



CHIEF OF THE NATIONAL GUARD BUREAU MANUAL

NGB-J8
DISTRIBUTION: A

CNGBM 8202.00
16 October 2024

NATIONAL GUARD REQUIREMENTS OVERSIGHT COUNCIL

References: See Enclosure F.

1. Purpose. This manual provides procedural guidance for the National Guard Requirements Oversight Council (NGROC) to support the Vice Chief of the National Guard Bureau's (VCNGB) advisory role in the Joint Requirements Oversight Council (JROC) on National Guard (NG) requirements and capabilities in accordance with the references.

2. Cancellation. None.

3. Applicability. This manual applies to the National Guard Bureau (NGB) Joint Staff (NGBJS), Army National Guard (ARNG) and Air National Guard (ANG) Directorates, and National Guard Joint Force Headquarters-State.

4. Procedures. In accordance with reference a, the NGROC supports the VCNGB by conducting a comprehensive review of current and emerging topics. The NGROC will consider operational needs, risks, and other relevant factors to enable the force development process (two to seven years) and proposed Doctrine, Organization, Training, Materiel, Leadership and Education, Personnel, Facilities, and Policy.

a. General. In support of the VCNGB's responsibility to advise Department of Defense (DoD) leaders, the NGROC solicits, collects, and reviews capability gaps associated with requirements supporting the Joint Force, Support to Civil Authorities, and other DoD-approved, unique-to-National Guard programs (for example, Counterdrug and the State Partnership Program). The NGROC also serves the VCNGB to make decisions, provide guidance, and inform the CNGB on matters under his authorities. The NGROC does not supersede nor circumvent any process of the ANG nor ARNG but, serves to promote collaboration and advocacy of validated requirements to the Joint Force. A key venue to understand Joint Force efforts is NGBJS participation in the JROC's Functional Capability Boards (FCBs). The NGBJS is appropriately aligned with, and has specified responsibilities to participate in, the FCBs, subordinate working groups, and other DoD processes to provide NG perspectives, in accordance with reference a and reference d. Figure 1 illustrates the

UNCLASSIFIED

NGROC process flow as it moves through the various steps for reviewing capability gaps.

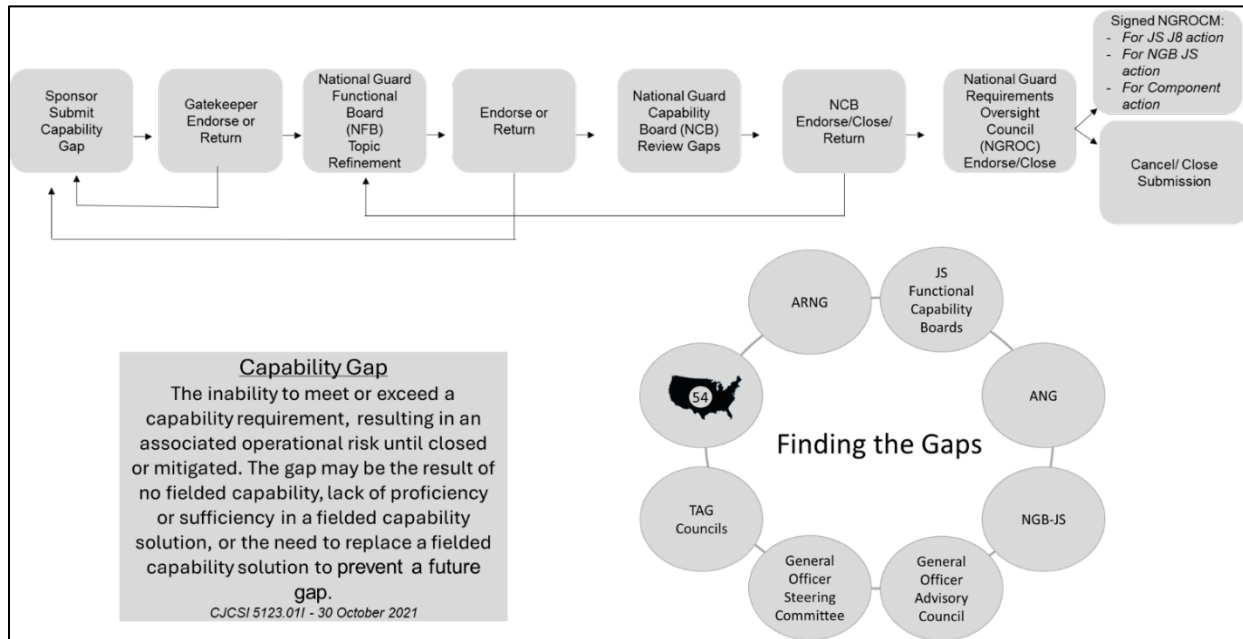


Figure 1. National Guard Capability Gap Review

b. NGROC Cycle. The NGROC is a continuous cycle with meetings scheduled quarterly. The schedule consists of two National Guard Functional Board (NFB) meetings, one National Guard Capability Board (NCB) meeting, and one NGROC meeting. Additional meetings will be determined by the NGROC Secretariat as necessary. The NGROC organizational structure shown in Table 1 is guided by participation of the voting members, two boards, and one council.




REQUIREMENTS	CHAIRMAN	MEMBERS	PURPOSE	FREQUENCY
STEP 1 National Guard Functional Board (NFB)	DEP DIR NGB-J8 	- ARNG REP - ANG REP - STATE REPS - NGB FCB LEADS	Review, define, identify proposed capability gaps and solutions	Monthly
STEP 2 National Guard Capability Board (NCB)	DIRECTOR NGB-J8 	- ARNG REP - ANG REP - VICE DIR NGB-DS - ATAGS	Strategically review to ensure capability gaps are valid.	Quarterly
STEP 3 National Guard Requirements Oversight Council (NGROC)	VCNGB 	- DEP DIR ARNG - DEP DIR ANG - NGB-DS - TAGs	Provides guidance and direction through a NGROC Memorandum (NGROCM)	Quarterly

Table 1. NGROC Organizational Structure

c. Required Events. There are several required events leading up to an NGROC meeting. Required events depend on the individual topic, principal participant availability, and other considerations. Figure 2 represents an estimated schedule of the key events in the formal meetings cycle.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11	12	13	14	15	16	17
	NFB Slides due to Secretariat Staff		NFB Pre-Brief	NFB Read ahead sent		
18	19	20	21	22	23	24
			NFB Meeting			
25	26	27	28	29	30	1
	NCB Slides due to Secretariat Staff			NCB Pre-Brief	NCB Read ahead sent	
2	3	4	5	6	7	8
					NCB Meeting	
9	10	11	12	13	14	15
16	17	18	19	20	21	22
	NGROC Slides due to Secretariat Staff			NGROC Pre-Brief	NGROC Read ahead sent	
23	24	25	26	27	28	29
					NGROC Meeting	
30	31					

Figure 2. Notional Schedule

d. Pre-Brief. The purpose of the pre-brief is to orient the Board’s or Council’s chair to the brief and associated topics; confirm all necessary coordination and staffing are completed, confirm the brief is structured logically, supports the purpose and recommendation, contains all information necessary to facilitate an informed NGROC decision, and prepare the presenter for the capability gap review process. The sponsor will ensure all applicable documents and materials are available at the pre-brief. This information may include NGROC and JROC Memorandums, operational planning team and working group reports, Joint Staff FCB documents and all referenced DoD, NGB, and Joint Staff publications. At the conclusion of the pre-brief, the NGROC Secretariat staff and presenter confirm any slide refinements and the due date for submitting the refined slide presentation to the NGROC Secretariat staff.

e. Read-ahead Materials. Read-ahead materials consisting of the presentations and supporting information are sent to the NGROC email distribution no later than 48 hours prior to the meeting. Typically, the pre-brief occurs before this. However, if the pre-brief occurs within the 48 hours of the meeting, an update to the read-ahead will go out identifying changes, or revisions, or both. Distribution may be further restricted for sensitive or classified content. The presentation is considered final once the read-ahead materials have been electronically distributed. Slide presentation changes will only be accepted to correct factual inaccuracies. Document sponsors should conduct

pre-briefs with their leadership in advance. Read-ahead materials shall not be released outside the NG without the express approval of the NGROC Chairman or NGROC Secretariat.

f. NGROC Electronic Staffing Process. The NGROC electronic staffing process is known as a “Paper NGROC.” The NGROC may elect to validate a document through a “Paper NGROC” without physically convening when the NFB and NCB Chairs recommend validation and there are no topics for the NGROC. The NGROC Secretariat staff drafts a packet for the NGROC Chairman and voting members’ review and concurrence.

g. Guidelines for Boards and Councils. See Enclosure A, Enclosure B, and Enclosure C for guidelines on the NFB, NCB, and NGROC.

h. Templates. NFB, NCB, and NGROC associated templates can be found on the National Guard Requirement Oversight Council “NGROC” Knowledge Network website, at reference e

5. Summary of Changes. This is the initial publication of CNGBM 8202.00.

6. Releasability. This manual is approved for public release; distribution is unlimited. It is available at <<https://www.ngbpmc.ng.mil/>>.

7. Effective Date. This manual is effective upon publication and must be reviewed annually by the Proponent/Office of Primary Responsibility for continued validity, and revised, reissued, canceled, or certified as current every ten years.



DARRIN E. SLATEN
Major General, USAF

Director of Staff, National Guard Bureau

Enclosures:

- A -- National Guard Functional Board
- B -- National Guard Capability Board
- C -- National Guard Requirements Oversight Council
- D -- National Guard Requirements Oversight Council Memorandum
- E -- Operation Planning Team Report
- F -- References
- GL -- Glossary

ENCLOSURE A

NATIONAL GUARD FUNCTIONAL BOARD

1. NFB. The NFB is the first step in the NGROC process (see Table 1). The NFB is a forum that allows sponsors to introduce current and emerging capability requirements. The board reviews, advises, and endorses a topic enroute to the NCB. The NFB performs tasks as assigned by the senior-level boards and endorses topics to the NCB. Topic sponsors will use the NFB to introduce capability gaps to the NGROC process. The NGROC Gatekeeper will review the topic for acceptance into the NGROC process.

2. NFB Chair and Members. The NFB is chaired by Vice Director of the NGB Programs and Requirements Directorate (NGB-J8), with O-6 or GS-15 representatives from NGBJS, ARNG, ANG, and selected States. Stakeholders should be representatives who can speak on behalf of their organization with decision-making authorities. Members are required to report NG positions within their FCB as requested by the Chair. Members are as follows:

a. NFB Chair. Vice Director of NGB-J8 (1-star). The NFB Chair:

- (1) Receives pre-briefs to ensure topics presented facilitate robust discussions.
- (2) Coordinates oversight of other issues requiring review.

b. Board Members (Voting).

- (1) ARNG O-6 or GS-15 representative.
- (2) ANG O-6 or GS-15 representative.
- (3) Five State Chief of Staff or O-6 representatives.
- (4) NG Representatives to the Joint Staff FCB.
 - (a) Battlespace Awareness FCB from NGB Joint Intelligence Directorate (NGB-J2).
 - (b) C4/Cyber FCB from NGB C4 Systems and Chief Information Officer Directorate (NGB-J6).
 - (c) Force Application FCB from NGB Operations Directorate (NGB-J3/4).
 - (d) Force Development and Design FCB from NGB-J8.
 - (e) Logistics FCB from NGB-J3/4.

(f) Protection FCB from NGB-J8.

c. Advisors. (Role determines the frequency of participation.)

(1) Document Sponsor.

(2) Functional or Technical Subject Matter Experts as required.

3. Guidance for Topic Submission. The following guidance applies. Topics are developed and submitted through a variety of sources. Topic nominations are initiated through multiple channels (see Figure 3 below). Topics should link to the Chief of the National Guard Bureau (CNGB) priorities in accordance with the National Defense Strategy, National Military Strategy or Joint concepts, and Federal policy as expressed through the National Defense Authorization Act, Presidential directives, and DoD issuances. Figure 3 illustrates multiple sources for topic submissions but is not all-inclusive.

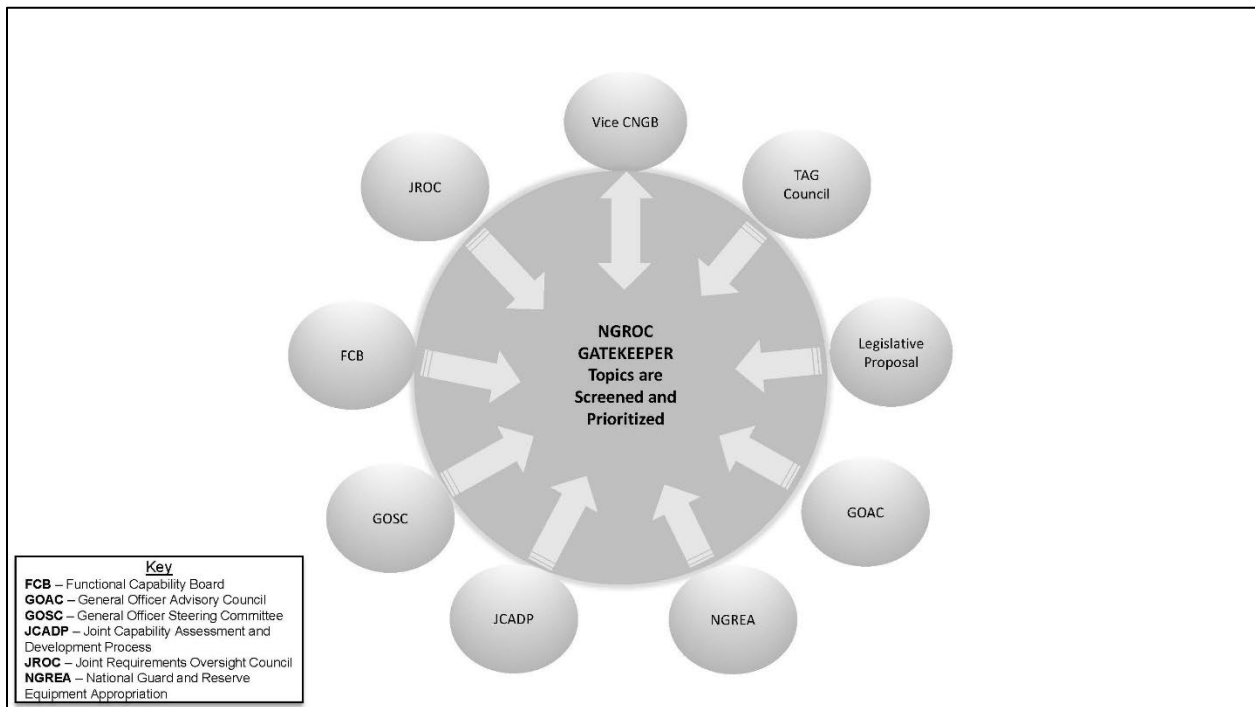


Figure 3. Sources for Topic Submission

a. NGBJS. The NGBJS is appropriately aligned with, and has specified responsibilities to participate in, the JROC FCBs, its subordinate working groups, and other DoD processes representing NG interests and capability needs in accordance with reference a and reference d and as illustrated in Figure 4. This formalized relationship ensures the NG is actively engaged in the JROC process to promote awareness of capability development and enable the NG to have a voice and contribute to deliberations when relevant NG matters are discussed. All NGBJS FCB representatives are required to submit a meeting summary through Secure Internet

Protocol Router Network to the NGROC Secretariat staff no later than three working days after the meeting. The NGROC Secretariat staff will maintain a knowledge management repository for the NGBJS on Secure Internet Protocol Router Network.

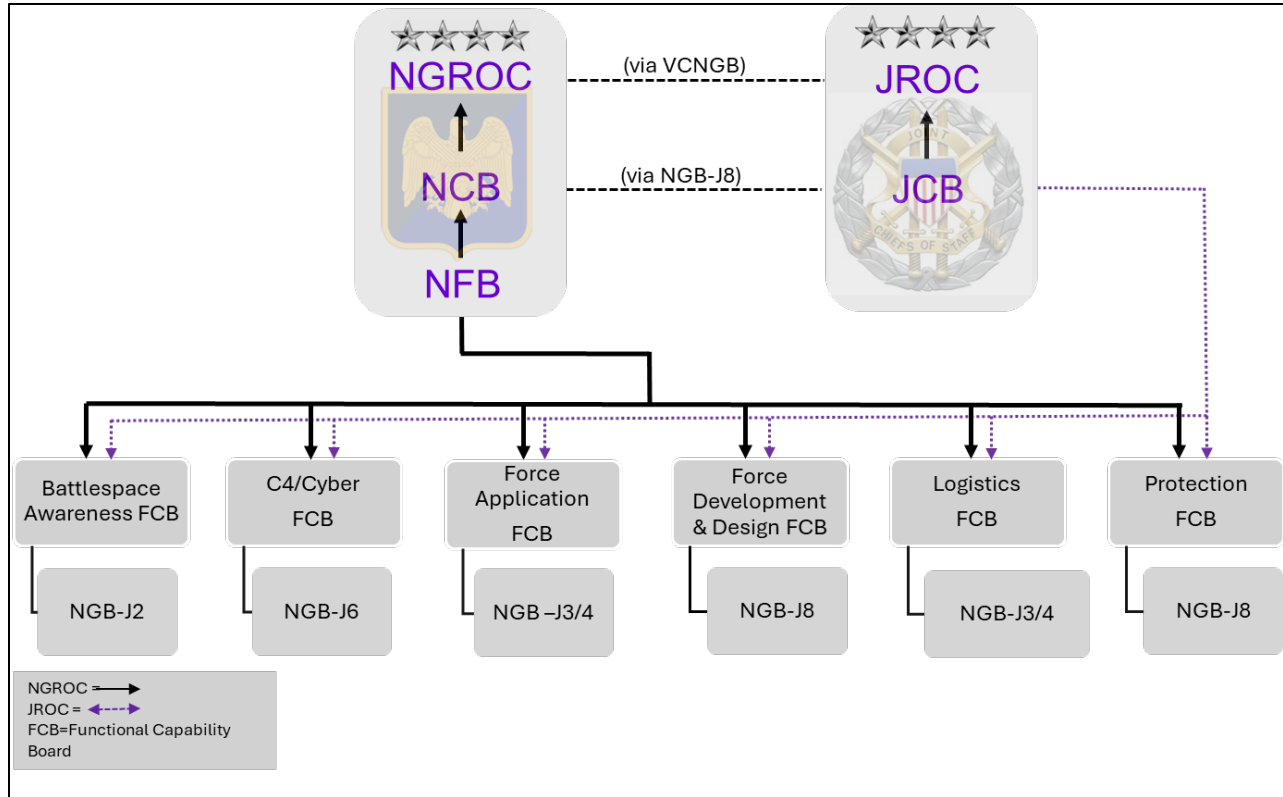


Figure 4. NGROC Relationship to JROC

b. Sponsor or Presenter. The sponsor or presenter will collaborate with the NGROC Secretariat staff to receive an NGROC overview briefing and instructions for completing the topic nomination form as shown in Figure 5. The NGROC Secretariat staff will ensure the topic nomination form is completed, including all required documents. Information will be reviewed by the NGROC Gatekeeper to receive approval prior to being added to the NFB agenda.

(1) Title:	
(2) Briefer, Name, Organization, Contact Info:	(3) Prior Forums or Guidance Mechanisms:
(4) Proposed Date for Meeting:	(5) Other Organizations Requiring Coordination:
(6) Purpose of Topic and Desired Outcome: (What gap analysis is driving this discussion?)	
(7) What does this topic support? (Force Employment, Force Deployment, Force Design, Other)	
(8) Why should this topic be discussed in this forum?	
(9) What is the proposed recommendation?	

Figure 5. Topic Nomination Form

c. NGROC Gatekeeper. The NGROC Gatekeeper will inform the sponsor and the NGROC Secretariat staff of approval of the topic into the NGROC process. The sponsor or presenter will be notified by the NGROC Secretariat staff of the meeting date and associated timeline for submitting topic material.

4. Briefing Template. The presenter will submit slides in accordance with the briefing template in reference e.

a. The NGROC Secretariat staff will collaborate with the presenter for the initial review; this may be a development process taking several iterations. The briefing

organization or sponsor are afforded the freedom to refine slide presentation structure to the extent necessary to meet the requirements of their brief.

b. Sponsors should consult with the NGROC Secretariat staff during presentation development to ensure refinements are in accordance with NGROC briefing guidance and instructions.

c. The NGROC Gatekeeper will review the final slides prior to the NFB. The NGROC Secretariat Staff will provide a timeline for submitting briefs and topic references which support review and edits. This allows time for the NGROC Secretariat staff to respond to any changes before the pre-brief to the NFB Chair.

d. The briefing agenda will contain the Gap Statement, Background, Operational View, Content Slides, Summary, and Recommendation.

e. Presenters should adhere to the following guidelines when developing the brief for NGROC considerations:

(1) Briefing content must be at the NGB senior leader level and must include all information necessary for an informed endorsement. Briefing content must be concise and logically constructed to fit within the 45 minutes allotted for the presentation, including 20 minutes for questions and answers. Detailed information should be included in back-up slides rather than in the main briefing content.

(2) The presenter should be able to explain the relevance or take-away of each slide in one or two sentences.

(3) The presenter must provide the purpose and desired decisions at the beginning of the presentation. The presenter must facilitate an understanding of the purpose and the outcome required at the start of the presentation, enabling the NGROC members to focus on the briefing points and the decision they are being asked to make.

(4) The presenter must recommend the desired outcome and an alternative

(5) The brief should lay out the proposal and all relative facts concisely. Briefing points on slides should be bulleted.

(6) Avoid the use of technical jargon and spell-out the first-time use of acronyms. If technical terminology is necessary, a glossary slide will be added in the back-up slides portion of the slide presentation.

(7) All slides will be properly marked to the classification level of the content. To maintain slide presentation version control, all slides will be marked with the slide presentation date (for example, 10 July 24) and the version (for example, V1.2).

5. Endorsed Topics. Once a topic is endorsed by the NFB voting members, the presenter will be scheduled to brief the NCB. See step 2 in Table 1.
6. Returning Topics. If voting members do not endorse a topic it must return to be briefed at this level again. The presenter will coordinate with NGROC Secretariat staff to address feedback from the voting members. The presenter will then be scheduled to re-brief the topic.
7. Meeting Minutes. The minutes provide a record of the discussion for future reference. The NGROC Secretariat staff will prepare and archive NFB, NCB, and NGROC meeting minutes on the Joint Operational Requirements Division website in reference e. The minutes will record participants, highlight the key topics that are discussed, motions proposed or voted on, and activities to be undertaken and by whom.

ENCLOSURE B

NATIONAL GUARD CAPABILITY BOARD

1. NCB. The NCB is the second step in the NGROC process (see Table 1). The NCB reviews, advises, and endorses a topic enroute to the NGROC. The NCB coordinates across functional capability requirements to prepare topics for NGROC review. The NCB is composed of a Two-star Chair with One-star representatives from NGBJS, ARNG, ANG, and the selected States.
2. NCB Chair and Members. The NCB is chaired by Director of the NGB-J8, with One-star representatives from NGBJS, ARNG, ANG, and selected States. Stakeholders should be representatives who can speak on behalf of their organization with decision-making authorities. Members are required to report NG positions within their FCB as requested by the Chair. NCB members are:
 - a. NCB Chair. Director of NGB-J8 (Two-star). The NCB Chair:
 - (1) Receives pre-briefs to ensure topics presented facilitate robust discussions.
 - (2) Coordinates oversight of other issues requiring NGROC review.
 - b. Board Members.
 - (1) ARNG One-star or Senior Executive Service Representative.
 - (2) ANG One-star or Senior Executive Service Representative.
 - (3) NGB Vice Director of Staff.
 - (4) Five Assistants to The Adjutant General or Director of Staff.
 - c. Advisors. Role determines the frequency of participation.
 - (1) Topic Sponsor.
 - (2) Vice Director NGB-J8 (NFB Chair).
 - (3) Functional or Technical Subject Matter Experts as required.
3. Topics Endorsed. Upon endorsement by the NCB, topics advance to the NGROC. See step 3 on Table 1.
4. Returning Topics. If voting members do not endorse a topic it must return to be briefed at this level again. The presenter will coordinate with NGROC Secretariat staff to address feedback from the voting members. The presenter will then be scheduled to re-brief the topic.

5. Meeting Minutes. The minutes provide a record of the discussion for future reference. The NGROC Secretariat staff will prepare and archive NFB, NCB, and NGROC meeting minutes on the Joint Operational Requirements Division website in reference e. The minutes will record participants, highlight the key topics that are discussed, motions proposed or voted on, and activities to be undertaken and by whom.

ENCLOSURE C

NATIONAL GUARD REQUIREMENTS OVERSIGHT COUNCIL

1. NGROC Overview. The role of the NGROC is to support the VCNGB's participation in the JROC and oversee NG capability requirements development. The NGROC is chaired by the VCNGB and is responsible for:

a. Supporting the VCNGB in executing advisory responsibility to the JROC and further informing the CNGB to assess NG Joint capabilities, identify, approve, and prioritize gaps in these capabilities, and meet requirements as directed in the National Defense Strategy, National Military Strategy, and other strategic documents.

b. Identifying NG capability gaps associated with requirements to the Joint Force in response to Combatant Command requirements. The NGROC deliberates on "Special Topics" with strategic implications for NG requirements and capabilities. The NGROC renders decisions on validating, prioritizing, and endorsing recommendations to the CNGB and JROC regarding NG's non-Federalized and Federal capabilities.

2. NGROC Members.

a. Chair. VCNGB.

b. Council Members.

(1) Deputy Director of the ARNG.

(2) Deputy Director of the ANG.

(3) NGB Director of Staff.

(4) Three State TAGs.

c. Advisor.

(1) NGB Joint Staff Directors and Special Staff to the CNGB.

(2) Topic Sponsors.

(3) Functional or Technical Subject Matter Experts.

3. NGROC Memorandum. Based on guidance received during the NGROC, the sponsor may need to coordinate follow-up progress reports with the VCNGB or the VCNGB's representative. The NGROC Secretariat or NGROC Gatekeeper will record and distribute NGROC decisions and recommendations by publishing the NGROC memorandum. The NGROC memorandum provides guidance, coordinates efforts across organizations, and directs follow-on actions regarding the NG's

non-Federalized capabilities. Release outside the NG is prohibited without prior approval of the NGROC Chair or NGROC Secretariat.

a. The NGROC memorandum formally documents the decision of the NGROC voting members. The NGROC is an internal NGB senior leadership forum and the NGROC memorandum document highlights tasks on critical topics that are often “work in progress” or business-sensitive matters. NGROC memorandums are produced at the Controlled Unclassified Information level and distribution is limited to those who require the information in the performance of their duties. The NGROC memorandum is signed by the NGROC Chair.

b. NGROC memorandums are assigned a control number. The draft NGROC memorandum and attachments (for example, slide presentation, executive summary, and supporting materials) are entered into the task management system for staffing. Once staffing is completed the VCNGB will sign the memorandum for action.

c. The sponsor is required to report back to the NGROC on the progress as directed in the signed NGROC memorandum.

ENCLOSURE D

NATIONAL GUARD REQUIREMENTS OVERSIGHT COUNCIL MEMORANDUM


	<p>[CLASSIFICATION]</p> <p>NATIONAL GUARD BUREAU 1636 DEFENSE PENTAGON WASHINGTON DC 20301-1636</p>	
<p>MEMORANDUM FOR [ADDRESSEE'S TITLE ALL CAPS]</p>		
<p>Subject: "NGROCM XXX-XX" [Three digit number followed two digit Fiscal Year, assigned by J83] [Short title contains the topic described. Do not use acronyms or place a period at the end of the subject line. Limit subject line to two lines of space.]</p>		
<p>References: (a) CNGB Instruction 8202.00, "National Guard Requirements Oversight Council," 06 June 2022 (b) [Abbreviated Originating Agency] [Document Type], "[Document Title]," [day Month year]</p>		
<p>1. [State the bottom line up front (BLUF) in the first sentence or paragraph. Cite a reference(s) to support the BLUF. Memorandum page limit is one page.]</p>		
<p>2. The second paragraph will explain the NGROC's decision(s). [If your information exceeds the one page limit requirement, state additional information in an attachment(s). If an attachment(s) is used, state the name of the attachment(s) in the body of the memorandum. Do not use bullets.]</p>		
<p>3. [The point of contact line is always the last paragraph in a memorandum. "Point of contact is [Rank] [First and Last Name]; [NGB-J8]; [phone number written as XXX-XXX-XXXX].</p>		
<p>[Insert name of the VCNGB all CAPS] General, USA or USAF Vice Chief, National Guard Bureau</p>		
<p>Attachment[s]: As stated</p>		
<p>cc: [Abbreviated titles; for example, TAG-RI]</p>		
<p>[CLASSIFICATION]</p>	<table border="1"><tr><td>Controlled by: Controlled by: CUI Category: Limited Dissemination Control: POC: Office/Division, XXX-XXX-XXXX</td></tr></table>	Controlled by: Controlled by: CUI Category: Limited Dissemination Control: POC: Office/Division, XXX-XXX-XXXX
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Figure 6. NGROC Memorandum Template

[CLASSIFICATION]

ATTACHMENT

[TITLE OF ATTACHMENT]

1. Attachments are additional sources of information that the reader may need in order to carry out the task or meet the request stated in the memorandum.
2. Attachments may begin with regular numbered paragraphs. If you use paragraph 1, you must have a paragraph 2. If you use subparagraphs, follow the paragraph hierarchy in the CNGB Manual 5051.01B, "National Guard Bureau Manual for Written Material".
3. Attachments may also be supporting documents, such as another memorandum sent to members of the National Guard, figures, or tables.
4. Attachments must have page numbers in the footer. Attachments are considered separate documents from the base memorandum.

DELETE IF THIS SECTION IS NOT USED

[CLASSIFICATION]

1

Figure 7. NGROC Memorandum Attachment Template

ENCLOSURE E
OPERATIONAL PLANNING TEAM REPORT



[CLASSIFICATION]

NATIONAL GUARD BUREAU
1636 DEFENSE PENTAGON
WASHINGTON DC 20301-1636

MEMORANDUM FOR NATIONAL GUARD REQUIREMENTS OVERSIGHT BOARD

Subject: [Short title contains the topic described. Do not use acronyms or place a period at the end of the subject line. Limit subject line to two lines of space.]

Reference: CNGB Instruction 8202.00, "National Guard Requirements Oversight Council," 06 June 2022

1. Please see the attached [Title of the Report] for review and concurrence in accordance with the reference.
2. I have reviewed and endorse the attached report.
3. Point of contact is [Rank] [First and Last Name]; [Office Symbol]; [phone number written as XXX-XXX-XXXX].

[NAME OF OPR GO]
[Rank], USA or USAF
[Title]

Attachment[s]:
As stated

[CLASSIFICATION]

Controlled by:
Controlled by:
CUI Category: REMOVE IF UNCLASSIFIED
Limited Dissemination Control:
POC: Office/Division, XXX-XXX-XXXX

Figure 8. Operational Planning Team General Officer Endorsement Template

[CLASSIFICATION]

ATTACHMENT

[TITLE OF REPORT]

1. Background. [Succinctly describe any background information to easily understand the scope of the issue. EXAMPLE During the Joint Capability Analysis Development Process, NGB-J5 and NGB-J2 jointly identified the National Guard Joint Force Headquarters State inability to receive, analyze, and distribute information classified above SECRET, due to a lack of certified SCIFs.]

a. This capability gap falls within the [policy] category on the Doctrine, Organization, Training, material, Leadership and education, Personnel, Facilities and Policy, (DOTmLPP-P).

b. NGB risks associated with this gap impact is [risk-to-mission, risk-to-force].

2. Staff Approach.

a. [Insert a breakdown of the process leading up to the Summary of Analysis].

b. Identify all contributing stakeholders.

3. Summary of Analysis. [Here is where you would put the things you learned while working this gap].

4. Findings and Recommendations. [Fully describe the issue, the findings, and the team's recommendations in a clear and concise manner].

Title of Issue	Findings	Recommendation

Table 1. Findings and Recommendations

5. The point of contact for this report is the undersigned [Office Symbol]; [XXX-XXX-XXXX].

[OPT TEAM LEAD]
[Rank], USA or USAF
[Title]

Prepared by: Name, Office and phone number

[CLASSIFICATION]

1

Figure 9. Operational Planning Team Report Template

ENCLOSURE F

REFERENCES

PART I. REQUIRED

- a. Chief of the National Guard Bureau Instruction 8202.00, 06 June 2022, "National Guard Requirements Oversight"
- b. Title 10, United States Code, Section 181, "Joint Requirements Oversight Council"
- c. National Guard Charter, 06 June 2022, "Charter for the National Guard Requirements Oversight Council"
- d. Chairman Joint Chiefs of Staff Instruction 5123.01I, 30 October 2021, "Charter of The Joint Requirements Oversight Council and Implementation of The Joint Capabilities Integration and Development System"
- e. National Guard Requirement Oversight Council "NGROC" Knowledge Network website, <<https://armyeitaas.sharepoint-mil.us/sites/NGB-J8/SitePages/NG.aspx>>, accessed 01 October 2024

PART II. RELATED

- f. Chief of the National Guard Bureau Manual 5051.01B, 02 October 2024, "National Guard Bureau Manual for Written Material"

GLOSSARY

PART I. ACRONYMS

ANG	Air National Guard
ARNG	Army National Guard
CNGB	Chief of the National Guard Bureau
DoD	Department of Defense
FCB	Functional Capabilities Board
FEMA	Federal Emergency Management Agency
JROC	Joint Requirements Oversight Council
NCB	National Guard Capability Board
NDAA	National Defense Authorization Act
NFB	National Guard Functional Board
NG	National Guard
NGB-J1	Manpower and Personnel Directorate
NGB-J2	Joint Intelligence Directorate
NGB-J3/4	Operations Directorate
NGB-J5	Strategy, Policy, Plans, and International Affairs Directorate
NGB-J6	C4 Systems and Chief Information Officer Directorate
NGB-J7	Joint Doctrine, Training, and Force Development Directorate
NGB-J8	Programs and Requirements Directorate
NGBJS	National Guard Bureau Joint Staff
NGROC	National Guard Requirements Oversight Council
VCNGB	Vice Chief of the National Guard Bureau

PART II. DEFINITIONS

Capability -- The ability to complete a task or execute a course of action under specified conditions and level of performance as defined in reference d.

Capability Gap -- The inability to meet or exceed a capability requirement, resulting in an associated operational risk until closed or mitigated. The gap may result from no fielded capability, lack of proficiency or sufficiency in a fielded capability solution, or the need to replace a fielded capability solution to prevent a future gap as defined in reference d.

Capability Requirement -- Capability Requirements are measures of effectiveness in the form of mission-focused task statements that are best written in “task, condition, and standard” format. Capability Requirements are described in relation to tasks, conditions, and standards in accordance with the Universal Joint Task List or equivalent Department of Defense Component Task List and are thought of as “what needs to be done” (the metric), and to what level (the initial value). If a Capability Requirement is unsatisfied with a capability solution, then there is an associated capability gap. A requirement is a “draft” or “proposed” until validated by the appropriate validation authority as defined in reference d.

Capability Solution -- A material solution or non-material solution to satisfy one or more capability requirements and reduce or eliminate one or more capability gaps as defined in reference d.

Requirement -- A capability, which is needed to meet an organization's roles, functions, and missions in current or future operations to the greatest extent possible. A requirement is a "draft" or "proposed" until validated by the appropriate validation authority as defined in reference d.