



NATIONAL GUARD BUREAU

1636 DEFENSE PENTAGON
WASHINGTON DC 20301-1636

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

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 General Officer Bench program for 2023 per Chief of the National Guard Bureau, Instruction 0800.01A, National Guard General Officer Career Management Bench Program.
2. I understand that by requesting inclusion on the Bench, I may be selected to serve on short notice in a position that best represents the National Guard regardless of personal preference.
3. Point of contact for this memorandum is the undersigned at [**phone number**] or [**email address**].

Signature Block