

Departments of the Army and the Air Force
National Guard Bureau
Arlington, VA 22202-3231
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Information Management

ALL STATES MEMORANDUMS

By Order of the Secretaries of the Army and the Air Force:

RAYMOND F. REES
Major General, USA
Acting Chief, National Guard Bureau

Official:

MICHAEL S. MILLER
Colonel, USAF
Chief, Office of Policy and Liaison

History. This printing publishes a revision of NGR 25-2/ANGR 10-9, All States Communications, 15 August 1989.

Summary. This regulation describes the proper content, format, and control measures necessary for All States Memorandums (ASM). It established categories of ASMs, mandatory content, and signature authority.

Applicability. This regulation applies to all elements of the National Guard Bureau (NGB).

Proponent and exception authority. The proponent of this regulation is the Chief, Office of Policy and Liaison (NGB-PL). The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation.

Management control process. This regulation does not contain management control provisions.

Supplementation. Supplementation of this publication and establishment of command and local forms are prohibited without prior approval from the Chief, NGB, ATTN: NGB-PL, 1411 Jefferson Davis Highway, Arlington, VA 22202-3231.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Chief, NGB, ATTN: NGB-PL, 1411 Jefferson Davis Highway, Arlington, VA 22202-3231.

Distribution. A/F.

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Chapter 1

Introduction

1-1. Purpose

The National Guard Bureau (NGB) is the channel of communications between the departments concerned and the states, territories, Puerto Rico, and the District of Columbia, hereinafter called the states, on all matters pertaining to the National Guard (NG), the Army National Guard, and the Air National Guard. One means of accomplishing this channel of communications is through All States Memorandums (ASM). This regulation describes the proper content, format, and control measures necessary for ASMs. It establishes categories of ASMs, mandatory content, and signature authority.

1-2. References

Required and related references are listed in Appendix A. Prescribed and referenced forms are also listed in Appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

The Chief, Office of Policy and Liaison is the functional proponent and manager of the program.

Chapter 2

Procedural Information

2-1. General policy

a. The ASM is the only means by which official NGB policy and information may be directed to The Adjutants General (TAG) other than through an administrative publication. Every ASM must contain an All States Log Number as the first item in the subject line. Any communication addressed to TAGs from the NGB that does not contain a log number is not an official document and cannot authorize, direct, delegate, reinforce, alter, or restrict any course of action or procedure.

b. ASMs will not conflict with current administrative publications. These publications may only be changed as provided for by AR 25-30, DA Pam 25-40, or AFI 33-360V1. An ASM that is to supersede guidance in another ASM will contain a reference to the previous memorandum's log number in a supersession notice in the first paragraph of the memorandum.

c. ASMs will not be used to establish and maintain long-term policies or procedures (defined as more than one year in duration), forms, or recurring reports. It is appropriate to use an ASM to announce a new or revised long-term policy, but, only as an interim measure until that policy is included in a new or revised administrative publication.

2-2. Categories and content of ASMs

- a. There are two categories of ASMs: policy and information.
- b. ASMs are specifically directed to TAGs and will include the following:
 - (1) Log number with the prefix "P" for policy or "I" for information.
 - (2) Issue date (date of signature) and effective date (if different from the issue date).
 - (3) Office symbol of the proponent.

(4) Address line will be "The Adjutants General of all States, Puerto Rico, the U.S. Virgin Islands, Guam, and the Commanding General of the District of Columbia."

(5) Expiration statement and date will be "This memorandum will expire 1 year from date of publication unless sooner rescinded or superseded."

(6) Supersession notice when applicable (para 2-1b) and/or suspense date if return of information is required.

(7) The authority line, as required, will be: "FOR THE CHIEF, NATIONAL GUARD BUREAU."

(8) The appropriate signature of the Chief, NGB; Vice Chief, NGB; Assistant Chief, NGB; Directors and Deputy Directors of the Army and Air National Guard; Core Team Members; and Office/Division Chiefs and their deputies.

2-3. E-mail

National Guard policy and official information will be distributed through e-mail in accordance with guidance in AR 25-1 and AFI 33-119.

2-4. Exceptions

Communications originating from the Departments of Defense, Army and Air Force are not required to have an All States Log Number and may be considered ASMs.

Appendix A
References

Section I
Required Publications

AR 25-1
Army Information Management (Cited in para 2-3.)

AR 25-30
The Army Publishing and Printing Program (Cited in para 2-1)

DA Pam 25-40
Administrative Publications: Action Officers Guide (Cited in paras 2-1, 2-3.)

AFI 33-119
Electronic Mail (E-Mail) Management and Use (Cited in para 2-1.)

AFI 33-360V1
Publications Management Program (Cited in paras 2-1, 2-3.)

Section II
Related Publications

This section contains no entries.

Section III
Prescribed Forms

This section contains no entries.

Section IV
Referenced Forms

DA Form 2028
Recommended Changes to Publications and Blank Forms

Glossary

Section I

Abbreviations

AFI

Air Force Instruction

ASLN

All States log number

AR

Army Regulation

ASM

All State Memorandums

DA Pam

Department of the Army Pamphlet

NG

National Guard

NGB

National Guard Bureau

TAG

The Adjutant General

Section II

Terms

This section contains no entries.

Section III

Special Abbreviations and Terms

Administrative Publication

An official document published in accordance with AR 25-30, DA Pam 25-40, and AFI 36-360V1. Examples are regulations, instructions, memorandums, pamphlets, circulars, etc.

All States Memorandums

This term describes any memorandum intended for distribution to TAGs of all the states.

Electronic mail (E-Mail)

Correspondence prepared and/or transmitted via computers over telephonic communication networks.

Log Number

This is the unique number that identifies ASMs for ease of reference, control and distinction of type. The prefix letter of the log number identifies the category of ASM. It is followed by the last two digits of the year, a hyphen, and the sequential number of the issue (i.e., I00-0001 and P00-0001). The log number will appear as the first item in the subject line of any ASM, in parenthesis, starting with the words *All States Log Number*, followed by the number itself. Example: (All States Log Number I00-0000).

Information Memorandum

Those memorandums directed to the NG that do not contain any guidance or procedure which authorizes, directs, delegates, reinforces, alters, or restricts courses of action, or procedures already disseminated.

Policy Memorandum

Those memorandums directed to the NG that contain guidance or procedures that authorizes, directs, delegates, reinforces, alters or restricts courses of action, or procedures already disseminated.