



# ALASKA NATIONAL GUARD MANUAL

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AKNGM 1716.01  
04 January 2016

## FORMATS AND PROCEDURES FOR DEVELOPMENT OF AKNG ISSUANCES

Reference: CNGB Manual 5000.01, 06 April 2012, "FORMATS AND  
PROCEDURES FOR DEVELOPMENT OF CNGB ISSUANCES"

1. Purpose. This manual provides formats, procedures, and other information and guidance for the preparation of AKNG Issuances.
2. Cancellation. This is the initial publication of AKNG Manual 1716.01
3. Applicability. This manual applies to the Alaska National Guard, regardless of status.
4. Procedures. See Enclosures A through C.
5. Summary of Changes. This is the initial publication of AKNG Manual 1716.01.
6. Releasability. This issuance is approved for public release; distribution is unlimited.
7. Effective Date. This manual is effective upon publication.

  
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### Enclosures:

- A – Assignment of Numbers for AKNG Issuances
- B – Format, Content, and Organization Standards
- C – Processing Requirements and Responsibilities

ENCLOSURE A  
ASSIGNMENT OF  
NUMBERS FOR AKNG ISSUANCES

1. Assignment of AKNG Issuances Numbers. All AKNG issuances shall be assigned numbers by J1, Administrative Services, Publications, and Distribution Section. See Appendix to this enclosure for a list of major subject categories and numbers, hereinafter 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. All correlating issuances including instructions, manuals, and notices shall maintain the same six digit identifier. 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. Temporary and informational notices will be assigned a six digit number. The first two digits will be the appropriate identifying subject and number category (see appendix A). The next two digits will be that last two digits of the fiscal year (FY). The last two digits will be the sequential number that is being released for that fiscal year.

i. Example: The first AKNGM released from Joint Manpower for FY16 would be written as “AKNGM 1716.01”

ii. Example 2: The second AKNGM released for Labor Relations for FY16 would be written as “AKNGM 1916.02”

c. 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.

d. For reissuances 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., AKNGM 5760.01-A Vol I, AKNGM 5760.01-A Vol II).

APPENDIX A TO ENCLOSURE A

MAJOR SUBJECT AND NUMBER CATEGORIES FOR AKNG  
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 B

### FORMAT, CONTENT, AND ORGANIZATION STANDARDS

#### 1. Formatting Standards

##### a. Basic

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

ii. 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.

iii. 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.

iv. 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.

v. 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.

vi. 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.



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.

i. 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.

ii. 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.

iii. 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 – REFERENCE” (those used in the text) and “PART II – RELATED” (those that are supplemental or related).

iv. Reference Style and Structure.

1. Identify references to AKNG issuances by four- or six-digit series number and by title.

2. Identify references to documents other than AKNG issuances by document number, date, and title. For example:

- DOD Instruction 5000.7, 17 November 2011, “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, "## USC § ##."

3. 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.

4. 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.

v. Online Citations. References to online sources must be included in the reference enclosure of the document. All online resources and materials (including URLs/Websites, e-mails, chats, Wikis, blogs, Tweets, etc.) shall include the date the material was posted on the Internet and also the date the material was accessed. 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.

**NOTE:** Include URLs/e-mail addresses in the issuance text when necessary.

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.

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

ii. 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.

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

**Figure 2.** Enclosure, Appendix, and Annex Title Page

iii. Footer.

1. For enclosures, type the enclosure information 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 2.)

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 3.** Enclosure, Appendix, and Annex Footers

2. 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 Appendix B to Enclosure G; “G-B-A-1” for page 1 of Annex A to Appendix B to Enclosure G.

iii. 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.

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

2. Below the Signature Block. 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 are 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. Separate 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. Center the identifier and the title of the table or figure, in title case, on the line immediately below the table or figure.

2. 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.

i. Purpose. State concisely why the instruction, manual, or notice is being published.

ii. 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."

iii. Applicability. List to whom the issuance applies. If it is being 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.

i. Releasability. All issuances shall include a paragraph defining the document releasability.

ii. Effective Date.

1. 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 2016."

2. Notices. Indicate both the effective and expiration dates of the notice; e.g., "This notice is effective upon receipt. It expires 30 September 2016." – or – "This notice is effective 1 January 2016. It expires 1 January 2017."

iii. Document Security. Applies only if certain criteria are met.

c. Specific Paragraphs for an Instruction.

i. 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 AKNG authority. For example, reference a DoD issuance or instruction.

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

1. 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.

2. 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 down into several primary parts, for example: Part I -- ABBREVIATIONS AND ACRONYMS, Part II – DEFINITIONS.

iii. Responsibilities. Identify any activity, directorate, or separate office responsible for initiating, reviewing, and completing functions or tasks required by the issuance.

iv. 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.

i. 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 AKNG authority must be referenced.

ii. 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.

i. 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 AKNG authority – for example a DoD issuance or instruction – must be referenced.

ii. Action or Procedure. Explain the action the notice directs readers to take.

f. Cancellation and Change Notices.

i. 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.

ii. See Appendix A to Enclosure B for a visual representation of how a Change Notice is put together.

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

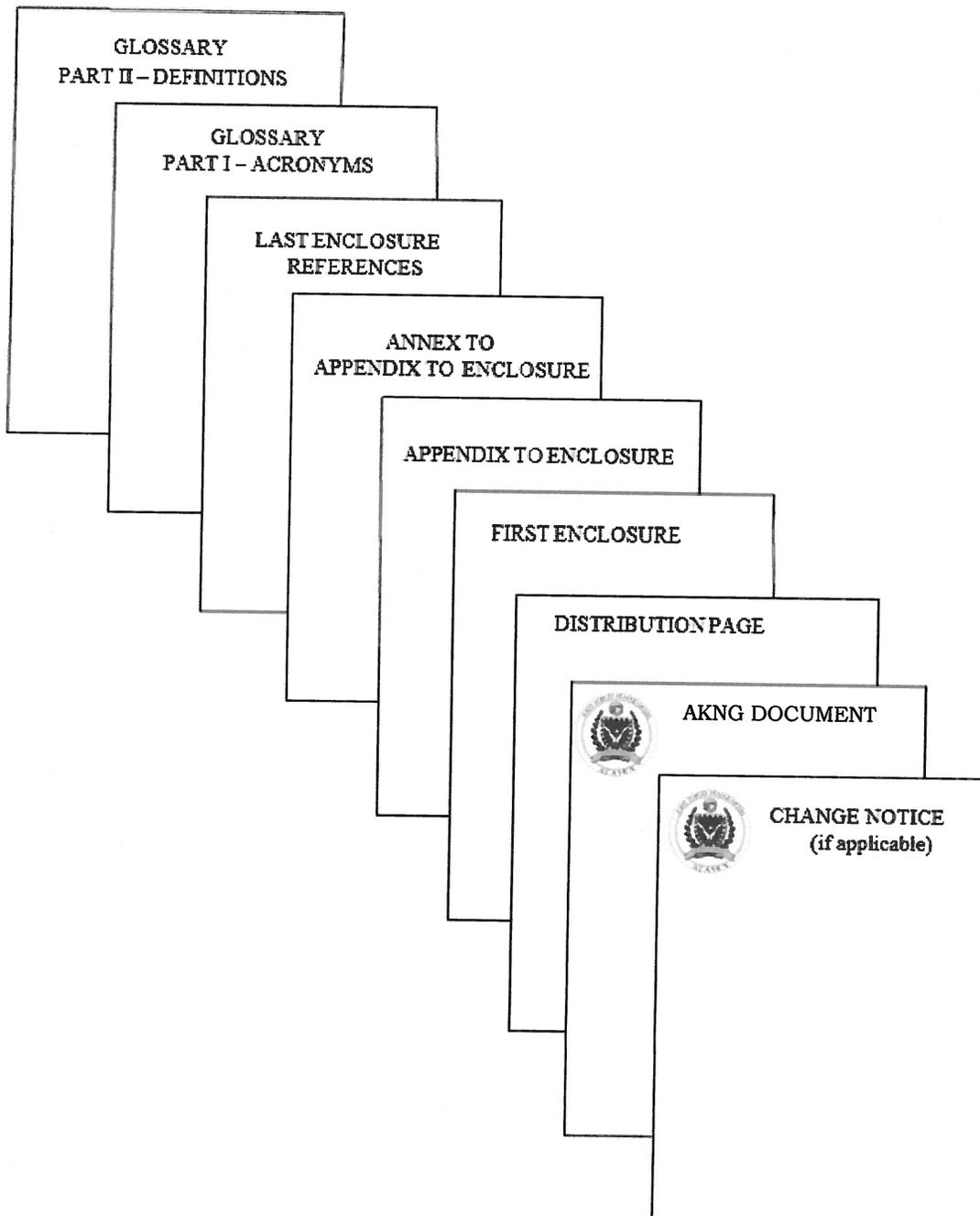
- The table of contents should consist of the major sections of the issuance, the major headings within each section, and the first page number of each. Begin with the initial enclosure. For reissues, be sure to update the page numbers in the table of contents.
- List titles and section headings exactly 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 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:

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- i. Placing the “CH” (change) acronym and change number in Arabic numerals to the right of the document number: e.g., “AKNGI 5001.01A CH 1.”
- ii. Replacing the original document date with the date of the change.

APPENDIX A TO ENCLOSURE B  
BASIC ORGANIZATION OF AN ISSUANCE



## ENCLOSURE C

### PROCESSING REQUIREMENTS AND RESPONSIBILITIES

1. General. All proposed new and revised AKNG issuances shall be processed through the J1, Administrative Services, Publications and Distribution Section, and the appropriate directorates in accordance with (IAW) the procedures in this manual.

#### 2. Review of Currency of AKNG Issuance.

a. Basic Policy. With the exceptions below, all AKNG issuances shall 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; they shall be conducted beginning on the second anniversary of the document's effective date. The 5-year review shall be conducted 5 years from the document's effective date.

i. Cancellation notices shall automatically expire 1 year from the date issued.

ii. AKNG 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 the 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.

iii. Change notices shall be reviewed and revised or canceled as a part of the parent issuance.

b. 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 AKNGI or AKNGM during its periodic reviews.

i. Each policy statement is verified as consistent with current laws, rules, regulations, and policies.

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

iii. The references are valid, correctly titled, and the latest version is cited.

iv. The organizational entities cited throughout the issuance are accurate.

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

i. Ten-Percent Rule. To maintain the currency of AKNG 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.

ii. The three types of changes to AKNG issuances are:

1. Administrative. An administrative change alters only non-substantive portions of an issuance such as titles/dates of references and organizational names/symbols. Administrative changes to manual require no coordination.

2. Conforming. A conforming change is made to comply with recent (i.e., within 90 days) and specific Executive, Legislative, Department of Defense (DoD) or AKNGB 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.

iii. 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.

iv. Special Discretionary Review. On occasion, it may be necessary to review an issuance outside the annual/5-year cycle. These special reviews shall

be conducted at the discretion of the directorate of the proponent responsible for the issuance.

3. Processing Procedures and General Responsibilities.

a. General.

i. Procedures and responsibilities for processing issuances apply equally to new issuances, revisions, and cancellations.

ii. Action Officers (AOs) shall contact J1, Administrative Services, Publications, and Distribution Section to obtain an appropriate template for the specific issuance and number assignment.

iii. AO will draft the issuance.

**NOTE:** AOs should seek guidance regarding the content, format, management, and administration of issuances from the J1, Administrative Services, Publications, and Distribution Section.

iv. The AO will draft a routing sheet for the issuance review. The routing sheet will include:

1. AKNGIs and AKNGMs routing will include:

a. Inspector General

b. Staff Judge Advocate

c. Signing authority

d. Appropriate Staff Functions essential to the review of the issuance, to include other proponents that the AKNG issuance will impact.

2. AKNGNs will be routed through appropriate staff functions essential to the review of the issuance.

b. Review and Coordination.

i. The AO is responsible for coordinating and tracking the issuance draft through the review process.

ii. Coordination Responses. All coordinators shall record their formal coordination by signing and completing the appropriate block of the requesting Staff Summary Sheet.

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

a. Concur Without Comment

b. 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.

c. Non-concur With Comment. Comments may be a combination of substantive and critical. They shall be labeled and grouped accordingly so critical comments are easily distinguished.

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

2. Types of Coordination Comments.

a. Critical. Critical comments are those that identify:

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

ii. Unnecessary risks to safety, life, limb, DoD or AKNG materiel; waste or abuse or appropriations; or unreasonable burden on resources.

b. 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 non-concur in an issuance. Several substantive comments, when taken together, may be grounds for a non-concurrence.

c. Administrative. Administrative comments concern non-substantive aspects of an issuance, such as dates of references, organizational symbols, format, and grammar.

iii. Signature.

1. AKNG Issuances that pertain only to one proponent may be signed and issued as needed by the respective directors that are named as the proponent for that publication.

2. AKNG Issuances that apply to multiple proponents, or required by law, rule, or regulation. Those Issuances should be routed through the appropriate channels to be signed by the appropriate level of authority.

iv. Publication.

1. Upon completion of the initial review the AO will take one of the following actions:

a. Obtain signature from appropriate authority.

b. Revise the issuance to comply with comments from the review process and resubmit for concurrence. After the Issuance is approved by the review chain, it can then be submitted for signature.

2. After signature is obtained, the issuance will be submitted to J1, Administrative Services, Publications, and Distribution Section for publication.