



# ALASKA NATIONAL GUARD INSTRUCTION

NGAK-TAG  
DISTRIBUTION: TA

AKNGI 1716.01  
4 January 2016

## ISSUANCES AND ALASKA NATIONAL GUARD PUBLICATIONS GUIDANCE

Reference: CNGB Instruction 5000.01, 30 November 2011, "CHIEF, NATIONAL GUARD BUREAU ISSUANCES AND NATIONAL GUARD BUREAU PUBLICATIONS GUIDANCE"

1. Purpose. This Instruction establishes the methodology and framework by which the Alaska National Guard will publish policy and directives. The new publications of Alaska National Guard (AKNG) include instructions, manuals and notices, hereinafter referred to collectively as "issuances."
2. Cancellation. This is the initial publication of AKNG Instruction 1716.01.
3. Applicability. This instruction applies to all employees and Service Members of the Alaska National Guard, regardless of status.
4. Policy. AKNGIs/AKNGMs/AKNGNs shall be used to govern matters applicable to the Alaska Air National Guard (AKANG), Alaska Army National Guard (AKARNG), Alaska State Active Duty, and the Joint Staff. Matters applicable to only a single service component or directorate shall continue to be governed by current publications. All publications will remain in effect until superseded or revoked.
  - a. The J1, Administrative Services, Publications and Distribution Section shall establish and maintain an AKNG Issuances Program for the development, coordination, approval, publication, and review of AKNG Issuances.
  - b. AKNG issuances shall consist of AKNG Instructions (AKNGI), AKNG Manuals (AKNGM), and AKNG Notices (AKNGN).
    - i. AKNG Instructions (AKNGI): AKNGIs establish policy and assign responsibilities, including defining the authorities and responsibilities of subordinate officials or elements and provide general procedures for implementing policy.
    - ii. AKNG Manuals (AKNGM): AKNGMs implement policy established by AKNGIs and provide detailed procedures for carrying out that policy.

iii. AKNG Notices (AKNGN): AKNGNs serve the same purpose as AKNGIs or AKNGMs but are issued only for time-sensitive actions that affect current AKNGIs or AKNGMs, that will become new AKNGI or AKNGM, or that will remain in effect temporarily.

c. All AKNG issuances will be reviewed annually to ensure necessity, currency, and consistency with law, rule, regulation, and current directives with the issuance being converted, updated with changes, reissued, or cancelled as a result.

d. Coordination. All AKNG Issuances must be coordinated with the following:

i. Appropriate Staff Functions essential to review of the issuance; to include proponents that the AKNG issuance will impact.

ii. State Judge Advocate.

iii. Inspector General.

e. Approval Authority for AKNG Issuances. Signing and approval authority will be the director responsible for the issuance with coordination with the J1, Administrative Services, Publications and Distribution Section and the Staff Judge Advocate.

i. Policy Directives published as AKNGIs shall be signed by TAG, or may be delegated for signing to the Director of the Proponent responsible for the AKNGI.

ii. AKNGMs may be signed and issued as needed by the respective directors that are named as the proponent for that publication.

iii. AKNGNs may be signed and issued as needed by the proponent director or the proponent director may delegate signature authority, in writing, to an O-5 or civilian equivalent.

5. Definitions. See Glossary.

6. Responsibilities.

a. The proponent responsible for the AKNG Issuances program is the J1, Administrative Services, Publications and Distribution Section.

b. Directorates are responsible for ensuring respective issuances are written, reviewed, and compliant with this policy and the procedures outlined in AKNGM 1716.01, 4 January 2016, "Formats and Procedures for the Development of AKNG Issuances."

c. Staff Judge Advocate shall review each issuance for ethical issues and legal sufficiency in accordance with law, regulation, and policy.

d. Inspector General shall review all Policy Issuances to include service specific publications to insure no regulatory conflict exist within the proposed policy.

7. Summary of Changes. This is the initial publication of AKNG Instruction 1716.01.

8. Releasability. This issuance is approved for public release; distribution is unlimited.

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

  
LAUREL J. HUMMEL  
Brigadier General (Alaska), AKARNG  
The Adjutant General

Enclosure:

GL-Glossary

## GLOSSARY

### PART I. ABBREVIATIONS AND ACRONYMS

|        |                                   |
|--------|-----------------------------------|
| AGR    | Active Guard Reserve              |
| AKANG  | Alaska Air National Guard         |
| AKARNG | Alaska Army National Guard        |
| AKNG   | Alaska National Guard             |
| AKNGI  | Alaska National Guard Instruction |
| AKNGM  | Alaska National Guard Manual      |
| AKNGN  | Alaska National Guard Notice      |
| IAW    | In accordance with                |
| NGB    | National Guard Bureau             |
| TAG    | The Adjutant General              |

### PART II. DEFINITIONS

AKNGI -- establish policy and assign responsibilities, including defining the authorities and responsibilities of subordinate officials or elements and provide general procedures for implementing policy.

AKNGM -- implement policy established by AKNGIs and provide detailed procedures for carrying out that policy.

AKNGN -- AKNGNs serve the same purpose as AKNGIs or AKNGMs but are issued only for time-sensitive actions that affect current AKNGIs or AKNGMs, that will become new AKNGI or AKNGM, or that will remain in effect temporarily.

Policy -- higher-level directive that guide decisions and actions throughout the Alaska National Guard. Policy clarifies higher-level guidance, goals, or principles contained in the mission, vision, and strategic plan.

Proponent -- Proponent refers to the office or individual responsible for the content, dissemination, and revision of policy guidance.