

Calendar Year 2024 - 2025

National Guard Senior Enlisted Leadership Bench Program

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NATIONAL GUARD BUREAU

1636 DEFENSE PENTAGON
WASHINGTON DC 20301-1636

MEMORANDUM FOR DIRECTOR OF THE ARMY NATIONAL GUARD
DIRECTOR OF THE AIR NATIONAL GUARD
DIRECTOR OF STAFF OF THE NATIONAL GUARD BUREAU
THE ADJUTANTS GENERAL
THE COMMANDING GENERAL OF THE DISTRICT OF COLUMBIA

Subject: Request for Calendar Year 2024 – 2025 (CY24-25) National Guard Senior Enlisted Leadership Bench Program

References: (a) CNGB Memorandum, "Internal National Guard Bureau Organizational Design Decision-Human Resources Management," 23 April 2021

1. The National Guard Bureau (NGB) Senior Leader Management Office (NGB-SL) is soliciting nominations for all National Guard E9s who are interested in being considered for inclusion in the CY24-25 National Guard Senior Enlisted Leadership Bench.
2. The attachment describes in detail the Senior Enlisted Bench, eligibility requirements, nomination procedures, and suspense dates.
3. The point of contact is Chief Master Sergeant Martina J. Crouse at (571) 814-8754 or martina.crouse.1@us.af.mil, Senior Leader Development Division (NGB-SL).

CHRISTOPHER A. JARRATT
Brigadier General, USAF
Director, Senior Leader Management

ANNOUNCEMENT

OPEN PERIOD: 10 July 2024 – 30 September 2024

INTERNAL SUSPENSE: State submission processes vary. Contact local leadership for state routing process/suspense.



The National Guard Senior Enlisted Leadership Bench Program (Senior Enlisted Bench): Provides Army National Guard (ARNG) and Air National Guard (ANG) E9s the opportunity to apply for assignments and education opportunities to enhance their professional development. It is National Guard Bureau (NGB) policy that all Title 10 ARNG and ANG E9 positions that report directly to a general officer (including O7 and above) and senior executive service (Tier 1 and above) personnel, and other critical E9 positions as designated by the Chief of the National Guard Bureau (CNGB) be managed by the Senior Enlisted Bench. Positions filled from the bench will include, but are not limited to, Senior Enlisted Leader/Advisor to the Chairman (SEAC) positions, NGB positions within the Joint Staff, the ARNG and ANG staffs, and 1st Air Force.

Application Procedures: Applicants *must* follow the application requirements specified in this announcement. Applicants are encouraged to review the CY24-25 Senior Enlisted Bench Executive-Level Education Portfolio, CY24-25 Senior Enlisted Bench Position Listing, CY24-25 Senior Enlisted Bench Frequently Asked Questions, ARNG and ANG Templates, etc.

All templates can be found at <https://www.nationalguard.mil/Leadership/Joint-Staff/Special-Staff/Senior-Leader-Management-Office/Announcements/Senior-Enlisted-Bench-Program/>.

Qualification and Selection: Following the Bench Program selection process, individuals will be identified on the National Guard Senior Enlisted Leadership Panel Results Selection Memorandum, which will be distributed from the CNGB to The Adjutants General (TAG)/Commanding General (CG)/Deputy Directors (DDs), and the State Command Senior Enlisted Leader (CSELs), typically around early January 2025.

TIMELINE:

- Summer: Announcement distributed to TAGs/CGs/DDs
- Fall: JFHQ, respective Command Staff or members submits application to NGB-SL
- Fall: Panels convene, applications reviewed, order-of-merit compiled identifying best qualified E9s
- Winter: Selection Memo sent to TAGs/CGs/DDs/State CSELs

ELIGIBILITY REQUIREMENTS

A. Required Grade: E9.

B. Military Occupation Specialty/Air Force Specialty Code: Any.

C. Security Clearance: Current Secret (or higher).

D. Rules of Engagement: If selected to be on the CY24-25 Bench and the nominee no longer wishes to participate or TAG/CG/DD (or designated representative) no longer support the members inclusion, submit a memorandum, requesting the members name to be removed from consideration. If a member declines a nomination or selection, at the discretion of the Command Senior Enlisted Leader Advisory Board (CSELAB), they could be removed from CY24-25 Bench consideration with a majority vote. Members removed from CY24-25 Bench will receive an email notification from NGB-SL.

E. Assignments: Nominees must be able to meet announcement qualification criteria and position description to serve worldwide. Additionally, senior enlisted leaders selected for inclusion on the Senior Enlisted Bench must be willing and capable of entering a short notice assignment and may be expected to perform up to three years in an assignment, as mission requires. Upon acceptance of an assignment through the Senior Enlisted Bench, member must acknowledge that they will not be reviewed through the Force Management and/or Retention Process. All tour lengths are determined by NGB-SL. Members assigned to Bench positions not slated for a follow-on assignment will be returned to state at the completion of the identified tour length. Members are encouraged to continue to apply and compete for follow-on assignments through the bench and/or their state development programs.

APPLICATION PROCEDURES

Applicants must adhere to the below procedures. Do not include any other endorsements, letters of recommendations, or other extraneous documents.

- A. CY24-25 Senior Enlisted Bench Application Worksheet:** Complete in its entirety.
- B. TAG/CG or DD (for Statutory Tour) Endorsement Memorandum:** Limit to one page, Times New Roman, 12 Font. For members currently on Title 10 Active Reserve (AGR), must obtain Deputy Director, Army National Guard or Deputy Director, Air National Guard approval as applicable to apply; Title 10 Active Duty Operational Support (ADOS), Title 32 AGR, M-Day and Drill-Status Guardsmen must obtain written endorsement from their respective State Adjutant General and/or Commanding General. Template required.
- C. Letter of Intent:** Limit to one page, Times New Roman, 12 Font. Template required.
- D. Resume (combined military and civilian):** Limit to two pages Times New Roman, 12 Font. Template optional.
- E. Enlisted Record Brief (ERB) or Virtual Military Personnel Flight (vMPF) Record Review/Update (RIP) (all pages):** Must be no more than 60 days old at the time of submission. ERB must be board certified version. Data Verification Briefs (DVB) or RIPs from MilPDS will not be accepted. Applicant must ensure all personnel information reflected on the ERB and vMPF are current.
- F. Army Combat Fitness Test, DA Form 705 and DA Form 5500 (if applicable) or MyFitness Report with Full History:** Must reflect current, passing score established by FM 7-22 or DAFMAN 36-2905, by and through the announcement closeout date of 30 September 2024.
- G. Army Noncommissioned Officer Evaluation Report (NCOERs) or Enlisted Performance Reports (EPRs)/Enlisted Performance Briefs (EPBs):** Provide last three required NCOERs IAW 623-3 or EPRs/EPBs IAW AFI 36-2406.
- H. Military Biography:** Remove photo. Template available.
- I. Board Memorandum (optional):** Nominees may include a memorandum to annotate discrepancies to their record or highlight civilian skills/expertise not otherwise evident in their records. If nominee is missing any source documents, must provide substantiated documents or supporting justification as proof of the discrepancy.
- J. Source Documents:** All documents are to be combined, in the order listed (A-H), in a single PDF File (PDF Portfolio will not be accepted).

1. **PDF File Name:** Last Name First Name Initial., Rank-State Abbreviation_CY25SELBENCH (e.g. *SmithJ.,CSM-UT_CY25SELBENCH* or *SmithJ.,CSM-T10_CY25SELBENCH*)

2. **Email Subject Line Submission:** All complete packets should be emailed to NGB-SL ngb.hr.seniorleaderdevorg@us.af.mil, Cc martina.crouse.1@us.af.mil and chad.o.anderson.mil@army.mil with the subject line "First and Last Name_CY25SELBENCH."

3. **Package Submission:** Email confirmation stating that your CY24-25 National Guard Senior Enlisted Leadership Bench Package was received will be sent within three to five duty days of package submittal. If you do not receive confirmation after five duty days, please resubmit package. Questions may be sent to Chief Master Sergeant Martina J. Crouse and Master Sergeant Chad O. Anderson, who will serve as the points of contact.