



CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

J-1
DISTRIBUTION: A, B, C, J

CJCSI 1330.05
1 May 2008

JOINT OFFICER MANAGEMENT PROGRAM PROCEDURES

References: See Enclosure N.

1. Purpose. This instruction provides the procedures and responsibilities for implementation of the DOD Joint Officer Management (JOM) and Joint Qualification System (JQS) per references a through c. Reference a delegates the authority to the Chairman of the Joint Chiefs of Staff to establish and publish regulations and procedures to ensure compliance with the statutory and Department policy standards for DOD's JOM program.

2. Cancellation. CJCSI 1330.02C, 24 February 2006, is cancelled. Required review of promotion selection board results policy guidance has been incorporated in this instruction.

3. Applicability

a. This instruction applies to the Office of the Secretary of Defense (OSD), the Office of the Inspector General of the DOD, The Joint Staff, CJCS-controlled activities, the Military Departments, combatant commands, Defense agencies, jointly manned activities, DOD field activities, U.S. elements of combined commands and Military Department elements of U.S. Government agencies outside the DOD.

b. This instruction applies to all joint positions grades O-1 through O-6, all commissioned military officers grades O-1 through O-6 except as follows:

- (1) Commissioned warrant officers.
- (2) Retired commissioned officers.
- (3) Officers of the Coast Guard.
- (4) Officers on an inactive status list.

(5) Officers in the Retired Reserve.

c. Reference d applies to the management of General/Flag Officer (G/FO) positions and provides procedures for requesting changes to G/FO positions, joint qualifications for G/FO personnel, and procedures relating to O-7 and O-8 promotion selection boards. Appropriate G/FO data from the Special Assistant for General/Flag Officer Matters is incorporated into the Joint Duty Assignment List (JDAL) (Enclosure D) for production, is uploaded into the Joint Duty Assignment Management Information System (JDAMIS) (Enclosure C), and the Annual Joint Officer Management Report to the Congress (Enclosure M); therefore, discussion on processing these positions is necessary.

d. Enclosure L of this instruction applies to officer promotion selection boards convened under reference e.

4. Procedures. Responsibilities for JOM and the JQS are provided in Enclosure A. The general JQS overview is provided in Enclosure B. Specific procedures relating to JOM and the JQS are provided in Enclosures C through M.

5. Releasability. This instruction is approved for public release; distribution is unlimited. DOD components (to include the combatant commands), other federal agencies, and the public may obtain copies of this instruction through the Internet from the CJCS Directives Home Page--
http://www.dtic.mil/cjcs_directives.

6. Effective Date. This instruction is effective upon receipt.

For the Chairman of the Joint Chiefs of Staff:



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Lieutenant General, USA
Director, Joint Staff

Enclosures:

- A – JOM and JQS: Responsibilities
- B – Joint Qualification System (JQS)
- C – Joint Duty Assignment Management Information System (JDAMIS)
- D – Joint Duty Assignment List (JDAL)
- E – Joint Duty Credit for Standard JDAs (S-JDAs)
- F – JPME Management Requirements
- G – Joint Duty Credit for Certain Joint Task Force Assignments
- H – Joint Experience Process and Procedures
- I – Approval of Joint Qualification Level I, Level II and Level III
- J – Tour Length Requirements and Early Releases
- K – Critical Occupational Specialties (COS)
- L – Review of Promotion Selection Board Results
- M – Report Requirements
- N – References

Glossary

- PART I – Abbreviations and Acronyms
- PART II – Definitions

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ENCLOSURE A

JOM AND JQS: RESPONSIBILITIES

1. Introduction. The JQS operationalizes the JOM statutes in 10 USC chapter 38 and in reference b. Lead and supporting organizations responsible for operationalizing JOM and the JQS are listed below.

2. Responsibilities

a. The Chairman of the Joint Chiefs of Staff is responsible for the administration and execution of the DOD JOM and JQS.

(1) The Director, Joint Staff will review and recommend approval of the annual JDAL to the USD(P&R).

(2) The Vice Director, Joint Staff will:

(a) Review and approve joint experience point requests as recommended by the Director for Manpower and Personnel (J-1).

(b) Review and recommend JDAL changes to the USD(P&R).

(3) The Assistant to the Chairman for National Guard Matters and the Assistant to the Chairman for Reserve Matters will coordinate with the ASD(RA) on joint officer management issues.

(4) Special Assistant for G/FO Matters will:

(a) Maintain currency and accuracy of all G/FO positions on the JDAL.

(b) Maintain currency and accuracy of all G/FO positions in the Electronic Joint Manpower and Personnel System (eJMAPS) and review all requested G/FO changes to eJMAPS.

(c) Ensure that all G/FO JDAMIS transactions have been entered for input to the Annual Joint Officer Management Report to Congress.

(d) Process all required waivers for G/FOs.

(e) Process joint qualification designation requests for G/FOs.

(5) The Director for Manpower and Personnel (J-1) will:

(a) Develop and implement procedures to comply with DOD policy for DOD JOM and the JQS program for officers in grades O-1 through O-6.

(b) Develop and maintain procedures to ensure the Military Departments comply with statutory and DOD policy standards for the JQS.

(c) Review, update, maintain, and publish the JDAL annually.

(d) Manage the JDAMIS.

(e) Manage the joint qualification designation process, including the designation of joint qualification Level II.

(f) Monitor the promotions of JQOs and officers who are serving or have served in a Standard Joint Duty Assignment (S-JDA) to ensure that appropriate consideration is given to their performance in an S-JDA.

(g) Review Military Service requests for DOD JOM program waivers and make recommendations on such requests to the PDUSD(P&R).

(h) Serve as board secretariat for boards convened by the PDUSD(P&R) on management of officers under the DOD JOM program.

(i) Provide policy guidance governing joint representation to and analytical review of O-4 through O-6 promotion selection boards.

(j) Periodically review officer personnel promotion, retention, and assignment policies of the Military Departments to ensure appropriate consideration is given to the performance of officers serving within the Office of the Secretary of Defense or as a member of the Joint Staff.

(6) Director for Operations (J-3) will:

(a) Identify and certify which events and operations meet the requirements of non-combat operations, such as Joint Task Force (JTF) Katrina or drug interdiction operations, as required by reference b.

(b) Provide a CJCS list of certified events and operations that have direct relevance to the definition of joint matters to Director for Manpower and Personnel (J-1), on a quarterly basis beginning first quarter CY 08.

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(7) Director for Operational Plans and Joint Force Development (J-7)
will:

(a) Certify joint training courses and associated point values, designated and proposed by CDRUSJFCOM, for courses that contribute to an officer's expertise in joint matters.

(b) Ensure the Defense Manpower Data Center (DMDC) updates JDAMIS with course information.

(c) Identify, maintain, and publish a list of joint exercises that have direct relevance to the definition of joint matters on at least an annual basis.

(d) Establish guidelines, with the assistance of the Military Services, for JQO career development to ensure that sufficient numbers of quality officers are educated and trained in joint matters, in accordance with reference b.

b. The DMDC is responsible for assisting the Director for Manpower and Personnel (J-1) in maintaining and updating the JDAMIS.

c. CDRUSJFCOM is responsible to pre-certify, maintain, and publish a list of joint training courses that contribute to an officer's expertise in joint matters.

d. Secretaries of the Military Departments will:

(1) Publish regulations, policies, and procedures to ensure compliance with the statutes, DOD policies, and this instruction regarding JOM and the JQS.

(2) Ensure that joint assignment practices result in the Military Departments meeting the tour length requirements specified in 10 United States Code (USC) 664.

(3) Develop and implement policies and procedures to ensure that quality officers, who are adept at their Service core competencies, are assigned to the OSD, the Joint Staff (reference g), combatant command headquarters, and Defense agency headquarters.

(4) Monitor the careers of JQOs and officers who are serving or have served in S-JDAs.

(5) Ensure appropriate assignment of JQOs to critical S-JDAs.

(6) Ensure the qualifications of officers assigned to S-JDAs are such that joint promotion objectives can be achieved.

(7) Support boards/panels convened by the PDUSD(P&R) on management of officers under the DOD JOM program.

(8) Develop procedures to ensure Military Services fulfill statutory and CJCSI guidance governing joint representation to and analytical review of O-4 through O-6 promotion selection boards by the Chairman of the Joint Chiefs of Staff.

(9) Screen, endorse, and submit officer experience requests to the Joint Staff for joint experience points.

(10) Nominate officers who meet the prerequisite joint qualification criteria to the Chairman of the Joint Chiefs of Staff and the Secretary of Defense, as appropriate, for designation as a joint qualified Level II, III, or IV officer.

e. The Heads of the DOD Components will:

(1) Propose additions, deletions, and changes to the JDAL.

(2) Not reassign, other than for cause, officers filling S-JDA positions to non S-JDA positions, or JQOs filling critical S-JDA positions, without prior coordination with the respective Military Service.

(3) Monitor assignment actions to ensure organizational stability is maintained.

ENCLOSURE B

JOINT QUALIFICATION SYSTEM

1. Introduction

a. Statutory changes in the John Warner National Defense Authorization Act for Fiscal Year 2007 (NDAA 07) directed the Secretary of Defense to establish different levels of joint qualification, as well as criteria for qualification at each level. The new JQS meets this direction by acknowledging joint experiences, introduces a point accrual formula which takes into account the intensity of where an officer works in the joint environment, establishes four qualification levels that encompass joint experience from grade O-1 to O-10, and provides the opportunity for RC officers to earn joint duty credit, experience points, and joint qualification levels.

b. Under the JQS, an approved JDAL position is now known as a Standard Joint Duty Assignment (S-JDA). Other non-JDAL positions or venues through which an officer demonstrates attainment of knowledge, skills, and abilities in joint matters are considered experienced-based joint duty assignments (E-JDAs).

c. The JQS requires:

(1) JDAL position standards meet 10 USC 664 tour length requirements.

(2) Services maintain 10 USC 664 tour length averages.

(3) A requisite number of National Defense University (NDU) graduates be assigned to an S-JDA in compliance with 10 USC 663.

d. The JQS acknowledges accrued joint experiences but is not intended to replace assignments to S-JDA positions on the JDAL. Services are responsible for ensuring quality force standards are applied when nominating officers to be assigned to S-JDAs on the JDAL.

e. The objective of the JQS is to ensure a systematic, progressive, career-long development of officers in joint matters and to ensure that officers serving as G/FOs have the requisite experience and education to be highly proficient in joint matters, as directed in 10 USC chapter 38. The JQS will also allow officers to begin accruing points for their joint experiences at the earliest time in their commissioned careers.

f. The JQS will provide the joint force commander with the trained, educated, and experienced officers they need to execute their missions, regardless of the officer's component (i.e., AC or RC). It allows the joint force commander more flexibility in determining the joint qualification requirements of each officer position.

2. Joint Experience. Officers may receive joint experience via any assignment or duty with **direct relevance** to the definition of joint matters in accordance with 10 USC 668 criteria:

a. Matters related to the achievement of unified action by multiple military forces in operations conducted across domains such as land, sea, or air, in space, or in the information environment. In the context of joint matters, the term "multiple military forces" refers to forces that involve participants from the armed forces and one or more of the following:

- (1) Other departments and agencies of the U.S.
- (2) The military forces or agencies of other countries.
- (3) Non-governmental persons or entities.

b. An assignment or duty must include matters relating to:

- (1) National military strategy.
- (2) Strategic and contingency planning.
- (3) Command and control of operations under unified command.
- (4) National security planning with other departments and agencies of the U.S.
- (5) Combined operations with military forces of allied nations.

3. Joint Education. By law, joint education is a three-phase sequential approach. JPME I, Intermediate level; JPME II, Senior level; and CAPSTONE are the three levels. The measure of completion of JPME is the award of a diploma or a relevant certificate for the applicable course. Time spent as a student in JPME is not applicable to the outcome. Reference f outlines the policies, procedures, and objectives and responsibilities for JPME.

4. Joint Qualification Criteria. The four levels of joint qualification criteria are as follows:

a. Level I

(1) Awarded upon successful completion of a pre-commissioning program (i.e., Reserve Officer Training Corps, Service Academy, or Officer Candidate School/Officer Training School) whose curriculum includes an introduction to joint concepts as listed in reference f; **and** an officer basic course whose curriculum includes lessons on joint awareness as specified in reference f.

(2) Junior officers are focused on Service competencies.

(3) Following Level I, officers may begin to accrue joint qualification points from joint experiences, joint training, joint exercises, and other education.

b. Level II

(1) Awarded upon accrual of 18 joint qualification points (a minimum of 12 points must be derived from joint experiences other than joint training or joint exercises) or have been awarded full joint duty credit; and successful completion of JPME Phase I.

(2) Discretionary points may be derived from joint training, joint exercises, and other education which enhances an officer's knowledge and understanding of joint matters.

c. Level III

(1) Awarded upon successful completion of JPME Phase II (RC officers may complete AJPME in lieu of JPME Phase II) and accrual of 18 more joint qualification points, over and above the 18 points required to become a joint qualified Level II officer. A minimum of 12 joint experience points must have been accrued since award of Level II for officers obtaining joint experience points through E-JDAs (in some cases, officers may need more than 36 total points to qualify for Level III due to the 12 point recency requirement), or have been awarded full joint duty credit.

(2) Discretionary points may be derived from joint training, joint exercises, and other education which enhances an officer's knowledge and understanding of joint matters.

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(3) Officers approved for award of joint qualified Level III are designated as a JQO. NOTE: An officer must be in the grade of O-4 and above to be designated as a JQO.

Note: Effective 1 October 2008, only officers designated as a JQO are eligible for appointment as an O-7. This provision of 10 USC 619(a) applies only to officers on the Active Duty List.

d. Level IV (G/FO only)

(1) Successfully complete CAPSTONE.

(2) Awarded upon accrual of 24 joint qualification points, or have been awarded full G/FO joint duty credit from an assignment in a G/FO joint position in OSD, the Joint Staff, combatant command headquarters, JTF headquarters, or Defense agency headquarters (officers must be a G/FO for pay purposes for at least one day while filling the G/FO joint position).

(3) Officers must hold the JQO designation.

5. Joint Qualification Approval Authorities

a. Level I. Applicable Military Department or delegated to the individual Military Service, at the G/FO or Senior Executive Service level.

b. Level II. Chairman of the Joint Chiefs of Staff, or delegated to the Vice Director, Joint Staff.

c. Level III. (JQO) – USD(P&R), as delegated by the Secretary of Defense.

d. Level IV. USD(P&R), as delegated by the Secretary of Defense.

6. Obtaining Joint Qualifications. Joint qualifications can be obtained through two paths:

a. S-JDA (i.e., traditional) path, through which the majority of officers will continue to complete a joint duty assignment (JDA). S-JDAs refer to positions on the JDAL for the standard tour length as defined by 10 USC 664.

b. Joint experience path, accumulating an equivalent level of joint experience, through an E-JDA. Discretionary points, to include joint exercises, joint training, and other education that contributes to an officer's expertise in joint matters, may be combined with E-JDA points to achieve the minimum points required for each qualification level.

7. Point Accrual Formula

a. Approved joint experience points are derived from the duration and intensity of a joint experience and equal the number of approved joint experience days divided by 30.4, with the result multiplied by an approved intensity factor. The intensity is determined by the environment (combat, non-combat, steady-state) in which the joint experience is gained.

(1) Combat: intensity factor of three. The combat intensity factor may be correlated to the receipt of hostile fire/imminent danger pay.

(2) Non-combat: intensity factor of two. Examples of this intensity factor include JTF Katrina, tsunami relief, and drug interdiction operations.

(3) Other assignments or steady-state: intensity factor of one. This includes staff assignments such as in OSD, the Joint Staff, combatant command headquarters, Defense agency headquarters, DOD Field Activities, or Military Department elements of U.S. Government agencies outside the Department of Defense. This may also include joint experiences gained while assigned to a Military Service position, excluding those qualifying for combat experiences. JDAL positions will not receive an intensity factor.

b. Discretionary points may be earned from joint exercises, joint training, and other education that contribute to an officer's expertise in joint matters:

(1) Exercise points will be determined by the individual's participation related to joint matters:

(a) Leader: three points. Exercises formal authority and direction over significant organizational elements or major tasks.

(b) Planner: two points. Serves as the focal point for an activity or organization and is empowered to speak on behalf of their organization and make commitments for specified support. There can be more than one planner.

(c) Participant: one point. A person actively involved in an event capable of making positive contributions to the mission.

(2) Joint training will be assigned joint qualification points based on course content and duration.

(3) Non-JPME education may be included as a source of discretionary points as a future implementation action only after appropriate and viable criteria for assessing joint content and value are defined.

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ENCLOSURE C

JOINT DUTY ASSIGNMENT MANAGEMENT INFORMATION SYSTEM

1. JDAMIS. JDAMIS is the automated management information system and database maintained by DMDC and managed and updated by the Chairman of the Joint Chiefs of Staff and the Military Services. JDAMIS supplements existing Military Service manpower and personnel information systems by providing automated files reflecting the approved JDAL and personnel data on officers who are JQOs and other officers who have served or are serving in S-JDA positions, have completed E-JDA duties, or are attending JPME. Current and historical JDAMIS data files are used to manage, analyze, and oversee the Joint Officer Management Program and are used to prepare the Goldwater-Nichols Act (GNA) Implementation Report Annex to the Secretary of Defense Annual Report to the President and the Congress. The position management file of JDAMIS constitutes the official statement of S-JDA positions and will be modified only with USD(P&R) approval, or other authority as provided by OSD.
2. Users. The JDAMIS system is used by the Military Services in order to track officers in S-JDAs, to track joint qualification points, JPME Phase I and II status, and JQO status. The Joint Staff J-1 uses JDAMIS to monitor the overall JOM process, to assist Military Service users with transaction questions, to obtain data for the Annual Joint Officer Management Report to the Congress, for promotion board analysis, for monthly quality review checks, for feedback to the Military Services, and for various other data inquiries.
3. System Attributes. The JDAMIS is made up of two sections, called Manpower and Personnel. Each section has its own series of processes and reports. The JDAL itself is housed in the Manpower section, while personnel transactions are maintained in the Personnel section.

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ENCLOSURE D

JOINT DUTY ASSIGNMENT LIST

1. Introduction. The JDAL is a list of SecDef-approved S-JDA positions where an officer gains significant experience in joint matters. Successful completion of an assignment in one of these positions is the primary path towards completing criteria for designation as a JQO.

2. JDAL. The JDAL is the position management file of JDAMIS and is managed by the Joint Staff J-1. Only permanent positions where an officer gains significant experience in joint matters may be designated as JDAL positions. **A preponderance of a position's responsibilities must meet the definition of joint matters listed below.** This enclosure specifically covers management of grade O-4 to O-6 positions on the JDAL. Reference d discusses management of the G/FO JDAs. However, these O-7 through O-10 positions are included on the JDAL. Positions approved for addition to the JDAL must meet the new 10 USC 668 definition of joint matters and joint duty assignments as follows:

a. Joint matters. "Matters related to the achievement of unified action by multiple military forces in operations conducted across domains such as land, sea, or air, in space, or in the information environment, including matters relating to national military strategy; strategic and contingency planning; command and control of operations under unified command; national security planning with other departments and agencies of the United States (U.S.); and combined operations with military forces of allied nations. In the context of joint matters, the term 'multiple military forces' refers to forces that involve participants from the armed forces and one or more of the following: other departments and agencies of the U.S.; the military forces or agencies of other countries; non-governmental persons or entities."

b. JDA. Assignments in which an officer gains significant experience in joint matters and shall exclude assignments for joint training or joint education, except an assignment as an instructor responsible for preparing and presenting courses for JPME Phase II.

c. The categories of positions considered for inclusion on the JDAL are among the following:

(1) Automatic Inclusions. The following positions, unless otherwise excluded by law or policy, meet the criteria of joint matters and will be added to the JDAL when the manpower requirement is approved:

(a) OSD Positions. The incumbents of these positions are responsible for developing and promulgating policies in support of national security objectives.

(b) Joint Staff Positions. The incumbents of these positions are responsible for matters relating to national military strategy, joint doctrine or policy, strategic planning, and contingency planning.

(c) Combatant Command Headquarters Positions. The incumbents of these positions are involved in matters relating to national military strategy, joint doctrine or policy, strategic planning, contingency planning, and command and control of combat operations under a combatant command.

(d) Defense Agency Headquarters Positions. The incumbents of these positions are involved in developing and promulgating joint policy, strategic plans, and contingency plans relating to national military strategy.

(2) Organizational/Non-Automatic Positions. The incumbents of these positions may be involved with matters related to the achievement of unified action by multiple military forces in operations conducted across domains such as land, sea, air, space, or in the information environment; where the preponderance of the incumbent's duties directly deal with producing or promulgating national military strategy, joint doctrine, joint policy, strategic plans or contingency plans, commanding and controlling operations under unified command, or national security planning with other departments and agencies of the United States. These organizational positions are not automatically added to the JDAL, but must be reviewed by the JDAL Validation Board for compliance with the above criteria.

(3) Dual-Hat Positions. A dual-hat position is one in which the incumbent officer has responsibilities to both that officer's Military Service and a joint, combined, or international organization or activity. An example would be an officer with duties both in a combatant command and one of its Military Service component commands. If the Service component command carries the position as its authorization, the joint command will reflect it as unfunded in the Joint Table of Distribution (JTD) and the incumbent is not eligible for joint duty credit as an S-JDA. Incumbent may be eligible for joint experience points under the E-JDA path per procedures listed in Enclosure H.

(4) Unusual or Extraordinary Positions. A category of positions not included in OSD, the Joint Staff, combatant command headquarters, Defense agency headquarters, or organizational positions. These positions may be included on the JDAL when the Secretary of Defense determines that the responsibilities of the position provide the officer significant experience in joint matters that qualitatively are equivalent to joint experiences gained by other officers filling S-JDAs.

(5) Mission Essential JDAs are defined in reference b.

d. Positions Specifically Excluded From the JDAL (individuals filling such positions can have their joint experiences assessed as an E-JDA per procedures listed in Enclosure H):

(1) Student assignments for joint education and/or training.

(2) Instructor positions except those responsible for preparing and presenting JPME Phase II courses in national security strategy, theater strategy and campaigning, joint planning processes and systems, and joint, interagency, and multinational capabilities and the integration of those capabilities.

(3) Positions/assignments within an officer's own Military Department.

(4) Positions requiring grades O-3 and below.

(5) Positions requiring officers in the professional specialties: medical, dental, veterinary, medical service, biomedical sciences, judge advocates, nurses, and chaplains.

(6) Temporary, overage, or unfunded positions.

3. Critical S-JDA Positions. "Critical" is the formal designation of an S-JDA position that, considering the duties and responsibilities of the position, requires an officer previously experienced, trained, and educated in joint matters, or for which, at a minimum, the position would be greatly enhanced by such an incumbent.

a. The Secretary of Defense (delegated to the USD(P&R) by reference a), with the advice and assistance of the Chairman of the Joint Chiefs of Staff, designates an appropriate number of critical S-JDA positions. The heads of joint activities will identify those positions that meet the criteria of critical S-JDAs and recommend to the Chairman of the Joint Chiefs of Staff that they be designated as critical S-JDAs. All joint activities must regularly review their critical position needs to ensure sufficiency in number, appropriateness of selection (in terms of meeting the definition), and appropriate balance among the Military Services and across skill lines (i.e., the Military Service representation of critical S-JDA positions should approximate the overall Military Service representation of the S-JDA positions). Critical positions are not necessarily the most key and essential S-JDA positions within an activity, although that may be the case.

b. If the number of critical S-JDAs is determined to be insufficient to meet DOD mission requirements, the Chairman of the Joint Chiefs of Staff will coordinate with the heads of joint activities to identify additional positions that meet the definition of a critical S-JDA.

c. Only positions requiring grades O-5 and above will be designated as critical S-JDAs.

d. Critical S-JDAs must be filled by JQOs unless waived by the Chairman of the Joint Chiefs of Staff.

e. Position redesignations may occur when the duties and responsibilities of the position change and impact the requirement for an incumbent to be previously educated and experienced in joint matters. A change in incumbents is not a basis for changing the position designation. Stability in critical positions is essential to the Military Services' production and maintenance of sufficient numbers of JQOs per career area. The process of developing a JQO takes several years.

4. Critical S-JDA JQO Qualification Waiver. Requests to fill a critical S-JDA with a non-JQO shall be fully justified. The Chairman of the Joint Chiefs of Staff has the authority to approve or disapprove requests to fill critical S-JDAs with non-JQOs. Per reference b, this authority may not be further delegated.

a. Non-JQOs shall not be assigned to critical S-JDAs without an approved waiver. Waiver requests must be forwarded to the Chairman of the Joint Chiefs of Staff 90 days before the desired reassignment date.

b. The Military Service shall initiate the waiver request using the format specified in Appendix A of this enclosure for individual officers who are nominated for assignment to a critical S-JDA. In the unusual circumstance that the Military Service does not submit a waiver request prior to assigning a non-JQO to a critical position, it remains a Military Service responsibility to submit an after-the-fact waiver. The G/FO memorandum will include an explanation of the circumstances causing the late submission. JDAMIS will not accept transactions to log non-JQOs into critical positions unless an approved JQO qualification waiver is reflected in JDAMIS. Per the format in Appendix A of this enclosure, both the Military Service memorandum and the gaining organization letter of acceptance require G/FO signatures.

c. The joint organization shall initiate the waiver request only in those cases where the officers are being considered for an internal reassignment from a non-critical to a critical position. The joint organization memorandum requires a G/FO signature and must be sent through the Military Service for concurrence before routing to the Joint Staff.

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d. Waiver requests for G/FOs are forwarded to the Chairman of the Joint Chiefs of Staff Special Assistant for G/FO Matters; all others are forwarded to the Chairman of the Joint Chiefs of Staff Directorate for Manpower and Personnel (J-1).

e. Waiver requests shall have the concurrence of the Military Service and the gaining joint activity and shall list all JQOs considered for that assignment. Waivers for officers that have not completed JPME Phase II or AJPME will require a statement as to when the officer will attend JPME Phase II or AJPME.

f. The Chairman of the Joint Chiefs of Staff will provide a report to the USD(P&R) on the number of critical S-JDA JQO qualification waivers granted each fiscal year.

5. S-JDA Fill Requirements. Per 10 USC 661, the Military Services will ensure that at least 50 percent of S-JDAs in grades **above O-4** are filled by officers who have the appropriate level of joint qualification.

6. G/FO Positions. All G/FO actions will be handled by the Special Assistant for G/FO Matters in accordance with procedures established by reference (d). As such, G/FO Matters is responsible for maintaining currency with the G/FO positions on the JDAL. G/FO Matters will use USD(P&R) approved JDAL positions changes as authority to initiate adding/deleting position information in JDAMIS. During the production of the JDAL, G/FO Matters will include a production submission to DMDC, using the DODI 7730.64 Billet Master File format, in conjunction with the same submission provided by eJMAPS, 4th estate organizations, and the Military Services. G/FO Matters will be responsible for reconciling with DMDC their JDAL production submission so that it successfully updates the JDAL.

7. Updates and Changes to the JDAL. The USD(P&R), with the advice and assistance of the Chairman of the Joint Chiefs of Staff, approves JDAL position additions and deletions. Proposed changes should be submitted through the Chairman of the Joint Chiefs of Staff to the JDAL Validation Board. The USD(P&R) approves critical billet designations/changes. Information on changes to JDAL positions is provided in paragraphs 10 and 11 below.

8. The JDAL Validation Board.

a. The JDAL Validation Board shall assess the joint content of the duties of candidate manpower positions and recommend to PDUSD(P&R) whether they should be included on the JDAL. The JDAL Validation Board will be conducted at least annually per paragraph E4.9.1 of reference b.

b. Composition. The board is normally comprised of executive level representatives (grade O-6 or civilian equivalent) from the Joint Staff and each

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of the Military Services. An executive level OSD representative will serve as an advisor/observer. The board makes recommendations to PDUSD(P&R) through the Chairman of the Joint Chiefs of Staff (delegated to the VDJS) to add and/or delete individual positions on the JDAL.

c. JDAL Validation Board Procedures. The following procedures apply to S-JDAs, unless otherwise noted.

(1) All positions, other than those in the OSD, the Joint Staff, combatant command headquarters, or Defense agency headquarters, must be reviewed by the JDAL Validation Board to be included on the JDAL.

(2) The Joint Staff J-1 will provide a JDAL Validation Package data call format and standards guide to the joint activities and Military Services no later than two months prior to each scheduled board.

(3) All proposed JDAL changes shall be submitted to the Joint Staff J-1. Activities will prepare and return the required information in the specified format. Packages will include organization/mission description or charter, a diagram of the organization's structure, the individual position description, the joint manpower document reflecting the funded authorization and which shows the authorization does not reside within the incumbent's military department, service specific identifier (e.g., for Navy, the billet identification number (BIN)), and extracts from performance reports of the incumbent or predecessors.

(4) The Joint Staff J-1 will screen all submissions to ensure that the positions meet the basic requirements listed in this enclosure. The Joint Staff J-1 will notify the owning organization of positions that are ineligible because they do not meet the basic criteria. All other positions will be forwarded to the JDAL Validation Board for consideration and voting.

d. Upon return of the Board members' votes, the Joint Staff J-1 will consolidate the Board's recommendations and return them to the Services. This Board Result summary will be returned to the Joint Staff J-1 with a Military Service G/FO endorsement. Joint Staff J-1 will then forward the Board's recommendations to the VDJS for endorsement, who then forwards to PDUSD(P&R) for final approval.

e. JDAL Validation Board Implementation and Position Start Dates. After PDUSD(P&R) approval, the Chairman of the Joint Chiefs of Staff notifies activities of the board results.

(1) The effective start date of new positions approved by PDUSD(P&R) for addition to the JDAL will be the date the VDJS signed the memorandum endorsing the board results. The incumbent's reporting date will be considered

the Tour Start Date, as long as the incumbent was serving in the position at the time the VDJS memorandum was signed.

(2) Once a position is approved, S-JDA status is locked to the specific validated position. Any significant change to the position description, including duties and primary skill associated with the position, may terminate the S-JDA status and requires the activity to request a review of the new position description using the JDAL Validation Board criteria.

(a) Changes to grade, skill, tour length, Unit Identification Code, position title, etc., that do not violate law and policy for JDAL inclusion, may not affect the S-JDA's status. However, changes in any of these data fields that do violate law and policy necessitate removal from the JDAL during the next JDAL production (e.g., changing primary skill of an officer position from pilot to chaplain).

(b) Otherwise, a review would be required only when the duties of the position change significantly. For example, an activity deletes a Country Analyst and adds a Defense Information Warfare Officer. In this case, the position duties will be clearly altered so the S-JDA associated with the Country Analyst will not be transferred to the Information Warfare Staff Officer position without board review action.

9. JDAL Review. Per reference b, the entire JDAL is to be reviewed/revalidated every five years, beginning in Calendar Year 2009, to ensure positions continue to meet standards. This review will be done in conjunction with the JDAL Validation Board.

10. Additions and Deletions to JDAMIS. The Joint Staff J-1 will maintain currency in JDAMIS as follows:

a. JDAL Validation Board Results. The Joint Staff J-1 will use the USD(P&R) approved JDAL Validation Board results as authority to initiate upload of these results into JDAMIS.

b. Organizations with positions affected by the JDAL Validation Board will forward position information in DODI 7730.64 Billet Master File format to the Joint Staff J-1. To ensure assigned officers correctly received joint credit for their service, Resource Identification Codes (RICs) must be reported. The Joint Staff J-1 will review and validate these documents and forward to DMDC for processing and uploading into JDAMIS.

11. JDAL Production. The Joint Staff J-1, working with DMDC, will produce a master JDAL at least annually. The JDAL itself is a point-in-time master list of all the valid S-JDA positions. It is used for the purpose of producing the

required information for the annual SecDef report to Congress. Billet information in JDAMIS is used to create the JDAL.

a. JDAMIS Position Deletions

(1) Encumbered positions coded for deletion will not be removed until the incumbent departs.

(2) Military Services will not place an officer into a position in JDAMIS that is being coded for deletion. The Services are notified that positions are being deleted via the approved JDAL Validation Board results. Services shall check JDAMIS for position changes on the 1st of November, February, May, and August of each year.

(3) Positions that have undergone manpower or responsibility changes that render the position ineligible as an S-JDA position shall be reported as a deletion during periodic Joint Staff J-1 JDAMIS updates.

b. JDAMIS Position Additions

(1) Upon USD(P&R) approval of the JDAL Validation Board results, the newly approved JDAL positions will be uploaded into JDAMIS.

(2) Other positions in paragraph 2c(1) category above will be added to the JDAL when the manpower requirement is approved and resourced as a permanent position.

APPENDIX A TO ENCLOSURE D

REQUEST TO FILL A CRITICAL S-JDA WITH A NON-JQO

SERVICE LETTERHEAD

MEMORANDUM THRU SERVICE HEADQUARTERS

FOR DIRECTOR, THE JOINT STAFF

SUBJECT: Request for Waiver for non-Joint Qualified Officer (JQO) to Fill a Critical S-JDA: **RANK, NAME**.

1. This memorandum is forwarded to request a Waiver for non-JQO to Fill a Critical S-JDA allowing RANK, NAME to assume duties as the DUTY TITLE, COMMAND.
2. RANK, NAME has an excellent record and is the best qualified for the position. (Provide examples of what makes the officer qualified for the position). Approval of this waiver is in the best interest of the **Service** and the gaining organization.
3. IF a By Name Request, apply this paragraph: Name of G/FO, Command, has accepted Rank, Name for this position.

NAME
General/Flag Officer, Service
Signature Block

Enclosure

Waiver for Non-JQO to Fill a Critical S-JDA

1. Name, grade, social security number, rank, and date of rank (attach a copy of the officer career brief).
 - a. Officer's advanced civilian and professional military education. Projected date of JPME Phase II attendance (mandatory if officer has not previously attended).
 - b. Identify officer's unique qualifications to fill this critical billet.
 - c. Projected reporting date.
2. Position requirements
 - a. Identify duty title, joint duty assignment listing position number, required career specialty, and qualifications needed to fill this position (other than JQO criteria).
 - b. Provide summary of previous actions taken to fill this position.
 - c. Address JQOs not available to fill the critical billet (attach listing of JQOs in the required career specialty, name SSN, current position, date of assignment, date available for next position, and reason why officer is not available).
 - d. Identify impact if recommended officer is not approved for this critical billet.
3. Provide the name of the gaining commander and the officer's position within the organization that is accepting the officer to fill this critical billet (G/FO signature required).

ENCLOSURE E

JOINT DUTY CREDIT FOR STANDARD JDA

1. Joint Duty Credit. 10 USC 664 and reference b refer to joint duty credit, which is earned from service in a JDAL position. Officers must be assigned to a position on the JDAL to receive joint duty credit under the “traditional” JDA path. Military Services enter officers in and out of S-JDA positions in JDAMIS and their respective Service personnel systems. Assignment fill rates (paragraph 5 of Enclosure D), approval of joint qualification designation levels (Enclosure I), minimum tour length requirements (Enclosure J), promotion board requirements (Enclosure L), and Annual Joint Officer Management Report to the Congress (Enclosure M), all use S-JDA data as input to JDAMIS. Officers serving in an S-JDA position must complete the tour length specified in 10 USC 664. **No intensity factor will be applied to any JDAL position.**

a. An officer begins to accrue joint duty credit upon assignment in the JDAL position and stops accruing joint duty credit on departure from the JDAL position. Assignment to different JDAL positions with no break in time may be counted as one continuous tour of duty to meet minimum tour length requirements. The assignment dates recorded in JDAMIS are used to calculate time in the position and the annual Military Service joint duty tour length average. JDAMIS calculates total days served divided by 30.4 (i.e., official numbers of days per month used by DMDC for each calendar year) to calculate total months served.

b. The assignment of more than one officer to one S-JDA is not authorized except during reassignment. The overlap of incoming and outgoing officers, during which time both officers accrue joint duty credit, will not exceed 90 days.

c. Officers must serve a minimum of 3 years to receive full joint duty credit, unless waived by the DUSD(MPP), or meet the requirements for early release, and must serve at least 10 consecutive months in an S-JDA to receive cumulative joint duty credit.

d. Critical Occupational Specialty (COS) officers who meet all the criteria contained in Enclosure K may receive full joint duty credit for serving at least 2 years in their initial S-JDA. In specific instances, up to 60 days of constructive credit may be used, yielding a 22-month tour that earns full joint duty assignment credit. See paragraph 3 below.

e. Officers who serve the accompanied-by-dependents tour prescribed in reference h, in positions designated as full credit overseas S-JDAs, including

Alaska and Hawaii, may receive full joint duty credit for serving less than 3 years in an S-JDA without a tour length waiver. Only those tours that are at least 2 years in length may be designated as full credit overseas S-JDAs. The officer must serve the accompanied-by-dependents tour length regardless of marital or dependent status to receive full joint duty credit without a tour length waiver. Officers who serve the unaccompanied-by-dependents tour length or tours that are less than 2 years in length receive cumulative joint duty credit.

2. Cumulative Joint Duty Credit. Officers who serve at least 10 consecutive months in a S-JDA may receive cumulative joint duty credit when the following criteria are met. Cumulative credit may be combined to receive full joint duty credit when the minimum S-JDA tour length is met.

a. At least one of the S-JDAs used to accumulate joint duty credit must be an overseas assignment (which includes Hawaii and Alaska), or, a qualifying reassignment and the officer must serve at least 10 consecutive months in the assignment. There are three types of qualifying reassignments, as follows:

(1) Reassigned for Unusual Personal Reasons. Reassignment for reasons not under the officer's or Military Service's control. That includes extreme hardship and medical conditions.

(2) Officer Promoted. Officer promoted and no other positions requiring the officer's grade or skill are available in the same organization. To accumulate the time accrued, the officer must be immediately reassigned to another S-JDA.

(3) Position Eliminated. Officer's position is eliminated due to reorganization. To accumulate the time accrued, the officer must be immediately reassigned to another S-JDA.

b. Joint duty credit from S-JDAs not covered above may be accumulated with cumulative joint duty credit from overseas and/or qualifying reassignment S-JDAs provided the officer serves a minimum of 2 years in the S-JDA with the following exception: If an officer is reassigned due to the officer being promoted out of the S-JDA or due to the officer's S-JDA position being eliminated, the time served in the new assignment (only if it is a S-JDA) may be accumulated provided the officer serves a minimum of 10 consecutive months in the S-JDA. Constructive credit may be applied as discussed in paragraph 3 below.

c. If an officer was in an S-JDA position on or after 11 September 2001 for less than 10 consecutive months and received no cumulative joint duty credit, the time served in that S-JDA position from 11 September 2001 to stop date will be automatically converted to joint experience points in JDAMIS.

d. Cumulative joint duty credit will be automatically converted to joint experience points in JDAMIS. An intensity factor will not be applied when converting cumulative credit.

3. Constructive Credit For Joint Duty Tour Completion. Officers may depart an S-JDA up to 60 days early and receive constructive credit when specific criteria are met. Constructive credit may be applied to 3-year S-JDA tour lengths, to 2-year early COS reassignments (Enclosure K), to overseas assignments with 2-year or more tour lengths (includes Hawaii and Alaska), and to S-JDA tours when 2 years of cumulative credit are accrued. Constructive credit is excluded when calculating the joint duty tour length average; only time actually served in an S-JDA may be used to calculate the joint tour length average (Enclosure J). Constructive credit may only be used when early departure is required for military necessity (e.g., school report date or a change of command that cannot be delayed) or only be used when other alternatives would not suffice in meeting mission requirements. Constructive credit shall not be used for personal convenience. An officer serving less than 10 months in an S-JDA is not eligible for constructive credit.

4. Joint Duty Credit When JDAL Positions Are Added Or Removed

a. An officer's joint duty credit begins on assignment to a S-JDA position and stops when the officer departs the position.

b. An officer will receive retroactive joint duty credit for time served, if the officer was in the position on or before the date the Vice Director signed the memorandum. If an officer departed the position before the date the Vice Director signed the memorandum, then the officer may self-nominate their joint experience via procedures listed in Enclosure H.

c. An officer will be allowed to continue to accrue joint duty credit in positions that have been stopped until the officer is reassigned, if they were in the position when it was stopped.

5. Joint Duty Credit For Officers In Grade O-3. Officers in the grade of O-3 assigned to S-JDAs may receive joint duty credit; all joint duty provisions apply, including tour length and early release requirements. Officers in grades O-1 and O-2 may not be assigned to S-JDAs.

6. Joint Duty Credit During Periods Of Temporary Duty. Temporary duty does not change an officer's permanent assignment to a S-JDA position, or joint duty credit status.

7. Temporary Provision -- Joint Duty Credit JTF HQs Positions

a. Between 2005 and 2007, the Secretary of Defense approved, as an exception to policy, adding certain qualifying JTF HQs positions to the JDAL. These positions, which are primarily located in combat theaters of operation, are recognized as providing an intensely joint experience. With the advent of JQS and the E-JDA path to joint qualifications, these positions will be removed from the JDAL no later than 1 January 2009. Officers serving in these positions after that date may self-nominate their experiences for award of joint experience points. Until then, the following guidelines apply.

b. Qualifying JTF HQs positions on the JDAL are subject to fill rates (Enclosure D), promotion reports (Enclosure L), and Annual Report requirements (Enclosure M). Provisions of paragraph 4c above apply.

c. The combatant commands are responsible for forwarding a monthly list of personnel who have filled approved temporary JTF positions to the Military Services, with a copy furnished to the Joint Staff J-1. This list should be endorsed by a G/FO in a dated cover memorandum. Provisions of paragraph 4c above apply.

d. Procedures for Full Joint Duty Credit

(1) Under the provisions of 10 USC 664, the Secretary of Defense, with the advice of the Chairman of the Joint Chiefs of Staff, may award officers who serve in certain temporary JTF headquarters assignments credit for completing a full joint assignment and award full joint duty credit.

(2) Before an officer can receive full joint duty credit, a request must be submitted by the Military Service. Packages requesting full joint duty credit may only be submitted after an officer's departure from the position, and are not based on a projected rotation date. The officer must have been in the approved temporary JTF position for 365 consecutive days or more.

(3) Military Services determine which officers will be submitted for full joint duty credit. Requests are initiated by and forwarded from the Military Service via the Chairman of the Joint Chiefs of Staff to PDUSD(P&R) for approval. Packages require a dated G/FO memorandum, a spreadsheet list of the officers being submitted for credit, and a copy of the combatant command source document used for date verification. Services shall provide justification for nominated personnel who served in designated temporary JTF positions for less than 365 consecutive days for full joint duty credit.

(4) If PDUSD(P&R) approves the request, the Joint Staff J-1 will ensure the approved package is updated in JDAMIS.

e. Cumulative Joint Duty Credit. An officer may be awarded cumulative joint duty credit based on the number of months served in a designated temporary JTF position, if the officer did not qualify for full joint duty credit.

8. Credit For Time Already Served (Interim Credit). Officers who are currently serving in a S-JDA and have completed and been credited with JPME Phase II or AJPME (RC officers) may, under certain circumstances, combine accrued joint qualification points with time (i.e., months) already served in the S-JDA to achieve the requisite 36 points required for joint qualification Level III. Use of interim time served to achieve a total of 36 points shall not preclude the requirement to complete the full tour of duty in the current S-JDA.

9. Temporary Provision for RC Retroactive Joint Credit. RC officers are eligible for award of joint duty credit for service completed in qualifying joint assignments designated under provisions of 10 USC Chapter 38 that were in effect from 1 October 1986 until 30 September 2007, including non-JDAL RC positions in OSD, the Joint Staff, combatant command headquarters, and Defense agency headquarters. The provisions of 10 USC 661 and 664 enacted by the GNA of 1986, as well as DOD joint officer management policy, and all subsequent revisions in effect through 30 September 2007, will apply. This includes joint duty credit for Operation DESERT SHIELD/DESERT STORM and for service in SecDef-approved JTFs listed in Figure G-1 (see paragraph 3a of Enclosure G). Officers may only apply for joint duty credit based on the AC or RC status they were in at the time of the experience.

a. This provision allows such officers to receive joint duty credit as follows:

(1) Full-time RC officers who served in positions in OSD, the Joint Staff, combatant command headquarters, and Defense agency headquarters only, are eligible.

(2) The qualifying joint assignment must have been in grade O-4 and above positions. Grade O-3 RC officers who were assigned to these positions may request joint duty credit.

(3) Full-time RC officers who completed 10 or more consecutive months in a qualifying joint assignment between 1 October 1986 to 30 September 2007 may self-nominate such assignments per procedures listed in paragraph 3 of Enclosure G. No intensity factor will be applied to these qualifying joint assignments.

b. RC officers may be awarded cumulative joint duty credit for service in Operation DESERT SHIELD/DESERT STORM. Officers may self-nominate service from 2 August 1990 to 28 February 1991, unless the officer was in AC status during this time period, as indicated above. Procedures listed in paragraph 6 of Enclosure H will be followed to self-nominate such service. No

intensity factor, as described in paragraph 3 of Enclosure G, will be applied since such provisions are not approved for service before 11 September 2001.

c. Effective Date of Joint Qualifications. The effective date of joint qualifications resulting from retroactive credit is the approval date of the qualification and does not constitute grounds for supplemental or retroactive promotion consideration of a prior promotion selection board.

d. Time Frame to Self-Nominate Joint Duty Assignments. For qualifying joint assignments prior to 1 October 2007, officers may request retroactive joint credit through the self-nomination procedures listed in paragraph 6 of Enclosure H. Requests may be submitted from 1 October 2007 through 30 September 2010.

ENCLOSURE F

JPME MANAGEMENT REQUIREMENTS

1. JPME Phase I Graduates. Military Services are responsible for entering JPME Phase I course completion date in JDAMIS. JPME Phase I qualifications will be entered for an officer either upon graduation or NLT the date the next joint qualification points are entered into JDAMIS.

2. JPME Phase II Direct Entry Waivers (DEW). Attendance at JPME Phase II requires the prior completion of JPME Phase I or an approved DEW.

a. Military Services are responsible for screening officers prior to attendance at JPME Phase II producing courses to ensure they have completed JPME Phase I. Under exceptional conditions, the Chairman of the Joint Chiefs of Staff may approve a DEW to permit an officer to attend JPME Phase II before JPME Phase I is completed. Requests for officers needing a DEW will be submitted by the Military Service to the Joint Staff J-1 for approval. DEWs approved by the Joint Staff J-1 are for sequencing purposes only and do not remove the requirement for the officer to complete JPME Phase I. JPME Phase II credit will not be granted until the officer completes JPME Phase I. See Figure F-1 for available waivers. The Military Service shall initiate the DEW request using the format specified in Appendix A of this enclosure. The DEW request must be submitted a minimum of 60 days prior to the start of the JPME Phase II class to which the Military Service desires to send the officer.

b. Per 10 USC 2155(a), sunset provisions allow officers to attend accredited JPME Phase II senior Service colleges without a DEW through 30 September 2009.

3. JPME Phase II Graduates. The Military Services must ensure that the following requirements are met by AC officers who graduate from each of the NDU schools (e.g., NWC, ICAF, JCWS, or JAWS) for each FY:

a. All JQOs must be assigned to an S-JDA as their next duty assignment following graduation unless waived on a case-by-case basis by the PDUSD(P&R). Waiver requests are submitted by the Military Service, through the Chairman of the Joint Chiefs of Staff, in the format provided in Appendix B of this enclosure.

b. More than 50 percent of all non-JQO graduates (for each Military Service for each school) attending NWC, ICAF, JCWS, and JAWS must be assigned to an S-JDA as their immediate assignment following graduation. One half of the officers subject to this requirement (for each Military Service for

each school) may be assigned to a S-JDA as their second (rather than first) assignment following graduation, if necessary, for efficient officer management. The Military Service shall coordinate with the Chairman of the Joint Chiefs of Staff to document compliance in JDAMIS. To the maximum extent practicable, this policy shall also apply to the RC.

c. Military Services are responsible for entering AC and RC officers enrolled in any JPME Phase II producing course (to include AJPME for RC officers) into JDAMIS NLT 30 days following the course start date based upon student rosters provided by the schools. Services will notify Joint Staff J-1 when this requirement is completed.

d. Within 30 days of course graduation, Military Services are responsible for entering course completion based upon graduation rosters provided by the schools. For officers attending NWC, ICAF, JCWS, and JAWS, Services will also enter the required follow-on assignment codes so that compliance with outplacement requirements can be monitored. Services will notify Joint Staff J-1 when this requirement is completed.

Course	JPME Level	JPME I pre-requisite	Available waivers	Comments	Outplacement Requirements
JAWS	Single phase JPME I and JPME II	NA	NA		Title 10, Chapter 38, § 663. All JQOs must be assigned to a S-JDA upon graduation unless waived. Over 50% of non-JQOs must be assigned to a S-JDA upon graduation.
ICAF	Single phase JPME I and JPME II	NA	NA		Title 10, Chapter 38, § 663. All JQOs must be assigned to a S-JDA upon graduation unless waived. Over 50% of non-JQOs must be assigned to a S-JDA upon graduation.
Nat'l War College	Single phase JPME I and JPME II	NA	NA		Title 10, Chapter 38, § 663. All JQOs must be assigned to a S-JDA upon graduation unless waived. Over 50% of non-JQOs must be assigned to a S-JDA upon graduation.
JCWS	JPME II	Yes	Direct entry waiver (DEW) *	* Waives the requirement for officers to complete JPME I prior to attendance at JCWS. However, waivers approved by the CJCS will not remove the requirement to complete JPME I. JPME II credit will only be granted upon completion of JPME I.	Title 10, Chapter 38, § 663. All JQOs must be assigned to a S-JDA upon graduation unless waived. Over 50% of non-JQOs must be assigned to a S-JDA upon graduation.
Service War Colleges	JPME II -- MCWAR (beginning with the graduating class of Jun 06), AWC (beginning with the graduating class of Jun 07), CNW (beginning with AY06-07 graduates who attended the Joint Military Operations Course Aug 06), USAWC (beginning with the graduating class of Jun 07).	Yes*	Direct entry waiver**	*Sunset provision allows officers to attend prior to 30 Sep 09 without JPME I (no waiver required) and upon graduation to receive credit for both JPME I and JPME II. **Officers attending after 30 Sep 09 must complete JPME I prior to attendance or receive a DEW (Section 2155, (a)(2). However, waivers approved by the CJCS will not remove the requirement to complete JPME I. JPME II credit will only be granted upon completion of JPME I.	Title 10, Chapter 38, § 663 requirements do not apply.

Figure F-1 JPME Waivers

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APPENDIX A TO ENCLOSURE F
REQUEST FOR DIRECT ENTRY WAIVER

SERVICE LETTERHEAD

MEMORANDUM THRU SERVICE HEADQUARTERS

FOR DIRECTOR MANPOWER AND PERSONNEL, THE JOINT STAFF

SUBJECT: Request for Direct Entry Waiver **RANK, NAME**

1. This memorandum is forwarded to request a Direct Entry Waiver for Joint Professional Military Education II (enclosed) allowing **RANK, NAME** to attend the course prior to the completion of Joint Professional Military Education I.
2. Approval of this waiver is in the best interest of the **Service and the gaining organization.**

NAME
General/Flag Officer, Service
Signature Block

Enclosure

DIRECT ENTRY WAIVER FOR JPME PHASE II

1. Name, grade, social security number, rank (attach a copy of the officer career brief). JPME Phase II class and date scheduled.

a. Officer's significant professional military education.

b. If currently not in a joint position, plans for a subsequent assignment to a joint duty assignment.

c. Officer's basic knowledge of joint matters and other aspects of the Phase I curriculum (Appendix C or D to Enclosure E of reference (f)) that qualifies the officer to meet the minimum requirements established for entry into Phase II instruction.

2. The **Service** is aware that approval of this waiver is for sequencing of JPME phases only and does not remove the JQO education requirement to complete JPME Phases I and II.

If the Direct Entry Waiver is approved, the **Service** is aware the officer will only get credit for course attendance not receiving credit towards completion of JPME Phase II. (The Service will update documentation in JDAMIS, showing the officer has completed JPME Phase I before JPME Phase II credit will be awarded).

APPENDIX B TO ENCLOSURE F
REQUEST FOR JOINT DUTY ASSIGNMENT WAIVER

SERVICE LETTERHEAD

MEMORANDUM THRU SERVICE HEADQUARTERS
DIRECTOR FOR MANPOWER AND PERSONNEL, JOINT
STAFF

FOR PRINCIPAL DIRECTOR DEPUTY UNDER SECRETARY OF DEFENSE –
(MILITARY PERSONNEL POLICY)

SUBJECT: JPME Follow-on Assignment Waiver ICO (Name)

1. In accordance with Section 663(a), Title 10, United States Code, request you waive the Joint Professional Military Education (JPME) follow-on joint duty assignment requirement for RANK, NAME. The
2. RANK, NAME was designated a JQO on DATE. He/she will graduate from the (JPME Phase II course title) on DATE. Also, the Officer's Record Brief is attached. (Officer Record Brief must clearly show the officer's duty history for at least the last 10 years.)
3. The SERVICE has requested (number) similar waivers this academic year. Approval of this waiver is in the best interest of the SERVICE and officer. (Explain reason why the officer should not be reassigned to a joint duty assignment following graduation from JPME Phase II).

NAME
General/Flag Officer, Service
Signature Block

Attachment:
As stated

PD(MPP) Decision:
Approved _____
Disapproved _____

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ENCLOSURE G

JOINT DUTY CREDIT FOR CERTAIN JOINT TASK FORCE ASSIGNMENTS

1. Introduction. 10 USC 664(i) authorizes the Secretary of Defense, with the advice of the Chairman of the Joint Chiefs of Staff, to award joint duty credit for officers who serve in certain qualifying temporary JTF headquarters assignments, on a case-by-case basis, for completing a full JDA or credit countable for determining cumulative service in JDAs.

2. DOD Approved JTF Headquarters Operations

a. Any combatant commander may request certain JTF headquarters be approved by PDUSD(P&R) as qualifying for the potential award of joint credit. Once approved, an officer filling a position on the JTF's Headquarters joint manning document (JMD) may request joint duty credit.

b. The combatant commander is required to submit a formal request to PDUSD(P&R), via the Chairman of the Joint Chiefs of Staff, requesting approval of a specific JTF headquarters as a qualifying temporary JTF headquarters. The Joint Staff J-1 will review request before forwarding to PDUSD(P&R) for required information that will include:

(1) Documents designating the organization as a JTF headquarters. Authority for such designation resides with the President of the United States, Secretary of Defense, or combatant commander.

(2) A mission statement.

(3) Geographic location of headquarters.

(4) Date JTF headquarters was established.

(5) JMD. The JMD must be a current Joint Staff J-1 validated JMD, per procedures listed in reference i.

c. PDUSD(P&R) reviews request to determine if experiences obtained by officers in the JTF headquarters are equivalent to that which would be gained by serving in an S-JDA.

d. If PDUSD(P&R) approves request, Joint Staff J-1 then requests DMDC add the newly approved JTF(s) to the self-nomination web-based application at: <https://www.dmdc.osd.mil/jqs>.

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3. Retroactive Joint Experiences. Joint experiences on and after 11 September 2001 that were not captured under the legacy JOM system may be considered retroactively for award of joint qualification points. The following joint experiences are eligible for retroactive joint duty credit or experience points, as applicable:

a. Officers who served **90 consecutive days or more on or after 10 February 1996, but before 11 September 2001** may self-nominate such experience for joint duty credit. Such requests must be forwarded by the Military Services to the PDUSD(P&R), via the Chairman of the Joint Chiefs of Staff. Officers may self-nominate such experiences through the web-based application as discussed in Enclosure H but the application will segregate these JTF requests under this provision so that the Military Services can forward separately.

(1) Since the JTF headquarters operations listed in Figure G-1 are approved for cumulative or full joint duty credit (depending on the amount of time served), individual justification for meeting the definition of joint matters is not the objective of the nomination request. The request's primary purpose is to establish the time period and actual duty performed to determine eligibility. Multiple officer packages may be consolidated by the Military Service into a single nomination package but each package must contain an individual request in the prescribed format below for each officer.

(2) Officers in the grade of O-3 filling an O-4 or above position qualify for joint duty credit. Grade O-2 or below or any other officers filling a grade O-3 or below position do not qualify for joint duty credit for these JTF headquarters operations during this specified timeframe. 10 USC 664(i)(2)(ii) states such assignment "is equivalent to that which would be gained by the officer in a joint duty assignment." Since only grade O-4 and above positions can be listed on the JDAL (see Enclosure D) and that grade O-3 officers in grade O-4 and above positions can receive joint duty credit (see Enclosure E), grade O-2 and below officers do not qualify.

(3) Officers awarded cumulative joint duty credit under this provision will automatically have that credit converted to the appropriate number of joint qualification points.

b. Officers who completed any length of time **before 11 September 2001 but ended after 11 September 2001** in a SecDef-approved JTF headquarters operation listed in Figure G-1 will use procedures as discussed in Enclosure H. No intensity factor will be applied for approved JTF experiences before 11 September 2001. Appropriate intensity factor may be applied to approved experiences on or after 11 September 2001.

c. Officers who completed **any length of time on or after 11 September 2001** in a SecDef-approved JTF headquarters operation listed in Figure G-1 will use procedures as discussed in Enclosure H. The appropriate intensity factor will be applied to any approved joint experiences.

d. Military Services must endorse nomination packages requesting JTF headquarters joint duty credit, which must include a dated G/FO cover memorandum using the format specified in Appendix A of this enclosure. Services forward recommendations to the Joint Staff J-1 for review and further consideration by PDUSD(P&R). Upon PDUSD(P&R) approval of joint duty credit, appropriate information is updated in JDAMIS by the Joint Staff J-1.

Stabilization Force (SFOR) Bosnia 29 Oct 98 – to be determined (TBD)		
JTF Southwest Asia (SWA) 29 Oct 98 - TBD		
Above listed two operations were approved by PDUSD on 29 Oct 1998		
OPERATIONS APPROVED	DATES OF OPERATION	JTF HQ LOCATION
Operation NORTHERN WATCH	1 Aug 92 - TBD	Incirlik, Turkey
Operation SOUTHERN WATCH	27 Aug 92 - TBD	Riyadh, Saudi Arabia and Prince Sultan AFB, Saudi Arabia
Operation ABLE SENTRY	26 Jun 93 - 28 Feb 99	Skopje, Macedonia
Operation JOINT ENDEAVOR	25 Dec 95 - 19 Dec 96	Sarajevo, Yugoslavia
Operation JOINT GUARD	20 Dec 96 - 20 Jun 98	Sarajevo, Yugoslavia
Operation DESERT THUNDER	24 Jan 98 - 15 Dec 98	Camp Doha, Kuwait
Operation JOINT FORGE	20 Jun 98 - 10 Jun 99	Sarajevo, Yugoslavia
Operation NOBLE ANVIL	24 Mar 99 - 20 Jul 99	Naples, Italy
Operation JOINT GUARDIAN	11 Jun 99 - TBD	Pristina, Kosovo
Above listed nine operations were approved by the 2002 NDAA (approved 28 Dec 2001)		
CJTF-AFG/CJTF-180 (Initial name when activated on 30 May 2002)	30 May 02 - TBD/106 HQ positions	Bagram, Afghanistan
CJTF- HORN OF AFRICA	17 Oct 02 - TBD/100 HQ positions	Camp Lemonier, Djibouti
CJTF-7	1 May 03 - TBD/137 HQ positions	Camp Dohar, Qatar
Above listed three operations were approved by PDUSD on 10 Oct 2003.		
Multi-National Force-Iraq	15 May 04 - TBD	Baghdad, Iraq
Multi-National Coalition-Iraq, including Task Force 134 (Detainee Operations)	15 May 04 - TBD	Baghdad, Iraq
Multi-National Security Transition Command-Iraq	23 Aug 04 - TBD	Baghdad, Iraq
CENTCOM Deployment Distribution Operations Center	16 Jul 04 - TBD	Camp Arifjan, Kuwait
Combined Forces Command-Alpha	22 Dec 03 - TBD	Kabul, Afghanistan
Office of Military Cooperation-Alpha	27 Mar 04 - TBD	Kabul, Afghanistan
Combined Joint Task Force 76 (Name change from CJTF-180)	30 May 02 – TBD (Name changed on 15 May 04)	Bagram, Afghanistan
Joint Task Force Bravo	2 May 05 -TBD	Soto Cano Air Base, Honduras
CJTF Horn of Africa	17 Oct 02 -TBD	Camp Lemonier, Djibouti
Above listed nine operations were approved by SecDef on 2 May 2005		

Figure G-1 Approved Joint Task Force Operations

APPENDIX A TO ENCLOSURE G

REQUEST JOINT DUTY CREDIT FOR CERTAIN JOINT TASK FORCE
ASSIGNMENTS

SERVICE LETTERHEAD

MEMORANDUM THRU SERVICE HEADQUARTERS
DIRECTOR FOR MANPOWER AND PERSONNEL, JOINT
STAFF

FOR PRINCIPAL DIRECTOR DEPUTY UNDER SECRETARY OF DEFENSE –
(MILITARY PERSONNEL POLICY)

SUBJECT: Request Joint Duty Credit for Certain Joint Task Force
Assignments

1. In accordance with Section 664(i), Title 10, United States Code, request joint duty credit be awarded for the attached list of (###) officers. Of that list, (###) officers are being nominated for full joint duty credit and (###) officers are nominated for cumulative joint duty credit.
2. Each officer being nominated was assigned to a temporary position on the headquarters staff of a qualifying U.S. JTF that is part of a combatant command or the U.S. element of the headquarters staff of a multi-national force. Additionally, all other criteria of Section 664(i), Title 10, have been met.

NAME
General/Flag Officer, Service
Signature Block

Attachment:
As stated

PD(MPP) Decision:
Approved _____
Disapproved _____

Service shall provide in the following information via Excel spreadsheet:

1. Officer Service Data

- a. Full name, social security number, grade (at time of JTF assignment), Service.
- b. Officer career specialty.
- c. Inclusive dates and accumulated days for JTF headquarters assignment (only arrival and departure dates **at the JTF headquarters** count, **not** departure date from home base and subsequent return date, not travel time, nor training time).
- d. Current duty location and contact telephone number.
- e. Attach source documentation (copies): officer career brief, applicable performance evaluation and/or award citation, travel orders, travel voucher/claim indicating inclusive JTF assignment dates – as available or necessary to establish times and places.

2. Position Identification

- a. Organizational Hierarchy Titles (JTF HQs, Directorate, Division, etc.).
- b. Position Duty Title.
- c. Position Grade.
- d. Duty Description.
- e. Duty Title of Immediate Supervisor.

ENCLOSURE H

JOINT EXPERIENCE PROCESS AND PROCEDURES

1. Introduction. Per Enclosures E and F, service in any S-JDA and JPME Phase I and II (or AJPME for RC officers) completion continue as the primary method for attaining JQO qualification. However, officers may also achieve the different levels of joint qualification designation by combining JPME completion with the approved accumulation of joint experiences, exercises, and training. Joint experiences may be accrued while serving in non-JDAL positions, or E-JDAs, including duties with DOD, interagency, non-governmental, or international organizations and including long-term assignments or brief periods of joint operations.

a. Unique to the JQS is the opportunity to acknowledge that officers also gain expertise in joint matters based on their participation in joint exercises, other forms of joint training (does not apply when attending as a student), and education other than JPME, and that these types of opportunities may also garner discretionary points for officers. However, discretionary points alone will not enable an officer to earn joint qualification.

b. A prescribed amount of joint experience, including a recency requirement per paragraph 3c of Enclosure B, is mandatory for each qualification level, although the JQS will allow officers to begin accruing points for their joint experiences at the earliest points in their career (see paragraph three of Enclosure B for joint qualification levels).

2. E-JDA. An E-JDA may include other non-JDAL assignments and experiences that demonstrate an officer's mastery of knowledge, skills, and abilities in joint matters. E-JDAs may be shorter in duration; therefore, they may be aggregated to achieve the equivalent of a full joint tour of duty in an S-JDA. Officers may submit their request for experience points through the self-nomination process listed in paragraph 6 below. Experience points for these assignments or venues may be requested from 11 September 2001 forward.

3. In-Service, Professional Specialty, and non-JPME Phase II Instructor Positions. Officers may gain joint experience while serving in these types of positions; however, these positions will not be placed on the JDAL. Officers in these positions may apply for joint experience points, provided the experience clearly meets the definition of joint matters.

4. Student Assignments. Officers in student status are not eligible to self-nominate for experience points.

5. Other Joint Experiences. All officers may self-nominate joint experiences that were on and after 11 September 2001 and:

a. Were not captured under the legacy JOM system (e.g., JDAL position).

b. The inclusive dates of experience include only arrival and departure dates of actual experience. Departure date from home base and subsequent return date, travel, or training dates do not count.

c. Criteria

(1) For joint experiences gained during the retroactive periods listed above, eligible officers may receive experience points, as applicable, via:

(a) Any assignment or duty with direct relevance to the definition of joint matters.

(b) From 1 October 2007 through 30 September 2010, officers may self-nominate their joint experiences accrued during the specific retroactive periods.

(c) Joint training (to include resident and distance learning joint courses), joint exercise, or joint education, designated by the Joint Staff J-7. All must have direct relevance to the definition of joint matters.

(2) For all joint experiences accrued on or after 1 October 2007, procedures listed in paragraph 6 below will be followed.

6. Self-Nomination Process. Officers may self-nominate any joint duty credit or experiences that have direct relevance to the definition of joint matters via the self-nomination web-based application.

a. Officers

(1) For non-retroactive joint experiences, officers will have 1 year from completion date of their joint experience to self-nominate their joint experiences to their respective Military Service Personnel Center for processing

(2) AC Officers **may not** self-nominate experiences received while in any S-JDA position, to include temporary JTF positions. Enclosure E describes how those experiences will be entered in JDAMIS for officers.

(3) Current RC officers who earned approved cumulative or full joint duty credit while in AC status may not self-nominate those experiences.

DMDC will access JDAMIS history files and upload required information into JDAMIS for these officers.

(4) RC officers **may** self-nominate for joint duty credit for service completed in qualifying, full-time JDAL positions per paragraph 9 of Enclosure E.

(5) Experiences on or after 11 September 2001 must meet both aspects of the new definition of joint matters – **who** the duty is performed with and **what** the duty entails in order to qualify for the award of joint experience points. The Military Services and the JQS Review Panels shall conduct their reviews using these criteria.

(a) The “who” includes multiple military forces, which refers to forces that involve participants from the Armed Forces and one or more of the following: other departments and agencies of the United States; the military forces or agencies of other countries; non-governmental persons or entities.

(b) The “what” includes operations conducted across domains such as land, sea, or air, in space, or in the information environment, including matters relating to national military strategy, strategic and contingency planning, command and control of operations under unified command, national security planning with other departments and agencies of the United States, and combined operations with military forces of allied nations.

(6) The self-nomination web-based application can be found at: <https://www.dmdc.osd.mil/jqs>. Officers will be asked to answer initial questions in Part I of the JQS Screening Questionnaire. If an officer passes the initial screening, he/she will be allowed to complete the remaining questions. The officer may be requested to submit validating documents to parent Military Service Personnel Center; examples include:

(a) Official orders to area of experience.

(b) Officer performance evaluation(s) for requested periods.

(c) Any award citation for the period being nominated.

(d) Officer history report, travel vouchers/claims for each requested period indicating assignment data, LES, or position description, if available.

(7) Services’ POC information is provided on the self-nomination web-based application.

b. Military Services

(1) Review and validate officer's self-nomination request and supporting documents for authenticity and accuracy. Ensure documentation supports information listed on the JQS Screening Questionnaire.

(2) Recommend an intensity factor. See paragraph 6 of Enclosure B.

(3) Establish internal procedures for reviewing packages but will only forward complete, reviewed packages to the Joint Staff J-1 from each Military Service Headquarters Personnel Center under a dated G/FO cover memorandum, IAW format provided by Joint Staff J-1. Unless previously coordinated, only information classified at the SECRET level or lower will be accepted.

(4) Establish internal procedures to inform officers if self-nominated experiences were not forwarded to higher authority for review and approval.

(5) When requested by Joint Staff J-1, forward packages of all officers who have accrued a **minimum of 30 combined days** that meet all joint experience points criteria to the Joint Staff J-1.

c. The Chairman of the Joint Chiefs of Staff

(1) Periodically conduct JQS Review Panels to review packages and ensure joint qualification standards for award of experience points are being applied uniformly across all Military Services. JQS Review Panels will be led by the Joint Staff J-1 and will normally include Service G/FO representation.

(2) JQS Review Panels will review individual packages to ensure joint qualification standards were met and will recommend the number of experience points to award based on the appropriate point formula (i.e., intensity factor for experiences versus participation factor for other joint activities). Specific panel procedures and criteria will be distributed to the Military Services prior to convening a JQS Review Panel.

(3) Notify Military Services of each individual's points award decision. Officers whose specific experience was disapproved will have one opportunity for re-submission to a future review panel.

(a) Military Services will mark re-submittal packages as "Re-submission" and include the complete original submission.

(b) Re-submission packages should include significant new or additional information for the specific joint experience that was not known to the officer or Military Service at the time of the Review Panel convening date.

Re-submission packages that do not include significant new or additional information will be returned to the Military Service and no further re-submission for that experience will be allowed.

(c) The officer is responsible for exercising due diligence in submitting a complete package.

(4) Award joint experience points based on recommendations of the JQS Review Panel. Authority to award points has been delegated to the Vice Director. Once the Vice Director approves the JQS Review Panel recommended experience points, the Joint Staff J-1 will ensure these points are updated in JDAMIS.

7. Effective Date of Joint Experience Points. The effective date of joint experience points will be the date experience points were approved by the Vice Director.

8. Time Frame to Self-Nominate Joint Experiences

a. For joint experiences prior to 1 October 2007, officers may self-nominate them from 1 October 2007 through 30 September 2010.

b. For joint experiences ending between 1 October 2007 and the publication date of this instruction, officers will have until 30 September 2010 to nominate these experiences. For joint experiences terminating after the publication date of this instruction, officers will have one year from the completion date of the joint experience to self-nominate that experience.

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ENCLOSURE I

APPROVAL OF JOINT QUALIFICATION LEVEL I, LEVEL II, AND LEVEL III

1. Approval Authority. The applicable Military Department is the approval authority for joint qualification Level I. The Chairman of the Joint Chiefs of Staff is the approval authority for joint qualification Level II. USD(P&R) is the approval authority for joint qualification Level III (JQO). Procedures for award of joint qualification Level IV can be found in reference d.

2. Joint Qualification Level I Procedures

a. The Military Departments (may be delegated to individual Military Services, at the G/FO or Senior Executive Service level) will enter into JDAMIS for each officer:

- (1) Name of pre-commissioning program and date commissioned
- (2) Name of officer basic course and date completed

b. After the above criteria is met, the Military Departments may approve an officer for joint qualification Level I. If approved, the Military Departments shall ensure JDAMIS entries are made to indicate joint qualified Level I designation and date approved.

c. Following Level I designation, officers may begin to accrue joint qualification points.

3. Joint Qualification Level II Procedures

a. The Chairman of the Joint Chiefs of Staff will:

(1) At least semi-annually, request Military Services submit their nominations of officers who meet the joint qualification and education criteria for joint qualification Level II as listed in paragraph 3b of Enclosure B.

(2) Review and validate nomination lists, and approve award of joint qualified Level II designations, as applicable. Upon approval, the Joint Staff J-1 will ensure qualifications are updated in JDAMIS.

(3) Chairman's approval authority for Level II may be delegated to the Vice Director.

b. The Military Services will:

(1) Upon request from the Chairman of the Joint Chiefs of Staff, validate a list of officers meeting the minimum joint qualification and education criteria for Level II as listed in paragraph 3b of Enclosure B.

(2) Following initial validations, Military Services will forward the list of officers who they assess have completed qualifications for Level II to the Chairman of the Joint Chiefs of Staff, under a dated G/FO cover memorandum, using the format specified in Appendix A of this enclosure.

4. Joint Qualification Level III Procedures

a. The Chairman of the Joint Chiefs of Staff will:

(1) At least semi-annually, request Military Services submit their nominations of officers who meet the joint qualification and education criteria for joint qualification Level III as listed in paragraph 3c of Enclosure B.

(2) Review and validate nomination lists. Interim credit, per paragraph 8 of Enclosure E, may be used to achieve the requisite 36 points required for joint qualification Level III.

(3) Submit nominations meeting joint qualification Level III requirements to USD(P&R) via a signed and dated memorandum. After USD(P&R) approval, the Joint Staff J-1 will ensure qualifications are updated in JDAMIS.

b. The Military Services will:

(1) Upon request from the Chairman of the Joint Chiefs of Staff, validate a list of grade O-4 to O-6 officers meeting the joint qualification and education criteria for joint qualification Level III as listed in paragraph 3c of Enclosure B.

(2) Following initial validation, Military Services will forward the list of officers who they assess have completed qualifications for Level III to the Chairman of the Joint Chiefs of Staff, under a dated G/FO cover memorandum, using the format specified in Appendix B of this enclosure.

5. Joint Qualification Level III (JQO) Officers. Once an officer has been awarded joint qualification Level III, the officer is formally designated as a JQO. The designation as a JQO is an administrative classification that identifies an officer as having education and experience in joint matters and is in addition to

1 May 2008

the officer's primary military occupational specialty. The designation of JQO is an officer management tool used primarily in the assignment selection process and may not be declined by the officer. There are no restrictions on the number of JQOs; however, sufficient numbers must be available to meet the S-JDA and critical S-JDA fill requirements (see paragraph 5 of Enclosure D). Effective 1 October 2008, JQO designation is required for appointment as a G/FO for all officers on the Active Duty List.

6. Special JQO Considerations. The Secretary of Defense may, on a case-by-case basis in the interest of sound personnel management, waive the JPME Phase II or AJPME (RC officers) requirement if the officer has completed 2 full JDAs (one must be an S-JDA).

a. Waivers for officers who have completed 2 full JDAs are only permitted when it is impractical to require the officer to complete JPME Phase II or AJPME (RC officers) at the current stage of the officer's career and the types of JDAs the officer completed were of sufficient breadth to prepare the officer adequately for joint qualification Level III. The format listed in Appendix C to this enclosure will be used when submitting a nomination for JQO designation - JPME Waiver.

b. For O-6s and below, the total number of JPME waivers must not exceed 10 percent of the total JQO designations by grade for any FY. At the close of each FY, the Chairman of the Joint Chiefs of Staff will distribute to the Services their 10 percent limit by grade and component based on the FY JQO designations. The officers' grade as of the date the JQO list is approved by the USD(P&R) shall be used to determine the maximum number of waivers available. Services may then submit nomination packages requesting the waiver of JPME Phase II or AJPME (RC officers) for JQO designation. Requests will include full and detailed explanations outlining how the officer meets the requirements of paragraph 4 above. Each Military Service shall not exceed this 10 percent limit without the approval of the Chairman of the Joint Chiefs of Staff.

7. Transition Provision. Until 30 September 2010, officers may be designated as a joint qualified Level III JQO without previously being designated as joint qualified Level II officer as long as the officer has completed JPME Phase I and II or AJPME (RC officers) and has accrued at least 36 joint qualification points or received full joint duty credit from an assignment in a JDAL position. This provision does not preclude the statutory requirement of 10 USC 619(a) that an officer on the active duty list must have completed a JDA and be designated as a JQO in order to be eligible for appointment to the grade of O-7 after 30 September 2008.

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APPENDIX A TO ENCLOSURE I

NOMINATION FOR APPROVAL OF JOINT QUALIFICATION LEVEL II

SERVICE LETTERHEAD

MEMORANDUM THRU SERVICE HEADQUARTERS

FOR DIRECTOR MANPOWER AND PERSONNEL (J-1), THE JOINT
STAFF

SUBJECT: Nomination for Approval of Joint Qualification Level II

1. This memorandum nominates the officers listed on the attached enclosure for approval of Joint Qualification Level II.
2. These officers meet the requirements listed in paragraph 3b of Enclosure B to CJCSI 1330.05 for Joint Qualification Level II.

NAME
General/Flag Officer, Service
Signature Block

Enclosure

SSN	Name	Grade	Service	Recommendation	Reason	Basis of Approval

APPENDIX B TO ENCLOSURE I

NOMINATION FOR APPROVAL OF JOINT QUALIFICATION LEVEL III

SERVICE LETTERHEAD

MEMORANDUM THRU SERVICE HEADQUARTERS

FOR CHAIRMAN, JOINT CHIEFS OF STAFF

SUBJECT: Service Nominations for Joint Qualified Officer (Level III)
Designation

1. This memorandum nominates ### officers listed on the attached enclosure for designation as Joint Qualified Officers (JQOs).
2. The list of officers recommended for JQO designation include:
 - a. ### Reserve Component officers,
 - b. ### Active Component officers,
 - c. ### who met criteria via E-JDA (Note: Attach duty history for officers submitted based on E-JDA criteria), and
 - d. ### who met criteria via S-JDA
3. These officers meet the requirements listed in paragraph 3c of Enclosure B to CJCSI 1330.05 for Joint Qualification Level III.

NAME
General/Flag Officer, Service
Signature Block

Enclosure

APPENDIX C TO ENCLOSURE I

TWO FULL JDA WAIVER

SERVICE LETTERHEAD

MEMORANDUM THRU SERVICE HEADQUARTERS

FOR DIRECTOR FOR MANPOWER AND PERSONNEL, JOINT STAFF

SUBJECT: Nomination(s) for Joint Qualified Officer (Level III) Designation –
JPME Waiver

1. Request the ### officer(s) listed on the attached justification be approved for JQO without completion of JPME Phase II (or AJPME).
2. The officer(s) has served in ## joint organizations/assignments which provided breadth, depth, and knowledge of joint operations that is equivalent to the knowledge and skills that would have been attained through completion of JPME II or AJPME. The attachment includes the organization and position titles for the ## JDAs/joint experiences and describes how the duties in each demonstrated mastery of knowledge, skills, and abilities in joint matters.

NAME
General/Flag Officer, Service
Signature Block

Attachments:
As stated

Justification

1. What were the 2 full tours of duty?
2. Provide examples of how the officer's duties in these assignments demonstrated mastery of knowledge, skills, and abilities on joint matters.
3. Requires certification by the requesting G/FO that the types of joint duty experiences completed by the officer have been of sufficient breadth to prepare the officer adequately for service as a G/FO in a joint duty assignment position.

NOTE: This request should address the 10 USC 661 and paragraph E8.1.2.1 of reference b litmus tests.

ENCLOSURE J

TOUR LENGTH REQUIREMENTS AND EARLY RELEASES

1. Tour Length Requirements. Officers assigned to S-JDAs in grades O-6 and below must complete at least 3 years in those S-JDAs, and G/FOs must complete at least 2 years. A tour of duty in which an officer serves in more than 1 joint duty assignment without a break between such assignments shall be considered to be a single tour of duty in a joint duty assignment. S-JDAs may be terminated by joint duty tour length waivers or for one of the reasons listed in paragraph E7.3 of reference b.

2. Annual Joint Duty Tour Length Average. For each Military Service, the average tour length for all AC S-JDAs (computed by exact number of days based upon departures from S-JDAs that occurred during each FY) must be not less than 3 years for officers in grades O-6 and below. S-JDA tours terminated by joint duty tour length waivers are included in the annual tour length average. Military Services are responsible for ensuring their end of FY tour length average meet 10 USC 664 requirements. Annual tour length averages are reported to the Congress for each Military Service according to the following categories:

a. O-6s and below assigned to S-JDAs under the Chairman of the Joint Chiefs of Staff.

b. O-6s and below assigned to all other S-JDAs.

3. Exclusions From Tour Length. Officers in grade O-6 and below must complete a full tour unless they qualify for a tour length exclusion under 10 USC 664(d) or have an approved tour length waiver. Tour length exclusions (no tour length waiver required) are monitored and approved by the Military Services. Joint duty credit will be awarded based on number of months served. Compliance will be monitored by the Chairman of the Joint Chiefs of Staff. Military Services are responsible for requesting the officer's early release from the joint organization. In cases where the joint activity does not concur with the release, resolution of the disagreement may be addressed to the Chairman of the Joint Chiefs of Staff or the PDUSD(P&R), as appropriate. Officers may only be released from S-JDAs before completing the prescribed tour lengths without a tour length waiver, in the following cases:

a. Critical Occupational Specialty (COS) officers who meet all the criteria in Enclosure K.

b. Officers released from a second and subsequent S-JDA that is not less than 2 years as authorized by 10 USC 664. The number of S-JDA incumbents terminated under this provision is limited to 10 percent of the total number of S-JDAs. At the beginning of each FY, the Chairman of the Joint Chiefs of Staff shall determine the number each Military Service is authorized to release so as not to exceed the 10 percent limit. Military Services are responsible for ensuring that the number of officers released under this provision does not exceed 10 percent of the total number of S-JDAs for their respective Service. Compliance will be monitored by the Chairman of the Joint Chiefs of Staff.

c. Officers serving in overseas S-JDAs, including Alaska and Hawaii, for which the tour length prescribed by reference h is less than 3 years for O-6 and below.

d. Reassignment from a S-JDA is one that:

(1) Meets the definition of a qualifying reassignment as listed in paragraph 2a of Enclosure E or,

(2) Is accumulated for full joint tour credit and the officer has served at least 2 years in that S-JDA or,

(3) Is any assignment following a previous early release from an S-JDA due to the officer being promoted and no other S-JDA positions were available in the same organization or the officer's position being eliminated due to reorganization.

e. Officer retires or is released from active duty.

f. Officer is suspended from duty and reassigned from the Joint Staff or a combatant command under 10 USC 155(f)(2) or 164(g). A suspension from duty is normally an adverse action that should be documented in the officer's personnel record, and in writing, to the appropriate Military Service.

4. Joint Duty Tour Length Waivers. Except for the reasons above, early releases from all S-JDAs, including overseas tours not covered above, require a joint duty tour length waiver. Tour length waivers must be approved before an officer departs the joint organization. Tour length waiver requests are considered on a case-by-case basis.

a. Waiver requests for early release from an S-JDA are initiated by the Military Services, forwarded through the Chairman of the Joint Chiefs of Staff to the DUSD(MPP) for action, and must provide full justification. Written concurrence from the joint organization must be obtained from a G/FO, or civilian equivalent, in the officer's chain of command.

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(1) Waiver requests shall be submitted to reach the Chairman of the Joint Chiefs of Staff no earlier than 10 months but no later than 60 days before the desired departure date.

(2) Waiver requests submitted less than 60 days in advance of the desired departure date will include a full explanation for the late submission as part of the dated G/FO cover memorandum.

b. The Chairman of the Joint Chiefs of Staff and Secretaries of the Military Departments may exercise disapproval authority or delegate disapproval authority.

c. Waiver requests will be submitted in accordance with the requirements listed in paragraphs E7.4 and E7.5 of reference b. Officers selected for senior Service college or command may be processed using the "bulk" format shown in Appendix A of this enclosure. All other requests must be submitted using the individual format shown in Appendix B of this enclosure. These requests must specifically address all required areas listed and provide full justification why it is essential to the officer and/or gaining command for the officer to be released early.

5. Request For Joint Credit With Joint Duty Tour Length Waivers. Requests for a joint duty tour length waiver must include a specific request for full or cumulative joint credit. Justification must show that the officer gained significant joint experience in the S-JDA. O-6s and below are eligible for award of full joint duty credit only after serving at least 22 months in a S-JDA.

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APPENDIX A TO ENCLOSURE J
BULK TOUR LENGTH WAIVER FORMAT
SERVICE LETTERHEAD

MEMORANDUM THRU SERVICE HEADQUARTERS
DIRECTOR FOR MANPOWER AND PERSONNEL,
JOINT STAFF

FOR PRINCIPAL DIRECTOR DEPUTY UNDER SECRETARY OF DEFENSE -
(MILITARY PERSONNEL POLICY)

SUBJECT: Bulk Joint Duty Assignment Tour Length Waiver (### Officers)

1. In accordance with Title 10, United States Code, Section 664(b), request you waive the joint duty tour length requirement for the following fifteen officers listed on the attachment. Three of these officers have been selected for command positions. Four officers have been selected to attend Senior Service College.

a. Two officers will have served 15 months in their current joint position at the time of departure. As such, request these officers be given cumulative credit for the time served in their joint tour.

b. Thirteen officers will have served a minimum of 22 months in their current joint position at the time of departure. As such, request that these officers be given full credit for the time served in their joint tour.

2. Approval of this waiver request will not preclude the **Service** from maintaining the requisite joint tour length average for FY _____. The **Service's** current tour length average is _____ as of (DATE). If this request is approved, the Service's tour length average will be _____ .

NAME
General/Flag Officer, Service
Signature Block

Attachments:
As stated

PD(MPP) Decision:
Approved _____
Disapproved _____

BULK JOINT DUTY ASSIGNMENT TOUR LENGTH WAIVER (### Officers)

GRADE	NAME	SSN	JDAL JT START DT	MONTHS COMPLETED	PROJECTED DEPARTURE	LOSING G/FO / LOSING ORGANIZATION	REQUESTED JT CREDIT	REASON
LTCP	Brown Robert B	123456789	J4011452 20000608	13	20010801	Thomas F. Metz, MG, USA JCS	Cum	SSC
MAJP	Butera Victor R	234567899	J4010671 20000705	9	20010501	LTG Kellogg, J6 JCS	None	Battalion Cmd, Korea
LTC	Grant Anthony	345678999	D0100333 20000701	12	20010701	SES R.N. Seltzer OSD	Cum	143rd Ordnance Bn
MAJ	Burton Gerald V	456789876	H4410012 19990701	24	20010701	Kevin T. Campbell, BG, USA Cdr, US Army Element SPACECOM	Full Tour	CGSC
MAJ	Gregg Darrell R	567898765	E0010512 19990723	22	20010523	Gary L. Salisbury, BG USAF Dir, C3, EUCOM	Full Tour	CGSC

APPENDIX B TO ENCLOSURE J

TOUR LENGTH WAIVER

MEMORANDUM THRU SERVICE HEADQUARTERS
DIRECTOR FOR MANPOWER AND PERSONNEL, JOINT
STAFF

FOR PRINCIPAL DIRECTOR DEPUTY UNDER SECRETARY OF DEFENSE
(MILITARY PERSONNEL POLICY)

SUBJECT: Joint Duty Assignment Tour Length Waiver – (RANK, NAME)

1. Request your approval in accordance with Title 10, United States Code, Section 664, to waive the joint duty tour length requirement for the following officer:

<u>Name</u>	<u>Duty Title</u>	<u>Current Assignment</u>
<u>Rank/SSN</u>	<u>JDAL No./Dep Date/Mo.</u>	<u>Losing Unit Concurrence</u>
McMillian, Joseph B	Principal Deputy Director	Rank, Name G/FO
COL/123456789	10010016/MM/DD/YYYY/14	Joint Activity

2. As provided in the attached justification, the basis for the request is to allow *Rank, Name* to fill a *Position*. Recommend *Rank, Name* receive *Full (>22 months) or Cumulative (ten to 21.9 months)* joint duty credit for (#) months served.

3. Approval of this waiver request will not preclude the (**Service**) from maintaining the requisite joint tour length average for FY __. The **Service's** current tour length average is _____ as of (DATE). If this request is approved, the Service's tour length average will be _____ .

4. Explanation for late request (if waiver is submitted in less than 60 days before the requested release date). Letter of release from (officer's joint organization) received on (DATE).

NAME
General/Flag Officer, Service
Signature Block

Attachment:
As stated

PD(MPP) Decision:
Approved _____
Disapproved _____

Example Justification

Grade/Name: COL Joseph B. McMillian

SSN: 123-45-6789

JQO Status: Selected for JQO Status in Sep 1988

Current JDA Position/Command: I0010016, Defense Security
Cooperative Agency

Previous JDA history and dates: B0480000, CENTCOM,
MM/DD/YYYY-MM/DD/YYYY

Concurrence of losing activity (not Service element): General/Flag
Officer Concurrence

Has a replacement been identified: No, losing command supports the
move and is willing to accept gap.

Projected Assignment: Professor of Military Science, the Citadel

Projected Promotion: Current rank COL

Specific qualifications making the officer uniquely qualified for the
proposed assignment: Officer attended the Citadel and was selected by
the CG, USASOC and the CG, USAJFKSWCS

Impact on the officer and the gaining organization if the waiver is not
approved: COL McMillian was selected specifically for the position by
the Citadel.

Availability of other qualified officer: Although there are other qualified
candidates, COL McMillian was chosen as the primary selectee to
instruct at the college.

Recommended departure date: MM/DD/YYYY

Potential effect on Military Service tour length average: Approval of this
waiver will temporarily cause the Service to drop below the FY__
mandatory 36-month average. The Service's current average is _____.

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Joint Tour Credit: Under the provisions of Section 664(b), Title 10, United States Code, request COL McMillian be awarded cumulative joint tour credit. COL McMillian will have served 14 months in this joint duty position.

Explanation for late request (if waiver is submitted in less than 60 days of requested release date): Receipt of letter of release from Office of the Secretary of Defense. Received on _____.

(INTENTIONALLY BLANK)

ENCLOSURE K

CRITICAL OCCUPATIONAL SPECIALTIES

1. COS Provisions. This provision applies only to officers in grades O-6 and below. The PDUSD(P&R) may designate those military occupational specialties as COS if the skill is in the combat arms for the Army, and equivalent career areas for the other Military Services, and a severe shortage of trained officers in that skill exists. Skills that may be designated as COS are determined each FY and are included in the SecDef Annual Joint Officer Management Report to the Congress. Military Services may submit requests to update the list of COS skills through the Chairman of the Joint Chiefs of Staff to the Secretary of Defense for approval.

2. Early Release Criteria. Officers possessing a COS may be released early from an S-JDA with the concurrence of the joint activity if they meet all of the following criteria below. COS officers released after completion of at least 22 months under this provision will be awarded full joint duty credit per Enclosure J.

a. Reassignment must be to the COS specific skill held by the officer being released from the S-JDA.

b. Officer must be serving in his/her initial S-JDA.

c. Officer must serve at least 2 years in that S-JDA. Up to 60 days of constructive credit may be applied toward this assignment. If maximum constructive credit is authorized, the officer may be released early after completion of 22 months in the assignment.

3. Exclusion From Tour Length Averaging. S-JDAs terminated above may be excluded from the annual tour length average subject to a maximum ceiling of 12.5 percent of the total number of S-JDAs. At the beginning of each fiscal year, the Director for Manpower and Personnel (J-1) will provide the maximum number of COS early releases authorized per Military Service for the FY so the overall 12.5 percent ceiling is not exceeded. Military Services will track the number COS early releases per FY and ensure their authorized maximum number is not exceeded. Compliance will be monitored by the Chairman of the Joint Chiefs of Staff.

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4. Fill of Critical S-JDAs by COS JQOs. Of the officers selected for JQO designation based on the COS provisions in paragraph 2 above, the Military Services shall ensure that an appropriate portion is subsequently assigned to critical S-JDAs. An appropriate portion should be approximately equal to the portion of JQOs designated from COS officers who completed S-JDAs under the early release provision (paragraph 2 above) for each Military Service compared to the total number of JQOs designated for each Military Service. This ensures that a reasonable number of 2-year COS officers return for a second joint tour.

ENCLOSURE L

REVIEW OF PROMOTION SELECTION BOARD RESULTS

1. Introduction. The Chairman of the Joint Chiefs of Staff is charged by law to review certain promotion selection board reports to determine if the boards acted in a manner consistent with SecDef guidelines under 10 USC 615(c) and references b and j. The Chairman reviews the results to decide whether officers in S-JDAs who are currently serving in (SI) or have served (HS) in such assignments are given appropriate consideration. Additionally, the Chairman assesses the boards' results for compliance with promotion objectives set forth in 10 USC 662. This enclosure identifies responsibilities, procedures, and definitions necessary to enable the Chairman of the Joint Chiefs of Staff to perform these functions. In addition, this enclosure provides guidance on reporting promotion rate comparisons required by 10 USC 667.

2. Applicability. This enclosure:

a. Applies to officer promotion selection boards convened under 10 USC 611 (selection boards) and 628 (special selection boards).

b. Does not apply to medical, dental, veterinary, medical service, biomedical science, nurse, chaplain, or judge advocate specialties. Per E4.6.4.6 of reference b, officers with these specialties may not be assigned to S-JDAs and are therefore excluded from the provisions of this enclosure.

c. Does not apply to any promotion selection board report concerning officers who are not or have not served in S-JDAs or who are not on the active duty list.

d. Provides policy guidance governing joint representation to and analytical review of O-4 through O-6 promotion selection boards by the Chairman of the Joint Chiefs of Staff. Procedures relating to O-7 and O-8 promotion selection boards are governed by reference d.

3. Responsibilities. For all promotion selection boards, including special selection boards, considering officers who are now SI or HS in S-JDAs:

a. The Chairman of the Joint Chiefs of Staff will:

(1) Designate an officer serving in an S-JDA to represent the joint community as a member of each promotion board. The Director for Manpower and Personnel (DJ-1) will act for the Chairman of the Joint Chiefs of Staff in

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selecting an officer nominated by the Military Department or another qualified officer.

(2) Review reports of promotion selection boards, including special selection boards, prior to their transmittal to the Secretary of Defense by the Secretary of the Military Department concerned, to determine:

(a) Whether boards gave appropriate consideration to the performance of officers who are now SI or HS in S-JDAs. Appropriate consideration will at a minimum show that each officer qualified by being SI or HS in an S-JDA will be clearly and equally identified for board members. The ability of board members to infer an officer's joint status from a thorough review of official records does not meet the standard for appropriate consideration.

(b) If boards met, or failed to meet, the promotion objectives set forth in 10 USC 662.

(c) Whether the board acted consistent with the guidelines of the Secretary of Defense.

(3) At the request of the Secretary of Defense, propose guidelines for the Secretaries of the Military Departments for ensuring selection boards give appropriate consideration to the performance in S-JDAs of AC officers who are SI or HS, in such assignments.

(4) Return the report to the Secretary of the Military Department concerned with the Chairman of the Joint Chiefs of Staff determinations and comments.

b. The Joint Staff J-1 will:

(1) Administratively coordinate and process candidates to serve as the CJCS-designated board representative to Military Service selection boards.

(2) Administratively review promotion selection board results for accuracy and completeness of the analytical information provided.

(3) Ensure expeditious, close-hold handling of board documents.

(4) Obtain Chairman of the Joint Chiefs of Staff review and comments on board results and prepare associated correspondence.

c. The Military Departments will:

(1) Recommend a minimum of 2 qualified and available officers serving in S-JDAs from which the DJ-1, on behalf of the Chairman of the Joint Chiefs of Staff, may designate primary and alternate promotion board members. The recommendations will be submitted to the Joint Staff J-1 not less than 45 days prior to the scheduled board convening date. The Military Services must obtain an e-mail, letter, or other correspondence from the joint organization verifying that the officer's appropriate supervisor at the joint activity concurs with the officer's nomination as a board member.

(2) Clearly and equally identify for board members all officers who are SI or HS in an S-JDA. The ability of board members to infer an officer's joint status from a thorough review of official records does not meet the standard for appropriate consideration. Effective 1 October 2009, if not passed into law sooner, the records of all officers who have been designated as a JQO will also be clearly identified for board members.

(3) Provide guidance in the form of secretarial formal charges, letters of instructions, or precepts for promotion selection boards that include, at a minimum, the following guidance as directed by reference j. The Military Department must address giving appropriate consideration to the performance of officers who are SI or HS in such assignments.

(4) Thirty days prior to the board convening date, the Military Services must provide a data file identifying the eligibles as of the board convening date. Data file must include social security number (SSN), the promotion zone (i.e., In-zone (I), Below zone (B), Above zone (A)) and the date of the last board promoted from (day month year) (for field grade promotion boards only). The data must be in the following text format:

SSN|ZONE|DD-MON-YYYY

Data in any other format will be returned since it is not usable by the program. Date should have a leading zero whenever it is a single digit. The pipe symbol “|” must be between the values. Examples for O-6 and below (zone can be I, B, or A) are:

123456789|A|30-JUN-2005

234567890|B|12-JUN-2004

345678901|I|05-JUN-2000

(5) Provide accurate information in the format and manner specified in subparagraph 6 below and Appendix A of this enclosure and ensure that the

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supporting information reconciles with that in JDAMIS. No later than 10 days following the convening date of the board, Military Services will provide to the Joint Staff J-1 a reconciliation list detailing records in JDAMIS that could not be updated due to database issues.

(6) Prior to forwarding a selection board report that considered officers who are now SI or HS to the Secretary of Defense for approval, Military Departments will forward the report to the Chairman of the Joint Chiefs of Staff for review and comment. Provide the original board report plus a complete copy. The following are the minimum requirements to be forwarded:

(a) A transmittal from the Secretary of the Military Department concerned addressing any significant aspect of the board report, to include:

1. Any failure to give appropriate consideration including the remedial action (e.g., failure to properly identify joint officers to the board membership).

2. Any noncompliance with statutory objectives in any of the six promotion objective categories (i.e., Joint Staff (JS) and All Joint (AJ) for promotion zones I, B, and A, including the action taken or proposed to prevent subsequent failures.

(b) Board report.

(c) The board precept or memorandum of instruction.

(d) A copy of the memorandum from the Chairman of the Joint Chiefs of Staff that designated the joint representative for the promotion board.

(e) Promotion statistics in the format indicated in Appendix B of this enclosure. These statistics will reflect each officer's status as of the board convening date. Statistics will include a consolidated report for all officers of the same grade convening at that date, in addition to the separate listings for each competitive board that may have been held.

(f) A special listing reflecting which officers counted within each joint category in the format indicated in Appendix C of this enclosure. The special listing will be shown as a consolidated report for all officers of the same grade convening at that date, not separate listings for each competitive board that may have been held. For example, Navy Commander Staff Civil Engineering Corps, Limited Duty Officer, and Supply Corps panels would be considered as one board for the special listing.

(7) Promotion Objectives

(a) Promotion zones I, B, and A results, both SI and HS officers, will be analyzed for trends. Statutory objective rates will be computed to determine whether or not each promotion objective category met or failed the following promotion objectives:

1. Officers who are SI or HS on the Joint Staff are expected, as a group, to be promoted to the next higher grade at a rate not less than the rate for officers in the same Military Service in the same grade and competitive category who are currently SI or HS on their Military Service's headquarters staff (including the Secretariat) of their Military Department (referred to as Service Headquarters Average).

2. Officers who are SI or HS in S-JDAs (All Joint) are expected, as a group, to be promoted to the next higher grade at a rate not less than the rate for all officers in the same Military Service in the same grade and competitive category (referred to as the Board Average). Officers who are SI or HS in temporary JTF positions approved by the Secretary of Defense for inclusion on the JDAL as S-JDAs shall be considered in this category.

(b) In addition to the 2 statutory promotion objectives above, Military Services will report officers in the following category as a matter of OSD policy: officers who are SI or HS within the Office of the Secretary of Defense are expected, as a group, to be promoted at a rate not less than the rate for officers in the same Military Service, in the same grade and competitive category who are SI or HS on their Military Service's headquarters staff (including the Secretariat) of their Military Department. This comparison is required by reference b.

(8) Officers who meet more than one category will be reported in all applicable categories.

(9) Track and report promotion statistics for all officers in the categories above, to include the Military Service headquarters, regardless of the time served in those positions (whether one day or multiple years) and regardless of the reason for reassignment from those positions (e.g., suspension from joint duty or relieved for cause from the Military Service headquarters).

(10) Except for JQOs, track officers as HS only through the first in-zone promotion consideration following reassignment from an S-JDA or the Military Service headquarters. As an exception, report promotion zone A, HS officers only one time when the officer is considered and not selected above-zone immediately following reassignment from the S-JDA or Military Service headquarters.

(11) Do not report officers awarded either full or cumulative joint tour credit solely under special legislative provisions (e.g., temporary duty with joint, combined, or multinational task force headquarters) unless the special legislation provisions specify otherwise. If such officers are SI or HS in S-JDAs or their Military Service headquarters, or are designated as JQOs, track and report them IAW all other applicable provisions herein.

(12) Special selection board promotion rates are not compared with the promotion selection rates from the original board. However, the pertinent records of those officers who should receive appropriate consideration for performance in S-JDAs, as of the convening date of the original board, will be precisely identified to the members of the special selection board. Reports of special selection boards will identify the selection status of officers considered who were SI or HS in S-JDAs as of the convening date of the original board. Promotion statistics as required by paragraph 3c(6)(e) are not requirements for special selection boards.

(13) Any unresolved disagreements between a Secretary of a Military Department and the Chairman of the Joint Chiefs of Staff will be resolved by the Secretary of Defense.

APPENDIX A TO ENCLOSURE L
TRACKING AND REPORTING OFFICERS

Promotion Categories	JS		AJ		OSD		JQO		
	Joint Staff		All Joint		Office of the Secretary of Defense		Joint Qualified Officer		
	JS/SI	JS/HS	AJ/SI	AJ/HS	OSD/SI	OSD/HS	JQO/SI	JQO/HS	JQO/Pool
SI/HS Status (SI = Serving In; HS = Has Served:									
Member is:									
JS/SI, non-JQO	X		X						
JS/HS, non-JQO		X		X					
JS/SI, JQO	X		X				X		
JS/HS, JQO		X		X				X	
Non-JS/SI, non-JQO			X						
Non-JS/HS, non-JQO				X					
Non-JS/SI, JQO			X				X		
Non-JS/HS, JQO				X				X	
OSD/SI, non-JQO			X		X				
OSD/HS, non-JQO				X		X			
OSD/SI, JQO			X		X		X		
OSD/HS, JQO				X		X		X	
JQO not currently HS or SI									X

NOTES: 1. Officers who may be counted as both SI and HS within the same category should be counted in both the SI and HS categories. However, when the category "total" is shown, the officer is only counted once in the total.
2. Officers who may be counted as SI or HS in different categories (JS, AJ, OSD, JQO) should be counted in each category in the appropriate SI and HS status. The officer will count in the total for each category.

(INTENTIONALLY BLANK)

APPENDIX B TO ENCLOSURE L

PROMOTION STATISTICS FORMAT FOR (SERVICE, GRADE, AND
COMPETITIVE CATEGORY) Board Date:_____

A. IN THE PROMOTION ZONE

ACTIVITY	<u>SERVING IN</u>			<u>HAVE SERVED</u>			<u>TOTAL¹</u>		
	CON ²	SEL ³	SEL ⁴ %	CON	SEL	SEL%	CON	SEL	SEL%
Joint Staff									
All Joint ⁵									
JQO ⁶									
OSD ⁷									
Service HQ ⁸									
Board Average ⁹									

B. BELOW THE PROMOTION ZONE

ACTIVITY	<u>SERVING IN</u>			<u>HAVE SERVED</u>			<u>*TOTAL¹</u>		
	CON ²	SEL ³	SEL ⁴ %	CON	SEL	SEL%	CON	SEL	SEL%
Joint Staff									
All Joint ⁵									
JQO ⁶									
OSD ⁷									
Service HQ ⁸									
Board Average ⁹									

C. ABOVE THE PROMOTION ZONE

ACTIVITY	<u>SERVING IN</u>			<u>HAVE SERVED</u>			<u>*TOTAL¹</u>		
	CON ²	SEL ³	SEL ⁴ %	CON	SEL	SEL%	CON	SEL	SEL%
Joint Staff									
All Joint ⁵									
JQO ⁶									
OSD ⁷									
Service HQ ⁸									
Board Average ⁹									

NOTE: These statistics are required by 10 USC 667 and 662(b) and are included in the Annual Joint Officer Management Report to the Congress. They are used to assess DOD compliance with statutory joint officer promotion policy objectives in 10 USC 662.

1/ Total values should not double-count any officer within the category total. Total considered and total selected are not necessarily the mathematical sum of the “serving in” plus the “have served” count if there are officers who have served in more than one joint tour since their last promotion board. Total values should represent a single accounting of all officers who were considered and all officers who were selected. No officer should count as considered more than once or as selected more than once within the category total.

2/ Number considered.

3/ Number selected.

4/ Percent selected (the number selected divided by the number considered). Compute to the nearest tenth. At .05 or more, round up. For example, 45.05 percent rounds up to 45.1 percent.

5/ Includes all officers who are SI or HS in S-JDAs, including Joint Staff officers. Includes officers serving in or who have served on the OSD staff. Includes officers now serving or who have served in temporary joint task force positions approved by the Secretary of Defense for inclusion on the JDAL.

6/ Includes all officers formally designated by the Secretary of Defense as JQOs before the date the promotion board convenes. For “total”, also include officers qualified as JQO “pool.”

7/ Comparison required by Secretary of Defense policy.

8/ Includes Service Secretariats.

9/ All officers considered within the same zone and all officers selected within the same zone (totals only).

APPENDIX C TO ENCLOSURE L
PROMOTION BOARD SPECIAL LISTING

ZONE¹	LOC²	SI/HS³	SCRUB⁴	NAME	GRADE	SSN	Recommendation Status⁵
A	JS	SI		Jones, Abe	LTC	SSN	
A	JS	SI		Smith, Burt	LTC	SSN	
Total:		2 ⁶					0 ⁶
B	AJ	SI		Smith, Charles	LTC	SSN	Recommended
B	AJ	SI		Zimmer, David	LTC	SSN	
Total:		2 ⁶					1 ⁶
I	OSD	SI		Jones, Ann	LTC	SSN	Recommended
I	OSD	SI		Smith, Edward	LTC	SSN	Recommended
Total:		2 ⁶					2 ⁶
A	JQO	HS		Smith, Fred	LTC	SSN	Recommended
A	JQO	HS		Zimmer, George	LTC	SSN	
Total:		2 ⁶					1 ⁶

This report is required to review/validate which officers counted within each joint category. Numbers on this listing should match the numbers reflected on the promotion statistics report in Appendix B.

^{1/} Separate officers by zone (Above, Below, In).

^{2/} Separate officers within each zone by location (joint organization assigned at convening date - JS, AJ, OSD, and JQO).

^{3/} Separate officers within each zone and location by serving in or have served status.

Alphabetize officers within each sub-group of zone, location, status.

^{4/} Leave blank for Joint Staff use.

^{5/} Record promotion status by using the words "recommended."

^{6/} Subtotal within each joint category of eligibles and subtotal recommended column.

(INTENTIONALLY BLANK)

ENCLOSURE M
REPORT REQUIREMENTS

Annual Joint Officer Management Report To The Congress. As required by reference b, not later than November 15 of each year, the Chairman of the Joint Chiefs of Staff shall, with the assistance of the Military Services and using JDAMIS, prepare for the Secretary of Defense approval, the Joint Officer Management Annex to the Secretary of Defense Annual Report to the President and the Congress. The report includes the items specified in 10 USC 667. After 30 September 2008, it will also include all items specified in Enclosure 12 of reference b.

1. The JDAL used to complete this annex will be the last one published in that FY.
2. Report data is based primarily on the data stored in JDAMIS with a 30 September effective date. Military Services should ensure that all transactions for the FY have been input no later than 5 working days after 30 September. Also, at that time, any errors or inconsistencies in previous FY transactions must be corrected to ensure that accurate data is reported.
- 3.. Although a large part of the report is prepared based on the data stored in JDAMIS, Military Services are still required to provide Service specific data for items not retrievable from JDAMIS.

(INTENTIONALLY BLANK)

ENCLOSURE N

REFERENCES

- a. Deputy Secretary of Defense Memorandum, 2 October 2007, "Guidelines for Implementation and Administration of Joint Officer Management Program Joint Qualification System"
- b. DOD Instruction 1300.19, 31 October 2007, "DOD Joint Officer Management Program"
- c. DOD Joint Officer Management Joint Qualification System Implementation Plan, 30 March 2007
- d. CJCSI 1331.01 Series, "Manpower and Personnel Actions Involving General/Flag Officers"
- e. 10 U.S.C., Chapter 38
- f. CJCSI 1800.01C, 22 December 2005, "Officer Professional Military Education Policy"
- g. CJCSI 1330.01C, 20 January 2006, "Assignment of Officers (O-6 and Below) to the Joint Staff, (Directive current as of 31 January, 2007)"
- h. DOD Instruction 1315.18, 12 January 2005, "Procedures for Military Personnel Assignments"
- i. CJCSI 1301.01C, 1 January 2004, "Individual Augmentation Procedures" (Directive current as of 01 May 2006)
- j. DOD Instruction 1320.14, 24 September 1996, "Commissioned Officer Promotion Program Procedures"
- k. 10 U.S.C., Chapter 36

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GLOSSARY

PART I – ABBREVIATIONS AND ACRONYMS

AC	Active Component
AJPME	Advanced Joint Professional Military Education
ASD(RA)	Assistant Secretary of Defense for Reserve Affairs
CDRUSJFCOM	Commander, United States Joint Forces Command
CJCS	Chairman of the Joint Chiefs of Staff
CJCSI	Chairman of the Joint Chiefs of Staff instruction
COS	critical occupational specialty
DEW	Direct Entry Waiver
DJS	Director, Joint Staff
DMDC	Defense Manpower Data Center
DOD	Department of Defense
DODI	Department of Defense Instruction
DUSD(MPP)	Deputy Under Secretary of Defense for Military Personnel Policy
E-JDA	experience-based joint duty assignment
eJMAPS	electronic Joint Manpower and Personnel System
FY	fiscal year
G/FO	general/flag officer
GNA	Goldwater-Nichols Act
ICAF	Industrial College of the Armed Forces
JAWS	Joint Advanced Warfighting School
JCWS	Joint and Combined Warfighting School
JDA	joint duty assignment
JDAL	Joint Duty Assignment List
JDAMIS	Joint Duty Assignment Management Information System
JFSC	Joint Forces Staff College
JMD	joint manning document
JOM	joint officer management
JQO	joint qualified officer
JQS	Joint Qualification System
JPME	joint professional military education
JTD	joint table of distribution

JTF	joint task force
JTMD	joint table of mobilization and distribution
NDA	National Defense Authorization Act
NDU	National Defense University
NWC	National War College
OPMEP	Officer Professional Military Education Policy
OSD	Office of the Secretary of Defense
PDUSD(P&R)	Principal Deputy Undersecretary of Defense for Personnel and Readiness
PME	professional military education
RC	Reserve Component
S-JDA	standard joint duty assignment
SecDef	Secretary of Defense
USC	United States Code
USD(P&R)	Under Secretary of Defense for Personnel and Readiness
VDJS	Vice Director, Joint Staff

GLOSSARY

PART II – DEFINITIONS*

*Unless identified as extracted from Joint Pub 1-02, these definitions are not standardized within the Department of Defense and are applicable only within the content of this instruction.

4th Estate joint organizations. Refers to DOD organizations, other than the Joint Staff, combatant commands, and Military Services, having DOD manpower resources.

Active Component (AC). That portion of the armed forces as identified in annual authorization acts as “active forces,” and in 10 USC 115 as those active-duty personnel paid from funds appropriated for active-duty personnel.

Active Guard and Reserve. National Guard and Reserve members who are on voluntary active duty providing full-time support to National Guard, Reserve and Active Component organizations for the purpose of organizing, administering, recruiting, instructing, or training the Reserve Components. Also called AGR. (Joint Pub 1-02).

Active Reserve. The Marine Corps equivalent to AGR personnel. Also called AR.

Advanced Joint Professional Military Education (AJPME). An RC course taught at the JFSC that is similar in content to the in-residence JFSC JPME Phase II course. AJPME students shall be JPME Phase I graduates. AJPME educates RC officers and builds upon the foundation established in JPME Phase I. It prepares RC officers (O-4 to O-6) for joint duty assignments.

assignment. The position in an organization to which an officer permanently belongs for manpower accounting purposes. Temporary duty (TDY) with other organizations does not alter the officer's permanent assignment status.

authorization. An approved military or civilian position on a JTD or Joint Table of Mobilization and Distribution (JTMD) that authorizes the assignment of personnel to perform required tasks. This term also may be used in referring to a total of all the approved authorizations. In contrast with a manpower requirement, a manpower authorization is always funded. Also called a position.

board convening date. The first day a promotion board meets and official cutoff date for all Service-input JDAMIS changes impacting the board population.

CJCS Controlled Activity (CCA). An activity that meets all the following criteria: (1) established by the Chairman of the Joint Chiefs of Staff and acts through a Joint Staff directorate; (2) has a charter approved by the Secretary of Defense; (3) has a designated executive agent; (4) is a multi-Service activity that performs a joint mission; (5) has a JMD reviewed and managed by the Joint Staff/J-1 that contains multi-Service positions; and (6) may have S-JDA positions that meet and are recommended by the JDAL Validation Board. Also called a Chairman-controlled activity (CCA).

combatant command. A unified or specified command with a broad continuing mission under a single commander established and so designated by the President, through the Secretary of Defense and with the advice and assistance of the Chairman of the Joint Chiefs of Staff. Combatant commands typically have geographic or functional responsibilities. Also called unified command; specified command. (Joint Pub 1-02)

Combined Command. Refers to a major command consisting of 2 or more forces or agencies of two or more allies.

Critical Standard JDA (critical S-JDA). Designation of a S-JDA position for which, considering the duties and responsibilities of the position, the incumbent should be previously experienced and educated in joint matters, or at a minimum, the position would be greatly enhanced by such an incumbent. Critical positions are not necessarily the most key and essential positions in an activity. Critical positions are proposed by heads of joint activities, approved by the PDUSD(P&R) with the recommendation of the Chairman of the Joint Chiefs of Staff, and documented in the JDAL. Critical S-JDA positions are filled by Level III and IV Joint Qualified Officers unless waived by the Chairman of the Joint Chiefs of Staff.

critical occupational specialty (COS). A military occupational specialty designated by the PDUSD(P&R) from among the combat arms in the Army or equivalent military specialties in the Navy, Air Force, or Marine Corps where a severe shortage of trained officers in that skill exists. Equivalent military specialties are those engaged in the operational art to attain strategic goals in a theater of conflict through the design, organization, and conduct of campaigns and major operations. COS provisions do not apply to G/FOs.

cross-department joint duty assignment. A position in which an officer serves full-time duties with another Military Department or with the armed forces of another nation.

cumulative joint duty credit. The joint credit designation granted for continuous time served in an S-JDA of at least 10 months, but less than the duration needed to qualify for full joint duty credit or for periods of qualifying service in a qualifying joint task force headquarters temporary assignment.

Defense Agency. Defined by 10 USC 101, is established by the Secretary of Defense to perform a supply or service activity common to more than one military department (other than such an entity that is designated by the Secretary of Defense as a DOD field activity).

direct entry student. An officer, neither a graduate from an accredited and/or certified JPME Phase I course of instruction nor a JPME Phase I equivalency program, who is allowed to attend JPME Phase II by a Chairman of the Joint Chiefs of Staff waiver.

discretionary points. Points earned in excess of the minimum education and experience requirement through exercises, education other than JPME, collective joint training, or individual joint training.

DOD field activity. Defined by 10 USC 101, is established by the Secretary of Defense to perform a supply or service activity common to more than one military department.

dual-hatted position. An O-6 or below position where the incumbent officer has responsibilities to both that officer's Military Service and a joint, combined, or international organization or activity (e.g., combatant command and one of its Military Service component commands). If the Service component command carries the position as its authorization, the joint command will reflect it as unfunded in the JTD, and the incumbent is not eligible for S-JDA credit. The term is also commonly used to describe an individual who serves in 2 roles in the same activity.

education. Education conveys general bodies of knowledge and develops habits of mind applicable to a broad spectrum of endeavors.

experience-based joint duty assignment (E-JDA). Such other non-JDAL assignments and experiences that demonstrate an officer's mastery of knowledge, skills, and abilities in joint matters, as determined under such regulations and policy as prescribed by the Secretary of Defense. E-JDAs may be shorter in duration; therefore they may be aggregated to achieve the equivalent of a full tour of duty in an S-JDA.

electronic Joint Manpower and Personnel System (eJMAPS). The secure, Web-based system for the management of joint manpower and personnel. Also called e-JMAPS.

Executive Agent. A term used to indicate a delegation of authority by the Secretary of Defense to a subordinate to act on behalf of the Secretary of Defense. Designation as executive agent, in and of itself, confers no authority. The exact nature and scope of the authority delegated must be stated in the document designating the executive agent. An executive agent may be limited

to providing only administration and support or coordinating common functions, or it may be delegated authority, direction and control over specified resources for specified purposes. Also called EA. (Joint Pub 1-02)

Full-Time Support (FTS). The Navy's equivalent to AGR personnel. They are career military personnel whose chosen specialty is to administer and train drilling Reservists. They are Reservists on full-time active duty and paid from Reserve appropriations.

full joint duty credit. The joint credit designation granted for the completion of a tour of duty in an S-JDA that meets 10 USC 664 requirements: for G/FOs is at least 2 years and for other officers is at least 3 years unless a tour length waiver is approved or the incumbent departs due to reasons provided in Enclosure J. Full joint duty credit may also be granted when an officer accumulates 36 joint experience points accrued from E-JDAs and discretionary points from joint training and/or exercises.

grade. The grade at which the officer is paid. It does not include frocked or promotion select status.

have served (HS). An officer who served in a joint duty assignment or in the respective Service headquarters but who is no longer assigned on the day the promotion board convenes. Except for above-zone officers, an officer is HS through the first in-zone promotion following reassignment from the joint duty assignment or Service headquarters. Above-zone officers are reported as HS only one time following reassignment from joint duty or their Service headquarters. This also applies to joint specialty officer reporting.

Individual Augmentation/Augmentee (IA). An IA is an unfunded temporary duty position (or member filling an unfunded temporary duty position) identified on a JMD by a supported combatant commander to augment staff operations during contingencies. This includes positions at permanent organizations required to satisfy a "heightened" mission in direct support of contingency operations. Either Active Component or Reserve Component personnel can fill IA positions. An individual mobilization augmentee (IMA) reservist filling, or activated to, their IMA position is not considered an IA.

In-Service position. A position assigned to an officer's own Service. These positions will not be placed on the JDAL. The experience-based path allows officers in these positions to apply for joint experience wherever it occurs, provided the experience meets the definition of joint matters.

intensity. Degree, magnitude, or difficulty to which a particular joint task, assignment, or environment provides joint exposure. (e.g., assignment to a warfighting combatant command staff may provide a high level of intensity while a routine staff assignment may provide a lesser level of intensity.)

JDAL Validation Board. A board convened as directed by the USD(P&R) and composed of executive level representatives (O-6 or civilian equivalent) from the Joint Staff, and each of the Military Services to review positions for inclusion on the JDAL. An executive-level OSD representative will serve as an advisor/observer. The Board makes recommendations to USD(P&R) through the Chairman of the Joint Chiefs of Staff on adding and/or deleting individual positions on the JDAL.

joint acculturation. Familiarization with the joint working environment for a duration and intensity that allows understanding and working knowledge of joint operations and sister Service culture(s); member's primary job duty or extended/repeated exposure to joint environment.

joint activity. An activity, operation or organization in which elements of more than one Military Department of the United States, as reflected in joint manpower program documents, perform joint missions under the auspices of OSD, the Chairman of the Joint Chiefs of Staff, or the commander of a combatant or combined command.

joint duty assignment (JDA). An assignment which provides significant experience in joint matters as defined by 10 USC 668. There are two types of JDAs: Standard JDA (S-JDA) and Experience-based JDA (E-JDA). See separate definitions for each.

Joint Duty Assignment List (JDAL). A consolidated list of S-JDAs approved by the USD(P&R). Positions held by G/FOs and critical S-JDAs are shown separately. The JDAL is maintained by the Joint Staff J-1. The Joint Staff Special Assistant G/FO Matters is responsible for processing G/FO JDAL actions. The JDAL is reflected in the JDAMIS.

Joint Duty Assignment Management Information System (JDAMIS). The automated management information system database managed by the Chairman of the Joint Chiefs of Staff, maintained by the Defense Manpower Data Center, and updated by the Chairman of the Joint Chiefs of Staff and the Military Services. JDAMIS supplements existing Military Service manpower and personnel information systems by providing automated files reflecting the approved JDAL and personnel data on officers who are JQOs and other officers who have served or are serving in S-JDA positions or have completed E-JDA duties, or are attending JPME. Current and historical data files in JDAMIS are used to manage, analyze, and oversee the Joint Officer Management Program and are used to prepare the GNA Implementation Report Annex to the Secretary of Defense Annual Report to the President and the Congress.

joint duty credit. Comprised of either full joint duty credit or cumulative joint duty credit.

Joint Experience. Joint experience is a key learning opportunity; it is where education and training move from concept to reality. The intellectual understanding of conflict that is gained through experience rounds out the continuum of joint learning. The joint experience pillar implicitly recognized that the successful application of what individuals learn via Joint Individual Training, JPME, and self-development is essential. Learning to operate jointly is not an academic pursuit although it entails an understanding of the spectrum of conflict; its competencies must be demonstrated by practice. This is an essential requirement for building a larger pool of jointly qualified officers.

Joint Experience Points. Points that are computed from the duration and intensity of a joint experience. Joint experience points equal (# of days/30.4) (Intensity factor). The intensity is determined by the environment (i.e., combat, non-combat, steady state) in which the experience is gained.

joint manning document (JMD). A manning document of unfunded temporary duty positions constructed for or by a supported combatant command that identifies the specific IA positions to support an organization during contingency operations. JMD's for permanent activities with a JTD or JTMD should only identify IA positions for temporary military or DOD personnel. JMDs for activities without a JTD or JTMD (e.g., some JTFs) should identify all positions required for that activity to support the mission. Positions should be identified as unit fill, coalition fill, civilian/contractor fill, or IA fill on the JMD.

joint matters. Matters related to the achievement of unified action by multiple military forces in operations conducted across domains such as land, sea, or air, in space, or in the information environment, including matters relating to national military strategy; strategic and contingency planning; command and control of operations under unified command; national security planning with other departments and agencies of the United States; and combined operations with military forces of allied nations. In the context of joint matters, the term "multiple military forces" refers to forces that involve participants from the armed forces and one or more of the following: other departments and agencies of the United States; the military forces or agencies of other countries; non-governmental persons or entities.

Joint Officer Development. A process to produce the largest possible body of fully qualified and inherently joint officers for joint and staff responsibilities by cultivating an officer's service competencies and transforming them into joint capabilities through Joint Professional Military Education, training, experiences, and self-development.

joint officer management. The method for managing officers through the continuum of joint experiences, including developmental and joint assignments, along with joint training. Provides the mechanism for tracking joint experiences and qualifications.

Joint Professional Military Education (JPME). A CJCS-approved body of objectives, outcomes, policies, procedures, and standards supporting the educational requirements for joint officer management.

joint qualification. (1) a level of proficiency ascribed by the Secretary of Defense with the advice and counsel of the Chairman of the Joint Chiefs of Staff; (2) a series of hierarchical standards attained by an individual with joint experiences, education, training, and/or acculturation.

joint qualification points. Joint qualification points are the aggregate of joint experience points and discretionary points.

Joint Qualification System (JQS). The joint qualification system is a multi-level system, open to all officers of the Active and Reserve Components, which recognizes joint experiences, regardless of where they accrue. The majority of the force will continue to complete a traditional joint duty assignment (S-JDA) along with the requisite JPME. The alternate path, E-JDA, of earning joint qualification involves the career long accumulation of joint experiences, which are recognized by the Chairman of the Joint Chiefs of Staff as infusing officers with an equivalent level of joint capability and completion of the appropriate level of JPME.

Joint Qualified Officer (JQO). Replaces legacy term “Joint Specialty Officer (JSO)”. An officer designated by the Secretary of Defense, with the advice and assistance of the Chairman of the Joint Chiefs of Staff, who is educated and trained in joint matters and has completed the Level III requirements for JQO designation. An officer must be in the grade of O-4 or above to be designated as a JQO.

joint table of distribution (JTD). A manpower document that identifies the positions and enumerates the spaces that have been approved for each organizational element of a joint activity for a specific fiscal year (authorization year), and those spaces which have been accepted for planning and programming purposes for the four subsequent fiscal years (program years). (Joint Pub 1-02)

joint task force (JTF). A joint force that is constituted and so designated by the Secretary of Defense, a combatant commander, a sub-unified commander, or an existing joint task force commander. (Joint Pub 1-02)

joint training. Training, including mission rehearsals, of individual, units, and staffs using joint doctrine or joint tactics, techniques, and procedures to prepare joint forces or joint staffs to respond to strategic, operational, or tactical requirements considered necessary by the combatant commanders to execute their assigned or anticipated missions. Joint training involves forces of two or more Military Departments interacting with a combatant command or

subordinate joint force commander, and involves joint forces, joint staff, and/or individuals preparing to serve on a joint staff or in a joint organization and is conducted using joint doctrine.

jointly manned activity. A joint organization, activity, or element that meets the following criteria: (1) Must be chartered by the Secretary of Defense or Chairman of the Joint Chiefs of Staff as a jointly manned activity; (2) Must have a single Service as Executive Agent; (3) Must be a multi-Department or multinational activity or element that performs a joint mission; (4) Must report operationally to a combatant or combined command, international organization (e.g. NATO, NORAD, or the United Nations), or to/through the Chairman of the Joint Chiefs of Staff in the performance of a joint mission; (5) Must have Service manning documents that are managed by the Executive Agent and approved by the Services; (6) Positions should be equally distributed so that Service responsibility and influence can appropriately reflect the assigned mission (normally not more than 60 percent for any single Military Department); and (7) May have S-JDA positions that meet and are recommended by the JDAL Validation Board; Organizations that are integral to a single Military Department (e.g., Service major commands) are not included in this definition for S-JDA purposes.

mission essential JDA. Non-critical S-JDAs that are essential to mission accomplishment may be designated as mission essential JDAs. For a position to be designated as “mission essential,” it must be one deep, key and essential, and have direct mission impact critical to the accomplishment of the joint organization’s mission.

organizational positions. A category of positions not included in the Office of the Secretary of Defense, the Joint Staff, combatant command headquarters, or Defense Agency headquarters.

position. Indicates a manpower authorization that may be filled by one person. NATO activities also use the term “post.”

professional specialties. Military occupational specialties (medical officer, dental officer, veterinary officer, medical service officer, nurse, biomedical science officer, chaplain, or judge advocate) for which joint duty requirements do not apply and may be waived for promotion to O-7.

promotion objective categories. Includes six statutory and three “by-policy” promotion objective categories that are measured against the promotion objective rate. They are:

- Office of the Secretary of Defense below-zone
- Office of the Secretary of Defense in-zone
- Office of the Secretary of Defense above-zone
- Joint Staff below-zone

Joint Staff in-zone
Joint Staff above-zone
All joint duty below-zone
All joint duty in-zone
All joint duty above-zone

qualifying reassignment. An authorized early release from an S-JDA that does not require a tour length waiver. Such an early release is requested by the Military Service and must have the concurrence of the losing joint activity. The reason for reassignment must be, as follows, for: (1) unusual personal reasons (including extreme hardship and medical conditions) beyond the control of the officer or the Military Department; (2) an immediate reassignment to another S-JDA due to an officer's promotion to a higher grade when no positions were available in the same organization in the officer's new grade; or (3) an immediate reassignment to another S-JDA due to elimination of the officer's position in a reorganization.

Reserve Components. Reserve Components of the Armed Forces of the United States are the Army National Guard, the Army Reserve, the Navy Reserve, the Marine Corps Reserve, the Air National Guard, and the Air Force Reserve. This definition excludes the Coast Guard Reserve.

Selected Reserve. Those units and individuals within the Ready Reserve designated by their respective Services and approved by the Joint Chiefs of Staff as so essential to initial wartime missions that they have priority over all other Reserves. Actively participates in a Reserve Component training program. The Selected Reserve also includes persons performing initial active duty for training. (Joint Pub 1-02)

serving in (SI). An officer who is assigned to a joint duty assignment or his or her respective Service headquarters as of the board convening date. This also applies to joint qualified officer reporting.

Standard JDA (S-JDA). An assignment that meets the tour length requirement prescribed in 10 USC 664(a): not less than 2 years for G/FOs and not less than 3 years for all other officers

statutory objective rate. The number of officers selected for promotion divided by the number of officers considered within each promotion objective category ("serving in" and "have served" are added together as a group).

Joint Staff \geq Service headquarters
All joint \geq board average

temporary duty (TDY). Temporary assignment of an officer to an organization that is not the organization to which an officer permanently belongs for

manpower accounting purposes. TDY with other organizations does not alter the officer's permanent assignment status.

unified command. A command with a broad continuing mission under a single commander and composed of significant assigned components of 2 or more Military Departments that is established and so designated by the President, through the Secretary of Defense with the advise and assistance of the Chairman of the Joint Chiefs of Staff. Also called unified combatant command. (Joint Pub 1-02)

Unusual or Extraordinary Positions. A category of positions not included in OSD, the Joint Staff, combatant command headquarters, Defense agency headquarters, or organizational positions. Those positions may be included on the JDAL when the Secretary of Defense determines that the responsibilities of the position provide the officer significant experience in joint matters that qualitatively are equivalent to experiences gained by other officers filling S-JDAs.

Validation Board. A board convened as directed by the PDUSD(P&R) and composed of representatives from the Chairman of the Joint Chiefs of Staff and the Military Services, as well as an observer from the OSD, to review nominated positions for inclusion on the JDAL. The board makes recommendations to USD(P&R) through the Chairman of the Joint Chiefs of Staff on adding and/or deleting individual positions on the JDAL.