



CHIEF NATIONAL GUARD BUREAU INSTRUCTION

NG-JACO-ES
DISTRIBUTION: A

CNGBI 5050.01A
21 October 2015

NATIONAL GUARD BUREAU STAFF ACTIONS

References: See Enclosure B.

1. Purpose. This instruction establishes policy and assigns responsibilities for developing, preparing, coordinating, and completing National Guard Bureau (NGB) staff actions to support Joint, Service, interagency, and NGB staff collaboration in accordance with (IAW) references a through n.
2. Cancellation. This instruction replaces CNGB Instruction 5050.01, 19 March 2012, "National Guard Bureau Staff Actions."
3. Applicability. This instruction applies to all elements of the National Guard (NG).
4. Policy. It is NGB policy that:
 - a. NG personnel complete staff actions in the most effective and efficient manner and at the lowest level to capture equity of required stakeholders.
 - b. Offices of primary responsibility (OPR) prepare actions with input from NG staffs at appropriate levels to gain relevant perspective and to generate consolidated recommendations to leadership IAW reference h.
 - c. Offices of coordinating responsibility (OCR) provide subject matter expertise, identify staff directorate or office equities, and help shape staff action products and recommendations.
 - d. Staff actions be tracked using the electronic tasking system (ETS). Portions of staff actions may be staffed through the National Guard Decision Process (NGDP), but should be tracked in the ETS as well. Sensitive staff actions may be excluded from the ETS IAW reference m.

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5. Definitions.

a. Coordination -- Collaboration and communication between all stakeholders through data gathering and analysis of an issue to develop information, which allows development of positions and decisions.

b. National Guard Decision Process (NGDP) -- A repeatable, adaptable, multi-staged protocol that ensures collaboration among all NG stakeholders, which produces fully developed options for senior leader decisions.

c. Staff Action -- A task requiring a response, product, or decision based on sound research and thorough coordination.

d. Staff Actions Control Office (SACO) -- Designated offices within the NG Joint Staff, Air National Guard (ANG), and Army National Guard (ARNG) that have tasking authority within their respective organizations, and are responsible for monitoring staff actions in the ETS for timeliness, quality, and completion.

6. Responsibilities. See Enclosure A.

7. Summary of Changes. This instruction re-establishes and clarifies the responsibilities of NGB elements for staff actions.

8. Releasability. This instruction is approved for public release; distribution is unlimited. Obtain copies through <<http://www.ngbpcdc.ngb.army.mil>>.

9. Effective Date. This instruction is effective upon publication and must be reissued, cancelled, or certified as current within five years of its publication.



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Enclosures:

A -- Responsibilities

B -- References

GL -- Glossary

ENCLOSURE A
RESPONSIBILITIES

1. Chief of the National Guard Bureau (CNGB). The CNGB will:
 - a. Establish policy and assign roles and responsibilities for the staffing process.
 - b. Review and approve staff actions that require CNGB signature.
2. Vice Chief of the National Guard Bureau (VCNGB). The VCNGB will:
 - a. Enforce CNGB policy regarding the staffing process.
 - b. Review and approve Principal level staff actions as delegated.
3. Director of the ARNG (DARNG) and Director of the ANG (DANG). The DARNG and DANG will:
 - a. Evaluate staff actions for ARNG and ANG equities.
 - b. Designate an office with proper tasking authority as a SACO.
4. The Special Assistant to the CNGB (TSA). The TSA will:
 - a. Enforce CNGB policy regarding the staffing process.
 - b. Review staff actions that require CNGB or VCNGB signature to ensure comprehensive coordination and collaboration.
5. Director of the Joint Actions Control Office (NG-JACO). The Director of NG-JACO will:
 - a. Provide oversight and direction for the staffing process to ensure efficient and effective staff actions.
 - b. Assign a CNGB-appointed Planner to review and approve all NGB-coordinated positions provided to the Joint Staff and the Office of the Secretary of Defense on associated staff actions IAW reference k.
 - c. Establish and maintain an NGB staffing actions training plan.
 - d. Serve as the Department of Defense (DoD) Issuance Focal Point IAW reference j.

e. Provide coordination on Chairman of the Joint Chiefs of Staff issuances in accordance with reference e.

6. Chief of the Executive Secretariat (NG-JACO-ES). The NG-JACO-ES will:

a. Direct the activities of the NG-JACO-ES, which is the NG Joint Staff's SACO.

b. Exercise authority to task directorates and offices to lead or support coordination efforts on staff actions.

c. Serve as the executive agent and administrator for the ETS.

d. Review staff actions for clarity, accuracy, and completeness.

e. Verify staff actions comply with policy and procedures.

f. Identify appropriate coordination and approval levels for staff actions.

g. Provide guidance on how to advance and complete staff actions.

h. Develop and administer the plan for training NGB staff.

i. Liaise with the Office of the Secretary of Defense, Joint Staff, and other U.S. Government agencies regarding staff actions.

j. Manage staffing actions correspondence for the CNGB, VCNGB, and TSA.

7. NGB Directors and Office Chiefs. NGB Directors and Office Chiefs will:

a. Collaborate and coordinate comprehensively with all stakeholders to capture all aspects of assigned staff actions.

b. Achieve appropriate responses, products, or decisions when serving as the OPR for a staff action.

c. Provide relevant input to inform proposed responses, products, or decisions when serving as an OCR for a staff action.

8. NGB Chief Counsel. The NGB Chief Counsel will:

a. Review staff actions for legal sufficiency when they require CNGB or VCNGB approval.

b. Provide formal legal reviews at the request of NGB staff.

9. The Inspector General. The Inspector General will review staff actions for regulatory compliance when they require CNGB or VCNGB approval.

10. Director of Legislative Liaison (NGB-LL). The Director of NGB-LL will:

a. Designate a branch within NGB-LL as a SACO for Congressional, White House, or gubernatorial staff actions.

b. Exercise authority to task directorates and offices to lead or support coordination efforts on legislative staff actions.

c. Coordinate through JACO-ES on all correspondence with Congress, the Executive Branch, and Governors that require approval above the Director of NGB-LL.

ENCLOSURE B

REFERENCES

- a. 10 U.S.C., § 1011, “National Guard Bureau”
- b. 10 U.S.C. § 151, “Joint Chiefs of Staff: Composition; Functions”
- c. DoD Directive 5100.01, 21 December 2010, “Functions of the Department of Defense and Its Major Components”
- d. DoD Directive 5105.77, 21 May 2008, “National Guard Bureau (NGB)”
- e. CJCSI 5701.01C, 01 October 2011, “Policy for the Development of CJCS, Joint Staff, and J-Directorate Directives”
- f. CNGBI 5000.01, 30 November 2011, “Chief National Guard Bureau Issuances and National Guard Bureau Publications Guidance”
- g. E.O. 13576, 13 June 2011, “Delivering an Efficient, Effective, and Accountable Government”
- h. POTUS Memorandum to SES, 14 September 2010, “Accountable Government Initiative”
- i. E.O. 13589, 09 November 2011, “Promoting Efficient Spending”
- j. DoD Instruction 5025.01, 17 October 2014, “DoD Issuances Program”
- k. CJCSI 5711.01C, 06 June 2013, “Policy on Action Processing”
- l. JSI 5711.01E, 24 May 2013, “Action Processing”
- m. CNGBM 5050.01A, 31 August 2012, “National Guard Bureau Staff Action Process and Procedures”
- n. CNGBM 5051.01, 16 May 2013, “National Guard Bureau Editorial Guidance for Staff Actions”

GLOSSARY

PART I. ACRONYMS

ANG	Air National Guard
ARNG	Army National Guard
CG	Commanding General of the District of Columbia National Guard
CNGB	Chief of the National Guard Bureau
DANG	Director of the Air National Guard
DARNG	Director of the Army National Guard
ETS	Electronic tasking system
JACO-ES	Executive Secretariat
NGDP	National Guard Decision Process
NG-JACO	National Guard Joint Actions Control Office
NG	National Guard
NGB	National Guard Bureau
NGB-LL	Office of Legislative Liaison
OCR	Office of coordinating responsibility.
OPR	Office of primary responsibility
SACO	Staff Actions Control Office
TSA	The Special Assistant to the Chief of the National Guard Bureau
VCNGB	Vice Chief of the National Guard Bureau

PART II. DEFINITIONS

(SEE PARAGRAPH 5)