## ATTACHMENT 1

## JOM BENCH INSTRUCTIONS

1. Eligibility requirements:

a. ANG: Title 32 Active Guard Reserve (AGR), Traditional Guard Service Members(M-Day) and military members currently on an Active Duty Operational Support (ADOS) Tour, in the grades of O4-O6. Air Force officers will be placed on a probationary Stat Tour if selected. Traditional officers with 14 or more years of Active Federal Service (AFS) will require a sanctuary waiver. Title 32 Traditional officers upon selection and an approved waiver (as applicable), will have orders amended to the completion of 20 years AFS. Upon tour completion the officer will have the option to retire, as applicable, or return to previous duty status.

b. ARNG: Title 32 Active Guard Reserve (AGR), Traditional Guard Service Members(M-Day) and military members currently on an Active Duty Operational Support (ADOS) Tour, in the grades of O4-O6. Army Title 32 and M-Day selected officers will be placed on a Title 10 One Time Occasional Tour (OTOT) order. Army officers will not be considered part of the Army Title 10 AGR career program.

c. ANG and ARNG: The tour length will be three years, however, officers may be reassigned after completing two years in a joint assigned position. Upon completion of the tour the officer(s) will be returned to their previous duty status. The selected officer(s) will serve under the authority of Title 10 USC, Section 12301(d) IAW 12310(a). All selected officers will receive Permanent Change of Station (PCS) orders, as applicable.

d. Nominees in the grade of O6 must be senior service school complete or possess a TAG memo requesting an exception to policy.

2. Ineligibility.

a. Officers who have been selected for release by a Release from Active Duty (REFRAD) board, Active Service Management Board (ASMB), Selective Retention Board (SRB) or Tour Continuation Board (TCB), or Force Management Review Board (FMR) are ineligible to be nominated. ARNG members currently on a One Time Occasional Tours (OTOT) are not eligible unless an exception to policy (ETP) is approved in advance from Headquarters Department of the Army (HQDA).

b. Officers with an MRD of 31 October 2026 or earlier are ineligible to be nominated. However, if a pending promotion will extend the MRD, please attach a Board Memorandum, stating the projected MRD and justifying the nomination.

3. Officers must be able to enter an assignment on short notice and could be expected to perform up to three years in an EAD assignment depending on mission requirements. Once the selection process for the Bench is completed, a memorandum from NGB-SL will be sent to each TAG/CG notifying them of the results. TAGs/CG should notify individual officers of the 2023-2024 Bench results.

4. Nomination Packets. Nominations must include the following documents submitted in order (packet examples for ARNG and ANG are enclosed with memo). No document substitutions will be accepted. All documents must be included in the submission. Additional documents may be placed at the end of the package. Below states required documents, in order:

a. Joint Officer Management (JOM) nomination cover sheet (Template attached)

b. TAG / CG / Director Nomination memorandum. The TAG/CG must provide a nomination memorandum for their officers. The memorandum must state the nominee’s promotion eligibility, and any intent to promote prior to 1 SEP 2023 if nominating to the next higher grade. The memorandum should also include comments addressing the future force development plan for the member.

c. For ARNG applicants, a certified board version of an Officer Record Brief is required. For ANG applicants, an Officer Selection Brief from the Military Personnel Data System (MilPDS) is required (VPC-SURFs will not be accepted). Nominees are responsible to ensure all data reflected in the ORB/OSB are current (i.e. MRD/MSD).

d. Resume and/or biography

e. Last five Officer Evaluation/Performance Reports as required by AR 623-3 or AFI 36- 2406. Any Officer Evaluation/Performance Report closed out prior to 1 March 2023 must be included in the application. Note, if an officer has had any adverse actions or referral evaluations in the past five years, a board memorandum must be submitted.

f. DA Form 705 and DA Form 5500 (if applicable) or AFFMS II fitness report reflecting applicants’ compliance as established by FM 7-22 or AFI 36-2905, by and through the announcement closeout date of 31 May 2023.

g. Letter of Intent signed by the nominee (sample attached). Signing the Letter of Intent indicates a willingness and availability to serve. Any limitations for potential start dates or duty locations must be addressed in the memorandum. Nominees may include a memorandum to the board to annotate discrepancies to their record or highlight civilian skills/expertise not otherwise evident in their records.

h. For Army Officers, an NGB 23B. For Air Force Officers, a PCARS Report.

5. If an officer is selected to be on the 2023-2024 Bench and no longer wishes to participate, or TAG / CG / Director or designated representative no longer supports the officer’s inclusion, submit a memorandum requesting the officer’s name be removed from consideration. If an officer declines a nomination or selection, at leadership’s discretion, the service member could be removed from further considerations during the 2023-2024 Bench processes.

6. Service Members may be promoted while on this unique, professional development

tour with concurrence from the member’s state headquarters. A force management plan and acknowledgement memo must accompany the applicable service centric promotion package; clearly stating the state has a plan to receive the member back, after tour completion, at the next highest rank.

7. Packages must be received by NGB-SLD **NLT COB 30 June 2023**. All nomination packages should be emailed to: MAJ Cory T. Burnett, cory.t.burnett.mil@army.mil and Lt Col Theresa Hairston, theresa.hairston@us.af.mil with the subject line “last name, first initial\_2023-2024 JOM Bench”. **In order to be considered, complete package must be in single PDF format, with documents arranged in order as identified above – do not put in PDF PORTFOLIO format.** Make sure the document is sanitized to block all sensitive information. Emails containing nomination packages must be encrypted to protect the nominees’ personally identifiable information.

8. The CNGB retains the final authority to approve selection of officers for assignment to validated Joint Duty Assignment Listed (JDAL) billets, joint education, and joint training opportunities in consultation with the Joint Leadership Advisory Board (JLAB). If assumption of duty for the selectee would require a second PCS move in the same fiscal year as a prior PCS, a waiver from ASA M&RA may be required.