-NGB initiated legislative proposals of NGB interest.

f. Facilitate and coordinate timely and accurate replies to correspondence, inquiries, and Questions and Inserts for the Record from Congress regarding NG programs, policies, and problems of constituent NG Service Members.

g. Ensure NGB compliance with Congressionally mandated reporting requirements, as well as applicable Department of Defense and Office of Management and Budget legislative policies and procedures.

h. Receive, review, coordinate, and relay approval of Congressional requests for official travel related to Congressional NG oversight within the scope of NGB-LL and coordinate escorts for this travel, as needed.
i. Serve as a channel of communications to the States on Federal NG legislative matters, including NG-related Congressional bills, reports, resolutions, and Department of Defense legislative proposals.
ENCLOSURE B

REFERENCES

PART I. REQUIRED

a. Article 1, Section 8, of the Constitution of the United States

b. Title 10, United States Code, “Armed Forces”

c. Title 32, United States Code, “National Guard”

d. Department of Defense Directive 5105.77, 30 October 2015, “National Guard Bureau (NGB),” Incorporating Change 1, 10 October 2017


PART II. RELATED

g. Department of Defense Directive 7050.06, 17 April 2015, “Military Whistleblower Protection,” Incorporating Change 1, 12 October 2021

h. Chairman of the Joint Chiefs of Staff Instruction 1001.01B, 07 October 2014, “Joint Manpower and Personnel Program,” Current as of 15 December 2021

GLOSSARY

PART I. ACRONYMS

ANG     Air National Guard
ARNG    Army National Guard
CNGB    Chief of the National Guard Bureau
DA      Department of the Army
DAF     Department of the Air Force
DANG    Director of the Air National Guard
DARNG   Director of the Army National Guard
IAW     In accordance with
IG      Inspector General
NG      National Guard
NGB     National Guard Bureau
NGB-DS  National Guard Bureau Director of Staff
NGB-GC  Office of the National Guard Bureau General Counsel
NGB-IG  Office of the National Guard Bureau Inspector General
NGB-LL  National Guard Bureau Legislative Liaison
OCNGB   Office of the Chief of the National Guard Bureau
SECAF   Secretary of the Air Force
SECARMY Secretary of the Army
USPFOs  United States Property and Fiscal Officers
VCNGB   Vice Chief of the National Guard Bureau

PART II. DEFINITIONS

Administer -- Managing and assuming responsibility for the methods, procedures, and outcome of the program, action, or task assigned, directed, or delegated.

Assign -- To present a specific National Guard Bureau task or function to a responsible National Guard Bureau official whose authority is sufficient to complete the task or function and whose duty position includes responsibility for the assigned task or function.

Assist -- To provide support to some undertaking or effort. To provide support or help to make it easier from someone to do an assigned, delegated, or directed task or responsibility.

Defense Support of Civil Authorities -- Defense support of civil authorities is support provided by Federal military forces; Department of Defense civilians; Department of Defense contract personnel; and Department of Defense component assets, to include National Guard forces (when the Secretary of Defense, in coordination with the Governors of the affected States, elects and requests to use and fund those forces in a Title 32, United States Code, duty status), in response to a request for assistance from civil authorities for domestic emergencies, cyberspace incident response, law enforcement support, and other domestic activities or from qualifying entities for special
events. Defense support of civil authorities includes support to prepare, prevent, protect, respond, and recover from domestic incidents. Defense support of civil authorities is provided in response to requests from civil authorities and upon approval from appropriate authorities. Defense support of civil authorities is conducted only in the United States homeland.

Delegate -- Refers to transfer of authority for a specific National Guard Bureau task or function to a named individual and generally carries decision authority with wide latitude to decide on a course of action and implementation without further involvement of the delegating official.

Direct -- Refers to a transfer of Chief of the National Guard Bureau authority to a named individual to carry out a specific National Guard Bureau task or function.

Homeland Defense -- The protection of United States sovereignty, Territory, domestic population, and critical infrastructure against external threats and aggression or other threats as directed by the President.

National Guard Civil Support -- Support provided by the National Guard while in a State Active-Duty status or Title 32 duty status to civil authorities for domestic emergencies, designated law enforcement, and other activities.

On behalf of -- In this instruction, “on behalf of” refers to an action by an National Guard Bureau principal representing the Chief of the National Guard Bureau in support of the Chief of the National Guard Bureau, usually performed after consultation with, or directed by, the Chief of the National Guard Bureau.

Oversight -- Oversight refers to actions performed to review, monitor, or supervise others in the execution of a specific National Guard Bureau task or function to ensure compliance or completion. Unless otherwise specified, oversight requires a report to the responsible official on progress, resourcing requirements, and completion.