



# CHIEF NATIONAL GUARD BUREAU INSTRUCTION

NG-J1  
DISTRIBUTION: A

CNGBI 1001.01  
29 June 2016

NATIONAL GUARD JOINT FORCE HEADQUARTERS-STATE

Reference:

a. DoD Directive 5105.83, 05 January 2011, “National Guard Joint Force Headquarters-State (NG-JFHQs-State)”

b. DoD Directive 5105.77, 30 October 2015, “National Guard Bureau”

1. Purpose. This instruction establishes policy and assigns responsibilities for National Guard (NG) Joint Force Headquarters-State (NG-JFHQs-State) manpower planning, to establish the “Joint Element,” in each State, Territory, and District of Columbia (hereafter referred to collectively as “States”) in accordance with (IAW) the references.

2. Cancellation. None.

3. Applicability. This instruction is applicable to all elements of the NG.

4. Policy. It is NG policy to establish 54 NG JFHQs-State, one in each State, composed of NG leadership of that State, to support Federal missions defined in reference a, and State missions, as appropriate.

a. Initial NG JFHQs-State “Joint Element” billets are established in the approved Table of Distribution and Allowances (TDA) authorizations for the Army National Guard (ARNG), and the Air National Guard (ANG) Unit Manning Document (UMD), of the headquarters of each State.

b. The “31+4” Requirements in Enclosure A specify “baseline” maximum staffing for each NG JFHQs-State to execute Federal requirements, and in conjunction with the recommended organization structure in Enclosure B, allow the ARNG and ANG to recognize “Joint Element” positions in the ARNG TDA and ANG UMD.

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c. The Adjutants General (TAG) of the States, Territories, and the Commanding General of the District of Columbia NG (CG) have maximum flexibility, within the parameters of the “31+4” Requirements, to size and organize the “Joint Element” of their respective NG JFHQs-State to meet existing Federal mission requirements.

5. Definitions. See Glossary.

6. Responsibilities.

a. TAGs and CG. TAGs and the CG will:

(1) Use the “31+4” Requirements to populate the “Joint Element” of their respective NG JFHQs-State, within the recommended manpower limits, and with appropriate risk assessments to meet Federal and individual State mission requirements.

(2) Forward requests for additional manpower resources for the NG JFHQ-State “Joint Element” to the NG Joint Staff Directorate of Manpower and Personnel (NG-J1) for consideration and coordination IAW reference a.

b. Directors of the ARNG (DARNG) and ANG (DANG). The DARNG and the DANG will:

(1) Take the necessary steps, within their respective Service manpower processes, guidelines, and resource constraints, to document and incorporate the “31+4” Requirements as a tool to assist the NG JFHQs-State in carrying out their responsibilities as defined in reference a.

(2) Assist in validating the NG JFHQs-State “Joint Element” manpower requirements to obtain the required manpower resources through Service budget processes.

c. Director of NG-J1. The Director of NG-J1 will:

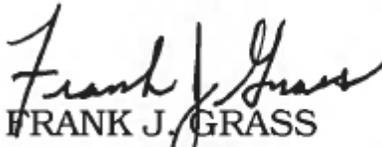
(1) Assist the DARNG and DANG in validating the manpower requirements for the “Joint Element” of the NG JFHQs-State in compliance with required Service processes and procedures.

(2) Assist TAGs and the CG in complying with joint manpower policies and procedures.

7. Summary of Changes. This is the initial publication of CNGBI 1001.01.

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

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

  
FRANK J. GRASS  
General, USA  
Chief, National Guard Bureau

Enclosures:

- A -- "31+4" Requirements Menu
- B -- NG JFHQs-State Organizational Structure
- GL -- Glossary

ENCLOSURE A

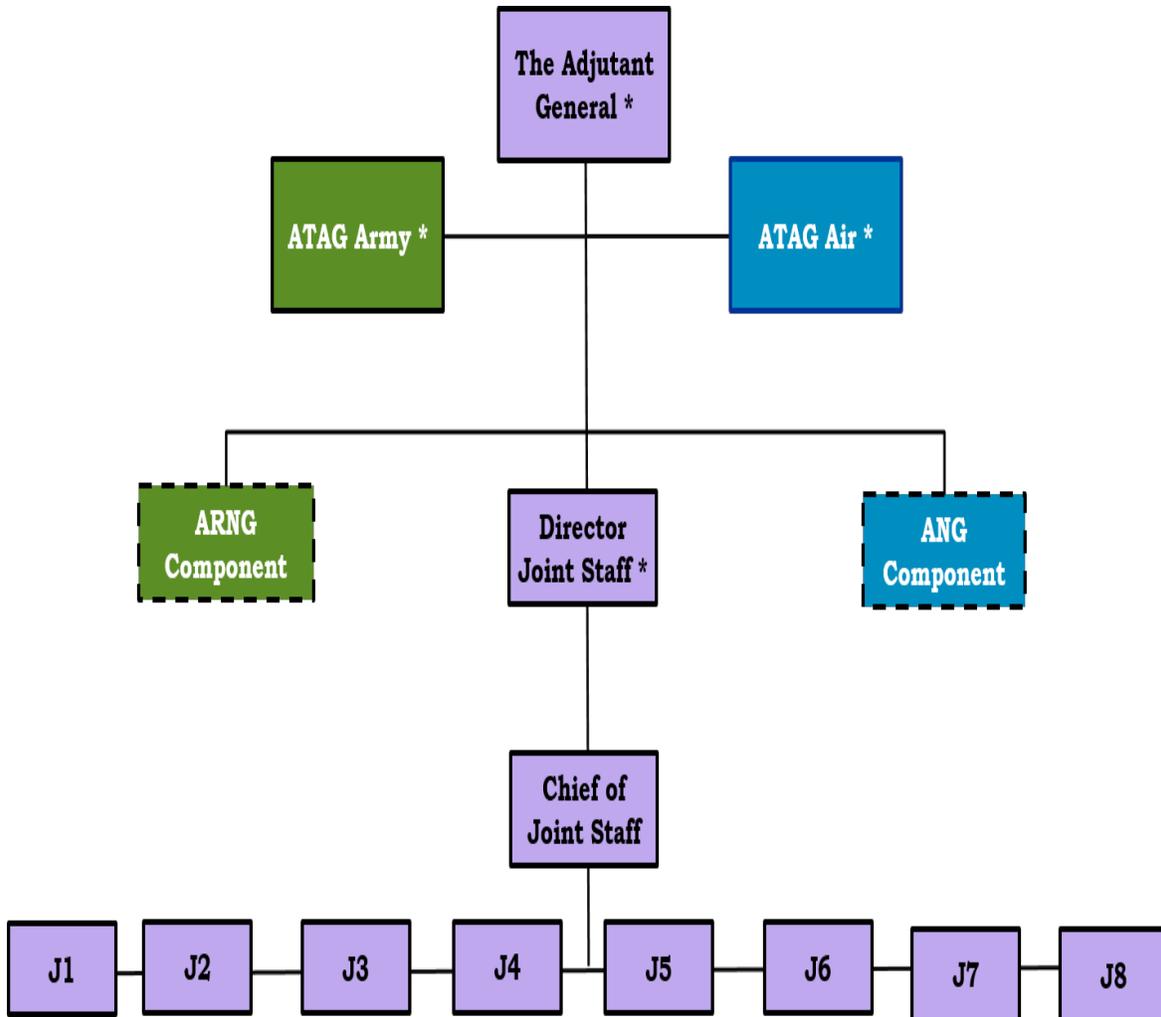
“31+4” REQUIREMENTS MENU

Authorized	Division	Position Title	Maximum Authorized Grade	Army Position Code	Air Force Specialty Code
1	TAG Office	TAG	MG	00B00	090G0
1	TAG Office	Assistant TAG (ATAG)-Air	MG	n/a	090G0
1	TAG Office	ATAG-Army	MG	00B00	n/a
1	Director of the Joint Staff (DJS)	DJS	BG	01A/00B	097E0/ 090G0
1	DJS	Chief of Joint Staff	O6	01A00	097E0
1	J1	J1	O6	01A00	038P4
1	J1	Deputy J1	O5	01A00	038P4
1	J1	Plans Officer	O5	01A00	038P4
1	J1	Plans Officer	W4/E8	011A0	3S071/ 3S091
1	J2	J2	O6	35D00	014N4
1	J3	J3/Joint Directorate of Military Support (JDOMS)	O6	01A00	010C0
1	J3	J3/JDOMS Senior Enlisted Advisor	E9	00F60	1C300
1	Operations Branch	Operations Officer	O5	01A00	016G4
1	Operations Branch	Counterdrug Officer	O5	01A00	016G4
1	Operations Branch	Provost Marshal/Protection Officer	O5	31A00	016G4
1	Operations Branch	Operations Non-Commissioned Officer (NCO)	E8	00F30/ 00F50	1C370/ 1C390
1	Operations Branch	Training Officer	O4	01A00	016G4
2	Operations Branch	Training NCO	E8	00F30/ 00F50	1C370/ 1C390
1	Joint Operations Center	Joint Operations Center Officer	O4	01A00	016G4
1	Joint Operations Center	Joint Operations Center NCO	E9	00F20/ 00F40	1C390/ 1C300
7	Joint Operations Center	Joint Operations Center NCO	E7	00F20/ 00F40	1C370
1	J4	J4	O6	01A00	021R4
1	J5	J5	O6	01A00	016R4
1	J5	State Partnership Program Officer	O5	01A00	016R4
1	J6	J6	O6	01A00	017D4B
1	J6	Plans and Policy Officer	O5/W4	25A/251A	017D4B
1	J7	J7	O6	01A00	016R4/ 32E4
1	J8	J8	O6	01A00	065F4

**Table 1.** NG JFHQs-State Baseline Maximum Staffing

ENCLOSURE B

NATIONAL GUARD JOINT FORCE HEADQUARTERS-STATE ORGANIZATIONAL  
STRUCTURE



**Figure 1.** NG JFHQs-State Organization Structure

- Asterisks \* represent elements made mandatory by reference a.
- Boxes with dashed outlines are not part of the “Joint Element” of each NG JFHQs-State.

## GLOSSARY

### PART I. ACRONYMS

ANG	Air National Guard
ARNG	Army National Guard
ATAG	Assistant Adjutant General
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
DJS	Director of the Joint Staff
IAW	In accordance with
NCO	Non-Commissioned Officer
NG	National Guard
NG JFHQs-State	National Guard Joint Force Headquarters-State
JDOMS	Joint Directorate of Military Support
TAG	The Adjutant General
TDA	Table of Distribution and Allowances
UMD	Unit Manpower Document

### PART II. DEFINITIONS

(NONE)