



CHIEF NATIONAL GUARD BUREAU INSTRUCTION

NG-J1
DISTRIBUTION: A

CNGBI 1703.01
14 January 2015

JOINT MILITARY ASSIGNMENTS POLICY

References: See Enclosure C.

1. Purpose. This instruction establishes policy and assigns responsibilities for National Guard Bureau (NGB) joint military assignments and career management for O-6s and below in accordance with (IAW) references a through e. This instruction outlines the requirements for assigning Title 10 (T10) Active Guard Reserve (AGR) joint staff positions within the NGB and organizations with positions sponsored by the National Guard Joint Staff (NGJS) to enhance career development.
2. Cancellation. This instruction replaces NGB Memorandum 614-2/36-2, 09 March 2011, "National Guard Bureau Joint Assignment Policy."
3. Applicability. This instruction applies to all elements of the National Guard (NG) and organizations with positions sponsored by the NGJS to include T10 AGR positions authorized within the Office of the Secretary of Defense (OSD), Joint Chiefs of Staff, Combatant Commands, and intergovernmental agencies.
4. Policy. It is NG policy that expectations for the NGJS, Army National Guard (ARNG), and Air National Guard (ANG) are managed appropriately in their respective T10 AGR slating or force development programs to enhance officer career progression and joint staff opportunities.
 - a. AGR and Statutory Tour military personnel are assigned to the NGJS and NGJS-sponsored billets IAW references f and g.
 - b. Members selected for NGJS and NGJS-sponsored duty will normally serve a three-year tour. However, ARNG T10 AGRs in non-Joint Duty Assignment List (JDAL) billets may be reassigned after two years. Reassignment of personnel in JDAL billets will be pursuant to Enclosure A, paragraph 1b, of this instruction.

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c. A by-name-request (BNR) requesting a specific officer will be endorsed by a General Officer or equivalent in the organization and must be made in a reasonable amount of time to allow for normal detailing. A BNR circumvents slating and force development. Its use must be limited to cases where a specific officer has the skill and experience necessary to fulfill the position. The BNR must first be approved by the respective Service before reaching The Special Assistant to the Chief of the National Guard Bureau (TSA) for final approval.

d. Changes to position requirements must be IAW reference a and coordinated with the sponsor and respective ARNG and ANG directorates. Assignments to and from the NGJS-sponsored position will be coordinated with the sponsor.

5. Definitions. See Glossary.

6. Responsibilities.

a. Chief of the National Guard Bureau (CNGB) and Vice Chief of the National Guard (VCNGB). CNGB and VCNGB will select all directors in the NGJS and Office of the Chief of the National Guard Bureau (OCNGB). If CNGB is the rater, then he or she will be the selecting official. If VCNGB is the senior rater, then he or she will be briefed on the selection prior to the final hiring phase. This is also applicable for personnel selected by the VCNGB.

b. Directors of the Army National Guard (DARNG) and Air National Guard (DANG). Unless directed otherwise by the CNGB, approval of personnel assignments and other actions rests with the DARNG and DANG or their delegates, respectively.

c. TSA. TSA will support, reject, or conditionally approve a BNR with an alternative nomination.

d. Directorate of Manpower and Personnel (NG-J1). NG-J1 will:

(1) Serve as the Office of Primary Responsibility (OPR) for all AGR or Statutory Tour actions on the NGJS and NGJS-sponsored positions.

(2) Liaise with the NGJS directorates in the development of annual manpower strategies; execution of annual slating and force development cycles, and cycle requirements; and resolution of problems and disputes.

(3) Liaise with NGJS directorates and outside agencies to ensure that up-to-date position descriptions and requirements are available to support the annual slating and force development programs.

(4) Identify the appropriate OPR for NGJS-sponsored positions outside of NGB.

(5) Coordinate and notify gaining outside organizations of approved assignments and reassignments. Acceptance from organization is required prior to finalization of assignments and reassignments.

(6) Participate in the Service directorates' slating and force development programs with respect to NGJS and NGJS-sponsored positions.

(7) Coordinate all requested NGJS out-of-cycle personnel actions with the Joint Military Personnel (NG-J1-JMP), Human Capital Management (ARNG-HCM), and Human Resources (NGB/HR) divisions, and the applicable NGJS directorates or offices.

e. NG-J1-JMP, ARNG-HCM, and NGB/HR. NG-J1-JMP, ARNG-HCM, and NGB/HR will serve as the primary agents in facilitating tour assignments.

f. NGJS Directors. NGJS directors will:

(1) Coordinate with their ARNG and ANG counterparts in the development of an annual manpower strategy for their directorate.

(2) Cooperate with NG-J1 in the execution of the Services' annual slating and force development programs.

(3) Coordinate all un-programmed AGR and Statutory Tour personnel actions through NG-J1.

(4) Seek to resolve all AGR and Statutory Tour disputes and problems at the lowest level by coordinating through NG-J1 and, when appropriate, directly with ARNG-HCM and NGB/HR.

g. ARNG and ANG Directorates. ARNG and ANG directorates will:

(1) Have the ultimate responsibility for the administration and career management of all T10 AGRs assigned to NGJS and NGJS-sponsored positions.

(2) Perform normal supervisory functions within the organization to which the member is assigned.

(3) Coordinate selections for NGJS-sponsored positions with the gaining organization.

h. Sponsors. Sponsors will maintain current and accurate position descriptions IAW ARNG and ANG policies, respectively.

7. Summary of Changes. This is the initial publication of CNGBI 1703.01.
8. Releasability. This instruction is approved for public release; distribution is unlimited. Copies are available through <<http://www.ngbpd.cngbi.army.mil>>.
9. Effective Date. This instruction is effective upon publication and must be reissued, cancelled, or certified as current within five years of its publication.


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Enclosures:

- A -- Career Management
- B -- Army and Air National Guard Slating and Force Development
- C -- References
- GL -- Glossary

ENCLOSURE A

CAREER MANAGEMENT

1. Career Development Positions.

a. Essential Positions.

(1) Assignments to essential positions will normally be determined through a nominative process. To the extent possible, ARNG and ANG should provide at least one candidate for consideration. In the case where the essential position is open to a specific Service, to the extent possible, multiple candidates should be provided for consideration. The selection for these positions will be made by the rater.

(2) Competitive candidates should exceed the minimum requirements of the position description and be considered a prospective leader in the NG.

(3) Positions established as essential are:

- (a) Director and Deputy Director of the Chief's Action Group.
- (b) Director and Deputy Director of the Joint Actions Control Office.
- (c) NGJS Chief of Staff.
- (d) OCNGB Office Chiefs (O-6s).
- (e) Executive Officer and Assistant Executive Officer to the CNGB.
- (f) Executive Officer and Assistant Executive Officer to the VCNGB.
- (g) Executive Officer to the TSA.
- (h) Directors of NGJS Directorates (O-6s).
- (i) Deputy Directors of NGJS Directorates.

b. JDAL Positions.

(1) Members serving in approved JDAL Standard Joint Duty Assignment (S-JDA) positions are required to maintain an average tour length of three years. Members serving in JDAL positions may be allowed an early release with an OSD-approved tour length waiver.

(2) In cases where positions are established on the JDAL, incumbents will receive credit retroactive to the maximum extent possible IAW references d and e.

(3) Members who possess a Critical Occupational Specialty (COS), as designated by the Office of the Under Secretary of Defense for Personnel and Readiness, may be granted an OSD-approved joint duty tour length waiver as long as the member is reassigned to that COS-specific skill within their Service and has served a minimum of two years.

(4) All JDAL position tour length waivers must be requested by ARNG or ANG, respectively, IAW references b and c and coordinated through NG-J1-JMP at least 90 days prior to the projected date of departure. Requests submitted less than 90 days prior to the projected date of departure should include appropriate justification. Tour length waivers are required for officers who are assigned to a JDAL position and selected for career progression events, such as command or in-resident developmental education courses.

2. School Selections. Members serving on NGJS tours will be considered for professional military education courses through normal procedures established by the respective Service.

a. The ARNG and ANG will, to the maximum extent possible, assign all Joint Qualified Officers (JQO) who graduate from National War College (NWC), Industrial College of the Armed Forces (ICAF), Joint and Combined Warfighting School (JCWS,) and Joint Advanced Warfighting School (JAWS), to an S-JDA upon graduation.

b. The ARNG and ANG will, to the maximum extent practicable, assign more than 50 percent of all non-JQO graduates from NWC, ICAF, and JCWS to an S-JDA as their immediate assignment following graduation. The remaining graduates should be assigned to an S-JDA as their second assignment following graduation.

c. Although statutory requirements outline a “greater than 50 percent” outplacement to joint billets, the Joint Staff has placed more stringent criteria on JAWS graduates. Therefore, IAW reference d, 100 percent of JAWS students will be assigned to JDAL billets immediately upon graduation. TSA waivers are required for exceptions to outplacement assignments for all NG officers.

3. Tour Continuation. Tour continuation for AGR or Statutory Tour personnel will be accomplished via Service policy and procedure. Where consistent with Service policy, the NGJS sponsor may provide input to the tour continuation process, with the ultimate decision being made by ARNG or ANG, respectively.

ENCLOSURE B

ARMY AND AIR NATIONAL GUARD SLATING AND FORCE DEVELOPMENT

1. Annual NGJS Manpower Requirements Development. NG-J1 works closely with the Services in the execution of the annual slating and force development processes with respect to NGJS and NGJS-sponsored positions. Slating and force development for the Services are described below.

a. ARNG Slating. An annual process whereby the majority of T10 AGR assignment decisions are made. The process takes place in the first quarter of each fiscal year, with assignment actions to be primarily effected in the following summer. Reassignments are associated with normal rotation cycles, approved promotion actions, and resident school selections, as well as other forcing actions such as retirements. Proposed assignments associated with members currently assigned to joint positions with any NGJS or NGJS-sponsored positions will be coordinated with the appropriate NGJS directorate or office through NG-J1.

b. ANG Force Development. An annual process whereby the majority of Statutory Tour developmental assignment decisions are made. The process normally takes place in the second quarter of each fiscal year, with assignment actions to be primarily effected the following summer. The appropriate NGJS directorate will be afforded the opportunity to participate as a team or council member within this process. Decisions on all proposed assignments will be finalized upon conclusion of the various team or council meetings. Actions pertaining to colonels and chief master sergeants (members or positions) applicable to the NGJS are approved by DANG, or ANG Executive Director, after review by VCNGB.

ENCLOSURE C

REFERENCES

- a. CJCS Instruction 1001.01A, 01 October 2010, “Joint Manpower and Personnel Program”
- b. DoD Instruction 1300.19, 04 March 2014, “Joint Officer Management Program”
- c. CJCS Instruction 1330.05, 01 May 2008, “Joint Officer Management Program Procedures”
- d. CJCS Instruction 1800.01D, 15 July 2009, Change 1, 15 December 2011, “Officer Professional Military Education Policy (OPMEP)”
- e. CJCS Instruction 1340.01, 16 September 2013, “Assignment of Officers (O-6 and Below) and Enlisted Personnel to the Joint Staff”
- f. ANG Instruction 36-6, 09 November 2010, “The Air National Guard Statutory Tour Program Policies and Procedures”
- g. ARNG-HRH Policy Memorandum 13-041, 12 December 2013, “Title 10 Army National Guard Active Guard and Reserve Life Cycle Management Strategy and Plan”

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AGR	Active Guard Reserve
ANG	Air National Guard
ARNG	Army National Guard
ARNG-HCM	Army National Guard Human Capital Management Division
BNR	By-name-request
CNGB	Chief of the National Guard Bureau
COS	Critical Occupational Specialty
DANG	Director of the Air National Guard
DARNG	Director of the Army National Guard
IAW	In accordance with
ICAF	Industrial College of the Armed Forces
JAWS	Joint Advanced Warfighting School
JDAL	Joint Duty Assignment List
JQO	Joint Qualified Officers
NGB	National Guard Bureau
NGB/HR	Air National Guard Human Resource Division
NG-J1	Directorate of Manpower and Personnel
NG-J1-JMP	Joint Military Personnel Division
NGJS	National Guard Joint Staff
NWC	National War College
OCNGB	Office of the Chief of the National Bureau
OPR	Office of Primary Responsibility
S-JDA	Standard-Joint Duty Assignment
TAG	The Adjutant General
TSA	The Special Assistant to the Chief of the National Guard Bureau
VCNGB	Vice Chief of the National Guard Bureau

PART II. DEFINITIONS

Essential Position -- The formal designation of a position that is vital to the mission of the National Guard Joint Staff and provides significant developmental experience in building future leaders.

Joint Duty Assignment List -- A list of permanent funded positions where a preponderance of the responsibilities meets the statutory definition of "joint matters."

Joint Matters -- Matters related to the achievement of unified action by multiple military forces in operations conducted across domains such as land, sea, or air, or in space, or in the information environment, including matters relating to national military strategy, strategic planning and contingency

planning, command and control of operations under unified command, national security planning with other departments and agencies of the United States, and combined operations with military forces of allied nations.

Joint Qualified Officer -- An officer designated by the Secretary of Defense, with the advice and assistance of the Chairman of the Joint Chiefs of Staff, who is educated and trained in joint matters and has completed the Level III requirements for "Joint Qualified Officer" designation. An officer must be in the grade of O-4 or above to be designated as a Joint Qualified Officer.

Standard-Joint Duty Assignment -- An assignment that meets the tour length requirement set in Department of Defense policy documents on the Joint Officer Management Program.