



# CHIEF NATIONAL GUARD BUREAU INSTRUCTION

NGB-ZA-E  
DISTRIBUTION: A

CNGBI 5050.01  
19 March 2012

## NATIONAL GUARD BUREAU STAFF ACTIONS

Reference(s):

- a. DODI 5105.77, 21 May 2008, "National Guard Bureau"
- b. CNGBI 5000.01, 30 May 2011, "Chief National Guard Bureau Issuances and National Guard Bureau Publications Guidance"

1. Purpose. To establish the Executive Secretariat Office (Exec Sec) as the office of primary responsibility for oversight of all correspondence, information and action documents originating from or routed to Chief, National Guard Bureau (CNGB).
2. Cancellation. This is the initial publication of CNGB Instruction 5050.01.
3. Applicability. This instruction is applicable to the Office of the Chief, National Guard Bureau (OCNGB); NGB-Joint Staff; Office of the Vice Chief, National Guard Bureau (VCNGB); Office of the Assistant Chief, National Guard Bureau and Comptroller; Army and Air National Guard Directorates; and Special and Personal Staffs'.
4. Policy. Under the authority granted to the CNGB by reference a, the Exec Sec is hereby established as the office having oversight and policy authority for all correspondence, information and action documents originating from or routed to the CNGB.
5. Responsibilities.
  - a. The Exec Sec shall monitor suspense dates for all staff actions to ensure timely completion, and with the exception of "Eyes Only" action packages that may only be reviewed by authorized personnel, the Exec Sec shall review all actions submitted for CNGB signature.

**UNCLASSIFIED**

b. The Exec Sec shall develop policies and procedures governing the formatting and processing of all correspondence, information and actions originating from or routed to the CNGB by any office to which this instruction is applicable. Said procedures shall be published in the form of a Chief, National Guard Bureau Manual (CNGBM) that clearly delineates the guidelines and procedures for processing staff actions and correspondence.

7. Summary. This is the initial publication of CNGBI 5050.01. It replaces policy previously published in NGB Memorandum 25-50/33-3, July 2004, its amendments, and the interim guidance published 14 Jul 04.

8. Releasability. This instruction is approved for public release; distribution is unlimited. NGB directorates, Adjutants General and the Commanding General copies of the District of Columbia, and Joint Force Headquarters-State may obtain copies of this instruction through [www.ngbpdc.ngb.army.mil](http://www.ngbpdc.ngb.army.mil) and Guard Knowledge Online (GKO).

9. Effective Date. This instruction is effective upon publication.

  
CRAIG R. MCKINLEY  
General, USAF  
Chief, National Guard Bureau