**NATIONAL GUARD BUREAU**

**1636 DEFENSE PENTAGON**

**WASHINGTON DC 20301-1636**



MEMORANDUM FOR DIRECTOR, NATIONAL GUARD BUREAU SENIOR

 LEADER MANAGEMENT OFFICE

THROUGH THE ADJUTANTS GENERAL OF STATE OR TERRITORY/

 THE COMMANDING GENERAL OF THE DISTRICT OF COLUMBIA

Subject: Letter of Intent

1. I [**Rank and Full Name**] request inclusion in the National Guard Joint Officer Management Officer Bench program for 2020 per Chief of the National Guard Bureau, Instruction 1704.01, National Guard Joint Officer Management Program.

2. I understand that by requesting inclusion on the Bench, I am indicating my willingness and availability to serve at short notice in a position that best represents the National Guard regardless of personal preference.

3. I understand if I am nominated or selected for a position and choose to decline the nomination or selection (that I requested to be considered for) I may be removed from the Bench Program for 2020 at the discretion of senior leadership. I will still continue to serve at the pleasure of my Adjutant General or Commanding General at the state level.

4. Point of contacts are Lt Col Adam Bourassa; NGB-SL; DSN 329-4409, Commercial 703-604-4409, or adam.a.bourassa.mil@mail.mil and CPT Michael Nei; NGB-SL; DSN 329-2088, Commercial 703-607-2088, or michael.j.nei@mail.mil. If sending an email, please include “last name, first initial\_2020 JOM Bench” in the subject line.

**Signature Block**