

TAG/CG Endorsement Template (to be placed on the TAG/CG Letterhead)

MEMORANDUM FOR DIRECTOR, SENIOR LEADER MANAGEMENT OFFICE,
NATIONAL GUARD BUREAU

Subject: The Adjutant General/The Commanding General of the District of
Columbia Endorsement

1. I am nominating [**Rank and Full Name**] for inclusion in the 2023 National Guard General Officer Bench Program, Announcement Number NGB-SL-23-001.
2. The nominee's Current Duty Title.
3. The nominee's GOL (General Officer of the Line) or colonel MRD/MSD (Mandatory Retirement/Separation Date).
4. Performance summary listing significant jobs performed by the nominee, and must only include positions viewed as significant in the military or civilian career of the officer. (**Not to exceed one page**)

Example: John Doe is an outstanding leader who can handle any challenge with total success. He/she took the largest, most diverse and most demanding division in the International Negotiations Directorate and made it the best. Within weeks of his/her arrival, the Joint Staff Director of Plans and Policy made special mention that Doe was an unusually bright and talented leader. Working international issues in technology transfer, counter proliferation, chemical and biological treaty implementation, and the North Korea nuclear issue, his/her advice to all levels of senior leadership in the Joint Staff was always on the mark. His/her leadership and guidance to the Chairman of the Joint Chiefs on the North Korea issue was especially noteworthy.

5. Point of contact for this memorandum is the undersigned at [**phone number**] or [**email address**].

TAG/CG Signature Block