



CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

J-1
DISTRIBUTION: JEL

CJCSI 1340.01A
16 September 2013

ASSIGNMENT OF OFFICERS (O-6 AND BELOW) AND ENLISTED PERSONNEL TO THE JOINT STAFF

References:

- a. DoD Directive 1315.07, 23 April 2007, Military Personnel Assignments
- b. DoD Instruction 1300.19, 31 October 2007, DoD Joint Officer Management Program
- c. Joint Staff Manual, JSM 1300.01E Series, 24 May 2013, "Military Personnel Administration"
- d. Title 10, United States Code; Chapter 5, Section 155, Joint Staff; and Chapter 38, Joint Officer Management
- e. Joint Publication 1, Chapter III, 16 October 2006, Personnel Support to Joint Operations

1. Purpose. This instruction provides consolidated policy and procedures for the assignment of officers (O-6 and below) and enlisted personnel for duty on the Joint Staff in accordance with references a-e.

2. Cancellation/Superseded. CJCSI 1340.01, 23 February 2009, "Assignment of Officers (O-6 and below) and Enlisted Personnel to the Joint Staff" is hereby superseded.

3. Applicability. This instruction applies to the Joint Staff and all Service Components. It does not apply to Reservists performing in temporary active duty status and not assigned to a validated funded wartime allocation.

4. Policy. Officers nominated for assignment to the Joint Staff will be among those considered to be the most outstanding of their Service. In addition, an officer assigned to the Joint Staff may not be assigned more than 4 years without prior approval by the Secretary of Defense. Officers also may not be reassigned to the Joint Staff within 2 years of their latest Joint Staff tour without prior approval by the Secretary of Defense. Only enlisted personnel

with the highest personal and professional competence will be nominated and selected for assignment to the Joint Staff. A Joint Staff tour for enlisted personnel is normally 3, but not more than 4 years. Exceptions may be granted as described in Enclosure A, subparagraph 1.f.

5. Definitions

a. Active Component. For the purposes of this instruction only, Active Component (AC) will include all permanently assigned full-time assets to the Joint Staff of the Army, Navy, Marine Corps, and Air Force. This includes Reserve Component (RC) personnel in full-time status to include Title 10 National Guard.

b. 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.

c. Critical Occupational Specialty. A military occupational specialty designated by the Principal Deputy Under Secretary of Defense for Personnel and Readiness (USD(P&R)) from among the combat arms in the Army or equivalent military specialties in the Marine Corps, the Navy, and the Air Force 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. Critical Occupational Specialty (COS) provisions do not apply to general/flag officers (GO/FOs).

d. Fourth Estate Manpower Tracking System. The secure, Web-based system for the management of joint manpower and personnel.

e. Joint Duty Assignment. An assignment that meets the tour length requirement as defined in section 668, Title 10, United States Code.

(1) Standard Joint Duty Assignment. A Standard Joint Duty Assignment (S-JDA) is an assignment to an approved Joint Duty Assignment List (JDAL) position in a multi-Service, joint, or multinational command, or activity that is involved in the integrated employment or support of the land, sea, and air forces.

(2) Experience-based Joint Duty Assignment. An Experienced-based Joint Duty Assignment (E-JDA) is an assignment, other than in a JDAL position, through which an officer demonstrates knowledge, skills, and abilities in joint matters that may be shorter in duration and therefore aggregated to achieve the equivalent of a full tour in an S-JDA, as determined under such regulations and policies as prescribed by the Secretary of Defense.

f. Joint Duty Assignment List. A list of AC and RC positions designated as S-JDAs approved by the USD(P&R) with the advice and assistance of the CJCS, and reflected in the Joint Duty Assignment Management Information System.

g. Joint Table of Distribution. 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 five (5) subsequent fiscal years (program years).

h. Joint Table of Mobilization Distribution. A manpower authorization document that identifies the reorganization of the peacetime structure and the additional positions required to augment the existing positions on the Joint Table of Distribution (JTD) in time of mobilization.

i. Joint Qualified Officer. 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 Joint Qualified Officer (JQO) designation. Replaces the legacy term "Joint Specialty Officer." An officer must be in the grade of O-4 or above to be designated as a JQO.

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

k. Reserve Component. For the purposes of this instruction only, RCs of the Armed Forces of the United States are the Army National Guard, the Army Reserve, the Air Force National Guard, the Air Force Reserve, the Navy Reserve, the Marine Corps Reserve, and the Coast Guard Reserve.

l. Temporary Duty. Temporary assignment for 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.

6. Responsibilities

a. Joint Staff and Service responsibilities and procedures are provided in the enclosure. J-1 is the office of primary responsibility for all Joint Staff assignments. All Service detailers and Joint Staff Directorates (J-Directorates) will coordinate assignments through J-1 channels and adhere to procedures outlined in this instruction to insure all specific job requirements are met. Failure to coordinate with J-1 oftentimes results in loss of personnel

accountability. It also adds confusion for all concerned and may result in the individual being returned to their respective Service. Inclusion of the J-1 also helps ensure that the Director, Joint Staff has one directorate to turn to for the management of officer and enlisted personnel.

b. The reference designates that the USD(P&R) will provide, among other things, policies and procedures for assigning Service members to the Joint Staff. The directive also delineates assignment responsibilities for the Chairman of the Joint Chiefs of Staff and the Secretaries of the Military Departments.

7. Summary of Changes. This revision incorporates previously approved policies in accordance with military personnel administration (reference c), updates definitions and names of organizational manpower systems, and includes revised versions of JS forms as well as other administrative changes.

8. 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—
<https://portal.js.smil.mil/sites/Matrix/Directives/default.aspx> (SIPR)
http://www.dtic.mil/cjcs_directives (NIPR).

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

For the Chairman of the Joint Chiefs of Staff:


DAVID L. GOLDFEIN, Lt Gen, USAF
Director, Joint Staff

Enclosures:

- A – Responsibilities for and Procedures on the Assignment of Officers (O-6 and Below) to the Joint Staff
 - Appendix A – Joint Staff Form 70A
 - Appendix B – Format for Early Release Request
 - Appendix C – Format for Acceptance Memorandum

- B – Responsibilities for and Procedures on the Assignment of Enlisted Personnel to the Joint Staff
 - Appendix A – Joint Staff Form 70B
 - Appendix B – Format for Early Release Request

ENCLOSURE A

RESPONSIBILITIES FOR AND PROCEDURES ON THE ASSIGNMENT OF
OFFICERS (O-6 AND BELOW) TO THE JOINT STAFF

1. Nominations

a. Joint Staff officer requirements will be identified to the Services on Joint Staff Form 70A, "Request for Nomination of Officer Personnel" (Appendix A). JS Form 70A is prepared by the J-Directorate, with the requirement, at least 13 months prior to desired reporting date or as soon as possible upon Service request for early departure.

b. Requisitions for end-of-tour replacements normally will be submitted to the Services at least 12 months before the desired reporting date, and for all others as soon as the requirement is identified. Normally, RC vacancies are automatically advertised for Service nomination processes; therefore, requisitions are not required unless the requirement changes.

c. The proposed reporting date normally will provide a maximum 2-week overlap. The reporting date will be confirmed at the time of selection and may not be changed unless coordinated with the Director for Manpower and Personnel/J-1. Two-week overlap applies to AC support only and should not include clearing time.

d. The grades of officers requisitioned will be the minimum required for performance of the job.

e. Specific qualifications will be essential for the position relative to the Service-specific specialty requested.

f. The process to obtain security clearance level and/or special access requirements outlined on the requisition will be initiated by the Service upon selection of an officer to the Joint Staff. Annotate on the requisition that the security requirement will be met before the officer reports to the Joint Staff. Officers accepted for assignment to the Joint Staff will have a current clearance that satisfies the security requirements specified on the requisition. Officer clearances will be final and granted by the Services prior to check-in. In most cases, failure to obtain the required clearance level will result in immediate return to Service.

g. Positions that require more than one Service to submit nominations will be identified on the requisition with the number of nominees required from each Service and the date the nominations must be received by the Joint Staff/J-1.

h. Positions designated as critical S-JDA must be filled by designated JQOs unless a waiver is granted by the Chairman of the Joint Chiefs of Staff under the provisions of references b and c. Requisitions will identify critical S-JDA.

i. When a designated JQO is nominated, he or she may be the only nominee for the position. This provision neither guarantees selection nor precludes multiple Service nominations, but it does recognize the additional screening a JQO receives before designation.

j. When a non-JQO is nominated for a critical S-JDA position, or if specified reporting dates or other requirements cannot be fully met, the Service should state what modifications to the requirement would be necessary in order to permit compliance, such as attendance at the Joint Professional Military Education II. Requests for relief must be coordinated with J-1 as early in the replacement cycle as possible.

k. Once Service nominations are received by the Joint Staff, the J-1 will forward nomination packages to appropriate J-Directorates for approval/disapproval recommendation. J-Directorates have 10 days to complete the recommendation processes and return GO/FO recommendation to the J-1. Nominees are unavailable for nomination or assignment to other organizations or duties until the selection action is completed and the non-selectees returned to Service control.

l. The Services normally will not include personnel already on the Joint Staff in nomination packages to fill other positions on the Joint Staff unless personnel are at or near the end of their current tour and will not attain more than 4 years assigned to the Joint Staff.

m. For routine replacement actions, the Joint Staff normally will select a nominee for assignment and advise the Service within 15 working days of receipt of the nomination package via Joint Staff memorandum (Appendix C). The Chief, Military Personnel Branch, will sign the endorsement memorandum with either approval or disapproval identified per J-Directorate recommendation and return to the specific Service. Joint Staff/J-1 is responsible for notifying the Services of delays in selection and non-selection of nominees.

n. Replacement actions involving requests for early release of the incumbent or involving nominations from more than one Service are exceptions

to the above 15-day rule. The staffing process for such requests may take more than 15 working days; however, the goal will be to advise the Service personnel center of delays and non-select nominees as soon as possible.

o. If nominees for a billet are unacceptable, the nominations will be returned to the Service with an explanation of the deficiencies and reemphasis of needed skills and qualities. The Service will respond promptly with additional qualified nominees in accordance with the nomination process.

2. Assigned to the Joint Staff

a. Once accepted for assignment to the Joint Staff, an officer may not be nominated or assigned to another organization or duty unless staffed through Joint Staff/J-1. Requests for Joint Staff officers to attend or participate in boards, details, or training outside their Joint Staff duties must be approved by the directorate to which the officer is assigned and staffed through the Joint Staff/J-1. Such assignments and details will not exceed 30 days duration.

b. An officer assigned to a non-critical S-JDA position on the JDAL may be moved to another non-critical S-JDA within the Joint Staff during their tour. Changes involving critical S-JDA positions will not be made unless the officer is a JQO. Joint Staff/J-1 will coordinate all reassignments with the respective Service if the officer is reassigned to a billet that is of another Service. All billet changes will be reflected on the Joint Staff Joint Table of Distribution or Joint Table of Mobilization Distribution (JTMD) in the Fourth Estate Manpower Tracking System, which is published monthly with each Service receiving their portion. The Joint Staff/J-1 will reconcile the JTD/JTMD and the JDAL semiannually.

c. Officers accepted for assignment to the Joint Staff are subject to the provisions of references b and c.

3. Early Release. A Joint Staff tour for officers (O-6 and below) is 3 years. The Service may request that an officer be released from the Joint Staff before completing a full tour under one of the conditions listed below in subparagraphs 3.a. through 3.e. Requests for early release must be fully justified, coordinated with Joint Staff/J-1, and accompanied by a slate of qualified officers from which a replacement may be selected. Appendix B to this Enclosure provides a format for the required information for a request for early release. The Services may request a duty description before submitting replacement nominations.

a. COS Early Release. An early release may be requested from Joint Staff/J-1 for an officer with a COS serving his or her initial JDA. Early release may be requested from Joint Staff/J-1 under the following circumstances:

(1) Officer has served at least 24 months in the S-JDA. However, an officer may leave after 22 months in the S-JDA and receive constructive credit for up to 60 days if the early departure is required for military necessity (e.g., school report date or a change of command that cannot be delayed.) See paragraph 4 below for more information on constructive credit.

(2) Reassignment is to prevent deterioration of warfighting skills, to alleviate personnel shortage in the COS, or if timing is essential for professional development.

b. Second Tour Curtailment. The Service may request release of an officer from a second and subsequent S-JDA that is not less than 2 years as authorized by statute.

c. Billet Decrement. The Service may request early release of an officer when the S-JDA billet is reallocated out of the Joint Staff or if the reallocated skill set does not match the incumbent officer.

d. Promotion Beyond Billet Authorization. An officer promoted to a higher pay grade than authorized for their current position, requires immediate reassignment to another S-JDA in order for the officer to assume higher pay grade. Over grading will follow Service policies. The Service will coordinate the reassignment with Joint Staff/J-1 prior to making any reassignment action.

e. Professionals. Joint Staff officers, who are professionals, are not assigned to an S-JDA. However, they are still required to submit and coordinate early release requests through the Joint Staff/J-1.

f. Tour Length Waiver. All other reasons for early release from the Joint Staff will subsequently require a joint duty tour length waiver approved by the Principal Director (Military Personnel Policy), under USD(P&R). Once the affected officer's Joint Staff directorate provides a written approval for the request for early release, the Service must separately request the tour length waiver in accordance with OSD policy. The Joint Staff/J-1, Joint Officer Management Branch, will coordinate waivers with USD(P&R). Tour length waivers must be approved before the officer receives orders for an assignment and actually departs the Joint Staff.

4. Constructive Credit. Officers serving in an S-JDA may receive constructive joint duty credit for up to 60 days upon reassignment from the Joint Staff. Constructive credit can be granted when the reason for early departure is for military necessity (e.g., school report date or a change of command that cannot be delayed). The total amount of constructive credit must not exceed 60 days and does not include periods of temporary duty while assigned to the joint organization.

a. Requests for constructive credit, in conjunction with an officer's completion of a tour, will be coordinated in writing through the Joint Staff/J-1. These requests normally will be approved provided a 2-week overlap is accomplished and Joint Staff/J-1 concurrence is obtained.

b. Requests for early release must also include all time periods for which constructive credit is to be applied. An officer may not depart the Joint Staff earlier than the date requested by the Service and approved or modified by proper authority.

5. Extensions. Requests for an extension of a Joint Staff tour beyond 3 years may be initiated by the individual, parent Service, or Joint Staff. All requests must be fully justified and should generally be operational in nature.

a. Requests for extension of Joint Staff tours should be submitted 12 months before the date the member will complete a normal tour. Brief extensions to ensure the 2-week overlap will be negotiated at the time of nomination.

b. An officer assigned to the Joint Staff may not exceed the 4-year statutory limitation without prior approval by the Principal Director (Military Personnel Policy), USD(P&R). Requests for tour extensions beyond 4 years will be considered only when the officer's extended service is required for a matter directly affecting the national defense or is of direct interest to the Chairman of the Joint Chiefs of Staff.

c. An officer may not be reassigned to the Joint Staff within 2 years of departure without a prior approval by the Principal Director (Military Personnel Policy), USD(P&R).

6. Suspension. The Director, Joint Staff, acting for the Chairman of the Joint Chiefs of Staff, may suspend an officer assigned to the Joint Staff for poor performance, professional inadequacy, acts of misconduct, suspension of security access, or other activities incompatible with continued service on the Joint Staff and return the officer to the control of the parent Service at any time. The Joint Staff/J-1 will notify the appropriate Service personnel center by telephone and in writing. The Service will issue instructions to expeditiously accomplish reassignment outside the Joint Staff in accordance with Joint Staff requirements. Administrative actions pertaining to officer evaluation and/or performance reports and/or the Uniform Code of Military Justice will be initiated by the officer's directorate and forwarded through the Joint Staff/J-1 to the Service, as required. Officers will not receive joint duty credit if suspended from the Joint Staff. Refer to 1300.01E, Military Personnel Administration, for more details on suspensions.

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APPENDIX A TO ENCLOSURE A

JOINT STAFF FORM 70A

JOINT STAFF REQUEST FOR NOMINATION OF OFFICER PERSONNEL				
ACTION TO <input type="checkbox"/> ARMY <input type="checkbox"/> NAVY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> MARINE CORPS		REQUISITION NUMBER	DATE OF REQUEST	
SECTION I (DESCRIPTION OF DUTIES)		SECTION II (BILLET DATA)		
A. POSITION TITLE	B. DIRECTORATE / OFFICE		A. BILLET NUMBER	
C. DUTY LOCATION INCLUDING ZIP CODE			B. JDAL NUMBER	
D. DUTY DESCRIPTION (CONTINUE REVERSE IF NECESSARY)			C. CRITICAL JOINT DUTY POSITION <input type="checkbox"/> YES <input type="checkbox"/> NO	
			D. AUTHORIZED/REQUESTED GRADE /	
			E. SPECIALY CODE/DESIGNATION /	
			F. REPORTING DATE	
			G. REPLACEMENT FOR NAME: SSN: DATE ROTATING: REASON ROTATING:	
SECTION III (QUALIFICATIONS)				
A. QUALIFICATIONS (INDICATE BY PLACING AN X IN THE APPROPRIATE BOX. AMPLIFY IN B AS REQUIRED.)	MANDATORY	DESIRED	N/A	B. ADDITIONAL QUALIFICATIONS:
1. SENIOR SERVICE SCHOOL GRADUATE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. INTERMEDIATE SERVICE SCHOOL GRADUATE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. PREVIOUS JOINT DUTY ASSIGNMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. SERVICE DEPARTMENTAL STAFF EXPERIENCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. MAJOR COMMAND STAFF EXPERIENCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. SPECIAL TRAINING (INDICATE IN SECTION IIIB) B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. ELIGIBLE FOR TS CLEARANCE BY SERVICE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. MEET SECURITY REQUIREMENTS- DODD5210.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SECTION IV (AUTHENTICATION)				
A. SIGNATURE OF REQUESTING OFFICIAL	B. DATE	C. SIGNATURE OF APPROVING OFFICIAL	D. DATE	
E. NAME AND POSITION OF REQUESTING OFFICIAL		F. NAME AND POSITION OF APPROVING OFFICIAL		

JS FORM 70A, FEB 12 (EG) Previous Editions Are Obsolete

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APPENDIX B TO ENCLOSURE A
FORMAT FOR EARLY RELEASE REQUEST

MEMORANDUM FOR DIRECTOR FOR MANPOWER AND PERSONNEL, JOINT
STAFF

Attention: Chief Military Personnel Branch

SUBJECT: Request for Early Release/Nominations to the Joint Staff

1. Request early release for (name, rank, skill specialty, social security number (SSN)) from the Joint Staff effective (date of release). Officer (is or is not) a Joint Qualified Officer nominee. Officer will have served (number) months on the Joint Staff on the date of requested release. Officer (will or will not) require (number of days) of constructive credit.

2. Officer is eligible for early release in accordance with CJCSI 1330.01C paragraph (list the paragraph from the instruction that applies and justification for early release). Officer has been identified for (duty title of assignment). The officer is required to report no later than (date) to (location). Officer must complete the following training course(s) prior to reporting for duty:

a. Course Title - dates, location, fund source, and explain why the course is required.

b. Continue the list with all courses that apply to this reassignment.

3. The following officers are nominated as backfill and/or relief:

a. Name, rank, skill specialty, SSN, earliest report date.

b. Name, rank, skill specialty, SSN, earliest report date.

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APPENDIX C TO ENCLOSURE A
FORMAT FOR ACCEPTANCE MEMORANDUM

MEMORANDUM FOR COMMANDER, (SERVICE ADDRESS)

SUBJECT: Acceptance of U.S. (Service) Officer to the Joint Staff

1. In reference to the nomination of (name, rank, social security number (SSN), Service), the following information is provided.
2. (Rank, name) is accepted for assignment to the Joint Staff to fill billet #: (Joint position number) and must report NLT (date day, month, year), with early reporting authorized.
3. A (billet clearance level) clearance is required for this assignment. Officer must contact their security manager and ensure their clearance remains current prior to their PCS orders being issued.
4. The Joint Staff point of contact is (J-1 Assignment Manager) at (xxx) xxx-xxxx.

Chief, Military Personnel Branch
Signature Block

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ENCLOSURE B

RESPONSIBILITIES FOR AND PROCEDURES ON THE ASSIGNMENT OF
ENLISTED PERSONNEL TO THE JOINT STAFF

1. Processing and Requisition Requirements

a. Joint Staff enlisted personnel requirements will be identified to the Services on Joint Staff Form 70B, "Request for Nomination of Enlisted Personnel" (Enclosure). Joint Staff Form 70B is prepared by the J-Directorate, with the requirement, at least 13 months prior to desired reporting date, and as soon as possible upon early departure.

b. Enlisted personnel will be requisitioned for Joint Staff requirements in a manner that will provide approximately equal representation among the Military Departments.

c. The grades of enlisted personnel requisitioned will be the minimum required for performance of the job.

d. Specific qualification requirements will be essential to the position and relative to the Service-specific specialty requested.

e. All enlisted personnel assigned to the Joint Staff must satisfy the security requirements specified on the requisition. Enlisted personnel with Service-issued interim Top Secret clearances with a closed National Agency Check are acceptable. If sensitive compartmented Information read-on is required, adjudicated TS clearance is mandatory.

f. Requisitions for end-of-tour replacements will be submitted to the Services approximately 12 months before the desired reporting date. Proposed reporting dates will normally provide for a maximum 2-week overlap, unless otherwise coordinated. The 2-week overlap applies to full-time support only.

g. The Services will submit the name of at least one qualified and available enlisted member for each requisition received. If the Services are unable to meet specified reporting dates or other requirements, a written request for relief is submitted to the Director for Manpower and Personnel/J-1 (DJ-1) as early as possible. The J-1 will forward Service submissions to appropriate J-Directorates for approval/disapproval recommendation. J-Directorates have 10 days to complete the recommendation processes and return GO/FO recommendation to the J-1.

h. For all replacement actions, the Joint Staff has the right of refusal. The Joint Staff will make a decision regarding the acceptability of the enlisted

member within 15 working days of receiving the qualification record and advise the Service concerned via Joint Staff memorandum (Enclosure A, Appendix C). The Chief, Military Personnel Branch, will sign the endorsement memorandum with either approval or disapproval identified per J-Directorate recommendation and return to the Service.

i. An enlisted member submitted for assignment to the Joint Staff will not be available for nomination or assignment to another organization or duty unless the Joint Staff and the appropriate Service agree.

j. If an enlisted member is not accepted, the appropriate Service will be notified, verbally and in writing, with an explanation for the non-acceptance. The Service will respond promptly to meet the specified reporting date.

k. If an enlisted member is reassigned within the Joint Staff, the Joint Staff will provide to the affected Service the new military position description. All changes will be reflected on the JTD/JTMD, published monthly and provided to the Services to update their manpower and personnel systems.

2. Curtailment. Upon parent Service, Joint Staff or the individual's request, an enlisted member may be released before completion of a full Joint Staff tour for operational or other compelling reasons if the Joint Staff and the affected Service agree. Requests for curtailment must be fully justified. Joint Staff approval rests with the DJ-1 (acting for the Director, Joint Staff). Services will issue assignment instructions consistent with Joint Staff requirements and provide appropriate replacement support.

3. Extensions. Upon request of the parent Service, the Joint Staff, or the individual, an enlisted member may be retained on the Joint Staff beyond the initial 3-year tour. Such extensions will be held to a minimum. Rotation of personnel at the end of the initial 3-year tour ensures the Joint Staff benefits from fresh ideas and precludes possible career stagnation that can result from excessively long tours. The Joint Staff and the parent Service must mutually agree upon extensions. Sufficient notice (9 to 12 months) will be provided when circumstances allow.

a. To ensure contact relief, brief extensions for up to 3 months will be negotiated at the time of acceptance of the replacement.

b. Requests for extensions beyond 3 years, but less than 4 years, will be signed by the Chief, Military Personnel Branch, Military Personnel Division/J-1, and forwarded to the parent Service.

c. Tour extensions that result in more than 4 years of service on the Joint Staff will be approved only in the rarest cases. Requests for tour extensions resulting in Joint Staff service beyond 4 years, except those described in

subparagraph a. above, will be considered only when the member's extended service is required for a matter of significant military importance to the Joint Staff. Requests for extensions beyond 4 years will be signed by the DJ-1 and forwarded to the parent Service.

d. Consecutive (without a break) duty assignments within the Joint Staff are considered a single tour of duty.

e. The parent Service will issue assignment instructions consistent with Joint Staff requirements after agreement is reached on an extension request.

4. Suspension. Heads of directorates or agencies acting for the Director, Joint Staff, may suspend a Joint Staff enlisted member for professional inadequacy, misconduct, loss of security access, or other reasons deemed incompatible with continued Joint Staff service and return the member to the control of the parent Service at any time. The DJ-1 will be consulted before suspension decisions are made. Refer to 1300.01E, Military Personnel Administration, for more details on suspensions.

a. Military Personnel Division/J-1 will notify the appropriate Service personnel center verbally and in writing. Electronic notification is acceptable.

b. The parent Service will issue instructions to accomplish reassignment outside the Joint Staff in accordance with requirements.

c. The Service will respond promptly with a replacement for the suspended individual in accordance with the selection and assignment process.

d. Enlisted evaluation or performance reports and, if appropriate, adverse administrative or Uniform Code of Military Justice actions will be initiated by the affected member's directorate or agency and forwarded through the DJ-1 to the Service, as required.

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APPENDIX A TO ENCLOSURE B

JOINT STAFF FORM 70B

THE JOINT STAFF REQUEST FOR NOMINATION OF ENLISTED PERSONNEL		BILLET NUMBER	
POSITION TITLE		REQUISITION NUMBER	
		DATE OF REQUEST	
		AUTHORIZED GRADE	
		REQUESTED GRADE	
		SPECIALITY CODE/RATING	
		PROPOSED REPORTING DATE	
		DIRECTORATE/AGENCY	
BILLET TOUR LENGTH <input type="checkbox"/> 3 YEARS <input type="checkbox"/> 2 YEARS		ACTION TO	
REPLACEMENT FOR SSN DATE ROTATING		<input type="checkbox"/> ARMY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> NAVY <input type="checkbox"/> MARINE CORPS	
DESIRED QUALIFICATIONS (EXPERIENCE, EDUCATION, SECURITY CLEARANCE)			
REMARKS			
SIGNATURE OF REQUESTING OFFICIAL		SIGNATURE OF APPROVING OFFICIAL	
DATE		DATE	
TYPED NAME, GRADE AND POSITION TITLE OF REQUESTING OFFICIAL		TYPED NAME, GRADE AND POSITION TITLE OF APPROVING OFFICIAL	

JS FORM 70B, FEB 12 (EG)

PREVIOUS EDITIONS ARE OBSOLETE

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