MEMORANDUM FOR DIRECTOR, NATIONAL GUARD BUREAU SENIOR LEADER

DEVELOPMENT 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 2024 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 2024 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 contact is (**YOUR NAME**); **OFFICE SIGN; DSN XXX-XXXX, Commercial XXX-XXX-XXXX, EMAIL**.

**Signature Block**

[NAME FULL SPELLING]

[Rank, USA/USAF]

[Title Full Spelling]