

**UNCLASSIFIED**

**CJCSI 1340.01B  
31 January 2025  
CH1, 25 November 2025**

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



**JOINT STAFF  
WASHINGTON, D.C. 20318**

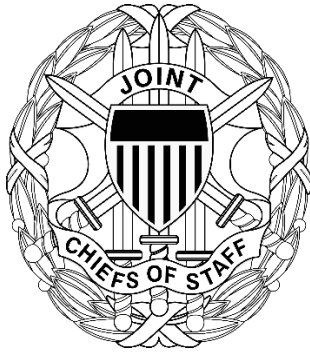
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# CHAIRMAN OF THE JOINT CHIEFS OF STAFF NOTICE

J-1  
DISTRIBUTION: JEL

CJCSI 1340.01B CH 1  
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## CHANGE 1 TO CJCS INSTRUCTION 1340.01B

### References:

- a. DoDI 1315.18, 24 June 2019, "Procedures for Military Personnel Assignments"
- b. DoDI 1300.19, 3 April 2018, "DoD Joint Officer Management (JOM) Program"
- c. JSM 1300.01G, 31 July 2019, "Military Personnel Administration"
- d. Title 10, U.S. Code
- e. CJCSI 1330.05C, 19 July 2024, "Joint Officer Management Program Procedures"

1. Change. Holders of Chairman of the Joint Chiefs of Staff (CJCS) Instruction 1340.01B, 31 January 2025, "Assignment of Officers (O-6 and Below) and Enlisted Personnel to the Joint Staff," are requested to make the following page substitutions:

Remove Page(s)	Add Page(s)
A-5 – A-9	A-5 – A-9

2. Summary of the changes is as follows: Paragraphs 2 and 3 of Enclosure A have been updated to make administrative corrections and provide clarification regarding early release and tour length waivers.

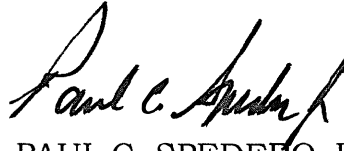
3. When the prescribed action has been taken, this change notice should be filed behind the basic document.

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4. Releasability. UNRESTRICTED. This directive is approved for public release; distribution is unlimited on the Non-classified Internet Protocol Router Network. Department of War Components (to include the Combatant Commands) and other Federal agencies may obtain copies of this directive through the Internet from the CJCS Directives Electronic Library at <<https://dod365.sharepoint-mil.us/sites/JS-Matrix-DEL/SitePages/Home.aspx>>. Joint Staff activities may also obtain access via the SECRET Internet Protocol Router Network Directives Electronic Library web sites.

A handwritten signature in black ink, appearing to read "Paul C. Spedero Jr.", with a stylized flourish at the end.

PAUL C. SPEDERO Jr., RADM, USN  
Vice Director, Joint Staff

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## LIST OF EFFECTIVE PAGES

The following is a list of effective pages for CJCSI 130.01B. Use this list to verify the currency and completeness of the document. An "O" indicates a page in the original document.

PAGE	CHANGE	PAGE	CHANGE
i thru ii	O	A-A-1 thru A-A-2	O
1 thru 4	O	A-B-1 thru A-B-2	O
A-1 thru A-4	O	B-1 thru B-4	O
A-5 thru A-9	1	B-A-1 thru B-A-2	O
A-10	O	GL-1 thru GL-4	O

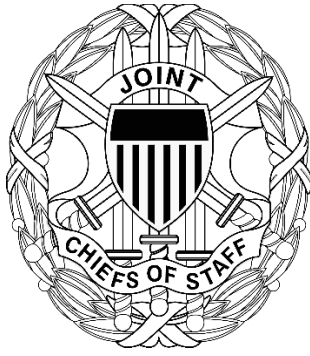
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# UNCLASSIFIED CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

J-1  
DISTRIBUTION: JEL

CJCSI 1340.01B  
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## ASSIGNMENT OF OFFICERS (O-6 AND BELOW) AND ENLISTED PERSONNEL TO THE JOINT STAFF

### References:

- a. DoDI 1315.18, 24 June 2019, "Procedures for Military Personnel Assignments"
- b. DoDI 1300.19, 3 April 2018, "DoD Joint Officer Management (JOM) Program"
- c. JSM 1300.01G, 31 July 2019, "Military Personnel Administration"
- d. Title 10, U.S. Code
- e. CJCSI 1330.05C, 19 July 2024, "Joint Officer Management Program Procedures"

1. Purpose. This Instruction provides consolidated policy and procedures for assigning officers (O-6 and below) and enlisted personnel for duty on the Joint Staff following references (a) through (e).

2. Cancellation/Superseded. Chairman of the Joint chiefs of Staff Instruction (CJCSI) 1340.01A, 16 September 2013, "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. Due to its critical national security mission and relatively small size, only the most qualified and best-performing Service members will be nominated and assigned to the Joint Staff. A standard tour of duty on the Joint Staff is 3 years.

a. Following section 155 of reference (a), officers assigned to the Joint Staff may only serve a tour of duty for up to 4 years with prior approval by the Secretary of Defense (SecDef). Officers may only be reassigned to the Joint Staff within 2 years of their latest Joint Staff tour with prior approval by SecDef.

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b. 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 usually 3 years but not more than 4 years. Exceptions to this rule are in Enclosure B, subparagraph 3.b.

5. Definitions. See Glossary.

6. Responsibilities

a. Joint Staff and Service responsibilities and procedures are provided in Enclosure A. The Joint Staff Directorate for Manpower and Personnel, J-1 is the office of primary responsibility (OPR) for all Joint Staff assignments. All Service detailers and Joint Staff Directorates (J-Dirs) will coordinate assignments through the Joint Staff J-1/Personnel Services Division (PSD) and adhere to procedures outlined in this Instruction to meet all specific job requirements. Failure to coordinate with the Joint Staff J-1/PSD results in loss of personnel accountability. It also confuses all concerned and may result in the individual returning to their respective Service. In addition, including the Joint Staff J-1 helps ensure the Director, Joint Staff (DJS) has one J-Dir to turn to for officer and enlisted personnel management.

b. Reference (a) designates that the Office of the Under Secretary of Defense for Personnel and Readiness (OUSD(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 CJCS and the Secretaries of the Military Departments.

7. Summary of Changes. This revision incorporates previously approved policies, definition updates, revised versions of Joint Staff forms, other administrative changes, and Reserve Component (RC) assignment procedures and responsibilities.

8. Releasability. UNRESTRICTED. This directive is approved for public release; distribution is unlimited on the Non-classified Internet Protocol Router Network. DoD Components (to include the Combatant Commands), other Federal agencies, and the public may obtain copies of this directive through the Internet from the CJCS Directives Electronic Library at <<http://www.jcs.mil/library>>. Joint Staff activities may also receive access via the SECRET Internet Protocol Router Network Directives Electronic Library web sites.

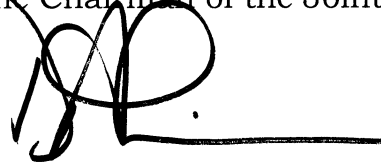


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9. Effective Date. This INSTRUCTION is effective upon signature.

For the Chairman of the Joint Chiefs of Staff:

A handwritten signature in black ink, consisting of stylized initials 'DAS' followed by a horizontal line.

DOUGLAS A. SIMS, II, LTG, USA  
Director, Joint Staff

Enclosures:

- A – Responsibilities and Procedures for Assignment of Officers (O-6 and Below) to the Joint Staff
- B – Responsibilities and Procedures for the Assignment of Enlisted Personnel to the Joint Staff

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## ENCLOSURE A

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

#### 1. Requisitions and 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). Joint Staff Form 70A is prepared by the J-Dir at least 13 months before the desired report date or as soon as possible (ASAP) upon Service request for early departure.

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

c. The Service member's Military Secretariat (MILSEC) will submit a requisition for end-of-tour replacements that will be submitted to the Services 12 months before the requested report date once the losing J-Dir accepts the replacement. RC vacancies are typically advertised through Service-specific agencies/processes and coordinated through the Joint Staff J-1/PSD/Reserve Integration Branch (RIB).

d. The proposed report date will typically provide a maximum of 2 weeks to transition duties. The losing J-Dir will confirm the report date with the Military Personnel Branch (MPB). The 2-week transition only applies to Active Component (AC) support and should not include out-processing time. J-Dir leadership will make every effort to coordinate this proper transition.

e. Effective immediately, any official gaps in manning between inbound and outbound O-6s assigned to dedicated O-6 billets on the Joint Staff will be approved and managed at the J-Dir level. The J-Dir will inform the Joint Staff J-1/MPB, and MPB will try to resolve the gap with the Service.

f. J-Dirs will e-mail the MPB a current Joint Staff Form 70A, which will be used to validate the nominee's requirements. Authors of the 70A must adhere to the duty description's 1,000-character limit in the Army Requisitioning System and 2,500 characters in the Air and Space Force Requisitioning System.

g. MPB will submit requisitions in the Service requisitions system on behalf of the J-Dir. MPB will coordinate with the Services as follows:

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## (1) U.S. Navy

(a) Is a continuous nomination process for receiving replacements to the Joint Staff.

(b) MPB receives 70A from the J-Dirs and processes it to the Service for backfill. Once the Joint Staff receives Service nominations, MPB will forward the nomination packages to the appropriate J-Dirs for an approval/disapproval recommendation. J-Dirs have 10 days to complete the recommendation processes via the J-Dir acceptance memorandum and must include general officer/flag officer (GO/FO) coordination.

(c) Nominees are unavailable for nomination or assignment to other organizations or duties until a selection is made and the non-selects are returned to Service control.

## (2) U.S. Marine Corps

(a) The slating season, also known as the Move/Vacancy Cycle, occurs annually and is typically initiated in August for the following summer.

(b) At the beginning of the cycle, U.S. Marine Corps (USMC) Headquarters (HQ) will send a Move/Vacancy List to MPB, identifying all officers identified as “Movers” and all billets identified as “Vacant.” MPB will review the list and distribute it to the appropriate J-Dir. Each J-Dir will prioritize the list and include any vacancies or movers they may track. Each J-Dir will submit updated 70As for each of their positions.

(c) MPB will receive each J-Dir’s submission and re-prioritize based on the Joint Staff Priority List. Once complete, MPB will submit to USMC HQ for final adjudication.

(d) Once USMC HQ completes the cycle, MPB will receive all approved and validated billet nominations. MPB will process nominations to the J-Dirs for acceptance or denial of the nomination. This process typically occurs between March through May.

## (3) U.S. Army

(a) O-5 and the Requisition Cycles are conducted twice yearly: the Summer Cycle (April to September) and the Winter Cycle (October to March). O-6 requisitions are only conducted during the Summer Cycle.

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(b) MPB will use the Integrated Personnel Pay System-Army (IPPS-A), which is the system to create requisitions for replacements. This process will occur during the timeline the U.S. Army Human Resources Command (HRC) provides.

(c) During each requisition cycle, each J-Dir will submit requisitions based on their projected losses and vacant billets. An updated 70A will be provided for each requisition requested by the MPB. MPB will build each requisition in IPPS-A and submit it to HRC for final adjudication. The requisition submitted in IPPS-A is the J-Dir acknowledging the loss or vacancy of personnel.

(d) Once HRC has finalized and approved the requisitions, MPB will notify the J-Dirs of their approved billets. HRC will then set a timeline for the Market, where the J-Dirs will prioritize officers in their billets. Once the Market is closed, HRC will finalize all preferences and assign officers to the Joint Staff. This process eliminates the acceptance and denial of nominations. If an officer is not prioritized in the Market, HRC will follow the nomination process and submit the J-Dir's name for approval or denial.

## (4) U.S. Air Force and U.S. Space Force

(a) O-5 and below Requisition Cycles for the U.S. Air Force (USAF) are conducted twice per year: Summer Cycle (June to September) and Winter Cycle (October to May). The U.S. Space Force (USSF) O-5 and below Requisition Cycle is conducted once per year, from June to September. O-6 requisitions for USAF and USSF are part of the O-6 Gameplan, usually during the Summer Cycle.

(b) MPB will use the Talent Marketplace, the system in which all requisitions will be built and processed for replacements. This process will occur during the scheduled timelines provided by the Air Force Personnel Center. The requisition submitted in Talent Marketplace is the J-Dir acknowledging the loss or vacancy of personnel.

(c) The MPB is the clearing house for O-5 and below nomination packets. Upon receipt of nomination packets, the MPB will forward the nomination packets to the appropriate J-Dir. The MPB will attach a decision memo with each nomination packet, requesting the GO/FO recommendation to approve or disapprove the candidate's application.

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h. The MPB updates or validates the availability for Colonel and Colonel-selects. In doing so, MPB submits requisitions for funded positions approved by the J-Dir.

i. Once the Service completes assignment matches, MPB notifies J-Dirs of selections and negotiation report-no-later-than dates between the losing organization and J-Dir to adhere to guidance in Requisitions 4a. This process includes internal moves and fly-ups.

j. The process to obtain security clearance level and special access requirements outlined in the requisition will be initiated by the Service upon selecting an officer for the Joint Staff. An officer's clearance will be final and granted by the Service before their arrival to the Joint Staff. In most cases, failure to obtain the required clearance level will result in an immediate return to Service.

k. Positions requiring more than one Service to submit nominations will be part of the requisition, along with the number of necessary nominees from each Service and the date MPB must receive the nominations.

l. 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. Requests for an early release of Service members from different Services are not routine. As such, an early release of this type requires coordination from multiple Services and may take up to 2 weeks to process.

m. Designated Joint Qualified Officers (JQOs) must fill positions designated as critical Standard Joint Duty Assignment (S-JDA) unless the CJCS grants a waiver under provisions in references (b) and (c). Requisitions will identify critical S-JDA.

n. When a designated JQO is nominated, they 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.

o. When a non-JQO is nominated for a critical S-JDA position or if specified report dates or other requirements cannot be fully met, the Service must state what modifications to the requirement are necessary to permit compliance, such as attendance at Joint Professional Military Education (JPME) II. MILSECs must coordinate with the MPB early in the selection process for relief.

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p. The Services will not submit nomination packages for ACs already attached to the Joint Staff unless personnel are at or near the end of their current tour and will not exceed 4 years of being assigned to the Joint Staff.

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

## 2. Assigned to the Joint Staff

a. Once accepted for assignment to the Joint Staff, an officer may only be nominated or assigned to another organization or duty if staffed through the MPB. Requests for Joint Staff officers to attend or participate in boards, details, or training outside their Joint Staff duties must be approved by the staff director to which the officer is assigned.

b. An officer assigned to a non-critical S-JDA position may be moved to another non-critical S-JDA within the Joint Staff during their tour. An officer assigned to a critical S-JDA position may only move positions if the member is a JQO. The MPB will coordinate with the Human Capital Division to make changes to the Joint Staff Joint Table of Distribution (JTD) or Joint Table of Mobilization Distribution (JTMD) in the Fourth Estate Manpower Tracking System, which is published monthly with each Service receiving their portion.

c. Officers accepted for assignment to the Joint Staff are subject to the requirements 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 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.d. Requests for AC early release must be fully justified, coordinated with MPB, and accompanied by the nomination of a qualified officer from which a staff director may select a replacement. Requests for RC early releases will be coordinated with the RIB office. Appendix C to this Enclosure provides a format for an early release. The Services may request a duty description before submitting replacement nominations. A MILSEC's request for a replacement is an acknowledgment their staff director approves an officer's early release.

a. Military Services may request an early release following the guidelines below:

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(1) Officer has served at least 24 months in the S-JDA or at least 22 months in the S-JDA with 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) Officer reassigned for humanitarian or compassionate reassignment.

(3) Officer retires or is released from Active Duty.

(4) RC officer assigned to part-time S-JDA positions.

b. Tour Length Waiver. All other reasons for early release from an S-JDA with less than 2 years will require a joint duty tour length waiver (TLW) concurred with by the losing joint organization and approved by the Principal Director (Military Personnel Policy) within OUSD(P&R).

(1) Joint organization concurrence can be delegated down to the first GO/FO/SES-level. However, nonconcurrence on the TLW request requires J-Director signature.

(2) TLW requests are submitted with the J-1 Joint Officer Management office in accordance with timelines and procedures in Enclosure E to reference (e).

(3) OUSD(P&R) must approve a TLW before the officer receives orders for an assignment and departs the Joint Staff.

c. Billet Decrement. The Service may request an officer's early release when the S-JDA billet is reallocated from the Joint Staff or if the reallocated skill set does not match the incumbent officer. A TLW is required for early release of less than 2 years in a full-time S-JDA.

d. Promotion Beyond Billet Authorization. Over-grading will follow AC/RC Service policies. A Reserve officer promoted to a higher pay grade than authorized for their current position requires immediate reassignment to another S-JDA to assume the higher pay grade. The Service will coordinate the reassignment with MPB/RIB before making any reassignment action. A tour of duty where an officer serves in more than one S-JDA without a break between assignments will be considered to be a single tour of duty in an S-JDA. A TLW is required for early release of less than 2 years in a full-time S-JDA.



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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 may be granted when the reason for early departure is for military necessity (e.g., school report date or 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. Approval authority is the Service to which the Service member belongs.

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

b. Requests for early release must also include all periods for which constructive credit is to be applied. An officer may only depart the Joint Staff on the date requested by the Service and approved or modified by proper authority.

5. Extensions. The individual, parent Service, or Joint Staff may initiate requests for an extension of a Joint Staff tour beyond 3 years. All requests must be fully justified and generally based on a mission requirement or operational need.

a. MILSECs should submit requests for tour extension 12 months before the date the officer will complete their duties in the Joint Staff. Officers will receive a 2-week extension to ensure a proper transition of responsibilities.

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

c. An officer may not be reassigned to the Joint Staff within 2 years of departure without prior approval by the Principal Director (Military Personnel Policy), OUSD(P&R), under reference (a), section 155.

6. Suspension from Duty. The DJS, acting for the CJCS, may suspend an officer assigned to the Joint Staff and return the officer to the control of the parent Service at any time. The MPB will notify the appropriate Service personnel center by telephone and in writing. Administrative actions regarding officer evaluation, performance reports, and the Uniform Code of Military

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Justice (UCMJ) will be initiated by the officer's J-Dir and forwarded through MPB to the officer's parent Service. Officers will not receive joint duty credit if suspended from the Joint Staff. Refer to reference (c) for more details on suspension from duty.

7. Temporary Duty While Assigned to the Joint Staff. Temporary duty (TDY) periods of 30 or more consecutive days away from an officer's assigned joint organization for Service-related duties, including pre-command or refresher training or attendance at JPME courses, will not count toward the 24-month minimum for JDA credit. The J-Dir is responsible for notifying MPB to track this requirement outside the Joint Duty Assignment Management Information System and coordinating with the appropriate Service.

a. J-Dirs will e-mail the TDY request to the Chief, MPB. The Chief, MPB will coordinate with the respective Military Service to ensure the officer will accrue at least 22 months and 1 day to earn Joint qualification before departing the Joint Staff. The Chief, MPB will request approval from the Vice Director, Joint Staff and the DJS.

b. Services will ensure the Service member meets the minimum requirement of 24 months before departing the Joint Staff.

c. The Chief, MPB will coordinate with the Services when Service members do not meet the minimum requirement to ensure continuity for the Joint Staff.

9. Overarching Reserve Guidance. The Joint Staff J-1/RIB is the OPR for Reserve requirements and requests for Reserve support. Each J-Dir is to have a Training and Administration of Reserve or Active Guard and Reserve officer to serve as a Reserve advisor to manage J-Dir specific Reserve requirements. RIB is a resource to these Reserve advisors to validate and fill J-Dir Reserve requirements. J-Dirs will coordinate all routine and emergent Reserve requirements with the J-1/RIB.

a. Active Duty for Operational Support/Military Personnel Appropriation Days/Detailed Positions Outside the Joint Staff. The Joint Staff is not a force provider and relies on the Military Services to fill positions. Long-term absence from the member's primary joint duty is discouraged to ensure maximum support to the Joint Staff. Members who accept a position on the Joint Staff shall not pursue an Active Duty for Operational Support/Military Personnel Appropriation/detailed assignment outside the Joint Staff unless approved by the J-Dir MILSEC and RIB Chief. Members who accept long-term orders outside the Joint Staff may be returned to Service.

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b. Mobilization

(1) In the event of large-scale mobilization of the Joint Staff, RIB will coordinate with the Military Services to activate the part-time Reservists assigned to the Joint Staff. The MILSECs will ensure proper onboarding and assignment within their respective J-Dirs.

(2) If a J-Dir requests to divest a Reserve capability, or in the event an emergent Reserve requirement is requested by the Top 4, RIB will work with the MILSEC to realign a Reservist. If a Reservist is identified for mobilization outside of the Joint Staff, RIB will work with the Services and the MILSEC.

c. Part-time reserve billets are not automatically coded for joint credit. RIB provides joint credit program information to reservists and instructions on how to apply for joint credit through the Services.

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APPENDIX A TO ENCLOSURE A

JOINT STAFF FORM 70A

JOINT STAFF FORM 70A REQUEST FOR NOMINATION OF OFFICER PERSONNEL		RESET	
		ATTACH FILE	
<b>PRIVACY ACT STATEMENT</b> <small>The Privacy Act of 1974 (Pub. L. 93-579, 88Stat.1896, enacted December 31, 1974, 5 U.S.C.§552a), a United States federal law, establishes a Code of Fair Information Practice that governs the collection, maintenance, use, and dissemination of personally identifiable information about individuals that is maintained in systems of records by federal agencies. A system of records is a group of records under the control of an agency from which information is retrieved by the name of the individual or by some identifier assigned to the individual. The Privacy Act requires that agencies give the public notice of their systems of records by publication in the Federal Register. The Privacy Act prohibits the disclosure of information from a system of records absent of the written consent of the subject individual, unless the disclosure is pursuant to one of twelve statutory exceptions. The Act also provides individuals with a means by which to seek access to and amendment of their records and sets forth various agency record-keeping requirements. Additionally, with people granted the right to review what was documented with their name, they are also able to find out if the "records have been disclosed" and are also given the rights to make corrections.</small> <b>AUTHORITY:</b> Joint Staff Manual 1300.01G <b>PRINCIPAL PURPOSE(S):</b> This form is to be submitted to the Directorate of Management, Personnel Services Division, Military Personnel Branch for the purpose of requisitioning officers to authorized billets. <b>ROUTINE USE(S):</b> The information on this form may be disclosed as generally permitted under 5 U.S.C. Section 552a(b) of the Privacy Act of 1974, as amended. <b>DISCLOSURE:</b> Voluntary			
<b>ACTION TO:</b> (Select from the Drop Down Menu) <input type="text"/>		<b>DATE OF REQUEST:</b> <input type="text"/>	
<b>SECTION I: DESCRIPTION of DUTIES</b>		<b>SECTION II: BILLET DATA</b>	
<b>a. POSITION TITLE</b> <input type="text"/>		<b>A. BILLET NUMBER</b> <input type="text"/>	
<b>b. DIRECTORATE / OFFICE</b> <input type="text"/>		<b>B. JDAL NUMBER:</b> <input type="text"/>	
<b>c. DUTY LOCATION INCLUDING ZIP CODE</b> <input type="text"/>		<b>C. CRITICAL JOINT DUTY POSITION</b> <input type="text"/>	
<b>d. DUTY DESCRIPTION:</b> <input type="text"/>		<b>D. AUTHORIZED/REQUESTED GRADE</b> <input type="text"/>	
		<b>E. SPECIALTY CODE/DESIGNATION</b> <input type="text"/>	
		<b>F. PROPOSED REPORTING DATE:</b> <input type="text"/>	
		<b>G. REPLACEMENT FOR</b>	
		<b>NAME:</b> <input type="text"/>	
		<b>SSN:</b> <input type="text"/>	
		<b>DATE ROTATING:</b> <input type="text"/>	
		<b>REASON ROTATING:</b> <input type="text"/>	
<b>SECTION III: QUALIFICATIONS</b>			
<b>A. QUALIFICATIONS:</b> Select the appropriate qualification from the drop down menu. IF not listed, manually enter the response in the blank space provided.		<b>B. QUALIFICATIONS:</b> Additional Qualifications	
<b>1. SENIOR SERVICE SCHOOL GRADUATE:</b> <input type="text"/>		<input type="text"/>	
<b>2. INTERMEDIATE SERVICE SCHOOL GRADUATE:</b> <input type="text"/>			
<b>3. PREVIOUS JOINT DUTY ASSIGNMENT:</b> <input type="text"/>			
<b>4. SERVICE DEPARTMENTAL STAFF EXPERIENCE:</b> <input type="text"/>			
<b>5. MAJOR COMMAND STAFF EXPERIENCE:</b> <input type="text"/>			
<b>6. SPECIAL TRAINING (Indicate in Section IIIb)</b> <input type="text"/>			
<b>7. ELIGIBLE FOR TS CLEARANCE BY SERVICE</b> <input type="text"/>			
<b>8. IAW DODM 5200.02-MEETS SECURITY REQUIREMENTS</b> <input type="text"/>			
<b>9. ADDITIONAL REMARKS:</b> <input type="text"/>			
<b>SECTION IV: AUTHENTICATION</b>			
<b>A. SIGNATURE OF REQUESTING OFFICIAL</b> <input type="text"/>	<b>B. DATE</b> <input type="text"/>	<b>C. SIGNATURE OF APPROVING OFFICIAL</b> <input type="text"/>	<b>D. DATE</b> <input type="text"/>
<b>E. NAME AND POSITION OF REQUESTING OFFICIAL</b> <input type="text"/>		<b>F. NAME AND POSITION OF APPROVING OFFICIAL</b> <input type="text"/>	

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Appendix A  
Enclosure A

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APPENDIX B TO ENCLOSURE A

FORMAT FOR NOMINATION MEMORANDUM



THE JOINT STAFF  
WASHINGTON, DC 20318

MEMORANDUM FOR

SUBJECT: NOMINATION OF  TO THE JOINT STAFF

1.  is nominated to fill billet . Report date is , with early reporting authorized.
2. Your response to this nomination is required by . Failure to meet this deadline may result in delays in the nomination process. As per Joint Staff Manual 1300.01, the Military Personnel Branch, Personnel Services Division, J1, Joint Staff is the coordinating agent with the Services.
3. Please indicate below if your Directorate concurs or non-concurs with this nomination. If the nominee is accepted, it is the responsibility of the Military Secretaries to assign a sponsor and provide welcome information.
4. , is the point of contact for this action, and can be reached at .



Chief, Military Personnel Branch

DIRECTORATE RECOMMENDATION:

Rank Name Title

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Appendix B  
Enclosure A



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APPENDIX C TO ENCLOSURE A

FORMAT FOR EARLY RELEASE REQUEST



THE JOINT STAFF  
WASHINGTON, DC 20318

MEMORANDUM FOR

SUBJECT: EARLY RELEASE OF  FROM THE JOINT STAFF

1.  requests the Early Release of  from the Joint Staff, JDAL Billet: , effective no earlier than . Officer will have completed  on the Joint Staff as of the requested release date. Officer  require a Joint Tour Length Waiver.

2.  has been identified .

3. Please provide response to ERR to the Military Personnel Branch NLT . Point of contact is  and can be reached at COMM: .



Chief, Military Personnel Branch

DIRECTORATE RECOMMENDATION:

Rank Name Title

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Appendix C  
Enclosure A

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ENCLOSURE B

RESPONSIBILITIES AND PROCEDURES FOR 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" (Appendix A to Enclosure B). Joint Staff Form 70B is prepared by the J-Dir with the requirement at least 12 months before the desired reporting date or ASAP upon early departure.

b. MILSECs will request enlisted personnel for assignment in the Joint Staff to ensure equitable representation across the Military Services.

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

d. Specific qualification requirements will be essential to the position and are 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 (TS) clearances with a closed National Agency Check are acceptable. If Sensitive Compartmented Information read-on is required, adjudicated TS clearance is mandatory.

f. MILSECs must submit requisitions to replace departing personnel 12 months before their scheduled departure date and arrival date for their replacement. Proposed reporting dates will generally provide a maximum 2-week overlap unless otherwise coordinated. The 2-week overlap will not include out-processing time.

g. The Services will submit the name of at least one qualified and available enlisted member for each requisition received. If the Services cannot meet specified report dates or other requirements, a written request for relief is submitted to the Chief, MPB as early as possible. The Chief, MPB will email Military Service submissions to the appropriate J-Dirs for approval/disapproval recommendations. J-Dirs have 10 days to complete the recommendation processes and return the GO/FO recommendation to the Chief, MPB.

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h. For all replacement actions, the Joint Staff has the right of refusal. The Joint Staff will decide on the enlisted member's acceptability within 15 business days of receiving the qualification record and advise the Service concerned via Joint Staff memo (Enclosure A, Appendix C). The Chief, MPB will sign the endorsement memo with either approval or disapproval identified per J-Dir's recommendation and return to the Service.

i. An enlisted member submitted for assignment to the Joint Staff will only be available for nomination or assignment to another organization or duty if 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 Military Personnel Division will provide the impacted Service with the new military position description. All changes will be reflected in the JTD/JTMD, which will be published monthly and provided to the Services so that they can update their personnel systems.

2. Early Release. Upon parent Service, Joint Staff, or the individual's request, an enlisted member may be released before completing a full Joint Staff tour for operational or other compelling reasons if the Joint Staff and the affected Service agree. Joint Staff approval rests with the DJS. 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 remain in the Joint Staff beyond their initial 3-year tour. 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. MILSECs may request extensions of up to 3 months to ensure a proper transition through the Service members' respective personnel centers.

b. Requests for extensions beyond 3 years but less than 4 years will be signed by the Chief, MPB and forwarded to the parent Service.

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c. Tour extensions resulting in more than 4 years of Service on the Joint Staff will be approved only in rare cases. Requests for tour extensions resulting in Joint Staff service beyond 4 years, except those described in subparagraph a. above, will be considered 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 DJS 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. After an agreement is reached on an extension request, the parent Service will issue assignment instructions consistent with Joint Staff requirements.

4. Return to Service. Heads of J-Dirs acting for the DJS 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 Chief, MPB will be consulted before return to Service (RTS) decisions are made. See reference (c) for more details on RTS.

a. The Chief, MPB will notify the appropriate Service personnel center verbally and in writing. Electronic notification is acceptable.

b. The parent Service will issue instructions for reassignment outside the Joint Staff and follow requirements.

c. Enlisted evaluation or performance reports and, if appropriate, adverse administrative or UCMJ actions will be initiated by the affected Service member's J-Dir and forwarded through the Chief, MPB to the Service as required.

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APPENDIX A TO ENCLOSURE B

JOINT STAFF FORM 70B

JOINT STAFF FORM 70B REQUEST FOR NOMINATION OF ENLISTED PERSONNEL		RESET	
		ATTACH FILE	
<b>PRIVACY ACT STATEMENT</b> <small>The Privacy Act of 1974 (Pub. L. 93-579, 88 Stat. 1896, enacted December 31, 1974, 5 U.S.C. § 552a), a United States federal law, establishes a Code of Fair Information Practice that governs the collection, maintenance, use, and dissemination of personally identifiable information about individuals that is maintained in systems of records by federal agencies. A system of records is a group of records under the control of an agency from which information is retrieved by the name of the individual or by some identifier assigned to the individual. The Privacy Act requires that agencies give the public notice of their systems of records by publication in the Federal Register. The Privacy Act prohibits the disclosure of information from a system of records absent of the written consent of the subject individual, unless the disclosure is pursuant to one of twelve statutory exceptions. The Act also provides individuals with a means by which to seek access to and amendment of their records and sets forth various agency record-keeping requirements. Additionally, with people granted the right to review what was documented with their name, they are also able to find out if the "records have been disclosed" and are also given the rights to make corrections.</small> <b>AUTHORITY:</b> Joint Staff Manual 1300.01G <b>PRINCIPAL PURPOSE(S):</b> This form is to be submitted to the Directorate of Management, Personnel Services Division, Military Personnel Branch for the purpose of requisitioning enlisted members to authorized billets. <b>ROUTINE USE(S):</b> The information on this form may be disclosed as generally permitted under 5 U.S.C. Section 552a(b) of the Privacy Act of 1974, as amended. <b>DISCLOSURE:</b> Voluntary			
<b>ACTION TO:</b> <small>(Select from the Drop Down Menu)</small>	<b>DATE OF REQUEST:</b>	<b>SECTION II: BILLET DATA</b>	
		<b>A. BILLET NUMBER</b>	
<b>SECTION I: DESCRIPTION OF DUTIES</b>			
<b>a. POSITION TITLE</b>	<b>b. DIRECTORATE / OFFICE</b>	<b>B. TOUR LENGTH</b> <small>(select from drop down)</small>	
		YEARS	
<b>c. DUTY LOCATION INCLUDING ZIP CODE</b>		<b>C. AUTHORIZED/REQUESTED GRADE</b>	
<b>d. DUTY DESCRIPTION (CONTINUE REVERSE IF NECESSARY)</b>		<b>D. SPECIALTY CODE/RATING</b>	
		<b>E. PROPOSED REPORTING DATE</b>	
		<b>F. REPLACEMENT FOR</b>	
		<b>NAME:</b>	
		<b>SSN:</b>	
		<b>DATE ROTATING:</b>	
		<b>REASON ROTATING:</b>	
<b>SECTION II: QUALIFICATIONS</b>			
<b>A. REQUIRED QUALIFICATIONS (EXPERIENCE, EDUCATION, SECURITY CLEARANCE)</b>			
<b>B. DESIRED QUALIFICATIONS:</b>			
<b>SECTION IV: AUTHENTICATION</b>			
<b>A. SIGNATURE OF REQUESTING OFFICIAL</b>	<b>B. DATE</b>	<b>C. SIGNATURE OF APPROVING OFFICIAL</b>	<b>D. DATE</b>
<b>E. NAME AND POSITION OF REQUESTING OFFICIAL</b>		<b>F. NAME AND POSITION OF APPROVING OFFICIAL</b>	

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Appendix A  
Enclosure B



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## GLOSSARY

### PART I-ABBREVIATIONS AND ACRONYMS

*Definitions with an asterisk (\*) have a definition in Part II of the Glossary.*

AC*	Active Component
ASAP	as soon as possible
CJCS	Chairman of the Joint Chiefs of Staff
CJCSI	Chairman of the Joint Chiefs of Staff Instruction
DJS	Director, Joint Staff
DoD	Department of Defense
DoDI	Department of Defense Instruction
GO/FO	general officer/flag officer
HQ	headquarters
HRC	Human Resources Command (U.S. Army)
IPPS-A	Integrated Personnel Pay System-Army
J-1	Joint Staff Directorate for Manpower and Personnel
J-Dir	Joint Staff Directorate
JPME	Joint Professional Military Education
JQO*	Joint Qualified Officer
JSM	Joint Staff Manual
JTD	Joint Table of Distribution
JTMD	Joint Table of Mobilization Distribution
MILSEC	Military Secretariat
MPB	Military Personnel Branch
OPR	office of primary responsibility
OUSD(P&R)	Office of the Under Secretary of Defense for Personnel and Readiness
PSD	Joint Staff J-1/Personnel Services Division
RC	Reserve Component
RIB	Joint Staff J-1/Personnel Services Division/Reserve Integration Branch

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RTS	return to Service
S-JDA SecDef	Standard Joint Duty Assignment Secretary of Defense
TDY TS	temporary duty TOP SECRET
UCMJ	Uniform Code of Military Justice
USAF	U.S. Air Force
USMC	U.S. Marine Corps
USSF	U.S. Space Force

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## PART II-DEFINITIONS

Active Component. For this Instruction only, Active Component personnel include all permanently assigned full-time assets to the Joint Staff of the U.S. Army, Navy, Marine Corps, Air Force, and Space Force. This Instruction also includes Reserve Component personnel in U.S. Code, Title 10 who are in full-time status.

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

Out-processing. The time required to out-process an organization. The period allotted for the Service member to properly out-process from an organization.

Detailed Assignment. A Service member that is not aligned to a validated funded allocation/requirement. Details include the Coast Guard and National Guard.

Experience-based Joint Duty Assignment. An Experienced-based Joint Duty Assignment is an assignment, other than in a Joint Duty Assignment List 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 a Standard Joint Duty Assignment, as determined under such regulations and policies as prescribed by the Secretary of Defense.

Fourth Estate Manpower Tracking System. The secure, web-based system for the management of joint personnel.

Joint Duty Assignment. An assignment involving joint matters that meet the tour length requirement as defined in reference (d), section 664.

Joint Duty Assignment List. A list of Active Component and Reserve Component positions designated as Standard Joint Duty Assignments approved by the Under Secretary of Defense for Personnel and Readiness with the advice and assistance of the Chairman of the Joint Chiefs of Staff and reflected in the Joint Duty Assignment Management Information System.

Joint Table of Distribution. A personnel document identifies the positions and enumerates the spaces approved for each organizational element of a joint activity for a specific fiscal year (authorization year) and those accepted for the four subsequent fiscal years (program years).

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Joint Table of Mobilization Distribution. A staffing 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 in time of mobilization.

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 the Joint Qualified Officer designation. Replaces the legacy term “Joint Specialty Officer.” An officer must be in the O-4 or above grade to be designated as a Joint Qualified Officer.

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

Requisition. A request to fill a billet. A requisition is a formal nomination and assignment of a qualified Service member to the Joint Staff. The personnel requisition will indicate all special qualifications.

Reserve Component Full-time. Army Active, Guard, and Reserve; Navy Reserve Full-Time Support, Air Force Reserve Active, Guard, and Reserve; and Marine Corps Reserve Active, Guard, and Reserve.

Reserve Component Part-time. Army Reserve Troop Program Unit, Navy Reserve Selective Reserve, Air Force Reserve Individual Mobilization Augmentee, Air Force Traditional Reservist, and Marine Corps Reserve Individual Mobilization Augmentee.

Standard Joint Duty Assignment. A Standard Joint Duty Assignment is an assignment to an approved Joint Duty Assignment List 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.

Temporary Duty. For workforce accounting purposes, temporary assignment for an officer to an organization, not the organization to which an officer permanently belongs. Temporary duty with other organizations does not alter the officer’s permanent assignment status.

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