



CHIEF NATIONAL GUARD BUREAU MANUAL

NGB-J5
DISTRIBUTION: A

CNGBM 5000.01A
17 July 2017

FORMATS AND PROCEDURES FOR THE DEVELOPMENT OF CHIEF OF THE NATIONAL GUARD BUREAU ISSUANCES

References: See Enclosure H.

1. Purpose. This manual provides formats and coordinating procedures for the preparation, approval, and publication of Chief of the National Guard Bureau (CNGB) Instructions, Manuals, and Notices, hereafter referred to collectively as “CNGB Issuances” in accordance with reference a.
2. Cancellation. This manual replaces its previous edition, CNGBM 5000.01, 06 April 2012, “Formats and Procedures for Development of CNGB Issuances.”
3. Applicability. This manual applies to all elements of the National Guard Bureau (NGB).
4. Procedures. All proposed new and revised CNGB Issuances will be processed IAW the procedures in this manual.
 - a. All CNGB Issuances must be coordinated through the NGB Joint Actions Control Office (NGB-JACO); NGB-JACO Executive Secretariat (NGB-JACO-ExecSec); NGB-JACO-ExecSec Editorial Branch (NGB-JACO-ExecSec-E); NGB Strategy, Policy, Plans and International Affairs Directorate (NGB-J5); Programs and Resources/Comptroller Directorate (NGB-J8); Office of the Principal Assistant Responsible for Contracting (NGB-OPARC); NGB Chief Counsel (NGB-JA); NGB Inspector General (NGB-IG); the Directors of the Army National Guard (DARNG) and Air National Guard (DANG); the Director of the National Guard Bureau Joint Staff (DNGBJS); NGB Joint Staff (NGBJS) Chief of Staff (NGBJS-CoS); and any other NGBJS, Army National Guard (ARNG), and Air National Guard (ANG) directorates or offices with equities. See table 1 for an overview of CNGB Issuances.

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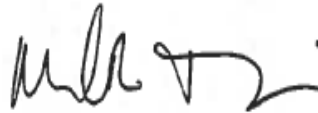
Issuance Type	Purpose and Content	Longevity	Coordination	Signature Level
CNGB Instruction (CNGBI)	ESTABLISHES POLICY and assigns responsibilities, including defining the authorities and responsibilities of a subordinate official or element. May provide general procedures for implementing policy.	Mandatory annual review. Certification as current, reissuance or cancellation every five years.	CNGB (unless signed by VCNGB); VCNGB (unless delegated to another General Officer (GO) or Senior Executive Service (SES)); DARNG; DANG; DNGBJS; NGBJS-CoS; NGB-JACO; NGB-JACO-ExecSec; NGB-JACO-ExecSec-E; 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 VCNGB, or as delegated to GOs or SES officials 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 GOs 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 VCNGB, or as delegated in writing.

Table 1. Overview of CNGB Issuances

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b. All CNGB Issuances are processed through the NGB's Electronic Tasking System (ETS) IAW reference b. Procedures and responsibilities for processing issuances apply equally to new issuances, revisions, and cancellations. When creating new issuances, Action Officers (AO) must use the appropriate template (available at reference c or by contacting NGB-JACO-ExecSec-E) for that issuance type.

5. Summary of Changes. This manual has been substantially revised.
6. Releasability. This manual is approved for public release; distribution is unlimited. Obtain copies through <www.ngbpd.c.ngb.army.mil>.
7. Effective Date. This manual is effective upon publication and must be revised, reissued, cancelled, or certified as current every five years.



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Enclosures:

- A -- Coordination and Processing Requirements
- B -- Review, Changes, and Cancellation of CNGB Issuances
- C -- Assignment of Numbers for CNGB Issuances
- D -- Using the Issuances Templates
- E -- Format, Content, and Organization Standards
- F -- Distribution
- G -- Staff Roles
- H -- References
- GL -- Glossary

ENCLOSURE A

COORDINATION AND PROCESSING REQUIREMENTS

1. Levels of Review. All CNGB Issuances will undergo the following levels of review unless an exception is approved by NGBJS-CoS.

a. Preliminary Review. NGB-J52-P will review each draft issuance or revision for consistency with the requirements in reference a.

b. Initial Edit. NGB-JACO-ExecSec-E will provide an initial editorial review through the ETS IAW reference b. (Note: NGB-JACO-ExecSec-E will assign a number to the issuance during final coordination.)

c. AO Review. Review by all Offices of Coordinating Responsibility (OCR) at the AO level.

d. Division (O-6/GS-15) Review. Review by all OCRs at the Division level. Responses in the ETS must be signed at the O-6/GS-15 level.

e. Directorate (GO/SES) Review. Review by all OCRs at the Office/Directorate level. Responses in the ETS must be signed at the GO/SES level.

f. Final Coordination. The proponent will forward the task package in the ETS to NGB-JACO-ExecSec, which will obtain final editing by NGB-JACO-ExecSec-E and coordination with the following offices: NGB-JA, NGB-IG, DARNG, DANG, NGBJS-CoS, NGB-JACO, DNGBJS, VCNGB (if necessary), and CNGB (if necessary).

2. Suspense Dates. NGB-JACO-ExecSec or the proponent will establish suspense dates for each level of review (see table 2). If an office or directorate fails to respond in the ETS by the suspense given, the proponent will annotate the appropriate block in the electronic Staff Summary Sheet (eSSS) with “No Response.”

Preliminary Review	Not less than 2 working days.
Initial Edit	Not less than 3 working days.
AO Review	Not less than 10 working days.
Division Review	Not less than 5 working days.
Directorate Review	Not less than 5 working days.
Final Coordination	NGB-JACO-ExecSec will set the timeline and suspense date for final coordination.

Table 2. Suspense Dates

3. Coordination Responses. All OCRs will record their formal coordination by signing and completing the appropriate block of the eSSS IAW reference d. All substantive and critical comments will be recorded on Standard Form 818 “Comment Resolution Matrix (CRM),” and posted in the ETS. IAW reference d, acceptable types of coordination responses are:

- a. Concur.
- b. Concur with comment.
- c. Non-concur.

4. Types of Coordination Comments.

a. Critical. Critical comments identify violations of law or contradiction of Executive Branch policy, including policy established in DoD Directives (DoDD), DoD Instructions (DoDI), Service policies, or CNGBIs; unnecessary risks to safety, life, limb, DoD or NGB materiel; waste or abuse of DoD or NGB appropriations; or imposition of an unreasonable burden on NG resources. When an OCR has one or more critical comments, that OCR’s coordination will reflect a non-concur.

b. Substantive. Substantive comments are used to identify material that is unnecessary, incorrect, misleading, confusing, or inconsistent with other sections, or when the OCR disagrees with proposed responsibilities, requirements, or procedures. A substantive comment is usually not a sufficient justification for an OCR to non-concur. Several substantive comments, when taken together, may be grounds for a non-concurrence.

c. Administrative. Administrative comments address non-substantive aspects of an issuance, such as dates of references, organizational symbols, format, and grammar.

5. Documenting Comments and Comment Disposition. All OCRs except NGB-JACO-ExecSec-E will use a CRM to record substantive and critical comments. NGB-JA provides Legal Sufficiency Reviews in memorandum format, but may also provide comments on a CRM during coordination.

a. Responses to requests for coordination for CNGB Issuances are valid for six months from the date of the original coordination suspense in the ETS.

b. If major modifications are made to the draft following coordination at the directorate level or higher, the issuance will be re-coordinated to ensure all those involved concur.

c. It is the proponent’s responsibility to ensure all accepted changes made

during the staffing process are included in the documents provided to NGB-JACO-ExecSec for final coordination.

6. Resolving Non-Concurs. Non-concurs must be resolved before an issuance is approved and published. The proponent is responsible for the resolution process. This process may consist of informal or formal exchanges by phone, e-mail, or memo; meetings; working groups that involve the OCR's Staff Action Control Office or other senior leadership; or requested mediation by NGB-J5.

a. When a non-concur is resolved by the parties concerned, withdrawal of the non-concur must be approved by the OCR at the same or higher level as the original coordination, except when the comments leading to the non-concur are accepted in full by the proponent and incorporated into the issuance. In that case, formal withdrawal of the non-concur is not required. In either case, the resolution of the non-concur must be documented in the ETS.

b. If the proponent is unable to resolve a non-concur within the timeline, the non-concur will be reflected on the eSSS. Clearly and succinctly, address both sides of the non-concur in an attachment to the eSSS, and include a recommendation for the approving authority.

ENCLOSURE B

REVIEW, CHANGES, AND CANCELLATION OF CHIEF NATIONAL GUARD
BUREAU ISSUANCES

1. General. A CNGB Issuance is current when the stated policies, responsibilities, references, organizational entities, and information contained therein are accurate and in effect and it has been signed or certified as current within the preceding five years.

2. Issuance Lifecycle and Reviews.

a. Basic Policy. With the exceptions noted below, all CNGB Issuances will be reviewed annually to determine if they require change, reissuance, or cancellation. All CNGBIs and CNGBMs will be reissued or cancelled after five years.

(1) The proponent will conduct annual reviews beginning on the second anniversary of the document's effective date and annually thereafter.

(2) The proponent will conduct the five-year review five years from the document's effective date, with the document re-issued or cancelled as a result.

(3) The proponent will initiate a change or reissuance at any time substantive changes to the content are required.

b. Expiration. CNGBNs automatically expire one year from the date of signature unless they contain a specific expiration date. In rare cases, this specific expiration date may exceed one year from date of signature, for example, a notice directing compliance with a higher headquarters directive itself having a "comply no later than" date of greater than one year.

c. Annual and Five-Year Review Requirements. Proponent Directors will ensure the following actions are taken for each CNGBI or CNGBM during its periodic review.

(1) Each policy statement is verified as consistent with law, DoD policy, and the policies of the current CNGB.

(2) Each assignment of authority/responsibility is determined to be a current requirement and is appropriately assigned.

(3) The references are valid, correctly titled, and the latest version is cited.

(4) The organizational entities cited throughout the issuance are accurate.

d. Special Discretionary Review. On occasion, it may be necessary to review an issuance outside of the annual/five-year cycle. The proponent will conduct these reviews as directed by the NGBJS-CoS.

e. Review Outcome. Following the review, the proponent will determine the appropriate course of action from the following:

(1) Current. The issuance is consistent with law and policy, all responsibilities are appropriately assigned, and all references and organizational entities cited in the text are valid and up to date.

(2) Change. Up to 25 percent of the issuance (calculated by number of pages, excluding pages with purely administrative changes) requires modification. Proponent prepares a Change Action Memo as described below.

(3) Reissue. More than 25 percent of the issuance requires modification. Revise and re-issue the issuance with a new date and signature using the same procedures used for a new issuance.

(4) Cancel. The issuance has served its purpose and is not needed. The proponent prepares a Cancellation Notice as described below.

3. Changes to CNGB Issuances. A change amends less than 25 percent of an existing issuance. Changes must be coordinated through the ETS as indicated below. See Appendix A to this enclosure for detailed procedures.

a. The two types of changes to CNGB Issuances are:

(1) Administrative. An administrative change alters only non-substantive portions of an issuance such as titles/dates of references. Administrative changes to CNGBMs require no coordination. Administrative changes to CNGBIs or CNGBNs must be coordinated with NGB-J52-P and NGB-JACO-ExecSec-E.

(2) Substantive. A substantive change amends an essential section of an issuance such as purpose, applicability, policy, responsibilities, procedures, information requirements, and releasability. Substantive changes require the same level of coordination as the original issuance.

b. Changes must be approved by the official who signed the original issuance or his/her successor.

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4. Cancellations. If, upon review, the issuance is found to have served its purpose, is no longer needed, and is not appropriate for incorporation into a new, revised, or existing issuance, a Cancellation Notice must be issued. All cancellations will be fully coordinated through the ETS. Upon receipt of appropriate NGB official approval of a cancellation, NGB-JACO-ExecSec-E will verify the cancellation requirement and coordinate to remove the issuance from the NGB Publications & Forms Library website; a copy of the cancelled issuance will be retained by NGB-JACO-ExecSec-E IAW reference e and DoD records management requirements. Cancellation Notices will automatically expire one year from the date issued.

5. Review Suspenses.

a. Annual Review. No later than 30 days after the anniversary of the issuance's publication.

b. Five-Year Review. No later than the five-year anniversary of the original signature of the issuance.

c. Special Review. To be determined at the time of tasking.

d. Revision and Cancellation Actions. A maximum of 180 days.

e. Suspense Extensions. The Director of NGB-J5 can grant extensions of up to 180 days for issuances less than five years old. Longer extensions, or extensions for issuances more than five years old, require the approval of the DNGBJS.

APPENDIX A TO ENCLOSURE B

CHANGE ACTION MEMO

1. Change Action Memo. When the proponent determines (whether as part of the mandatory annual review or at any other time) that an issuance requires changes affecting less than 25 percent of the pages in the document, a Change Action Memo will be processed IAW the following procedures. A template is available at reference c and a sample is attached as Annex A to this appendix.

2. Procedures.

a. The proponent AO creates a copy of the original document (NGB-JACO-ExecSec-E may be able to provide one). Proposed additions to the document are indicated by underlined blue text. Proposed deletions are indicated by ~~red strikethrough text~~. This document becomes the "change copy" and will be listed as TAB C in the ETS package.

b. The ETS package should include: eSSS; a Change Action Memo as TAB A; Legal Sufficiency Review from NGB-JA if required (TAB B), the "change copy" of the issuance showing proposed changes (TAB C) and any correspondence supporting the task (if applicable) and additional attachments will be included in subsequent TABs.

c. AO obtains required internal/external coordination IAW the instructions in this manual. Coordinating offices will comment only on changing text.

d. AO obtains his/her Director's approval and sends the package to NGB-JACO-ExecSec for final coordination.

e. NGB-JACO-ExecSec obtains review by NGB-JACO-ExecSec-E, NGB-JA, and NGB senior leadership (if required). If the change will be approved below the senior leader level (CNGB, VCNGB, DNGBJS), NGB-JACO-ExecSec forwards the final version of the change package to the signature authority.

f. Following signature, NGB-JACO-ExecSec-E creates a PDF of the revised issuance with the changes indicated IAW paragraph 2.a, above, and the statement "Incorporating Change [number], effective [date]" beneath the original date, and coordinates for publication to the NGB Publications & Forms Library website if appropriate based on its releasability statement.

g. NGB-J52-P archives the paper package.

ANNEX A TO APPENDIX A TO ENCLOSURE B

SAMPLE CHANGE ACTION MEMO

FOR: CHIEF OF THE NATIONAL GUARD BUREAU [OR OTHER APPROVING OFFICIAL]

FROM: [NAME AND TITLE OF THE OFFICIAL REQUESTING THE ACTION]

Subject: Approval of [Administrative/Substantive] Change to CNGB [Issuance type and #, "Complete Title"]

1. The attached change to CNGB [enter issuance type and number] (TAB C) amends [enter sections/ paragraphs/enclosures/etc. changed, an explanation of the changes and the reason for them, and any related references]. The change also updates references and organizational symbols [add any other administrative changes made].
2. This change has been formally coordinated in accordance with CNGB Issuance Series 5000.01. The consolidated comments matrix is at TAB D. [If any non-concurs remain unresolved, briefly state who non-concurred, their position, the proponent office's position, and why the change action memo should be approved. If there are any other significant issues (OCR did not respond, outdated coordination, etc.), briefly describe them and explain why the change memo should be approved nonetheless.]
3. The NGB Chief Counsel has declared this change "legally sufficient" (TAB B). Any required legal changes were made.

RECOMMENDATION: Approve change to CNGB [issuance type and #].

APPROVE _____

DISAPPROVE _____

COMMENT _____

Attachments:
As stated

Prepared by: [your name, organizational symbol, telephone number]

Figure 1. Sample Change Action Memo

APPENDIX B TO ENCLOSURE B

CANCELLATION NOTICE

1. Cancellation Notice. A Cancellation Notice is required when the proponent determines that an issuance has served its purpose and is no longer needed. For this process, the Cancellation Notice (not the issuance itself) is what requires signature and will be TAB A in the ETS package. A Cancellation Notice template is available at reference c and a sample is attached as Annex A to this appendix.

2. Procedures.

a. The proponent AO creates a Cancellation Notice Package in the ETS. The package must include the eSSS (stipulating why the issuance is being cancelled); the Cancellation Notice in word processing format (TAB A); Legal Sufficiency Review from NGB-JA (TAB B); the original issuance (TAB C); and a CRM, if necessary (TAB D).

b. The AO obtains required internal/external coordination IAW this manual.

c. The AO obtains his or her Director's approval and forwards the package to NGB-JACO-ExecSec for final coordination.

d. NGB-JACO-ExecSec obtains review by NGB-JACO-ExecSec-E, NGB-JA, NGB-IG, DARNG, DANG, NGBJS-CoS, NGB-JACO, DNGBJS, and signature by the appropriate official.

e. NGB-JACO-ExecSec-E creates a PDF copy of the signed Cancellation Notice, coordinates for publication to the NGB Publications & Forms Library website, and coordinates for removal of the cancelled issuance from the website.

f. NGB-J52-P archives the paper package.

ANNEX A TO APPENDIX B TO ENCLOSURE B

SAMPLE CANCELLATION NOTICE


	<h1>CHIEF NATIONAL GUARD BUREAU NOTICE</h1>
<hr/> <hr/>	
[OPR's Office Symbol] DISTRIBUTION: [Distribution Letter]	[Assigned Number] [Day Month Year]
[CANCELLATION OF CHIEF OF THE NATIONAL GUARD BUREAU INSTRUCTION/MANUAL/NOTICE (ACRONYM) NUMBER, DD MONTH YYYY, "DOCUMENT TITLE"]	
Reference(s):	
a. [Document Proponent, such as "DoD," "NGB," or "WHS"] [Type of Document, such as "Instruction" or "Directive"], [Day Month Year], "[Title of Document]"	
b. [Document Proponent, such as "DoD," "NGB," or "WHS"] [Type of Document, such as "Instruction" or "Directive"], [Day Month Year], "[Title of Document]"	
1. <u>Cancellation</u> . [Include justification for cancellation, for example: CNGB [Instruction/Manual/Notice] [number], [date], ["title"], has served the purpose for which it was issued and is hereby cancelled.]	
2. <u>Releasability</u> . [This notice is approved for public release; distribution is unlimited. Obtain copies through <www.ngbpd.cngb.army.mil>.]	
3. <u>Effective Date</u> . [This notice is effective on the date signed and will expire one year from the date of signature, unless cancelled earlier.]	
[NAME] [Rank, BRANCH/ACRONYM] [Title]	
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Figure 2. Cancellation Notice Template

ENCLOSURE C

ASSIGNMENT OF NUMBERS FOR CNGB ISSUANCES

1. Assignment of CNGB Issuances Numbers. All CNGB Issuances are assigned subject category numbers by NGB-JACO-ExecSec-E. See the Appendix to this enclosure for a list of major subject categories and numbers, hereafter referred to as “series”.

a. Each CNGBI and CNGBM will be assigned a unique six-digit number. The first four digits followed by a period identify the series; the next two digits distinguish individual documents in each series. Basic (informational) Notices will be assigned four-digit series numbers only; Cancellation Notices will be assigned the same number as the document being canceled. New series numbers will be added as appropriate.

b. The letter “A” following the issuance number identifies the first reissuance of an issuance. The letter “B” identifies the second reissuance, and so on for subsequent reissuances.

c. For issuances separated into volumes, each volume will retain the same number (and letter, if applicable), with the addition of a space and volume number in Roman numerals (for example, CNGBM 5760.01-A Vol I, CNGBM 5760.01-A Vol II).

2. Exception to Policy. Address requests for exceptions to policy in connection with these procedures to NGB-JACO-ExecSec for approval in coordination with the Director of NGB-J5.

APPENDIX A TO ENCLOSURE C

MAJOR SUBJECT AND NUMBER CATEGORIES FOR CNGB
ISSUANCES

0000 -- INDEXES

0100 -- GENERAL MANAGEMENT

- 0150 -- Senior Leadership Communications
- 0200 -- Safety
- 0250 -- Security
- 0300 -- Medical and Health Affairs
- 0400 -- Legal Affairs
- 0500 -- Legislative Affairs
- 0600 -- Public Affairs and Strategic Communications
- 0700 -- Inspector General Affairs
- 0800 -- General Officer Management Affairs
- 0900 -- Religious Affairs
- 0950 -- Protocol Management

1000 -- MANPOWER AND PERSONNEL

- 1100 -- Absence, Leave, and Pay
- 1200 -- Civilian Personnel
- 1300 -- Military Personnel
- 1400 -- Technician Personnel
- 1500 -- Deceased Personnel
- 1600 -- Awards, Decorations, and Honors
- 1700 -- Joint Manpower
- 1800 -- Family Programs
- 1900 -- Labor Relations

2000 -- JOINT INTELLIGENCE

- 2100 -- Analysis and Production
- 2200 -- Operational Intelligence
- 2300 -- Special Security (NG JFHQs-State/NCR)
- 2400 -- Policy, Plans, and Programs

3000 -- DOMESTIC OPERATIONS

- 3100 -- Counterdrug Operations
- 3200 -- Crisis and Deliberate Operations
- 3300 -- Planning Analysis and Readiness Operations
- 3400 -- Integration and Resource Management
- 3500 -- Combating Weapons of Mass Destruction Management
- 3600 -- Cyberspace Operations

4000 -- LOGISTICS

- 4100 -- Logistics Planning
- 4200 -- Inventory Management
- 4300 -- Storage and Supply Activities
- 4400 -- Requisition and Issue of Supplies and Equipment
- 4500 -- Transportation

4600 -- Space and Facilities

5000 -- INFORMATION MANAGEMENT, STRATEGY, POLICY, PLANS, AND INTERNATIONAL AFFAIRS

5100 -- Strategy and Policy

5200 -- Plans and Capabilities

5300 -- International Affairs

5400 -- Interagency

5500 -- Intergovernmental

6000 -- COMMAND, CONTROL, COMMUNICATIONS AND COMPUTER SYSTEMS

6100 -- Programs and Resources

6200 -- Strategic Planning and Initiatives

6300 -- Information Assurance

6400 -- Information and Collaborative Environments

6500 -- Coordination and Incident Areas

6600 -- Integration Management

6700 -- Information Systems

7000-- FORCE DEVELOPMENT, DOCTRINE AND TRAINING

7100 -- Training and Education

7200 -- Joint Exercises

7300 -- Leadership Development

7400 -- Assessments and Lessons Learned

7500 -- Training Technologies

8000 -- FORCE STRUCTURE, RESOURCES AND ASSESSMENT

8100 -- Resource Management

8200 -- Capabilities, Planning and Programs

8300 -- Program Management

8400 -- Performance Management

8500 -- Budget

9000 -- COMPTROLLER /ADMINISTRATION AND MANAGEMENT

9100 -- Acquisitions, Contracting, Cooperative Agreements and MOA

9200 -- Internal Review

9250 -- Small Business Programs

9300 -- Continuous Process Improvement

9350 -- Athletic and Youth Development

9400 -- Complaints Management and Adjudication

9450 -- Military Entitlement and Compensation

9500 -- Property and Fiscal

9550 -- Federal Oversight

9600 -- Equal Opportunity

9650 -- Diversity

9700 -- Comptroller

ENCLOSURE D

USING THE ISSUANCES TEMPLATES

1. General. This enclosure provides guidance on the use of the issuances templates, which automate most of the format and content requirements for CNGB Issuances. See Enclosure E for guidance on format and content requirements. Use of the current versions of the templates is mandatory. If unique content, medium, or audience factors make use of the templates problematic, contact NGB-JACO-ExecSec-E for guidance.

2. Electronic File Naming Standards. The file name for all CNGB Issuances will consist of the issuance acronym, one space, the issuance number (with an underscore substituted for the period), one dash, the word “Master,” one period, and the word “doc” or “docx.” For revised issuances accompanying a Change Action Memo, the word “Master” will be replaced by the acronym “CH” (for change) and the change number. See Table 3 below.

DOCUMENT NUMBER	FILE NAME
CNGBI 5000.01	CNGBI 5000_01-Master.doc
CNGBI 6201.17A	CNGBI 6201_17A-Master.doc
CNGBM 1702.17C	CNGBM 1702_17C-Master.doc
CNGBN 1808	CNGBN 1808-Master.doc
Change 1 to CNGBM 3201.19	CNGBM 3201_19-CH1.doc

Table 3. Naming Electronic Files

ENCLOSURE E

FORMAT, CONTENT, AND ORGANIZATION STANDARDS

1. Exceptions. If unique content, medium, or audience factors make use of these standards problematic, contact NGB-JACO-ExecSec-E for guidance at 703-601-6868.

2. Formatting Standards.

a. Basic.

(1) Paper. Use 8-1/2 by 11-inch white bond.

(2) Font. Use Bookman Old Style 12 point for document pages. Underline paragraph headings. Use bolding **only** for emphasis within text. Use sentence case throughout text and uppercase for titles. Fonts may be adjusted, but not style, to accommodate information in a table or figure.

(3) Margins, Spacing, and Alignment. Single-space draft and final versions. Double-space between paragraphs and between titles and text. Left align text. Center titles. Use 1-inch top, bottom, and side margins, and 1/2-inch header and footer margins.

(4) Header and Footer. The header will be right aligned and consist of the document number on the first line and the document date on the second line, on every page except for the first page of the document. The footer will be centered and consist only of the page number, except for the first page of the document. Pagination requirements for enclosures and additional pages are described below.

(5) Paragraph Numbering and Indentation. Number and indent paragraphs and subparagraphs as exemplified in Figure 3. Use 0.25-inch as the default tab setting. A paragraph "1" must have a paragraph "2"; a subparagraph "a." must have a subparagraph "b." in every case. Include underlined headings for all major paragraphs and subparagraphs. Return second and succeeding lines of subparagraphs to the left margin of the page.

(6) Document Length. The basic CNGBI or CNGBM will not exceed six pages in length before the signature block. If more than six pages are required, additional information will be published in an enclosure or enclosures. If the total number of pages exceeds 300, the issuance will be separated into two or more volumes. Volumes will be numbered in upper case Roman numeral style. CNGBNs are limited to six pages and do not contain enclosures.



Figure 3. Paragraph Numbering and Indentation

b. First, or Logo Page.

(1) Header and Footer. The first page header will contain the NGB logo flush with the left margin; the type of document, in Century Schoolbook 36-point font, centered to the right of the logo, and a double horizontal line from margin to margin one space below the logo. The first page footer states the classification (**UNCLASSIFIED**) in Arial 24-point bold, but is not numbered.

(2) First Line. Type the directorate office of primary responsibility (OPR) flush with the left margin, one space below the header. Type the document number flush with the right margin.

(3) Second Line. Type the distribution code(s) flush with the left margin, directly below the OPR. (Distribution codes are shown in Enclosure F.) Type the date flush with the right margin below the document number.

(4) Basic Document Title. Center the title in capital letters on the second line below the distribution code and date.

c. References. For issuances with five or fewer references, list those references on the first page. For issuances with six or more references, list those references as the last enclosure before the glossary. References must be cited alphabetically (“reference a”, “reference b”, etc.) in the order in which they appear in the body of the document, and listed in the same order in the Reference Enclosure.

(1) On the First Page. (Five or fewer references only). Type “Reference:” or “References:” as appropriate on the second line under the title, flush with the left margin. Letter references “a.”, “b.”, and so on in the order cited in the text. Indent the first line of each reference at the 0.25-inch tab stop, and return second and succeeding lines to the left margin of the page. Single-space between references. When there is only one reference, indent the first line but omit the letter prefix.

(2) As the Last Enclosure. (Six or more references). Letter references “a.”, “b.”, and so on in the order cited in the text. Type each reference flush with the left margin. Double-space between references.

(3) Supplemental References. Information sources that are not used in the text of the document, but are “related” or “supplemental” to the issuance will also be listed within the Reference Enclosure. In this case, the Reference Enclosure will be structured as follows: “PART I. REQUIRED” (those used in the text) and “PART II. RELATED” (those that are supplemental or related).

(4) Reference Style and Structure for Reference Enclosure.

(a) Identify references to CNGB Issuances by four or six-digit series number, date and title. Do not include the specific document alpha designator or date when referring to references as a series (manual and instruction) that have the same number. **Do not** reference draft issuances.

(b) Identify references to documents other than CNGB Issuances by document number, date, and title. For example:

- DoD Instruction 5000.1, 23 October 2000, “The Defense Acquisition System”
- JP 1-01, 05 July 2000, “Joint Doctrine Development System”
- Under Secretary of Defense – Issuance-Type-Memorandum, 16 April 2004, “Interim Information Security Guidance”

(c) The first listed reference to the United States Code will be presented as Title ## United States Code, Section ##. Subsequent listings will use the abbreviated format, ## U.S.C. § ##.

(d) Documents such as memorandums of understanding and memorandums of agreement (MOU/MOA) should be identified by their respective document numbers, the subject, and the document date.

(e) If a document is not numbered or titled, identify the document by originator, date, and subject, and if possible, include it in the ETS package for later reference.

(5) Online Citations. Online resources cited in a CNGB Issuance must be included in the Reference Enclosure of the document. All online resources and materials (including URLs/websites, e-mails, chats, wikis, blogs, tweets, etc.) will include the date the material was posted on the Internet (when known) and the date the AO accessed the material. This provides justification for the citation should the material be changed or removed. If the online resource originally appeared in print, where possible, refer to the hard copy source instead of the electronic version. (See Table 4.)

(a) Include e-mail addresses in the issuance text when necessary.

(b) When citing online resources in CNGB Issuances:

1. Identify the network on which the URL is accessible.

2. Enclose each URL in angle brackets (<>) and present it exactly as it appears. NOTE: Altering the protocol, host, path (case, spacing or symbols) or file name can make it impossible to locate the resource.

3. Provide only the full URL address; IP addresses will not be accepted.

4. **Do not** reference redirect pages.

(c) **Do not** use a Change Action Memo solely to update broken URLs.

STANDARD: Author's name, title of resource, title of complete work, date of posting, <URL> (date of access).

EXAMPLES:

Website

a. Joint Staff J-7, Joint Doctrine, Education and Training Electronic Information System (JDEIS), 01 February 2009, <<https://jdeis.js.smil.mil/jdeis/>> (SIPRNET - accessed: 19 August 2010)

Wiki

b. Joint Staff IMD, Intelink Intellipedia Wiki, "Joint Staff and Combatant Command Records Management Program," 18 August 2010, <https://www.intelink.gov/wiki/Joint_Staff_%26_Combatant_Command_Records_Management_Program> (NIPRNET - accessed: 05 May 2009)

Blog

c. NJOIC Battle Captain, Joint Staff Blog, : "RFI e-mails," 13 July 2009, <http://www.intelink.sgov.gov/blogs/_njoicstaff/> (NIPRNET - accessed: 03 March 2010)

Chat Room

d. JS Information Management Division, DCO Jabber Chat, Room Name: js_sjs_imd, 06 April 2008, <<conference.chat.dco.dod.smil.mil>>, (SIPRNET - accessed: 02 May 2008)

NOTE: Be sure to identify the network from which the website, wiki, blog, or chat room was accessed.

Figure 4. Format for Online Resources included in the Reference Enclosure

d. Enclosures, Appendixes, and Annexes. If the basic document is more than six pages, use an enclosure to publish additional information. Use an appendix to publish additional information to an enclosure. Use an annex to publish information additional to an appendix.

(1) Header. Same as basic (see paragraph 2.a.(4) of this enclosure).

(2) Title Page. Identify enclosures, appendixes, and annexes by uppercase letters, centered on the first line below the header, except that a single enclosure, appendix, or annex will have no identification letter. Center the title of the enclosure, appendix, or annex on the second line below the identification letter. (See Figure 5.)

ENCLOSURE G EXAMPLES
APPENDIX B TO ENCLOSURE G EXAMPLE OF A NOTICE
ANNEX A TO APPENDIX B TO ENCLOSURE G EXAMPLE OF A CANCELLATION NOTICE

Figure 5. Enclosure, Appendix, and Annex Title Pages

(3) Footer.

(a) For enclosures, type the enclosure identification in upper and lower case flush with the right margin. For appendixes, type the appendix identification immediately above the enclosure identification. For annexes, type the annex identification immediately above the appendix identification. (See Figure 6.)

Footer – Section 3	G-1	Enclosure G
Footer – Section 5-	G-B-1	Appendix B Enclosure G
Footer – Section 6-	G-B-A-1	Annex Appendix B Enclosure G

Figure 6. Enclosure, Appendix, and Annex Footers

(b) For all enclosure, appendix, and annex pages (including the first page) center the page number, prefixed by the identification letter(s), on the first line: e.g., “G-1” for page 1 of Enclosure G; “G-B-1” for page 1 of Appendix B to Enclosure G; “G-B-A-1” for page 1 of Annex A to Appendix B to Enclosure G.

(4) Referencing Enclosures in the Basic Document Text. All enclosures except annexes and appendices must be referred to in the basic document text and listed below the signature block.

(a) In the Text. Refer to enclosures by letter, for example,

“Enclosure B.”

(b) Below the Signature Block. On the second line, type “Enclosure:” or “Enclosures:” (as appropriate), flush with the left margin. Indent the first line of each enclosure at the 0.25-inch tab stop. Use title case throughout the listing. Separate the letter and title by a double dash: for example, “B -- Quick Reference.” Return second and succeeding lines of individual listings to the left margin of the page. Single space between listings.

e. Footnotes and Endnotes. Do not use footnotes and endnotes.

f. Tables and Figures. Tables and figures may be used throughout the issuance. Adjust font size, but not style, to accommodate the table or figure internal requirements. Number tables and figures in the order they are referred to in the text. Center the identifier and the title of the table or figure, in title case, on the line immediately below the table or figure.

3. Content and Organization Standards. Do not deviate from the templates provided by NGB-JACO-ExecSec-E.

a. Basic Paragraphs: First Three. All issuances will begin with the following three paragraphs in the order discussed below.

(1) Purpose. State concisely why the instruction, manual, or notice is being published. Cite document(s) that authorize or require the publication of this issuance. Such documents should be listed first as “reference a” in the Reference Enclosure and cited by letter in the Purpose paragraph. For example: “This instruction establishes policy and assigns responsibilities for the National Guard Youth ChalleNGe Program in accordance with reference a.”

(2) Cancellation. If applicable, list any issuance canceled or superseded by the subject issuance. Include the date and full title of the canceled/superseded issuance, for example: “This instruction cancels and replaces CNGBI XXXX.XX, Day Month Year, ‘Title.’” If the subject issuance neither cancels nor supersedes any issuance, state: “None.”

(3) Applicability. Specify the entities or individuals to whom the issuance applies. For example: “This instruction applies to the NGB and to the NG of the States, Territories and the District of Columbia.”

b. Basic Paragraphs: Final Two. All issuances will end with the following two paragraphs in the order discussed below.

(1) Releasability. NGB-JACO-ExecSec-E will distribute issuances electronically as determined by the OPR. All issuances will include a paragraph defining the document’s releasability. For example: “This manual is

approved for public release; distribution is unlimited. Obtain copies through <www.ngbpdc.ngb.army.mil>.”

(2) Effective Date.

(a) Instructions and Manuals. State when the issuance becomes effective. For example: “This instruction is effective upon publication and must be revised, reissued, cancelled or certified as current every five years.”

(b) Notices. Indicate both the effective and expiration dates of the notice. For example, “This notice is effective upon publication and expires one year from the date of signature.” -- or -- “This notice is effective 01 January 2018 and expires 30 September 2018.”

c. Specific Paragraphs for an Instruction.

(1) Policy. State briefly, but precisely, the activity governed by the instruction, the requirements it sets forth, and the reason for them. If the issuance purports to exercise some degree of authority, direction, or control over the Services, the combatant commands, or other DoD components, then cite the source of the CNGB’s authority (for example, a DoD Directive or Instruction. CNGB Instruction policy paragraphs always begin with: “It is NGB policy” or, “It is NG policy.” The words “to” or “that” are used after the word “policy,” followed by a semicolon and subparagraphs with or without underlined headings. A normal two- to five-sentence paragraph may be used alone or with subparagraphs as well.

(2) Definitions. Define key terms whose definitions are not self-evident. Do not define words or phrases that are not used in the body of the document. Reference f, the DoD Dictionary of Military and Associated Terms (short title, “DoD Dictionary”), will be the primary source for definitions in CNGB Issuances. If no definitions are required, type “None.” If the definitions exceed half a page, type “See Glossary.”

(a) Use a double dash (--) between the term and its definition; write definitions in paragraph style.

(b) The Glossary (if required) is always the last enclosure after the Reference Enclosure. Use the formatting standards for an enclosure except that the page number will be prefixed by the letters “GL.”

(c) The Glossary also contains a list of acronyms used in the issuance. An acronym will **only** be introduced if it is used more than once in the text of the issuance. The glossary will be broken into two parts: “PART I. ACRONYMS” and “PART II. DEFINITIONS.” Type “NONE” in the definitions section if there are no definitions.

(3) Responsibilities. Identify any activity, directorate, or separate office responsible for initiating, reviewing, and completing functions or tasks required by the issuance. Be direct and as specific as possible. Organizations tasked must be under NGB cognizance and the task must be levied on the head of the organization. Tasks for the ARNG and ANG staffs are assigned to the DARNG and DANG, respectively, who can further delegate such tasks within their organizations. Similarly, tasks assigned to NGBJS directorates are assigned to the respective Director, who can further delegate these tasks to divisions or branches. Use an enclosure if responsibilities exceed one page.

(4) Summary of Changes. If applicable, state concisely how this issuance is changed from the document(s) it supersedes/cancels. If not, state: "None."

d. Specific Paragraphs for a Manual.

(1) Procedures. Explain the course of action the manual prescribes. Include a brief description of the policy the manual is implementing from its parent CNGBI. If extensive instructions are necessary, place them in an enclosure or enclosures. If the issuance purports to exercise any degree of authority, direction, or control over the Services, the combatant commands, or other DoD components, the source of the CNGB's authority must be referenced.

(2) Summary of Changes. If applicable, state concisely how this issuance is changed from the one(s) it supersedes/cancels. If not, state: "None."

e. Specific Paragraphs for a Notice.

(1) Background. Summarize the circumstances leading to or necessitating the notice. If the issuance purports to exercise some degree of authority, direction, or control over the Services, the combatant commands, or other DoD components, the source of the CNGB's authority (for example a DoD directive or instruction) must be referenced.

(2) Action or Procedure. Explain the action the notice directs readers to take.

APPENDIX A TO ENCLOSURE E

EXAMPLE OF BASIC ORGANIZATION OF AN ISSUANCE

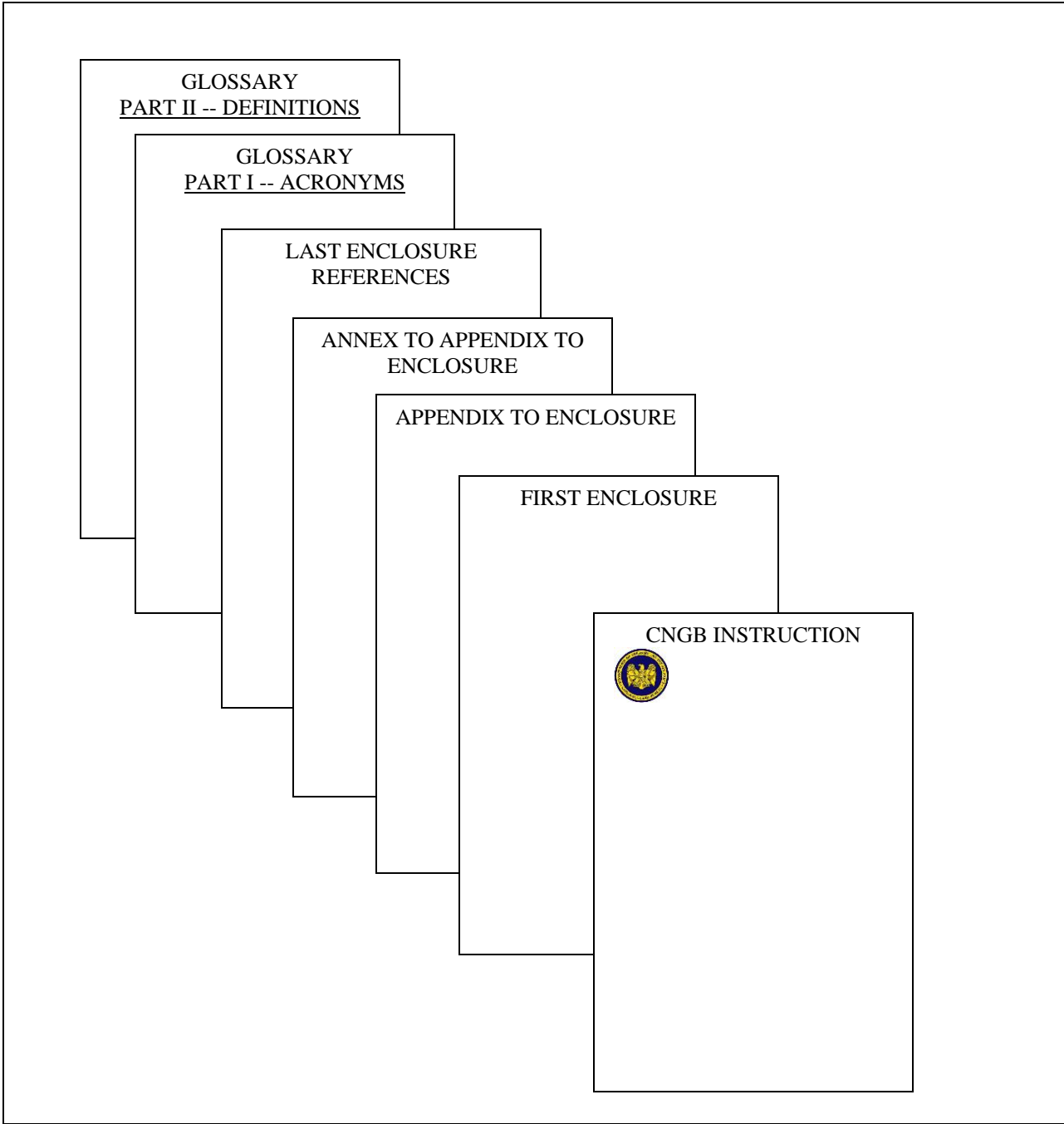


Figure 7. Basic Document Structure

APPENDIX B TO ENCLOSURE E
CHECKLIST FOR REVIEW OF AN ISSUANCE

This checklist should be used by AOs when preparing issuances for final coordination.

For new issuances

- Is the correct template, with the required paragraphs for this type of issuance, being used?
- Is the basic document (excluding enclosures) six pages or less?
- Has the authority source for this issuance been cited as a reference in the purpose paragraph?
- Are all references cited and listed correctly?
- Are all acronyms spelled out on first use and listed in the glossary?
- Are all headers and footers (including page numbers) accurate and consistent?
- Has the draft been proofread for grammatical and typographic errors?
- If major modifications took place during coordination, has the draft been re-coordinated with all concerned parties?
- Is coordination current (within the last six months)?

For re-issuances

- Does the issuance number contain the correct identification letter throughout the document?
- Does the cancellation paragraph correctly list the number, letter (if any), and date of the issuance being superseded?
- Was the “Track Changes” function used so changes are visible for the editors?

Figure 8. CNGB Issuance Checklist

ENCLOSURE F

DISTRIBUTION

1. Electronic Distribution. All CNGB Issuances are published on the NGB Publications & Forms Library website based on the releasability of the document. When special circumstances require hard-copy distribution to specific NGB directorates and offices, use Distribution Code S as set forth in paragraph 4.c. of this enclosure.

2. Hard-Copy Distribution. Codes for hard-copy distribution of unclassified issuances are shown in paragraph 4, below. Since most unclassified issuances are available on the Internet, the number of paper copies distributed will be kept to a minimum. If subject matter or special requirements dictate distribution of more than the numbers shown in the codes, use Distribution Code S.

3. Distribution of Classified, Restricted, and Not Releasable Issuances. Distribution of issuances that the proponent has not approved for electronic release is at the discretion of the proponent IAW applicable regulations.

4. Distribution Codes.

a. Distribution Code A -- National Guard Bureau and all States, Territories and the District of Columbia.

b. Distribution Code B -- National Guard Bureau.

c. Distribution Code S -- Special Distribution. Use this distribution code to list recipients and numbers of copies that are not covered in the standard distribution lists above. If an issuance has an 'S' Distribution, and the OPR chooses to distribute the issuance electronically, for example, e-mail, the following criteria must be met:

(1) A distribution page must be present in the issuance listing the organizations under 'S' distribution to which it is going, and the page must include the following note at the bottom: "OPR for the subject issuance has chosen electronic distribution to the above organizations via e-mail. NGB-JACO-ExecSec-E has the responsibility for publishing the subject issuance to the NGB Publications website."

(2) Place a note in the ETS explaining that the issuance will be distributed electronically by the proponent via e-mail.

(3) The proponent should consider recipients' ability to access the document, including technical considerations or classification issues.

ENCLOSURE G

STAFF ROLES

1. NGB-J52-P. NGB-J52-P will:

a. Review all proposed new and revised CNGB Issuances for conformity with DoD and other higher-level (for example, Presidential) policy.

b. Task the annual, five-year, and any special issuances reviews to the responsible directorate through NGB-JACO-ExecSec.

c. Develop standard operating procedures for reviews and templates for required documents, including Change Action Memo and Cancellation Notices, in coordination with NGB-JACO-ExecSec.

d. Monitor the progress of issuance reviews and of change and cancellation actions. This task includes processing requests for suspense extensions up to 180 days.

e. Respond to queries regarding issuances.

f. Archive the completed paper package for each new and re-issued issuance, Change Action Memo, and Cancellation Notice.

2. NGB-JACO-ExecSec-E. NGB-JACO-ExecSec-E will:

a. Complete the initial and final editorial review.

b. Insert the date of the initial signature on the first page of all new CNGB Issuances.

c. Assign numbers to new issuances. Monitor the progress of issuances under development and cancel the number if the issuance is not issued within two years.

d. Respond to queries regarding the content, format, management, and administration of issuances and otherwise assist AOs in completing related tasks.

e. After signature, remove watermarks, insert the date of publication, convert the document to PDF format, and coordinate for publication on the NGB Publications & Forms Library website.

f. For documents certified as current during the five-year review, replace the original copy of the document on the NGB Publications & Forms Library website with a new version marked on the first page below the initial signature date, "Certified current on Day Month Year."

3. NGB-JACO-ExecSec. NGB-JACO-ExecSec will:

a. Manage the final coordination process described in paragraph 1.f of Enclosure A to this manual, for all new and revised issuances as well as change action memos and cancellation notices.

b. Monitor all issuance reviews in the ETS and coordinate suspense management until the review and any related revision or cancellation action is complete.

c. Forward the signed original of each approved issuance, revision, change memorandum, and cancellation notice, and any relevant supporting documents, to NGB-J52-P for archiving.

4. NGB-JA. NGB-JA will:

a. Provide a Legal Sufficiency Review prior to submission of the issuance for signature. This review will identify the issuance as "LEGALLY SUFFICIENT" or "LEGALLY INSUFFICIENT" and, if legally insufficient, explain the objection and actions required to bring the issuance into compliance with the law. This does not require the use of a CRM.

(1) A determination by NGB-JA that an issuance is legally insufficient must be resolved prior to submitting the issuance for signature. The resolution process will be consistent with this manual.

(2) Resolution may only be accomplished by the proponent's acceptance of NGB-JA proposed changes or by NGB-JA's written withdrawal of the objection, by memorandum or e-mail, and will be annotated in the ETS. The memorandum must be signed at the same or a higher level as the determination of legal insufficiency.

5. Proponent AOs. Proponent AOs will:

a. Conduct the annual review, any special reviews, and all revision and cancellation actions IAW this manual and the references and the procedures detailed above.

b. Prepare new issuances, reissuances, changes, and cancellations IAW the format and content requirements in this manual.

c. Establish distribution and coordination requirements for issuance actions IAW this manual.

d. Re-draft, incorporating changes as appropriate, and resolving issues that surfaced in the coordination process.

ENCLOSURE H

REFERENCES

- a. CNGB Instruction 5000.01A, 28 April 2017, "Chief of the National Guard Bureau Issuances"
- b. CNGB Instruction 5050.01A, 21 October 2015, "NGB Staff Action Process"
- c. NGB Executive Secretariat website
<<https://gkoportal.ng.mil/joint/JACO/ExecSec/SitePages/Home.aspx>>, accessed 22 June 2017
- d. CNGB Manual 5050.01A, 31 August 2012, "NGB Staff Action Processes and Procedures"
- e. CNGB Instruction 5001.01, 05 December 2016, "National Guard Bureau Records Management Program"
- f. DoD Dictionary of Military and Associated Terms
<http://www.dtic.mil/doctrine/dod_dictionary/index.html>
- g. DoD Directive 5105.77, 30 October 2015, "National Guard Bureau"
- h. DoD Instruction 5025.01, 01 August 2016, "DoD Issuances Program"

GLOSSARY

PART I. ACRONYMS

ANG	Air National Guard
AO	Action Officer
ARNG	Army National Guard
CH	Change
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
CRM	Comment Resolution Matrix
DANG	Director of the Air National Guard
DARNG	Director of the Army National Guard
DNGBJS	Director of the National Guard Bureau Joint Staff
DoD	Department of Defense
eSSS	Electronic Staff Summary Sheet
ETS	Electronic Tracking System
GO	General Officer
IAW	In accordance with
MOU	Memorandum of Understanding
MOA	Memorandum of Agreement
NGB	National Guard Bureau
NGB-JA	Office of the National Guard Bureau Chief Counsel
NGB-JACO	National Guard Bureau Joint Actions Control Office
NGB-JACO ExecSec	Executive Secretariat
NGB-JACO-ExecSec-E	Executive Secretariat-Editorial Branch
NGB-IG	Office of the Inspector General
NGBJS	National Guard Bureau Joint Staff
NGBJS-CoS	National Guard Bureau Joint Staff Chief of Staff
NGB-J52-P	National Guard Bureau Policy Office
NGB-J5	Strategy, Policy, Plans, and International Affairs Directorate
NGB-J8	Programs and Resources/Comptroller Directorate
NGB-OPARC	Office of the Principal Assistant Responsible for Contracting
OCR	Office of Coordinating Responsibility
OPR	Office of Primary Responsibility

NIPRNET
SES
SIPRNET
VCNGB

Non-Secure Internet Protocol Router Network
Senior Executive Service
Secret Internet Protocol Router Network
Vice Chief of the National Guard Bureau

PART II. DEFINITIONS

(NONE)