



# CHIEF NATIONAL GUARD BUREAU MANUAL

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NGB-J5  
DISTRIBUTION: A

CNGBM 5000.01  
06 April 2012

## FORMATS AND PROCEDURES FOR DEVELOPMENT OF CNGB ISSUANCES

References: See Enclosure G.

1. Purpose. Consistent with references a through i, this manual provides formats, procedures, and other information and guidance for the preparation, coordination, approval, publication, distribution, and review of Chief, National Guard Bureau (CNGB) instructions, manuals and notices, hereafter referred to collectively as “issuances.” See Enclosure A for a matrix of issuances and Enclosure B for an explanation of the issuances numbering system.
2. Cancellation. This is the initial publication of CNGB Manual 5000.01. It replaces the procedural processes established in NGBM 25-56/33-360, which is cancelled with the publication of CNGB Instruction 5000.01.
3. Applicability. This manual applies to the National Guard Bureau Joint Staff, Special and Personal Staffs, and to the Army National Guard and Air National Guard staffs when named as the proponent for an issuance covered herein. It is distributed to the States for information.
4. Procedures. See Enclosures A through F.
5. Summary of Changes. This is the initial publication of CNGBM 5000.01.
6. Releasability. This issuance is approved for public release; distribution is unlimited. NGB directorates, the Adjutants General, Commanding General of the District of Columbia, and Joint Force Headquarters-State may obtain copies of this manual through [www.ngbpdc.ngb.army.mil](http://www.ngbpdc.ngb.army.mil) and Guard Knowledge Online (GKO).

**UNCLASSIFIED**

7. Effective Date. This manual is effective upon publication.



KEVIN L. MCNEELY  
Brigadier General, USA  
Director, NGB J5

Enclosure(s):

- A -- Matrix of CNGB Issuances
- B -- Assignment of Numbers for CNGB Issuances
- C -- Processing Requirements and Responsibilities
- D -- Using the Issuances Templates
- E -- Format, Content, and Organization Standards
- F -- Distribution
- G -- References
- GL -- Glossary of Acronyms and Abbreviations

ENCLOSURE A

MATRIX OF CNGB ISSUANCES  
(Based on CNGBI 5000.01)

Issuance Type	Purpose and Content	Longevity	Applicability	Coordination	Signature Level
CNGB Instruction (CNGBI)	ESTABLISHES POLICY and assigns responsibilities, including defining the authorities and responsibilities of a subordinate official or element. May provide general procedures for implementing policy	Mandatory annual review, certification as current, and mandatory 5-year reissuance.	All elements of the National Guard Bureau, including the Chief, National Guard Bureau (CNGB); Vice Chief, National Guard Bureau (VCNGB); the Director, Army National Guard (DARNG); the Director, Air National Guard (DANG); the	Coordination is to include all entities with equities in the issuance but will specifically include the VCNGB, DARNG, DANG, Comptroller/DA&M, and NGB-IG. NGB-JA will review publications for legal sufficiency in accordance with law, regulation, and policy. NGB-J1 and NGB-J8 will review matters concerning personnel and resources. NGB-J5 will review only to assure compliance with these guidelines.	CNGB, NGB-JA, NGB Comptroller/DA&M, as delegated to General Officers in writing.
CNGB Manual (CNGBM)	IMPLEMENTS POLICY established in a CNGBI by providing detailed procedures for carrying out that policy.	Mandatory annual review, certification as current, and mandatory 5-year reissuance.	Office of the Comptroller/Director of Administration and Management (Comptroller/D A&M), NGB; all NGB Joint Staff Directorates; all CNGB Personal and Special Staff Offices; the Army National Guard Directorate; the Air National Guard Directorate; and any field operating activities/locations reporting to them.		CNGB or as delegated. Authorized to be delegated to 0-6, Colonel.
CNGB Notice (CNGBN)	Serves the same purpose as a CNGBI or CNGBM but is issued ONLY for time-sensitive actions that affect current issuances or that will become issuances.	Mandatory incorporation into an existing CNGB issuance, conversion to a new issuance, reissuance or cancellation within 1 year of the date signed unless sooner superseded.			CNGB, NGB-JA, NGB Comptroller/DA&M, as delegated to General Officers in writing.

ENCLOSURE B

ASSIGNMENT OF NUMBERS FOR CNGB ISSUANCES

1. Assignment of CNGB Issuances Numbers. All CNGB issuances shall be assigned numbers by the NGB-Directorate of Management (DM). See Appendix to this enclosure for a list of major subject categories and numbers, hereafter referred to as “series.”

a. Each instruction and manual shall be assigned a unique six-digit number. The first four digits followed by a period identify the series; the next two digits distinguish individual documents in each series. Basic (informational) notices shall be assigned four-digit series numbers only; cancellation and Change Notices shall be assigned the same number as the document being canceled or changed. New series numbers shall be added as appropriate.

b. The letter “A” following the issuance number identifies the first reissuance of an issuance. The letter “B” identifies the second reissuance, and so on for subsequent reissuances.

c. For issuances separated into volumes, each volume shall retain the same number (and letter, if applicable), with the addition of a space and volume number in Roman numerals (e.g., CNGBM 5760.01-A Vol I, CNGBM 5760.01-A Vol II).

APPENDIX A TO ENCLOSURE B

MAJOR SUBJECT AND NUMBER CATEGORIES FOR CNGB  
ISSUANCES

**0000 -- INDEXES**

**0100 -- GENERAL MANAGEMENT**

- 0150 -- Senior Leadership Communications
- 0200 -- Safety
- 0250 -- Security
- 0300 -- Medical and Health Affairs
- 0400 -- Legal Affairs
- 0500 -- Legislative Affairs
- 0600 -- Public Affairs and Strategic Communications
- 0700 -- Inspector General Affairs
- 0800 -- General Officer Management Affairs
- 0900 -- Religious Affairs
- 0950 -- Protocol Management

**1000 -- MANPOWER AND PERSONNEL**

- 1100 -- Absence, Leave, and Pay
- 1200 -- Civilian Personnel
- 1300 -- Military Personnel
- 1400 -- Technician Personnel
- 1500 -- Deceased Personnel
- 1600 -- Awards, Decorations, and Honors
- 1700 -- Joint Manpower
- 1800 -- Family Programs
- 1900 -- Labor Relations

**2000 -- INTELLIGENCE**

- 2100 -- Analysis and Production
- 2200 -- Operational Intelligence
- 2300 -- Special Security (JFHQ/NCR)
- 2400 -- Policy, Plans, and Programs

**3000 -- DOMESTIC OPERATIONS**

- 3100 -- Counterdrug Operations
- 3200 -- Crisis and Deliberate Operations
- 3300 -- Planning Analysis and Readiness Operations
- 3400 -- Integration and Resource Management
- 3500 -- Combating Weapons of Mass Destruction Management

**4000 -- LOGISTICS & ENGINEERING**

- 4100 -- Logistics Planning
- 4200 -- Inventory Management
- 4300 -- Storage and Supply Activities
- 4400 -- Requisition and Issue of Supplies and Equipment
- 4500 -- Transportation
- 4600 -- Space and Facilities

**5000 -- INFORMATION MANAGEMENT, PLANS, POLICY, AND INTERNATIONAL AFFAIRS**

- 5100 -- Strategy and Policy
- 5200 -- Plans and Capabilities
- 5300 -- International Affairs
- 5400 -- Interagency
- 5500 -- Intergovernmental

**6000 -- COMMAND, COMMUNICATIONS AND COMPUTER SYSTEMS**

- 6100 -- Programs and Resources
- 6200 -- Strategic Planning and Initiatives
- 6300 -- Information Assurance
- 6400 -- Information and Collaborative Environments
- 6500 -- Coordination and Incident Areas
- 6600 -- Integration Management
- 6700 -- Information Systems

**7000-- FORCE DEVELOPMENT, DOCTRINE AND TRAINING**

- 7100 -- Training and Education
- 7200 -- Joint Exercises
- 7300 -- Leadership Development
- 7400 -- Assessments and Lessons Learned
- 7500 -- Training Technologies

**8000 -- FORCE STRUCTURE, RESOURCES AND ASSESSMENT**

- 8100 -- Resource Management
- 8200 -- Capabilities, Planning and Programs
- 8300 -- Program Management
- 8400 -- Performance Management
- 8500 -- Budget

**9000 -- COMPTROLLER /ADMINISTRATION AND MANAGEMENT**

- 9100 -- Acquisitions, Contracting, Cooperative Agreements and MOA
- 9200 -- Internal Review
- 9250 -- Small Business Programs
- 9300 -- Continuous Process improvement
- 9350 -- Athletic and Youth Development
- 9400 -- Complaints Management and Adjudication
- 9450 -- Military Entitlement and Compensation
- 9500 -- Property and Fiscal
- 9550 -- Federal Oversight
- 9600 -- Equal Opportunity
- 9650 -- Diversity
- 9700 -- Comptroller

ENCLOSURE C

PROCESSING REQUIREMENTS AND RESPONSIBILITIES

1. General. All proposed new and revised CNGB issuances shall be processed through the NGB Joint Action Control Office (JACO), Secretariat Joint Staff (SJS), DM, NGB-J5 Policy Office (J58-P), NGB-Chief Counsel (JA), NGB-Inspector General (IG), NGB-Office of the Comptroller/Director of Administration and Management (ZC) and the Service and NGB-J-directorates in accordance with (IAW)the procedures in this manual.

2. Review and Currency of CNGB Issuances.

a. A CNGBI or CNGBM is current when the stated policies, responsibilities, references, organizational entities, and information contained therein are accurate and in effect and it has been revised or certified as current by the head of the proponent within 5 years of its publication date.

b. Mandatory Annual Review and 5-Year Revision/Cancellation Review.

(1) Basic Policy. With the exceptions below, all CNGB issuances shall be reviewed annually to determine if they require change, reissuance, or cancellation; they shall be reviewed for reissuance or cancellation after 5 years. Annual reviews shall be conducted beginning on the second anniversary of the document's effective date and annually thereafter on the anniversary of the effective date. The 5-year review shall be conducted 5 years from the document's effective date, with the document re-issued or canceled as a result.

(a) Cancellation notices shall automatically expire 1 year from the date issued.

(b) CNGB notices, as a rule, typically expire 1 year from the date of signature. However, certain notices will contain a specific expiration date and automatically expire when that date is reached. In rare cases, this specific expiration date may exceed 1 year from date of signature, e.g. a notice directing compliance with a higher headquarters directive itself having a "comply no later than" date of greater than 1 year.

(c) Change Notices shall be reviewed and revised or canceled as a part of the parent issuance.

(2) Annual and 5-year Review Requirements. Proponent Directors shall ensure the actions in subparagraphs 2.b. (2) (a) through 2.b. (2) (d) of this enclosure are taken for each CNGBI or CNGBM during its periodic reviews.

(a) Each policy statement is verified as consistent with the policies of the current CNGB.

(b) Each assignment of authority/responsibility is determined to be a current requirement and is appropriately assigned.

(c) The references are valid, correctly titled, and the latest version is cited.

(d) The organizational entities cited throughout the issuance are accurate.

(3) Changes to CNGB Issuances. A change amends an existing CNGB issuance and shall have the full authority of the issuance. A changed issuance retains its original publication date and original signature.

(a) Ten-Percent Rule. To maintain the currency of CNGB issuances, changes are permitted and encouraged at any time during their respective life cycles. However, if cumulatively, more than 10 percent (calculated via number of pages) of an issuance require change, the entire issuance shall be revised and re-issued with a new date and signature. Page changes require replacement of both the front and back of each page for all changes. Issuances requiring changes to 10 percent or less of the document require the issuance of a Change Notice. *(See page C-B-2)*

(b) The three types of changes to CNGB issuances are:

(1) Administrative. An administrative change alters only nonsubstantive portions of an issuance such as titles/dates of references and organizational names/symbols. Administrative changes to manuals require no coordination.

(2) Conforming. A conforming change is made to comply with recent (e.g., within 90 days) and specific Executive, Legislative, Department of Defense (DoD) or CNGB direction. Conforming changes require a Legal Sufficiency Review (LSR).

(3) Substantive. A substantive change amends an essential section of an issuance such as purpose, applicability, policy, responsibilities, procedures, information requirements, and releasability. Substantive changes require the same level of coordination as the original issuance.

(c) Upon receipt of appropriate NGB official approval of a change, NGB-DM shall verify the changes and mark the issuance "Incorporating Change (number and date)" beneath the original date and post the changed issuance to the NGB Publications Website.

c. Cancellations. If, upon review, the issuance is found to have served its purpose, is no longer needed, and is not appropriate for incorporation into a new, revised, or existing issuance, a cancellation notice must be issued. All cancellations shall be fully coordinated through JASMS. Upon receipt of appropriate NGB official approval of a cancellation, NGB-DM shall verify the cancellation requirement and remove the issuance from the NGB Publications Website; a copy of the issuance shall be retained by DM for 50 years.

d. Special Discretionary Review. On occasion, it may be necessary to review an issuance outside of the annual/5-year cycle. These Special reviews shall be conducted at the discretion of the NGB-Chief of Staff, Joint Staff. Additionally, the responsible NGB-J-directorate will initiate a change or reissuance of an issuance at any time substantive changes to the content are required.

### 3. Review Suspenses.

a. Suspense for Annual Review. A maximum of 90 days.

b. Suspense for Special Review. To be determined at time of tasking.

c. Suspense for Revision and Cancellation Actions. Regardless of the means by which a need for action is identified, the following applies: A maximum of 180 days.

d. Suspense Extensions on Issuances between 6 Months and 5 Years Old. The Director, J5 (DJ5), can grant extensions of 180 days or less. If the issuance review has undergone multiple extensions that push it 12 months (or more) past the date of the original tasking, the issuance must either be declared current by the OPR or be re-tasked by NGB-DJ5.

e. Suspense Extensions on Issuances over 5 Years Old. Approval must come from the Chief of Staff, Joint Staff.

### 4. Processing Procedures and Responsibilities.

a. General.

(1) All CNGB issuances shall be processed through the Joint Application Staff Management System (JASMS) as set forth in reference a. and outlined below. Detailed guidance on JASMS is also available online at: <https://jasms/> (via government computers only).

(2) Procedures and responsibilities for processing issuances apply equally to new issuances, revisions, and cancellations. However, when creating new issuances the following two steps must be taken:

(a) Action officers (AOs) shall contact NGB-DM to obtain an appropriate template for the specific issuance and;

(b) AOs shall initiate a draft staff action in JASMS to begin the action process completed as per instructions in reference a.

b. NGB-J5 Policy Office (J58-P). NGB-J58-P shall:

(1) Task the annual, 5-year, and any special issuances reviews to the responsible NGB-J-directorates through the NGB-SJS. (See Appendix A to Enclosure C for sample tasker letters.)

(2) Monitor the progress of issuances reviews and of revision and cancellation actions. This task includes processing requests for suspense extensions up to 180 days. Provide an issuances status report to the appropriate chain of command, as needed.

(3) Respond to queries regarding issuances.

(4) Archive the completed paper package.

c. NGB-Directorate of Management (DM). NGB-DM shall:

(1) Complete the initial and final editorial review.

(2) Post the date of the initial signature upon the first, or Logo, page of all new CNGB issuances, and for reissuances and all other issuances, the completion date of the last review. A currency date is posted to issuances that do not require any changes at the time of review.

(3) Assign numbers to new issuances. Monitor the progress of issuances under development and cancel the number if the issuance is not issued within 2 years.

(4) Respond to queries regarding the content, format, management, and administration of issuances and otherwise assist AOs in completing related taskings.

(5) Coordinate with NGB-J58-P for final NGB-J5 approval. Once NGB-J5 has completed its review, NGB-SJS shall forward the package to NGB-DM for review prior to the document being sent back to the proponent for their final review. NGB-SJS then sends the document through appropriate staffing

channels for final signature from the approving authority IAW reference b. After approval, draft watermarks are removed and the date of publication is inserted and then forwarded to NGB-DMJ-P for conversion into PDF and publication.

d. NGB-Secretariat Joint Staff (SJS). NGB-SJS shall:

(1) Monitor the review once it has been tasked by NGB-J5 and shall coordinate suspense management until the review and any related revision or cancellation action are complete. This includes processing requests for suspense extensions beyond 180 days through Joint Staff Senior Leadership and enforcing the requirements for extensions listed in paragraph 3.d and 3.e of this enclosure.

(2) Forward pre-signature approved issuances for signature.

(3) Forward the original electronic JASMS folder to NGB-J58-P for archiving.

e. NGB-JA. NGB-JA shall:

(1) Provide a LSR prior to submission of the issuance for signature. This review shall identify the issuance as “LEGALLY SUFFICIENT” or “LEGALLY INSUFFICIENT” and, if legally insufficient, shall explain the objection and the actions required to bring the issuance into compliance with the law. The NGB-JA review does not require the use of an SD 818 to record their comments.

(2) Resolution of Legally Insufficient Determinations. A determination by NGB-JA that an issuance is legally insufficient must be resolved prior to submitting the issuance for signature. The resolution process shall be consistent with that set forth in subparagraph 5.c. of this enclosure. Resolution may only be accomplished by the Proponent acceptance of NGB-JA proposed changes or by NGB-JA written withdrawal of the objection, by memorandum or e-mail, and shall be annotated in JASMS. The memorandum must be signed at the same or a higher level as the determination of legal insufficiency.

f. Proponents. The proponent AO shall:

(1) Conduct the annual review, any special reviews, and all revision and cancellation actions IAW the suspense policy in Enclosure C, paragraph 3, above, and the suspense extension policy in reference a.

(2) Prepare changes to revisions and cancellations of issuances IAW the format and content requirements established in Enclosures D and E and

further detailed in references a and i. Establish distribution and coordination requirements for issuance actions. Fully and formally coordinate the issuance. Re-draft, incorporating changes as appropriate and resolving issues surfaced in the coordination process.

(3) The AO shall obtain all coordination for an issuance, **except** NGB-J5, which NGB-J58-P shall obtain after all edits are completed. NGB-J5 will review all issuances during initial staffing.

(4) Submit issuances with track changes or highlighting material revised since its last issuance.

(a) "Staff Summary Sheet," completed per reference a.

(b) The proposed new or revised issuance, Change Notice, or cancellation notice, prepared:

(1) As a single document using the appropriate word processing template.

(2) As a word processing file named as instructed in Enclosure D.

(c) Accompanied by superseded or canceled issuance(s), if applicable.

(d) Including applicable references.

5. Coordination Responses. All coordinators shall record their formal coordination by signing and completing the appropriate block of the requesting Staff Summary Sheet (SSS) IAW reference A. All substantive and critical comments shall be recorded on SD Form 818 and shall be posted to JASMS as a word processing document with the SSS.

a. Types of Coordination. The acceptable types of coordination are:

(1) Concur Without Comment.

(2) Concur With Comment. Comments are substantive and consist of changes meant to improve the clarity and correctness of an issuance. Critical comments shall not be included in a "Concur With Comment" response. See paragraph 5. b. of this enclosure for an explanation of "critical" and "substantive." If a coordinator has submitted a "conditional concur" and not all comments were accepted:

(a) The originating proponent AO must provide documentation to

NGB-J58-P when requesting a presignature review from the coordinating official point of contact as listed on the SD Form 818 that confirms that they have been informed of and are satisfied with the comment resolution. This confirmation may be provided via e-mail or memorandum.

(b) If such confirmation is not provided, the coordinating official will be considered to have nonconcurred with the issuance (see paragraph 5.c. of this enclosure).

(3) Nonconcur with Comment. Comments may be a combination of substantive and critical. They shall be labeled and grouped accordingly so critical comments are easily distinguished. Coordinators shall specify which comments (other than critical) are grounds for the nonconcurrence (see subparagraphs 5.b. (1) and 5.b. (2) of this enclosure).

(4) No Comment. A coordinator responds to a request for coordination but does not concur, nonconcur, or comment. This response signifies the coordinator has reviewed the issuance and does not have an equity interest in it.

(5) No Response. A coordinator does not respond to a request for coordination within the allotted coordination suspense period. For those coordinators that post their coordinations to JASMS and receive JASMS-mail reminders of upcoming and overdue coordination suspenses, no action to secure the coordination, or to determine why the coordinator did not respond, is required. The originating proponent shall continue with the approval process and shall:

(a) Enter “No Response” next to that coordinator on the list of coordinating officials accompanying the action memo.

(b) Explain in the Pre-signature SSS why it is appropriate for the signature authority to sign the issuance without a coordinator response. For coordinators that do not have access to JASMS, the originating OPR shall make a good faith effort to obtain a response. This effort shall include requesting the assistance of the coordinator’s Staff Action Control Officer (SACO) and contacting the issuance coordinator subject matter expert if known. The number of contacts will depend upon the urgency of the action. If no response is received following this effort, the originating proponent shall:

(a) Enter “No Response” next to that coordinator on the list of coordinating officials accompanying the action memo.

(b) Explain in the Pre-signature SSS why it is appropriate for the signature authority to sign the issuance without a coordinator response.

b. Types of Coordination Comments.

(1) Critical.

(a) Critical comments are those that identify:

(1) Violations of law or contradiction of Executive Branch policy, policy established in DoD Directives (DoDD), DoD Instructions (DoDI), Service policies, or CNGBIs.

(2) Unnecessary risks to safety, life, limb, DoD or NGB materiel; waste or abuse of DoD or NGB appropriations; or imposition of an unreasonable burden on NG resources.

(b) When a coordinator has one or more critical comments, that coordinator's coordination shall reflect a nonconcur.

(2) Substantive. Substantive comments are made when a section in the issuance appears to be, or is potentially unnecessary, incorrect, misleading, confusing, or inconsistent with other sections, or when a coordinator disagrees with the proposed responsibilities, requirements, and/or procedures. A substantive comment is usually not sufficient justification for a coordinator to nonconcur in an issuance. Several substantive comments, when taken together, may be grounds for a nonconcurrency.

(3) Administrative. Administrative comments concern nonsubstantive aspects of an issuance, such as dates of references, organizational symbols, format, and grammar. Administrative comments shall NOT be included in the formal coordination response. They may be addressed informally with the cognizant proponent AO, as necessary.

c. Resolving Nonconcurrences.

(1) Critical comments and substantive comments that result in a nonconcurrency should be resolved between the concerned parties before an issuance is approved and published. The resolution process is the responsibility of the cognizant proponent, including the manner in which conducted. The process may consist of informal or formal exchanges by phone, e-mail, and/or memo; meetings and working groups that involve the coordinator's SACO and/or other coordinators senior leadership; and requesting the NGB-J5 to mediate among the appropriate senior leadership. Whatever the resolution process, it should reflect the cognizant proponent's best practices in reconciling differences and achieving accord.

(2) Resolution of a nonconcurrency shall be documented in JASMS by the coordinating office withdrawing the nonconcurrency in writing, signed at

the same or a higher level as the original coordination, EXCEPT when the comments leading to the nonconcurrency are accepted in full and incorporated into the issuance, no withdrawal of the nonconcurrency is required.

(3) If the cognizant proponent is unable to resolve a nonconcurrency within the completion timeline for the issuance, the nonconcurrency shall be addressed in the SSS that requests the issuance approval. Both sides of the issue shall be clearly and succinctly addressed in an attachment to the memo along with a recommendation for the approving authority.

d. Documenting Comments and Comment Disposition. All coordinators shall use SD Form 818, "Comments Matrix" and record substantive and critical comments to show adjudication of the comments.

(1) Coordination's for CNGB Issuances are valid for up to 6 months from the date of the original coordination suspense in JASMS.

(2) If major modification during the coordination takes place, then the issuance shall be re-coordinated to make sure all those involved concur.

(3) It is the proponent's responsibility to ensure all accepted changes made during the staffing process are included in the documents provided to NGB-DM for editorial review.

APPENDIX A TO ENCLOSURE C

SAMPLE ISSUANCE REVIEW TASKERS

SJS [JASMS #] [Date] DISTRIBUTION [J-#, J58-P, DM]

SECRETARIAT, JOINT STAFF ISSUANCE

on

ANNUAL REVIEW OF CNGB ISSUANCE [ISSUANCE #, TITLE, DATE]

1. The attached issuance is referred to [Directorate] for REVIEW FOR CURRENCY, as required by CNGBI/CNGBM Series 5000.01.
2. The suspense date for completion of the review is [date], unless an extension is coordinated with the Policy Office (J58-P), NGB-J5.
3. If, upon review, the issuance is determined to be current, the [Directorate] AO shall add a note to the folder and return to NGB-J58-P.
4. If, upon review, the issuance is determined to require revision or cancellation, the [Directorate] AO shall coordinate an extension with the Policy Office, NGB-J5. In accordance with CNGBI/CNGBM Series 5000.01, the suspense for revision/cancellation of CNGB issuances is a maximum of 180 days.
5. Further guidance on issuance review, revision, and cancellation actions may be obtained from the Policy Office, NGB-J5, 703-601-2623.

Secretariat, Joint Staff

SAMPLE ISSUANCE REVIEW TASKERS

SJS [JASMS #] [Date] DISTRIBUTION [J-#, J58-P, DM]

SECRETARIAT, JOINT STAFF ISSUANCE

on

MANDATORY REVISION/CANCELLATION OF CNGB ISSUANCE

[ISSUANCE #, TITLE, DATE]

1. The attached issuance, which is 5 years old or older, is referred to [Directorate] for Chief of Staff, Joint Staff approval of cancellation or revision action, as required by CNGBI/CNGBM Series 5000.01.
2. The suspense date for completion of the cancellation or revision is [date], which allows for coordination with all the appropriate organizations in accordance with CNGBI/CNGBM Series 5000.01. If the suspense cannot be met a request for extension must be submitted to the NGB-Chief of Staff, Joint Staff, through the Secretary, Joint Staff.
3. Further guidance on issuance review, revision, and cancellation actions may be obtained from the Policy Office, NGB-J5, 703-601-2623.

Secretariat, Joint Staff

APPENDIX B TO ENCLOSURE C

ISSUANCES PROCESS WORKFLOW -- CANCELLATION NOTICE, RE-  
ISSUANCE,

CHANGE NOTICE

Re-Issue

1. NGB-J5 tasks OPR AO through NGB-SJS to review an issuance. The current published version of this issuance is included in word processing format in the NGB-SJS-numbered package sent to the AO.
2. AO determines that more than 10 percent of the pages in the document need to be changed and a reissue is needed.
3. Use the document provided in the package as reference only. Copy and paste content into a new issuance template to revise the issuance. This keeps the original intact.
4. AO revises the new copy of the issuance (TAB A in SSS). JASMS package also includes: SSS; comment matrix (if necessary); and any other necessary attachments.
5. AO obtains all internal/external coordination except NGB-J5, which NGB-DM obtains.
6. AO puts together a final draft copy using the track changes function, obtains NGB-J Director approval, and sends the package to the NGB-DM editors.
7. Editors coordinate on the document and alert NGB-J5 via e-mail that the package is ready for final review.
8. NGB-J5 performs its review of document.
9. Editors finalize the document and staff for signature.
10. Upon approval, NGB-DM creates a PDF copy of the signed document.
11. NGB-DM publishes the signed PDF to the NGB Publications Management Center Website.
12. NGB-J5 archives the package.

ISSUANCES PROCESS WORKFLOW -- CANCELLATION NOTICE,  
RE-ISSUANCE, CHANGE NOTICE

Change Notice

1. NGB-J5 tasks OPR AO through NGB-SJS to review an issuance. The current word processing version of the issuance is included in the NGB-SJS numbered package sent to the AO.
2. AO determines that less than 10 percent of the pages in the document need to be changed and a Change Notice is all that is required. *(Issuance OPRs can initiate change notices outside of the normal review period, if necessary)*
3. Use the original word processing document provided in the package as reference only. Create a copy of it to make changes to the issuance. Make sure Track Changes is turned on. This document becomes the "smooth copy" with all applied changes. In the JASMS package, this document will be TAB A.
4. Using the Change Notice Template, AO creates a Change Notice (Track Changes turned on) and fills out all the required fields. For this process, the Change Notice (not the issuance itself) is what requires signature and will be TAB A.
5. Attach (copy and paste) only the changed pages from the "smooth copy" into the Change Notice after the signature page. The JASMS package should include: SSS; TAB A will be the Change Notice; TAB B will be the NGB-JA comments, (if no comments other than "Legally sufficient" are reflected on the SSS, then TAB B may be left blank); TAB C will be the original issuance copy or any correspondence supporting the task (if applicable); additional attachments will be included in subsequent TABs.
6. AO obtains all internal/external coordination except NGB-J5, which NGB-DM obtains.
7. AO obtains NGB-J-Director approval and sends the package to the NGB-DM editors.
8. Editors coordinate on the Change Notice and alert NGB-J5 via email that the package is ready for final review.
9. NGB-J5 performs final review of Change Notice.
10. Editors finalize the Change Notice and send it up the NGB-JS approval chain for signature.

11. Upon approval, NGB-DM creates a PDF of the signed Change Notice including the changed pages, and publishes the signed PDF to the NGB Publications Management Center website.
12. NGB-J5 archives the package.

ISSUANCES PROCESS WORKFLOW -- CANCELLATION NOTICE, RE-  
ISSUANCE, CHANGE NOTICE

Cancellation Notice

1. NGB-J5 tasks OPR AO through NGB-SJS to review an issuance for which they are the OPR. The current published word processing version of this issuance is included in the NGB- SJS-numbered package sent to the AO.
2. AO determines that the issuance has served its purpose, and is no longer needed and that a cancellation notice is required.
3. Using the Change Notice Template, AO creates a cancellation notice (track changes turned on) and fills out all the required fields. For this process, the cancellation notice (not the issuance itself) is what requires signature.
4. JASMS package should include: SSS (stipulating why issuance is being canceled); original issuance; cancellation notice (in word processing format); and comment matrix, if necessary.
5. AO obtains all internal/external coordination except NGB-J5, which NGB-DM obtains.
6. AO creates a final draft copy of the cancellation notice using the track changes function, obtains NGB-J-Dir Approval, and sends the package to the editors.
7. Editors coordinate on the cancellation notice and alert NGB-J5 via an e-mail that the package is ready for final review.
8. NGB-J5 performs its review of the cancellation notice.
9. Editors finalize the document and send it up the NGB-JS approval chain for signature.
10. Upon approval, NGB-DM creates a PDF copy of the signed word processing document.
11. NGB-DM publishes the signed PDF to the NGB Publications Management Center Website.
12. NGB-J5 archives the package.

ENCLOSURE D

USING THE ISSUANCES TEMPLATES

1. General. This enclosure provides guidance on the use of the issuances templates, which automate most of the format and content requirements for CNGB issuances. For guidance on format and content requirements see Enclosure E. Use of the current versions of the templates is mandatory. If unique content, medium, or audience factors make use of the templates problematic, contact NGB-DM for guidance.

2. Electronic File Naming Standards. The word processing file name for all issuances, except Change Notices, shall consist of the issuance acronym, one space, the issuance number, one dash, the word “Master,” one period, and the word “doc.” In Change Notices, the word “Master” shall be replaced by the acronym “CH” (for change) and the change number.

<b>DOCUMENT NUMBER</b>	<b>FILE NAME</b>
CNGBI 5000.01	CNGBI 5000.01-Master.doc
CNGBI 6201.17A	CNGBI 6201.17A-1-Master.doc
CNGBM 1702.17C	CNGBM 1702.17C-1-Master.doc
CNGBN 1808	CNGBI 1808-Master.doc
Change 1 to CNGBM 3201.19	CNGBI 3201.19B-ch1.doc

**Figure 1.** Naming Electronic Files

ENCLOSURE E

FORMAT, CONTENT, AND ORGANIZATION STANDARDS

1. Exceptions. If unique content, medium, or audience factors make use of these standards problematic, contact NGB-DM for guidance at 703-607-3151/604-4181.

2. Formatting Standards.

a. Basic.

(1) Paper. Use 8-1/2 by 11-inch white bond.

(2) Font. Use Bookman Old Style 12 point for document pages. Underline paragraph headings. Use bolding **only** for emphasis within text. Use sentence case throughout text and uppercase for titles.

(3) Margins, Spacing, and Alignment. Single-space draft and final versions. Double-space between paragraphs and between titles and text. Left align text. Center titles. Use 1-inch top, bottom, and side margins, and 1/2-inch header and footer margins.

(4) Header and Footer. The header shall be right aligned and consist of the document number on the first line, the document date on the second line, and one blank line below the document date. The footer shall be centered and consist only of the page number. Pagination requirements for enclosures and additional pages are described below.

(5) Paragraph Numbering and Indentation. Number and indent paragraphs and subparagraphs as exemplified in Figure 1. Use 0.3-inch as the default tab setting. A paragraph "1" must have a paragraph "2"; a subparagraph "a." must have a subparagraph "b." in every case. Include headings for all major paragraphs and subparagraphs. Return second and succeeding lines of subparagraphs to the left margin of the page.

(6) Document Length. The basic instruction, manual, notice, or guide shall not exceed 6 pages in length. If more than 6 pages are required, additional information shall be published in an enclosure or enclosures. If the total number of pages exceeds 300, the issuance shall be separated into two or more volumes. Volumes shall be numbered in upper case Roman numeral style.



margin, directly below the OPR. (Distribution codes are shown in Enclosure F.) Type the date flush with the right margin below the document number.

(4) Basic Document Title. Center the title in capital letters on the second line below the distribution code and date.

c. References. For issuances with five or fewer references, list those references on the first page. For issuances with six or more references, list those references as the last enclosure.

(1) On the First Page. (Five or fewer references only). Type “Reference:” or “References:” as appropriate on the second line under the title, flush with the left margin. Letter references “a.”, “b.”, and so on in the order cited in the text. Indent the first line of each reference at the 0.3-inch tab stop, and return second and succeeding lines to the left margin of the page. Single-space between references. When there is only one reference, indent the first line but omit the letter prefix.

(2) As the Last Enclosure. (Six or more references). Letter references “a.”, “b.”, and so on in the order cited in the text. Type each reference flush with the left margin. Double-space between references.

(3) In the Basic Document Text. All references referred to in the text of the document must be listed in the same order in the reference listing. Refer to them by letter; e.g., “reference a,” “reference b”. Information sources that are not used in the text of the document, but are “related” or “supplemental” to the issuance shall also be listed within the reference enclosure. In this case, the reference enclosure shall be structured as follows: “PART I -- REFERENCES” (those used in the text) and “PART II -- RELATED” (those that are supplemental or related).

(4) Reference Style and Structure.

(a) Identify references to CNGB issuances by four- or six-digit series number and by title. Do not include the specific document alpha designator or date: e.g., “CNGB 5000.01 Series, “Chief, National Guard Bureau Issuances and National Guard Bureau Publications Guidance”, **not** “CNGBI 5000.01, 30 November 2011, “Chief, National Guard Bureau Issuances and National Guard Bureau Publications Guidance”. **Do not** reference draft issuances.

(b) Identify references to documents other than CNGB issuances by document number, date, and title. For example:

- DoD Instruction 5000.1, 23 October 2000, “The Defense Acquisition System”

- JP1-01, 5 July 2000, “Joint Doctrine Development System”
- Under Secretary of Defense – Issuance-Type-Memorandum, 16 April 2004, “Interim Information Security Guidance”
- The first listed reference to the United States Code shall be presented as Title ## United States Code, Section ##. Subsequent listings shall use the abbreviated format, ## U.S.C. § ##.

(c) Documents such as memorandums of understanding and memorandums of agreement (MOU/MOA) should be identified by their respective document numbers, the subject, and the document date.

(d) If a document is not numbered or titled, identify the document by originator, date, and subject, and if possible, include it in the package for later reference.

(5) Online Citations. References to online resources must be included in the reference enclosure of the document. All online resources and materials (including URLs/Web sites, e-mails, chats, wikis, blogs, tweets, etc.) shall include the date the material was posted on the Internet and also the date the AO accessed the material. This provides justification for the citation should the material be changed or removed. If the online resource originally appeared in print, where possible, refer to the hard copy source instead of the electronic version.

(a) Include URLs/e-mail addresses in the issuance text when necessary.

(b) Online resources in CNGB issuances can be cited in two different ways depending on how the resource URL is treated:

1. Format for URL/e-mail addresses used in CNGB Issuance text.

a. URLs or e-mail addresses used in the text of an issuance should be bulleted, and not included in the narrative of the paragraph. [See figure 3.] In addition, they must adhere to the formatting instructions in items c through f.

b. **Do not** use a Change Notice to update broken URLs.

**Not Recommended – Narrative Format**

Contact the Project Manager before submitting a request by telephone on DSN 123-4567, COM 123-456-7890 or through JWICS/IC mail at pm@sa.ic.gov during business hours (Eastern Standard-EST). You may contact the National Security Operation Center (NSOC) – https://NSOC.smil.mil - outside normal operation hours through the Data Acquisition Senior Mission Manager (DASMM) by telephone on DSN 123-4567 or COM 123-456-7890 or through JWICS/IC mail at community@sa.ic.gov.

**Recommended – Bulleted Format**

Contact the Project Manager before submitting a request by telephone during business hours (Eastern Standard-EST). You may contact the National Security Operation Center (NSOC) outside normal operation hours through the Data Acquisition Senior Mission Manager (DASMM).

Normal hours of operation

- DSN 123-4567
- COM 123-456-7890
- JWICS/IC mail: pm@sa.ic.gov

Outside normal hours of operation

- National Security Operation Center (NSOC)
- SIPR: <https://NSOC.smil.mil>
- DSN 123-4567
- COM 123-456-7890
- JWICS/IC mail: community@sa.ic.gov

**Figure 3.** Example of URLs or e-mail addresses used in the text of an issuance

- Identify the network on which the URL is accessible.
- Enclose each URL in angle brackets (<>) and present it exactly as it appears.
- Provide only the FULL URL address; IP addresses will not be accepted
- Do not** reference redirect pages.

NOTE: Altering the protocol, host, path (case, spacing or symbols) or file name can make it impossible to locate the resource.

2. Format for Online Resources cited in the Reference Enclosure.

When an online resource is used as source material for a CNGB issuance, the URL must be referenced in the reference enclosure. All online resources and materials (including URLs/websites, email, chats, wikis, blogs, tweets, etc.) shall include the date on which the material was posted on the Internet and

also the date on which the material was accessed by the AO. This provides justification for the citation should the material be changed or removed. If the online resource originally appeared in print, where possible, refer to the hard copy source instead of the electronic. [See figure 4 below for examples.]

STANDARD: Author's name, title of resource, title of complete work, date of posting, <URL> (date of access).

EXAMPLES:

**Website**

a. Joint Staff J-7, Joint Doctrine, Education and Training Electronic Information System (JDEIS), 1 Feb 2009, <<https://jdeis.js.smil.mil/jdeis/>> (SIPRNET - accessed: 19 Aug 2010).

**Wiki**

b. Joint Staff IMD, Intelink Intellipedia Wiki, "Joint Staff and Combatant Command Records Management Program," 18 Aug 2010, <[https://www.intelink.gov/wiki/Joint\\_Staff\\_%26\\_Combatant\\_Command\\_Records\\_Management\\_Program](https://www.intelink.gov/wiki/Joint_Staff_%26_Combatant_Command_Records_Management_Program)> (NIPRNET - accessed: 05 May 2009)

**Blog**

c. NJOIC Battle Captain, Joint Staff Blog, "RFI e-mails," 13 July 2009, <[http://www.intelink.sgov.gov/blogs/\\_njoicstaff/](http://www.intelink.sgov.gov/blogs/_njoicstaff/)> (NIPRNET - accessed: 03 Mar 2010).

**Chat Room**

d. JS Information Management Division, DCO Jabber Chat, Room Name: js\_sjs\_imd, 06 Apr 2008, <<conference.chat.dco.dod.smil.mil>>, (SIPRNET - accessed: 02 May 2008).

**NOTE:** Be sure to identify the network from which the website, wiki, blog, or chat room was accessed.

**Figure 4.** Format for Online Resources included in the Reference Enclosure

d. Enclosures, Appendixes, and Annexes. If the basic document is more than 6 pages, use an enclosure to publish additional information. Use an appendix to publish information additional to an enclosure. Use an annex to publish information additional to an appendix.

(1) Header. Same as basic (Enclosure E, 2(a) (4) above).

(2) Title Page. Identify enclosures, appendixes, and annexes by uppercase letters, centered on the first line below the header, except that a single enclosure, appendix, or annex shall have no identification letter. Center the title of the enclosure, appendix, or annex on the second line below the identification letter. (See Figure 5.)

<p>ENCLOSURE G</p> <p>EXAMPLES</p>
<p>APPENDIX B TO ENCLOSURE G</p> <p>EXAMPLE OF A NOTICE</p>
<p>ANNEX A TO APPENDIX B TO ENCLOSURE G</p> <p>EXAMPLE OF A CANCELLATION NOTICE</p>

**Figure 5.** Enclosure, Appendix, and Annex Title Pages

(3) Footer.

(a) For enclosures, type the enclosure identification in upper and lower case flush with the right margin. For appendixes, type the appendix identification immediately above the enclosure identification. For annexes, type the annex identification immediately above the appendix identification. (See Figure 6.)

Footer – Section 3	G-1	Enclosure G
Footer – Section 5-	G-B-1	Appendix B Enclosure G
Footer – Section 6-	G-B-A-1	Annex A Appendix B Enclosure G

**Figure 6.** Enclosure, Appendix, and Annex Footers

(b) For all enclosure, appendix, and annex pages (including the first page) center the page number, prefixed by the identification letter(s), on the first line: e.g., “G-1” for page 1 of Enclosure G; “G-B-1” for page 1 of Appendix B to Enclosure G; “G-B-A-1” for page 1 of Annex A to Appendix B to Enclosure G.

(4) Referencing Enclosures in the Basic Document Text. All enclosures except annexes and appendices must be referred to in the basic document text and listed below the signature block.

(a) In the Text. Refer to enclosures by letter: e.g., “Enclosure B.”

(b) Below the Signature Block.

1. On the second line, type “Enclosure:” or “Enclosures”; as appropriate, flush with the left margin. Indent the first line of each enclosure at the 0.3-inch tab stop. Use title case throughout the listing. Separate the letter and title by a double dash: e.g., “B -- Quick Reference.” Return second and succeeding lines of individual listings to the left margin of the page. Single space between listings.

e. Footnotes and Endnotes. Footnotes and endnotes that reference sources shall not be used in issuances; rather, references shall be listed either on the first or last page and shall further be referred to in the text (subparagraph c above, p. E-3). If special circumstances require the use of explanatory notes, use footnotes, not endnotes.<sup>1</sup> Separate footnotes from the text by a solid horizontal line 2 inches long, flush with the left margin.

f. Tables and Figures. Tables and figures may be used throughout the issuance. Adjust font size, but not style, to accommodate the table or figure internal requirements. Use Arabic numerals to number tables and figures in the order they are referred to in the text. Center the identifier and the title of the table or figure, in title case, on the line immediately below the table or figure.

3. Content and Organization Standards. See Appendix A to this enclosure for a diagram of the structure of an issuance containing all possible sections.

a. Basic Paragraphs: First Three. All issuances shall begin with the following three paragraphs in the order discussed below.

(1) Purpose. State concisely why the instruction, manual, or notice is being published.

(2) Superseded/Canceled. If applicable, list the issuance superseded by the subject issuance, including date and title. Use the phrase “superseded by”. If the subject issuance cancels an issuance, use the phrase “canceled by”. If the subject issuance cancels more than one issuance, list each in a separate paragraph. If the subject issuance neither supersedes nor cancels any issuance, state: “None.”

(3) Applicability. List to whom the issuance applies. If it is being

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<sup>1</sup> This is an example of an explanatory footnote. Use of footnotes in CNGB Issuances is rare. To access the footnote capability in your word processing program, select Insert footnote from the references menu on the formatting toolbar.

distributed to others for information only, state so.

b. Basic Paragraphs: Final Two. All issuances shall end with the following two paragraphs in the order discussed below.

(1) Releasability. DM shall distribute issuances electronically as determined by the OPR. All issuances shall include a paragraph defining the document releasability.

(2) Effective Date.

(a) Instructions and Manuals. State when the issuance becomes effective: e.g., “This instruction is effective upon publication.” -- or -- “This instruction is effective on 1 January 2006.”

(b) Notices. Indicate both the effective and expiration dates of the notice; e.g., “This notice is effective upon receipt. It expires 30 September 2011.” -- or -- “This notice is effective 1 January 2010. It expires 1 January 2011.”

(3) Document Security. Applies only if certain criteria are met.

c. Specific Paragraphs for an Instruction.

(1) Policy. State briefly, but precisely, the activity governed by the instruction, the requirements it sets forth, and the reason for them. If the issuance purports to exercise some degree of authority, direction, or control over the Services, the combatant commands, or other DoD components, then cite the source of the CNGB authority. For example, reference a DoD issuance or instruction.

(2) Definitions. Include a paragraph to define terms not listed in the primary reference. Use a glossary when the definitions exceed half a page.

(a) Place the glossary after the last enclosure. Use the formatting standards for an enclosure (Encl E, subparagraph 2.d) except that the page number shall be prefixed by the letters “GL”. Use a double dash (--) between the term and its definition; write definitions in paragraph style and double-space between them.

(b) At the discretion of the AO, the glossary may also contain a list of abbreviations/acronyms, definitions and/or any other terms appropriate to be defined for issuance context (such as codes). For a scenario in which additional contextual terms are necessary, the glossary will be broken into several primary parts, for example: Part I – ABBREVIATIONS AND ACRONYMS, Part II – DEFINITIONS.

(3) Responsibilities. Identify any activity, directorate, or separate office responsible for initiating, reviewing, and completing functions or tasks required by the issuance. Be as specific as possible, but organizations tasked must be under NGB cognizance and the task must be levied on the organization head.

(4) Summary of Changes. If applicable, state concisely how this issuance is changed from the document(s) it supersedes/cancels. If not, state: "None."

d. Specific Paragraphs for a Manual.

(1) Procedures. Explain the course of action the manual prescribes. If extensive instructions are necessary, place them in an enclosure or enclosures. If the issuance purports to exercise any degree of authority, direction, or control over the Services, the combatant commands, or other DoD components, the source of the CNGB authority must be referenced.

(2) Summary of Changes. If applicable, state concisely how this issuance is changed from the one(s) it supersedes/cancels; if not, state: "None."

e. Specific Paragraphs for a Notice.

(1) Background. Summarize the circumstances leading to or necessitating the notice. If the issuance purports to exercise some degree of authority, direction, or control over the Services, the combatant commands, or other DoD components, the source of the CNGB authority -- for example a DoD issuance or instruction -- must be referenced.

(2) Action or Procedure. Explain the action the notice directs readers to take.

f. Cancellation and Change Notices.

(1) Wording and required paragraphs of cancellation and Change Notices have been standardized in the related templates. For a Change Notice, if the issuance being changed includes a list of effective pages and/or table of contents, these must also be changed as appropriate and included in the notice.

(2) See Appendix A to Enclosure E for a visual representation of how a Change Notice is put together. Also, see Appendix B to Enclosure C for instructions on the workflow process for cancellation and Change Notices.

g. Distribution Page. If the issuance requires special distribution,

(Distribution S -- see Enclosure F), list the recipients and number of copies each will receive on a separate page following the signature page (Limit two copies per addressee). Title the page "DISTRIBUTION." Use the basic header. Begin page numbering in the footer on the first page, in lower case Roman numerals, beginning with "i."

h. Table of Contents. Include a table of contents if the issuance is large or complex. Title the page "TABLE OF CONTENTS," place it after the list of effective pages, and continue page numbering from the list of effective pages. Also note the following:

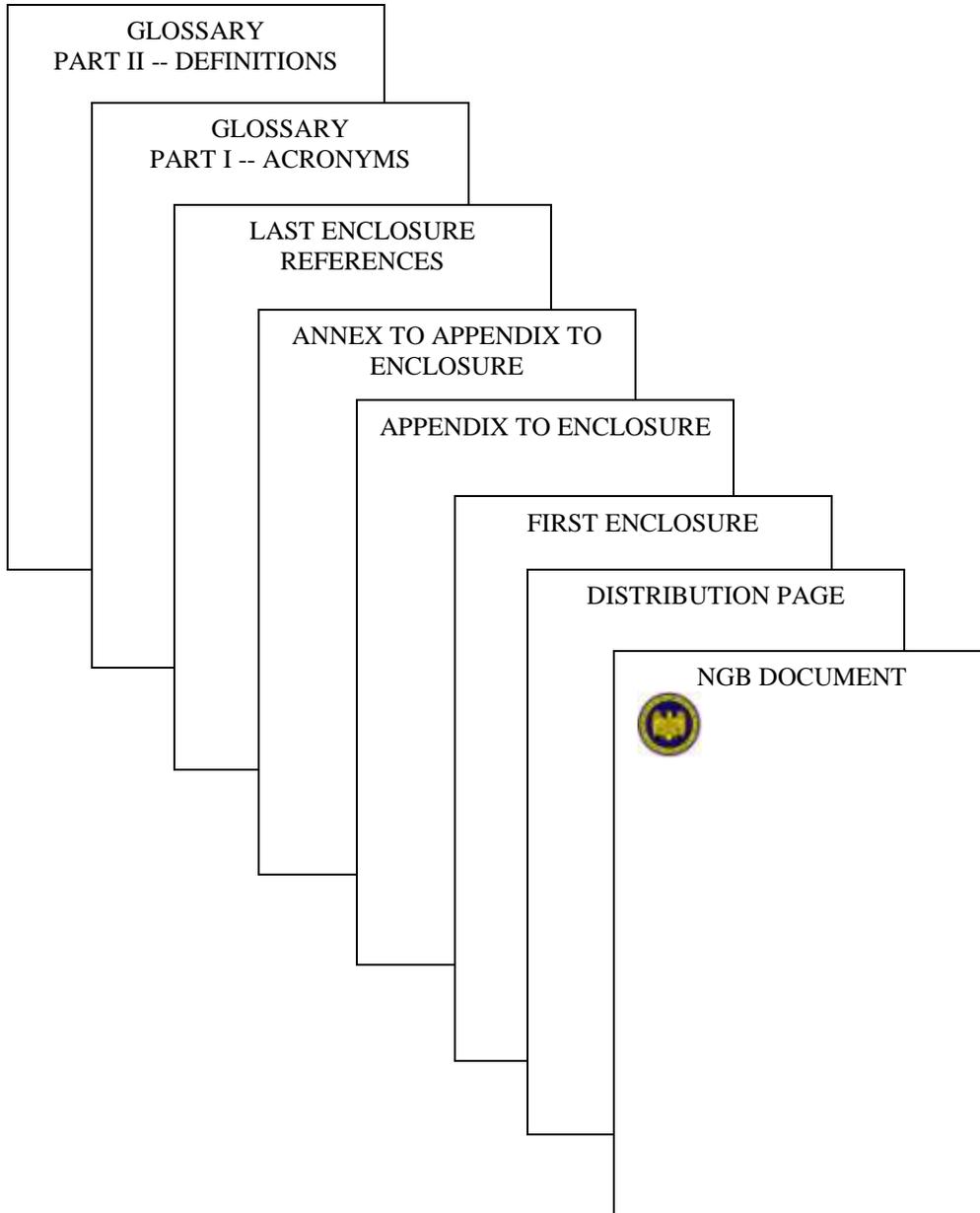
- The table of contents should consist of the major sections of the issuance, the major headings within each section, and the first page number of each. Begin with the initial enclosure. For reissuances, be sure to update the page numbers in the table of contents.
- List titles and section headings exactly as they appear in the text, without paragraph numbering or underlining.
- If figures and tables are a primary feature of the issuance, list them separately as the last items in the table of contents.
- Use upper case for enclosure titles and title case for all other listings.
- Double-space before and after enclosure titles and before appendix listings; single-space all other listings.

i. Changed Page. Changed pages shall have a solid vertical line drawn in the right or left margin of the page, as illustrated to the right of this paragraph, to designate the changed portions of the text. The original of the page to be amended **and** its reverse side must be provided for printing. Changed pages shall also be designated in the page header by:

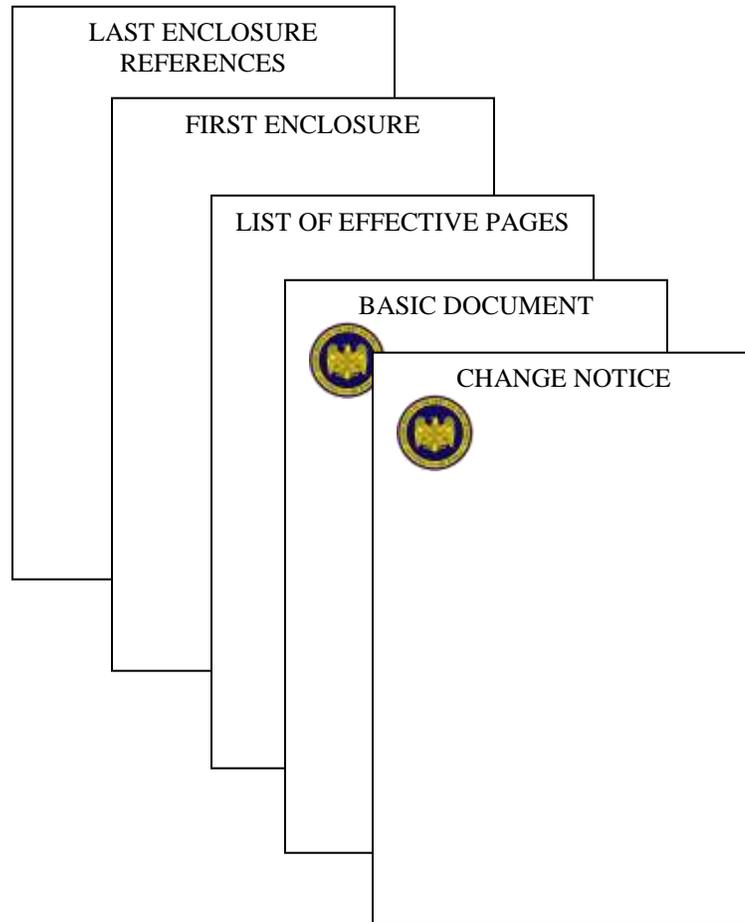
(1) Placing the "CH" (change) acronym and change number in Arabic numerals to the right of the document number: e.g., "CNGBI 5001.01A CH 1."

(2) Replacing the original document date with the date of the change.

APPENDIX A TO ENCLOSURE E  
BASIC ORGANIZATION OF AN ISSUANCE



BASIC ORGANIZATION OF A CHANGE NOTICE



APPENDIX B TO ENCLOSURE E

CHECKLIST FOR REVIEW OF AN ISSUANCE

This checklist is for action officer use in preparing issuances for final coordination.		<u>ISSUANCE NUMBER</u>	
This checklist highlights formatting errors that commonly delay approval and publication.			
<b>A. General Elements</b>	<b>YES/NO</b>	<b>D. Re-Issuances</b>	<b>YES/NO</b>
1. Is the document in one word processing file, in the correct template?		1. Does the issuance number contain the correct identification letter throughout the document?	
2. Is the document dated 10 working days beyond the expected date of approval? Is the date consistent throughout the document?		2. Does the cancellation paragraph contain the correct number, letter, and date of the issuance being superseded?	
3. Is the issuance number consistent throughout the document?		3. References to the CNGB issuances do not contain the identification and date, but refer to the 6-digit number series?	
		4. Does the document have track changes turned on so changes are visible for editors?	
<b>B. Basic Document (1<sup>st</sup> 6 Pages)</b>		<b>E. Distribution</b>	
1. Does it include the correct releasability paragraph?	<b>YES/NO</b>	If special distribution is required (Distribution S) a. Has a distribution page been placed after the signature page? b. Has distribution of issuances been limited to 2 copies?	
2. Does it exceed 6 pages in length? (Basic document should not exceed 6 pages.)			
3. Do the enclosure/appendix/annex footers contain the enclosure/ appendix/annex identifier(s) and are the page numbers prefixed with the identification letter(s)?			
<b>C. Change Notices</b>		<b>F. Miscellaneous</b>	
1. Does it include an expiration date, if applicable?	<b>YES/NO</b>	1. If an issuance purports to exercise some degree of authority, direction, or control over the Services, combatant commands, or other DoD components, has the source of the CNGB authority, e.g., a DoD Issuance, been referenced in the purpose and policy statements?	
2. If it is a change to an issuance, did you insert the Change Notice into the PDF copy?		2. If major modification takes place during coordination, the document must be re-coordinated with all concerned agencies. Also if coordination is older than 6 months, it must be re-coordinated.	

ENCLOSURE F

DISTRIBUTION

1. Distribution within the National Guard Bureau. All CNGB Issuances are published on the NGB websites based on the releasability of the document. When special circumstances require hard-copy distribution to specific NGB directorates and offices, use Distribution Code S as set forth in paragraph 4. d. of this enclosure.

2. Distribution to External Organizations. Codes for hard-copy distribution of unclassified unlimited issuances to the Services and States are shown in subparagraphs 4. a. and b. Since most unclassified issuances are available on the Internet, the number of paper copies distributed shall be kept to a minimum. If subject matter or special requirements dictate distribution of more than the numbers shown in the codes, use Distribution Code S.

3. Distribution of Restricted, Classified Limited, and Not Releasable Issuances. Distribution of issuances that the OPR has not approved for electronic release is at the discretion of the OPR.

4. Hard-Copy Distribution Codes.

a. Distribution Code A -- National Guard Bureau and all States, Territories and the District of Columbia

b. Distribution Code B -- National Guard Bureau

c. Distribution Code S -- Special Distribution. Use this distribution code to list recipients and numbers of copies that are not covered in the standard distribution lists above.

(1) If an issuance has an 'S' Distribution, and the OPR chooses to distribute the issuance electronically, i.e. e-mail, to those organizations, the following criteria must be met:

(a) A distribution page must be present in the issuance listing the organizations under 'S' distribution to which it is going, and the page must include the following note at the bottom:

"OPR for the subject issuance has chosen electronic distribution to the above organizations via e-mail. NGB-DM has the responsibility for publishing the subject issuance to the NGB Publications website."

(b) A note must be placed in JASMS explaining that the issuance will be distributed electronically by the OPR via e-mail.

(c) The AO should also consider recipient ability to open the document, e.g., technical considerations, such as software or classification issues, that might prevent them from accessing the issuance.

ENCLOSURE G

REFERENCES

- a. CNGB Series 5050.01, 19 March 2012, "NGB Staff Action Process and Procedures"
- b. CNGB Instruction 5000.01, 30 November 2011, "Chief, National Guard Bureau Issuances and National Guard Bureau Publications Guidance"
- c. Title 10, United States Code, Section 10501
- d. DoD Directive 5100.1, 21 December 2010, "Functions of the Department of Defense and Its Major Components"
- e. DoD Directive 5105.77, 21 May 2008, "National Guard Bureau"
- f. DoD Instruction 5025.1, 28 October 2007 incorporating through change 2 dated 1 July 2010, "DoD Issuances Program"
- g. William A. Sabin, *The Gregg Reference Manual*, 9<sup>th</sup> ed., McGraw-Hill, 2001
- h. CJCSI 5705 series, "Standardization of Military and Associated Terminology"
- i. JSM 5701 series, "Formats and Procedures for Development of CJCS, JS, and J-Directorate Issuances"

GLOSSARY

ABBREVIATIONS AND ACRONYMS

AO	Action Officer
CH	Change
CNGB	Chief National Guard Bureau
CNGBI	Chief National Guard Bureau Instruction
CNGBM	Chief National Guard Bureau Manual
CNGBN	Chief National Guard Bureau Notice
CoS, JS	Chief of Staff Joint Staff (adjective only)
DoD	Department of Defense
DoDD	Department of Defense Directive
DoDI	Department of Defense Instruction
DJ5	Director, Strategic Plans, Policy and International Affairs
GKO	Guard Knowledge Online
IAW	in accordance with
JS	Joint Staff (adjective only)
JASMS	Joint Action Staff Management System
LSR	Legal sufficiency review
.mil/gov	military and government internet accounts
NGB-DM	National Guard Bureau-Directorate of Management
NGB-IG	National Guard Bureau-Inspector General
NGB-JA	National Guard Bureau-Chief Counsel
NGB-JACO	National Guard Bureau- Joint Action Control Office
NGB-J58P	National Guard Bureau-Policy Office
NGB-SJS	National Guard Bureau-Secretariat Joint Staff
NGB-ZC	National Guard Bureau- Office of the Comptroller/Director of Administration and Management
NIPRNET	Non-Secure Internet Protocol Network
SIPRNET	Secret Internet Protocol Router Network
SACO	Staff Action Control Officer