



# CHIEF NATIONAL GUARD BUREAU NOTICE

NG-J1  
DISTRIBUTION: A

CNGBN 7100  
01 July 2014

INTERIM REVISION TO CNGBI 7100.00

References:

a. CNGB Instruction 7100.00, 10 June 2014, "Training of Joint Force Headquarters-State Joint Operations Center, State Emergency Operations Center, or National Guard Coordination Center Personnel for Domestic Operations"

b. CNGB Strategic Direction to the National Guard, 20 June 2013

c. DoD Instruction 1215.06, 07 February 2007, "Uniform Reserve, Training, and Retirement Categories for the Reserve Components"

d. ARNG G1 Memorandum, 10 September 2013, "Concurrence to Revise and Implement Two (2) National Guard Domestic Operations Personnel Courses"

e. <<https://www.atrrs.army.mil>>, 30 June 2014

1. Purpose. This notice is an interim revision of reference a.
2. Cancellation. None.
3. Applicability. This notice applies to all elements of the National Guard.
4. Background. Reference a delegates the authority to the Director of the Directorate of Manpower and Personnel (NG-J1) to determine training requirements and implement a training policy for Service members conducting military personnel duties and reporting. This delegation of authority lends itself in support of the Chief of the National Guard Bureau's (CNGB) strategic priorities, in accordance with (IAW) reference b and a CNGB mandate to NG-J1 to implement a plan to augment the National Guard Coordination Center

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(NGCC) as necessary. These strategic initiatives support higher guidance found in reference c. Reference d justifies NG-J1's training determinations.

5. Action or Procedure. Service members tasked with conducting personnel actions inside the Joint Force Headquarters-State-Joint Operations Center (JFHQ-State-JOC), State Emergency Operations Center (EOC), or the NGCC during a domestic operation (DOMOP) are required to complete the following functional training, as appropriate to their assigned duty as described below, within the first quarter of their duty assignments.

a. National Guard DOMOPs Personnel Action Officer Course. Service members must complete the National Guard DOMOPs Personnel Action Officer Course when conducting personnel accountability functions inside JFHQ-State-JOC, State EOC, or NGCC during any DOMOP, regardless of their primary Military Occupational Specialty or Air Force Specialty Code. All personnel assigned to a Joint Enabling Team (JET) who are required to report duty status or provide personnel guidance to JFHQs-State personnel must also complete this course.

b. National Guard DOMOPs Personnel Senior Leader Course. Service members must complete this course if they are:

- (1) Assigned to the position of the State J1, or the interim J1.
- (2) Assigned to the position of the State Deputy J1, or the interim Deputy J1.
- (3) Assigned to perform functions as the State J1 or Deputy J1 during a DOMOP as an extra duty, regardless of their full-time duty description.
- (4) Designated to support any State or NGCC as the regional J1 Field Advisory Council appointed JET member.

c. Army Training Requirements and Resources System (ATRRS). This system can be accessed through reference e using the following information:

- (1) ATRRS school code (964).
- (2) Corresponding ATRRS course names and numbers are:
  - (a) National Guard Domestic Operations Personnel Action Officer Course, 964-ARNG-NG1-0001.
  - (b) National Guard Domestic Operations Personnel Senior Leader Course, 964-ARNG-NG1-0002.

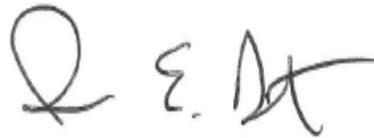
(3) The course target audience, scope, and prerequisites are listed in the ATRRS-specific course information.

d. Registration process. A change notice, or issuance will be published regarding any changes that apply to the registration process due to Training and Doctrine Command accreditation and approval. All updates to the procedures listed in this notice and other relevant course information will be posted on the NG-J1 Guard Knowledge Online website.

e. Required training. Required training duty status and authority for orders generation must adhere to guidance found in reference a, and respective Army and Air National Guard personnel policies.

6. Releasability. This notice is approved for public release; distribution is unlimited. Obtain copies through <<http://www.ngbpdcc.ngb.army.mil>>.

7. Effective Date. This notice is effective on the date signed and will expire one year from the date of signature, unless cancelled earlier.



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Director, Manpower and Personnel