

Information Management
ALL STATES MEMORANDUMS

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

H STEVEN BLUM
Lieutenant General, USA
Chief, National Guard Bureau

Official:

CHRIS BRADY
Lieutenant Colonel, USA
Chief, Plans and Policy

History. This printing publishes a revision of NGR 25-1/ANGI 33-103, All States Memorandums.

Summary. This regulation describes the proper content, format, and control measures necessary for All States Memorandums (ASM). It establishes the ASM category, 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, Plans and Policy (NGB-J5). 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-J5, 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-J5, 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 service departments 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. The All State Memorandum (ASM) is a form of communication. This regulation describes the proper content, format, and control measures necessary for an ASM. It establishes the category, 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, Plans and Policy is the functional proponent and manager of the ASM program.

Chapter 2 Procedural Information

2-1. General policy

a. The ASM is the only means by which official NGB policy 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 and be signed by the Chief, National Guard Bureau (CNGB). 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. An ASM 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. ASMs are to be used on a one-time basis to communicate new policy or changes to policy until such a time those revisions to the appropriate National Guard Regulation/Air National Guard Instruction (NGR/ANGI) joint document, can be accomplished to incorporate that policy ASM. An ASM that supersedes guidance in another ASM will contain a reference to the previous memorandum's log number in the supersession notice in the first paragraph of the memorandum.

c. Policy ASMs are directed by the CNGB and contain guidance or procedures that authorize, direct, delegate, reinforce, alter or restrict courses of action or procedures already disseminated. All policy ASMs will be coordinated through the legal office, NGB-JA, because an ASM has the authority of an NGR/ANGI. ASMs will not be used to establish and maintain long-term (defined as more than one year in duration) policies or procedures, forms, or recurring reports.

d. The ASM must include, "This memorandum will expire one year from date of publication unless sooner rescinded or superseded." Any permanent or indefinite policy change or establishment of policy may not be annually communicated via an ASM, but requires incorporation into existing NGR/ANGI (or creation of new NGR/ANGI) by the proponent.

e. No office is delegated the authority to sign for the CNGB or to use the authority line, "FOR THE CHIEF, NATIONAL GUARD BUREAU" on ASMs. CNGB will sign all ASMs personally.

f. All ASMs will be accompanied by a Staff Summary Sheet (SSS) during coordination through the Staff Action Management System (SAMS). An electronic signature is required on the SSS in order for an ASM action to be considered "coordinated" through an office. The SSS will have appropriate NGB Joint Staff, Directorate Staff or equivalent coordination before being staffed to NGB-J5 for receipt of an ASM Log Number. NGB-J5 is the last office to coordinate prior to submission to the NGB Director of the Joint Staff (DJS) for review and CNGB for signature.

g. The ASM will not be used to send out information on non-policy matters, nor will it be used for the distribution of publications, meeting minutes, and other announcements not specifically intended for the TAGs. Other mediums of communication are to be used, i.e., transmittal letters or memorandums.

2-2. Category and content of ASMs

a. There is only one category of ASMs: policy. This will be identified in the subject line of the original text before staff coordination. The subject line will begin as follows in parenthesis: "(All States Log Number PXX-XXXX)", then followed by the subject name.

b. ASMs are specifically directed to TAGs and will include the following:

(1) Log number with the prefix "P" for policy

(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 "Memorandum for 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 one year from date of publication unless sooner rescinded or superseded."

(6) Supersession notice when applicable (para 2-1b) " This ASM supersedes ASM, PXX-XXXX, subject XXXX, dated XXXX," and/or suspense date if return of information is required, "Suspense for this information is XXXX."

2-3. E-mail

National Guard policy and official information will be distributed through E-Mail only 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 that disseminate policy are not required to have an All States Log Number.

Appendix A
References

Section I
Required Publications

This section contains no entries.

Section II
Related Publications

AFI 33-119
Electronic Mail (E-Mail) Management and Use

AFI 33-360V1
Publications Management Program

AR 25-1
Army Information Management

AR 25-30
The Army Publishing and Printing Program

AR 25-50
Preparing and Managing Correspondence

DA Pam 25-40
Administrative Publications: Action Officers Guide

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

ANGI
Air National Guard Instruction

AR
Army Regulation

ASLN

All States Log Number

ASM

All State Memorandums

CNGB

Chief, National Guard Bureau

DA Pam

Department of the Army Pamphlet

DJS

Director Joint Staff

NG

National Guard

NGB

National Guard Bureau

NGR

National Guard Regulation

SAMS

Staff Action Management System

SSS

Staff Summary Sheet

TAG

The Adjutant General

Section II

Special Abbreviations and Terms

Administrative Publication

An official document published in accordance with AR 25-30, AR 25-50, 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 is followed by the last two digits of the year, a hyphen, and the sequential number of the issue (i.e. P04-0001). 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 P04-0000).

Policy Memorandum

Memorandums directed by the CNGB to communicate new policy or changes to existing policy.