



NATIONAL GUARD BUREAU
1636 DEFENSE PENTAGON
WASHINGTON DC 20301-1636

MEMORANDUM FOR THE ADJUTANTS GENERAL
COMMANDING GENERAL, DISTRICT OF COLUMBIA

Subject: 2023 National Guard General Officer Bench Nominations

1. The National Guard Bureau, Senior Leader Management Office (NGB-SL) is requesting nominations of National Guard officers who are interested in being considered for the National Guard General Officer Bench for 2023, as outlined in the Chief, National Guard Bureau Instruction 0800.01A, National Guard General Officer Career Management Bench Program.

2. Eligibility requirements:

a. All nominees **must have** a minimum of 18 years satisfactory service by the announcement closeout date of 6 January 2023.

b. All nominees must either be:

(1) A federally recognized general officer who possesses a General Officer of the Line (GOL) qualification.

(2) An O6 who possesses a GOL Certificate of Eligibility (COE) to O7.

(3) An O6 who has met a previous General Officer Federal Recognition Board (GOFRB) for GOL and is pending Senate confirmation.

(4) An O6 who is currently nominated by The Adjutant General/Commanding General (TAG/CG) for the 2022 ARNG GOFRB GOL to O7.

c. All nominees serving under a finding of indispensability are reviewed on a case-by-case basis for eligible positions.

d. All nominees must be in a current active status of the Army National Guard (ARNG) or Air National Guard (ANG). Officers in the Retired Reserve or the Standby Reserve are not eligible to apply.

3. Officers may be selected to enter an assignment on short notice and could expect to perform up to three years in an Extended Active Duty (EAD), Mobilization-Day (M-Day), and/or Dual-Hat assignment depending on mission

requirements. Once the selection process for the Bench Program is complete, NGB-SL will forward a memorandum to each TAG/CG announcing the results. TAG/CG will notify individual officers of the 2023 Bench Program results.

4. The 2022 Bench Program cycle will expire once the Bench Program results for 2023 are approved and released. To be considered for the 2023 Bench Program, all officers, to include those currently in EAD, M-Day, Dual- Hat positions, **MUST** submit a complete nomination package.

5. A complete nomination package consists of the following:

a. TAG/CG Endorsement (sample attached) with the following:

(1) Announcement Number – **NGB-SL-23-001**

(2) Rank and Full Name of nominees

(3) Current Duty Title of nominees

(4) The nominees Mandatory Retirement Date (MRD)/Mandatory Separation Date (MSD).

(5) A performance summary listing significant jobs performed by the nominee. The performance summary must reflect jobs viewed as significant in the career of the officer.

b. Biography

(1) All nominees **MUST** provide a biography in accordance with the ARNG or ANG Biography Handbooks (attached). **NOTE:** Acceptable bios have recently changed and **MUST NOT** have a photo.

(2) Nominees are highly encouraged to include civilian resumes in addition to but not in place of an official military biography. Civilian resumes are used to query for specific civilian skill sets that may be useful in the nomination process for specialized general officer positions.

c. A signed, single sheet addendum (sample attached) specifically addressing qualifications (military and civilian, boards and committees). Any joint duty experience, to include joint exercises/deployments, should be addressed.

d. A Letter of Intent signed by the nominee (sample attached).

e. All officers are required to input information on the current one page Comprehensive Summary Sheet (attached). This one-page Comprehensive Summary Sheet includes the nominee's key military accomplishments and important personnel items. **Note: The Bench Program no longer uses the NGB-GOMO restricted website.**

f. Nominees are required to submit current fitness results as established by ATP 7-22.01 or AFI 36-2905, by the closeout date of 6 January 2023.

(1) ARNG – Latest APFT/ACFT on the DA 705 and, if applicable, DA Form 5500/5501.

(2) ANG – Current Air Force Fitness Tracker Report from myfss.us.af.mil --> myFitness --> Fitness Tracker Report --> printable view, all rows.

g. Officer Record Brief/Officer Selection Brief (ORB/OSB). Nominees are responsible to ensure all data reflected in the ORB/OSB are current (i.e. MRD/MSD).

(1) ARNG – certified board version of an ORB

(2) ANG – current OSB from the Military Personnel Data System

h. Officer Evaluation/Performance Reports. Provide the last five Officer Evaluation/Performance Reports as required by AR 623-3 or AFI 36-2406.

i. The TAG/CG must submit a memorandum requesting an officer's removal from the 2023 Bench Program if an officer is selected and no longer wishes to participate or the TAG/CG no longer supports the endorsement.

6. All documents submitted must have the complete Social Security Number redacted/blacked out. All requirements must be consolidated into a single PDF file. **DO NOT PUT IN "PDF PORTFOLIO" FORMAT.** The PDF file name should be formatted as follows:

Current Grade, Last Name, First Name Middle Initial_2023 Officer Bench
(e.g. O8, Doe, John Q_2023 Bench)

7. Submit completed packages via encrypted email to the NGB-SL-Bench Group org box at ng.ncr.ngb-arng.mbx.gobench@army.mil and cc: both POCs listed in paragraph 9 below. Email subject line should also be in the format Current Grade, Last Name, First Name Middle Initial_2023 Officer Bench.

8. Packages must be submitted no later than close of business on 6 January 2023. Officers should not anticipate a deadline extension.

9. Points of contacts are MAJ Alpa Ladani; NGB-SL-Bench OIC, 703-601-2617, alpa.c.ladani.mil@army.mil and MSgt Brian McCaslin; NGB-SL-Bench NCOIC, 703-607-1859, briane.l.mccaslin.mil@army.mil.

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MARK D. PIPER
Brigadier General, USAF
Director, Senior Leader Management

Attachments:

1. Cover Sheet Template
2. Comprehensive Summary Sheet
3. Adjutant General's Endorsement
4. Letter of Intent
5. Addendum
6. Order of Documents
7. ARNG GO Military Bio Guide
8. ANG GO Military Bio Guide