HEADQUARTERS
DEPARTMENTS OF THE ARMY AND THE AIR FORCE
Washington, DC 20310-2500
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NGR 25-2
ANGR 10-9

# Information Management

# ALL STATES COMMUNICATIONS

**Summary.** This regulation prescribes the use of All States Communications as a means of disseminating policy and information to the National Guard of the United States.

**Applicability.** This regulation applies to all Army National Guard (ARNG) and Air National Guard (ANG) personnel, unless otherwise indicated.

**Supplementation.** This regulation may only be supplemented with the approval of the National Guard Bureau (NGB).

**Interim changes.** Interim changes to this regulation are not official unless authenticated by the Executive, NGB. Interim changes will be destroyed on their expiration dates, unless sooner superseded or rescinded.

**Internal control systems.** This regulation is not subject to requirements of AR 11-2.

**Impact on the New Manning System.** This regulation does not impact on the New Manning System.

**Suggested improvements.** The proponent of this regulation is the National Guard Bureau. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Office of Policy and Liaison (NGB-PO), Room 2E383, The Pentagon, Washington, DC 20310-2500.

## 1. Purpose

By law, the National Guard Bureau (NGB) is the channel of communication between the departments concerned and the states, territories, Puerto Rico, and the District of Columbia on all matters pertaining to the National Guard, The Army National Guard of the United States, and the Air National Guard of the United States. One means of accomplishing this is the All States Communication (previously termed "*All States Letters or Messages*"). This regulation describes the proper content, format, and control measures necessary for All States Communications (letters, memorandums, and messages, including electronic mail documents) to all states, Puerto Rico, Guam, the Virgin Islands, and the District of Columbia. It establishes categories of All States Communications, stipulating mandatory content and signature authorities associated with each.

## 2. Explanation of terms

***a. Administrative Publication.*** An official document published according to AR 25-50, AFR 5-8, and NGR 310-1/ANGR 5-1. Examples are regulations, pamphlets, circulars, etc.

***b. All States Communications.*** This term describes any document, other than an administrative publication, intended for distribution to the National Guard, Army and/or

Air, of all the states, Puerto Rico, territories, and the District of Columbia.

***c. Electronic mail (EMAIL) document.*** A document prepared and transmitted via computers or word processors over existing telephonic communication networks. Examples of systems in use are Dialcom and Nyteline. This definition is not limited only to these examples, but includes all other systems in use currently or in the future.

***d. Information.*** Those communications that do not contain any guidance or procedure which authorizes, directs, delegates, reinforces, alters, or restricts courses of action, or procedures already disseminated.

***e. Log Number.*** The method of uniquely identifying All States Communications for ease of reference, control, and distinction of type. The prefix letter of the Log Number identifies the category of All States Communication. It is followed by the last two digits of the year, a hyphen, and the sequential number of issue (i.e., P89-0001). The Log Number will appear as the first item in the subject line of any All States Communication, in parenthesis, starting with the words *"All States Log Number"* followed by the number itself.

***f. Messages.*** Also known as Record Communications, are documents which are electrically transmitted over a secure system such as the Automatic Digital Network (Autodin), and are received by the ultimate user in such a form as to permit permanent or semipermanent storage.

***g. Policy.*** Any guidance or procedure directed to the National Guard, which authorizes, directs, delegates, reinforces, alters, or restricts courses of action, or procedures already disseminated.

**3. General Policy**

***a.*** Other than an administrative publication (regulation, pamphlet, circular, etc.), the All States Communication is the only means by which official NGB policy and information may be directed to the National Guard. Every All States Communication must contain an All States Log Number as the first item in the subject line. Any communication addressed to all the states, from the NGB or any of its agencies, that does not contain a log number is not an official document and cannot authorize, direct, delegate, reinforce, alter, or restrict any course of action or procedure.

***b.*** All States Communications will not conflict with current administrative publications. These publications may only be changed as provided by AR 25-30, DA Pam 310-20, or AFR 5-8, and NGR 310-1/ ANGR 5—1. An All States Communication that is to supersede guidance in another All States Communication will contain a reference to the previous communication's Log Number in a supersession notice in the first paragraph of the communication.

***c.*** All States Communications are not to be used to establish and maintain long-term policies or procedures (defined as more than 1 year in duration), forms, or recurring reports. It is appropriate to use an All States Communication to announce a new or revised long-term policy, but only as an interim measure until that policy is included in a new or revised administrative publication.

***d.*** There is a categorical hierarchy of All States Communications. These are differentiated by the

addressees, purpose, format, and signature authority.

**4. Categories of All States Communications**

*a.* Category one All States Communications contain policy and are specifically directed to the Adjutants General. They will include the following:

*(1)* Log Number with the pre-prefix *"P"*.

*(2)* Issue date (date of signature) and effective date (if different from the issue date).

*(3)* Office of Origin or the Proponent.

*(4)* Address line will be, "The Adjutants General of all states, Puerto Rico, the Virgin Islands, Guam, and the District of Columbia".

*(5)* Expiration statement and date. "The guidance contained in this (letter, memorandum, etc.) will expire on (date not to exceed 1 year) unless superseded prior to that date." Such communications will not be extended without the authority of the Chief, National Guard Bureau.

*(6)* Signed/released/authenticated by the appropriate NGB general officer.

*(7)* Supersession notice when applicable (para 3*b*) and/or suspense date if return of information is required.

*b.* Category two All States Communications contain policy and are addressed to a specific office or offices. A category two communication can not supersede a category one communication. They will include the following:

*(1)* Log Number with the prefix *"P"*.

*(2)* Issue date (date of signature) and effective date (if different from the issue date).

*(3)* Office of Origin or the Proponent.

*(4)* Address line will be to a specific office of all the states, Puerto Rico, the Virgin Islands, Guam, and the District of Columbia. If more than one addressee, *"SEE DISTRIBUTION"* will be used. In all cases, a copy will be furnished to each AG.

*(5)* Expiration statement and date (para 4*i(5)*).

*(6)* Signed/released/authenticated by one of the following:

*(a)* The appropriate NGB general officer; the Executive (NGB); the Executive (VCNGB), the Executive (ARNG); Chief, Directorate Staff (ANG); division and joint office chiefs or their deputies.

*(b)* Levels below division at the field operating agencies, centers, and support centers, if designated by letter from NGB-ARZ-A or NGB/CF to NGB-PO.

*(7)* Supersession notice when applicable (para 3*b*) and/or suspense date if return of information is required.

*c.* Category three All States Communications contain only information. These communications will contain the same items as category two with the following exceptions:

*(1)* May be addressed to either the Adjutants General or a specific office.

*(2)* Log number with the prefix *"I"*.

*(3)* No effective date or suspense date is necessary.

*(4)* No expiration statement or date is necessary.

**5. EMAIL**

While EMAIL has many useful applications in terms of informal coordination and transmittal of information, contractor-provided EMAIL's inherent limitations with respect to computer security and authentication render this means of communication vulnerable to intrusion and tampering. Consequently, EMAIL will not be used as a primary means of transmitting policy and official information. EMAIL may be

used as a backup system for All States letters, memorandums, and messages to ensure wide dissemination of policy and official information. It will not have its own All States Log Number, but will refer to the All States Log Number of the original document.

**6. Exceptions**

Due to their nature, certain All States Communications are NOT required to have an All States Log Number, yet will still be considered official All States Communications. They are as follows:

*a.* Messages dealing in safety issues of an immediate nature, such as safety of flight messages.

*b.* Communications originating from a higher level outside the National Guard Bureau, not containing category one policy, being retransmitted to all states.

**By Order of the Secretaries of the Army and the Air Force:**

**HERBERT R. TEMPLE, JR.**
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**Chief, National Guard Bureau**

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