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**CJCSI 1330.05B  
6 July 2020**

**JOINT OFFICER  
MANAGEMENT PROGRAM  
PROCEDURES**



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

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## CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION



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### JOINT OFFICER MANAGEMENT PROGRAM PROCEDURES

#### References:

See Enclosure M

1. Purpose. This instruction provides the procedures and responsibilities for implementation of the Department of Defense (DoD) Joint Officer Management (JOM) and Joint Qualification System (JQS) for Active Component (AC) and Reserve Component (RC) officers.

2. Superseded/Cancellation. Chairman of the Joint Chiefs of Staff (CJCS) Instruction (CJCSI) 1330.05A, 15 December 2015, is hereby superseded.

#### 3. Applicability

a. This instruction applies to the Office of the Secretary of Defense (OSD), Office of the Inspector General (OIG) of the DoD, The Joint Staff, CJCS-controlled activities, Military Departments, Combatant Commands (CCMDs), 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 commissioned military officers grades O-6 and below, except as follows:

- (1) Warrant officers.
- (2) Retired commissioned officers.
- (3) Officers of the Coast Guard.
- (4) Officers of the United States Public Health Service.
- (5) Officers on an inactive status list.

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(6) Officers in the Retired Reserve.

c. Reference c applies to the management of General Officer/Flag Officer (GO/FO) positions and provides procedures for requesting changes to GO/FO positions, joint qualifications for GO/FO personnel, and procedures relating to O-7 and O-8 promotion selection boards. Appropriate GO/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 Under Secretary of Defense for Personnel and Readiness (USD(P&R)) (Enclosure K).

4. Policy. JQS operationalizes the JOM statutes in reference a and policy in references b and c, and is intended to further enhance the goals and objectives of the Goldwater-Nichols Act of 1986, as amended. The objective of JQS is to ensure systematic, progressive, career-long development of officers in joint matters, ensuring that officers serving in joint assignments have the requisite experience and education to be highly proficient in joint matters, as directed in title 10, U.S. Code, chapter 38.

5. Definitions. Definitions are listed in the Glossary.

6. Responsibilities. Responsibilities for JOM and JQS are provided in Enclosure A. Specific procedures relating to JOM and JQS are provided in Enclosures B through L.

7. Summary of Changes. This document has been extensively re-written and differs markedly from CJCSI 1330.05A. It should be read in its entirety to ensure users understand all applicable changes.

8. Releasability. UNRESTRICTED. This directive is approved for public release; distribution is unlimited on NIPRNET. 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>>. JS activities may also obtain access via the SIPR directives Electronic Library websites.

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

For the Chairman of the Joint Chiefs of Staff:



GLEN D. VANHERCK, Lt Gen, USAF  
Director, Joint Staff

## Enclosures

- A - Joint Officer Management and the Joint Qualification System
- B - Joint Qualifications
- C - Joint Duty Assignment Management Information System
- D - Joint Duty Assignment List
- E - Joint Duty Credit for Standard Joint Duty Assignments
- F - Joint Professional Military Education Management Requirements
- G - Experience Based Joint Duty Assignments Process and Procedures
- H - Tour Length Requirements and Early Releases
- I - Promotion Selection Board Requirements
- J - Reserve Promotion Selection Board Requirements
- K - Annual Joint Officer Management Report to Under Secretary of Defense for Personnel and Readiness
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- M - References
- GL - Glossary

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## ENCLOSURE A

### JOINT OFFICER MANAGEMENT AND THE JOINT QUALIFICATION SYSTEM

#### 1. Introduction

a. The JQS operationalizes the JOM statutes in reference a and policy in references b and c, and is intended to further enhance the goals and objectives of the Goldwater-Nichols Act of 1986, as amended. It acknowledges joint matters experiences, considers the environment in which officers gain the experience, and includes three qualification levels that encompass joint experiences from throughout an officer's career. JQS provides equal opportunity for AC and RC officers to attain joint qualifications.

b. The objective of the JQS is to ensure the systematic, progressive, career-long development of officers in joint matters, ensuring that officers serving in joint assignments have the requisite experience and education to be highly proficient in joint matters, as directed in title 10, U.S. Code, chapter 38. Joint matters experience and education must be updated, timely, and accurately in JDAMIS to enable joint and Service command monitoring and utilization.

c. Joint matters apply equally to Standard Joint Duty Assignments (S-JDAs) and Experience-Based Joint Duty Assignments (E-JDAs) for the AC and RC, and are founded in law, doctrine, and policy. Only positions where the preponderance of an officer's duties provide significant experience in joint matters can result in joint credit. Title 10, U.S. Code, chapter 38 defines joint matters as follows:

(1) Matters related to any of the following:

(a) The development or achievement of strategic objectives through the synchronization, coordination, and organization of integrated forces in operations across domains, such as land, sea, air, space, or the information environment, including matters relating to any of the following:

1. National Military Strategy.
2. Strategic planning and contingency planning.
3. Command and control, intelligence, fires, movement and maneuver, protection or sustainment of operations under unified command.
4. National security planning with other departments and

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agencies of the United States.

5. Combined operations with military forces of allied nations.

(b) Acquisition matters conducted by members of the armed forces and covered under chapter 87 of this title involved in developing, testing, contracting, producing, or fielding of multi-Service programs or systems.

(c) Other matters designated in regulation by the Secretary of Defense (SecDef) in consultation with CJCS.

(2) In the context of joint matters, the term “Integrated forces” refers to military forces that are involved in achieving unified action with participants from:

(a) More than one Military Department.

(b) A Military Department and one or more of the following:



Figure: National Strategic Direction

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1. Other departments and agencies of the United States.
2. The military forces or agencies of other countries.
3. Non-governmental persons or entities.

d. The achievement of unified action is further clarified in joint doctrine as shown in Figure A-1 and in reference g. E-JDA and S-JDA experience occurs while performing joint matters duties at the strategic level or at the operational level.

## 2. Responsibilities

a. CJCS is responsible for the administration and execution of the DoD JOM and JQS.

(1) The Special Assistant for GO/FO Matters will:

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

(b) Maintain currency and accuracy of all GO/FO positions in the Fourth Estate Manpower Tracking System (FMTS) and review all requested GO/FO changes to FMTS.

(c) Process all required waivers for GO/FOs.

(d) Process joint qualification designation requests for GO/FOs.

(e) Ensure all GO/FO JDAMIS transactions have been entered, to include S-JDA, E-JDA, joint education, JQ levels, and joint waivers.

(f) Provide GO/FO input for CJCS's input to the Annual Joint Officer Management Report to the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), to include GO/FO promotion statistics.

(g) Process all joint actions required for O-7 and above promotion boards.

(2) The Director for Manpower and Personnel, J-1 (DJ-1) will:

(a) Develop and implement procedures to comply with DoD policy

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for JOM and the JQS program for officers in grades O-6 and below.

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

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

(d) Review and approve joint experience credit requests for O-6s and below.

(e) Review, update, and publish the JDAL annually.

(f) Manage the JDAMIS.

(g) Manage the joint qualification designation process for Level III and recommend approval to USD(P&R).

(h) Monitor Military Service promotions results of JQOs and Joint Staff officers in joint duty assignments to ensure appropriate consideration is given based on their performance in a joint capacity.

(i) Review Military Service requests for DoD JOM program waivers and make recommendations on such requests to CJCS or USD(P&R), as appropriate.

(j) Serve as board secretariat for boards convened by the USD(P&R) on management of officers under the DoD JOM program.

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

(l) Periodically review officer personnel assignment, promotion, and retention policies of the Military Departments to ensure appropriate consideration is given to the performance of officers serving in Joint Staff joint duty assignments or holding JQO designation.

(m) Conduct JDAL Revalidation Boards.

(n) Monitor Military Service compliance with Joint Professional Military Education (JPME) requirements, to include statutory JPME Phase II outplacement requirements.

(o) Prepare data for the Joint Officer Management Annual Report to

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USD(P&R).

(3) The Director for Joint Force Development, J-7 (DJ-7) will:

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

(b) 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.

(c) Establish policy and guidance, with assistance of the Military Services, for JQO career development to ensure quality officers are educated and trained in joint matters, in accordance with reference b.

(d) Provide to Joint Staff, J-1/JOM the academic year JPME Phase II course start/stop dates as published to update in JDAMIS.

b. The Department of Defense Human Resources Activity is responsible for assisting DJ-1 in maintaining and updating the JDAMIS.

c. Secretaries of the Military Departments will:

(1) Publish regulations, policies, and procedures to institute program management that ensures compliance with relevant statutes and DoD policies and this instruction regarding JOM and the JQS.

(2) Ensure that joint assignment practices are in accordance with title 10, U.S. Code, section 664, DoD policy, and this instruction.

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

(4) Monitor and manage the careers of JQOs and officers who are serving or have served on the Joint Staff in joint duty assignments.

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

(6) Ensure the officers designated as JQOs or assigned to the Joint Staff in joint duty assignments are of such quality that the Service can meet the statutory joint promotion objectives.

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(7) Support boards/panels convened by USD(P&R) or the Joint Staff to manage officers under the DoD JOM program.

(8) Develop procedures to fulfill statutory and CJCSI guidance governing O-4 through O-6 promotion selection boards, to include joint representation, appropriate consideration, and analytical review of these board results.

(9) Screen officer self-nomination E-JDA requests and nominate to the Joint Staff for adjudication those experiences meeting the joint matters definition.

(10) Nominate to USD(P&R), through DJ-1, officers meeting the prerequisite joint qualification criteria for designation as a joint qualified Level III.

(11) Update, monitor, and track Joint Qualification Levels II and III in Service personnel systems.

(12) Ensure that assignment practices result in the Military Department meeting the JPME outplacement requirements specified in title 10, U.S. Code, section 663 and reference d.

(13) Manage and submit required JOM program waivers.

(14) Ensure all joint transactions are entered accurately and within 30 days of occurrence in JDAMIS and Service personnel systems.

(15) Ensure appropriate internal controls are in place to prevent officers from departing S-JDAs without appropriate authorization.

(16) Ensure Reserve officers ordered to part-time JDAL positions understand the annual certification process and requirements.

(17) Submit required certification to the Joint Staff for the Annual Report to USD(P&R).

d. The Heads of the DoD Components will:

(1) Propose additions, deletions, and changes to the JDAL in coordination with the Military Services.

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- (2) Not reassign officers filling S-JDAs to non S-JDAs, or JQOs filling critical (Level III) S-JDAs, without prior coordination with the respective Military Service.
- (3) Monitor assignment actions to ensure organizational stability is maintained.
- (4) Ensure officers do not depart S-JDAs early without appropriate authority.
- (5) Ensure complete and timely submissions of the organization's JDAL positions when scheduled for the JDAL revalidation.
- (6) Ensure the performance of joint matters is documented in officer's performance reports.
- (7) Inform officers in part-time Reserve JDAL positions of the requirement for them to submit certification documentation annually and certify officers annually with the number of days performed by part-time RC officers into JDAMIS. The joint organization must complete this certification within 30 days following the officer's anniversary date. The annual participation accounting date will be the anniversary date the officer was assigned to the JDAL position.

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## ENCLOSURE B

### JOINT QUALIFICATIONS

1. Obtaining Joint Qualifications. Joint qualifications can be obtained through three paths:

a. S-JDA (i.e., traditional) path, through which the majority of officers will continue to complete a JDA. S-JDAs refer to positions on the JDAL.

b. E-JDA (i.e., experience) path, through which an officer accumulates an equivalent level of joint matters experience. Discretionary points, to include joint exercises and joint training courses 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.

c. Combination path, through which S-JDA credit and E-JDA credit are combined to meet the minimum experience requirements.

2. Joint Qualification Approval Authorities

a. Level II – The Secretary of the Military Service.

b. Level III/JQO – USD(P&R), as delegated by the SecDef.

c. Level IV – USD(P&R), as delegated by the SecDef.

3. Joint Qualification Criteria and Procedures. These requirements apply equally to AC and RC officers. Rounding to achieve the requisite points required for a joint qualification level is not authorized.

a. Level II. Recognition of joint matters experience and completion of JPME Phase I.

(1) An officer is eligible for Level II designation upon accrual of 12 joint qualification points (a minimum of 6 points must be derived from joint matters experiences other than joint training courses or joint exercises) or being awarded full joint duty credit; and successful completion of JPME Phase I. A maximum of 6 discretionary points may be applied toward award of JQ Level II. Interim credit while still serving in an S-JDA position shall not be used for JQ Level II eligibility.

(2) Military Services

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(a) Once per month, the Military Services will approve a list of officers who meet the joint qualification and education criteria for joint qualification Level II as reflected in JDAMIS. Services should approve fully qualified officers within the first month of eligibility to ensure accurate joint qualification data is available for joint utilization decisions.

(b) Each Service will approve one consolidated list of officers that contains both AC and RC nominations.

(c) After approval, the Service will ensure JQ Level II qualifications are updated in JDAMIS.

b. Level III/JQO. Recognition for significant joint matters experience and joint education that enables an officer to function as a joint matters expert.

(1) Eligible for nomination by the Military Service upon successful completion of education requirements (JPME Phase II) and the following experience requirements:

(a) The award of full joint duty credit, accrual of 24 joint qualification points, or a combination of S-JDA and E-JDA time to equal 24 points/months.

(b) A recency requirement of a minimum of 12 months of aggregated time in a position where joint experience is awarded while in the grade, for pay purposes, of O-4 or higher.

(2) Due to the 12-month recency requirement, officers may need more than 24 total points to qualify for Level III. Officers must be an O-4 (for pay purposes) for at least 1 day while filling an S-JDA in order for the full time in the S-JDA to count towards the 12-month recency requirement. Officers with approved E-JDA experiences receive day-for-day credit for time as an O-4 (for pay purposes) towards the 12-month recency requirement.

(3) An officer must be in the grade of O-4 or above to be designated JQ Level III.

(4) For the combination path (utilizing both E-JDA and S-JDA to attain JQ level III experience), if currently serving in an S-JDA an officer may use the accrued time in that S-JDA at the 22 month point and beyond. This does not preclude the requirement to complete the full tour of duty in the current S-JDA.

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(5) AC officers nominated under the E-JDA or combined E-JDA/S-JDA path must hold an approved JQ Level II designation before they can be nominated for JQ Level III. As an exception, officers under the E-JDA or combined path meeting the requirements for JQ Level II and JQ Level III simultaneously may be designated as a Level III JQO without previously being designated as a JQ Level II. Officers nominated under the S-JDA path may be designated as JQ Level III without JQ Level II designation.

(6) No more than 6 discretionary points may be applied to meet JQ Level III requirements.

(7) DJ-1 will:

(a) Review and validate nomination lists of officers who meet the joint experience and education criteria for JQ Level III. Officers not fully documented in JDAMIS as eligible will be removed from consideration.

(b) Submit validated nominations to USD(P&R). After USD(P&R) approval, the Joint Staff J-1 will ensure JQ Level III qualifications are updated in JDAMIS.

(8) The Military Services will:

(a) Submit a monthly nomination list of O-4 to O-6 officers who meet the joint qualification, education, and quality criteria for JQO designation. Services should nominate fully qualified officers within the first month of eligibility to ensure accurate joint qualification data is available for joint utilization decisions. Nominations are due on the first duty day of each month. Service nominations that are received late will be processed with next month's nominations.

(b) Submit nominations to the DJ-1 under a dated GO/FO or SES cover memorandum using the format specified in Appendix A of this enclosure. Each Service will submit one consolidated nomination package that contains both AC and RC nominations with all grades O-4 through O-6. The National Guard Bureau may submit separate nominations. Nominations must include a copy of the Service JQO nomination list in unclassified excel format.

(c) For officers reaching JQO eligibility requirements utilizing discretionary points, submit a copy of the Service approval memorandum and documentation used to validate the award of the discretionary point(s).

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(d) Validate performance standards consistent with JQO requirements. A comment on quality performance standards will be included as part of the GO/FO or SES cover memorandum. At the end of each FY, the Services will provide the Joint Staff a list of officers that met minimum education/experience standards but were not nominated due to performance issues, derogatory information, or other quality performance standards.

(e) Ensure that duplicate nominations are not submitted. Officers with JQ Level III nominations pending approval from previous submissions are not re-nominated. Packages found to contain duplicates may be returned for correction.

(f) Ensure officer qualifications are documented in JDAMIS. Officers not fully documented in JDAMIS as eligible will be removed from consideration unless a system issue is preventing accurate documentation. In these cases, provide additional documentation as part of the submission so the officer will not be removed from consideration.

(g) Services may elect to submit special nomination packages to the DJ-1 outside the normal monthly nomination cycle if expedited approval is needed for O-6s that will be considered by an O-7 promotion selection board. The GO/FO or SES cover memorandum must clearly outline the circumstances that have led to an expedited request and indicate the date when the officer(s) became JQO eligible.

c. Level IV (GO/FO only). See references b and d.

4. Joint Qualification Level III Officers. JQO designation is an administrative classification that identifies an officer as having significant education and experience in joint matters and is in addition to the officer's primary military occupational specialty. The JQO designation 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 critical (Level III) S-JDA fill and AC promotion to O-7 requirements.

5. Special JQO Considerations. The SecDef may, on an exceptional case-by-case basis and in the interest of sound personnel management, waive the JPME Phase II requirement for JQO designation if the officer has completed two full JDAs (one must be an S-JDA).

a. Nominations for officers without JPME Phase II who have completed two full JDAs are only permitted when it is impractical to require the officer to

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complete JPME Phase II 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 JQ Level III. Due to the increased availability of JPME Phase II, nominations are normally only considered for senior O-6s in unique circumstances.

b. Submit nominations to the DJ-1 under a dated GO/FO or SES cover memorandum using the format specified in Appendix B of this enclosure.

c. JQO nominations for officers under these provisions will be submitted separately from routine monthly JQO submissions. Services may submit these exceptional nominations at any time during the year based on need and circumstances.

d. For O-6s and below, the total number of JQO designations under these provisions may not exceed 10 percent of the total JQO designations by grade for any FY. Review at the Joint Staff level will ensure that limitations have not been exceeded prior to forwarding nominations for decision.

e. Requests will include full and detailed justification.

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## APPENDIX A TO ENCLOSURE B

### NOMINATION FOR APPROVAL OF JOINT QUALIFICATION LEVEL III

#### SERVICE LETTERHEAD

#### MEMORANDUM FOR DIRECTOR FOR MANPOWER AND PERSONNEL, JOINT 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). The list of officers recommended for JQO designation include ### Active Component (AC) officers and ### Reserve Component (RC) officers.
2. These officers meet the requirements listed in paragraph 3.b. of Enclosure B to CJCSI 1330.05 for Joint Qualification Level III. These education and experience requirements are fully documented for each officer in the Joint Duty Assignment Management Information System and have been verified in the system prior to submission.
3. In addition to minimum education and joint experience levels, these officers meet performance standards consistent with JQO requirements. ### AC officers and ### RC officers were not nominated due to quality performance standards.
4. The point of contact for this action is Name, Rank; Office; Phone Number, E-Mail.

NAME  
GO/FO or SES  
Service Signature Block

Enclosure

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Appendix A  
Enclosure B

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<b>Name</b>	<b>Grade</b>	<b>Service</b>	<b>Component</b>	<b>SSN</b>	<b>Basis for Approval</b>
SMITH, MARY	O1-O6	A,F,M, N, or S	ACTIVE, GUARD, OR RESERVE	XXXXXXXXXX	S-JDA, E-JDA or Combined

NOTE: Services submit list via Excel spreadsheet

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## APPENDIX B TO ENCLOSURE B

### NOMINATION FOR APPROVAL OF JOINT QUALIFICATION LEVEL III WITHOUT JPME PHASE II

#### SERVICE LETTERHEAD

#### MEMORANDUM FOR DIRECTOR FOR MANPOWER AND PERSONNEL, JOINT STAFF

SUBJECT: Service Nomination for Joint Qualified Officer (Level III) Designation  
without Joint Professional Military Education Phase II: RANK  
NAME

1. This memorandum nominates RANK NAME for designation as a Joint Qualified Officer (JQO). RANK NAME has completed two full joint duty assignments, including a standard joint duty assignment, but has not completed Joint Professional Military Education (JPME) Phase II. A career brief is attached.
2. Provide complete justification as to why it is impractical to require the officer to complete JPME Phase II at the current stage of the officer's career through any of the nine JPME Phase II producing schools. Include details on why the officer has not previously completed JPME Phase II. Outline the types of JDAs the officer completed and how they were of sufficient breadth to prepare the officer adequately for joint qualification Level III.
3. This officer will be considered for promotion to O-7 in DATE.
4. The point of contact for this action is NAME, RANK; OFFICE; PHONE NUMBER; E-MAIL.

NAME  
GO/FO or SES  
Service Signature Block

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## ENCLOSURE C

### JOINT DUTY ASSIGNMENT MANAGEMENT INFORMATION SYSTEM

1. Joint Duty Assignment Management Information System. JDAMIS is an automated management information system and database maintained by the Defense Manpower Data Center (DMDC) and managed and updated by the Joint Staff, Military Services, and joint organizations. JDAMIS is the permanent system of record for all joint officer management related matters. JDAMIS supplements existing Military Service manpower and personnel information systems by providing automated files reflecting the approved JDAL and personnel data on officers with joint qualifications and other officers who have served or are serving in S-JDA positions, have completed E-JDA experiences, or JPME status. Current and historical JDAMIS data files are used to manage, analyze, and oversee the Joint Officer Management Program. It is also used to prepare the Annual JOM Report to USD(P&R). The position management file in JDAMIS constitutes the official statement of current and historical S-JDA positions and will be modified only with USD(P&R) approval, or other authority as provided by OSD.

2. Users. All users are responsible for validating the accuracy of transactions against the appropriate Service personnel system or other source documents. Individuals completing a transaction are certifying the data as complete and accurate. JDAMIS is the permanent joint database of record, erroneous or incomplete data is not acceptable. Joint transactions should be entered immediately, but no later than 30 days after occurrence.

a. The Joint Staff uses JDAMIS to monitor and manage the overall JOM program.

b. Military Services use JDAMIS to update, track, and manage officers in S-JDAs, joint qualification points, designate JPME status, validate information for waivers, joint qualification levels, and promotion board reviews.

c. CCMDs, 4th Estate joint organizations, U.S. Elements of Combined Commands, and Military Department Elements of U.S. Government Agencies outside DoD use JDAMIS to monitor JDAL positions and the personnel assigned to those positions. Organizations with RC part-time S-JDA positions use JDAMIS to certify time served by RC personnel in those positions.

3. System Attributes. JDAMIS is made up of two sections: Manpower and Personnel. The JDAL is maintained in the Manpower section and personnel

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transactions are completed and maintained in the Personnel section. Each section has its own series of processes and reports.

4. Access. Requests for access must be submitted by the requesting activity to the Joint Staff, J-1, using the System Authorization Access Request, DD Form 2875, along with a Privilege Request Sheet. Authorized activities are limited to three users; additional users may be granted on a case-by-case basis. When submitting for access, the request must indicate who the new user is replacing (if not in addition to current users), so their access can be removed.

Authorized activities must inform the Joint Staff J-1 when users no longer require access or leave the authorized activity. The Joint Staff reserves the right to revoke individual user access.

5. Classification. JDAMIS is an UNCLASSIFIED system. Users must not enter any classified data into the system and will protect Personally Identifiable Information data at all times.

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## ENCLOSURE D

### JOINT DUTY ASSIGNMENT LIST

1. Introduction. The JDAL is a list of SecDef-approved S-JDA positions for the AC and RC 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 experience criteria for designation as a Level III JQO. Although the JDAL contains positions in the grade of O-4 through O-10, this Enclosure specifically covers the management of grade O-4 to O-6 positions. Reference c discusses the management of grade O-7 through O-10 positions.

2. Joint Duty Assignment List. The JDAL is the position management file of JDAMIS and is managed by the Joint Staff, J-1. Only permanent positions at the O-4 grade and above, in which a preponderance of the position's duties meet the title 10, U.S. Code, section 668 definition of joint matters, may be designated as JDAL positions.

a. Each JDAL position resource identification code (reference h) details the Service and component responsible for filling the position. Reserve officers performing full-time military duty can encumber JDAL positions coded for active duty, but active duty and full-time reserve officers cannot encumber positions coded as part-time reserve positions.

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

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

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

(3) 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 CCMD.

(4) Defense Agency and DoD Field Activity Headquarters positions. The incumbents of these positions are involved in developing and distributing joint

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policy, strategic plans, and contingency plans relating to national military strategy.

(5) Organizational (other than those in OSD, the Joint Staff, CCMD HQ Positions, or Defense Agencies and DoD Field Activities HQ Positions). The incumbents of these positions must be involved with matters related to the development or achievement of strategic objectives through the synchronization, coordination, and organization of integrated forces in operations conducted across domains such as land, sea, air, space, or 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.

(6) 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 CCMD 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.

c. Automatic JDAL Inclusion. All permanent and funded active duty and full-time reserve positions in the grades of O-5 and O-6 with non-professional, non-technical, and non-scientific skill codes in OSD, the Joint Staff, and CCMD Headquarters are automatically included on the JDAL. These positions will continue to be reviewed by Joint Staff JOM during the change manpower package process to ensure automatic inclusion eligibility. These positions do not need to be submitted during the revalidation cycle. Refer to the respective Military Services' Skill Code Category listings to identify professional, technical, and scientific skill codes.

d. Positions Specifically Excluded From the JDAL

(1) Student assignments for joint training and education.

(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.

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(3) Fellowship/intern assignments that are affiliated with an educational, degree granting, or research program where an officer is not responsible for implementation of joint policy or program resulting from the officer's assigned responsibilities.

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

(5) Positions requiring grades of O-3 and below.

(6) Temporary, overage, or unfunded positions.

3. Critical (Level III) S-JDA Positions. "Critical" is a formal designation for positions in which the duties and responsibilities require, or would be greatly enhanced by, an officer previously experienced, trained, and educated in joint matters.

a. Only positions requiring grades O-5 and above will be designated as Critical (Level III) S-JDAs.

b. Critical (Level III) S-JDAs must be filled by JQ Level III (JQO) officers unless waived by the CJCS.

c. The heads of joint activities must identify positions that meet the criteria of critical (Level III) S-JDAs and recommend to the DJ-1 that they be designated critical (Level III) S-JDAs. With the assistance of the DJ-1, the SecDef (delegated to the USD(P&R) by reference b) designates critical S-JDAs in accordance with title 10, U.S. Code, section 661.

d. Joint activities must regularly review their critical position needs to ensure sufficiency in number, appropriateness of selection, and appropriate balance among the Military Services and across skill lines (i.e., the Military Service representation of critical (Level III) 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.

e. If the number of critical (Level III) S-JDAs is determined to be insufficient to meet DoD mission requirements, the DJ-1 will coordinate with the heads of joint activities to identify additional positions that meet the definition of a critical (Level III) S-JDA.

f. Position redesignations may occur when the duties and responsibilities of the position change and impact the requirement for an incumbent to be

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previously educated and experienced in joint matters. A change in incumbents is not a basis for changing the position designation. Stability is essential to the Military Services' production and maintenance of sufficient numbers of JQOs per career area. Requests for redesignations must be submitted to a JDAL validation board. The heads of joint activities, on a case-by-case basis, can request an exception to policy from the DJ-1 to remove the critical designation outside of the JDAL Validation board process.

g. Joint Staff, J-1 will ensure the critical designation for each position is coded in JDAMIS.

4. Critical (Level III) S-JDA JQO Qualification Waiver. Requests to fill a critical (Level III) S-JDA with a non-JQO officer shall be fully justified and must be approved by the Director, Joint Staff. JQO qualification waivers are considered on a case-by-case basis and should only be requested by exception. JQO qualification waiver requirements apply equally to AC and RC officers.

a. JQO qualification waivers must be approved prior to a non-JQO being assigned to a critical position. Services will ensure appropriate internal controls are in place to prevent non-qualified officers from being assigned to critical positions. JDAMIS will not accept transactions to log non-JQOs into critical (Level III) positions unless an approved JQO qualification waiver is reflected in JDAMIS.

b. Waiver requests to assign non-JQOs to critical positions are normally initiated by the Military Service. Secretaries of the Military Departments may exercise disapproval authority or delegate disapproval authority. Waiver requests will be submitted using the format specified in Appendix A. Waivers not in compliance will be returned without action for Service correction and resubmission.

c. The joint organization shall initiate the waiver request only in those cases where the officers are being considered for an internal reassignment within the joint organization from a non-critical to a critical (Level III) position. The joint organization memorandum requires a GO/FO or SES signature and must be sent through the Military Service for GO/FO or SES concurrence before routing to the Joint Staff. Waiver requests will be submitted using the format specified in Appendix C.

d. Additional JQO qualification waiver processing requirements:

(1) Complete waiver packages are forwarded with a GO/FO cover memorandum.

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(2) Waivers will only be considered for exceptional circumstances and officers without JPME Phase II are to be scheduled for a course prior to, or within one year after, arriving in their joint tour. Waivers must clearly show current attendance or provide the specific course date of future attendance.

(3) A memorandum from the gaining joint activity agreeing to accept a non-JQO to a critical position, under a GO/FO or SES signature block, must be obtained by the Service for all Service-initiated waiver packages and included in the waiver package using the formats at Appendix B to this Enclosure. For officers who will attend JPME Phase II after arrival at the joint activity, the acceptance memorandum must indicate that the activity agrees to release the officer for scheduled JPME Phase II attendance and include the specific course date. The gaining joint activity memorandum must also specify whether the current incumbent in the position received a JQO qualification waiver.

(4) Waiver packages must provide complete justification for filling a critical position with a non-JQO to include the specific skills and experiences that demonstrate the officer's ability to operate effectively in the nominated position in a joint environment. Include the size of Service inventory of JQOs in the required specialty and a comment on the personnel management practices or issues that prevent assignment of a JQO to the critical position. Include the Services' total number of critical positions and total number of officers assigned to those positions, identifying which officers are JQO and which officers are non-JQO.

(5) Waiver packages will include the officer's career brief.

(6) Prior to waiver submission, Services must ensure all JDAMIS transactions on the officer are complete and accurate. JDAMIS transactions to include S-JDA transactions, approved experience points, joint education, and Joint Qualification level must match Service records.

(7) Services will submit waivers to reach the Joint Staff a minimum of 90 days prior to requested report date. Services will not release orders prior to waiver approval. A planning factor of at least 120 days prior to departure date should, in most cases, support in-hand orders to the officer by 60 days prior to the reporting date. Waiver requests submitted less than 90 days in advance of the desired report date will include a full explanation for the late submission as part of the GO/FO or SES cover memorandum.

5. S-JDA Fill Requirements. Per title 10, U.S. Code, section 661, the Military Services will ensure that at least 50 percent of S-JDAs in grades O-5 and above

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are filled by officers who have the appropriate level of joint qualification.

6. GO/FO Positions. The Special Assistant for GO/FO Matters handles all GO/FO actions in accordance with procedures established by reference c. As such, GO/FO Matters is responsible for maintaining currency with the GO/FO positions on the JDAL. GO/FO Matters will use USD(P&R)-approved JDAL position changes as authority to initiate adding or deleting position information in JDAMIS. During JDAL production, GO/FO Matters will include a production submission to DMDC.

7. Updates and Changes to the JDAL. USD(P&R), with the advice and assistance of DJ-1, approves JDAL position additions and deletions. Proposed changes must be submitted to the JDAL Validation Board. USD(P&R) approves critical position designations.

## 8. The JDAL Validation Process

a. The primary purpose of the JDAL validation process is to revalidate existing JDA positions, as well as to validate positions nominated by joint organizations for addition to, change, or deletion from the JDAL as outlined in reference b. The JDAL validation process does not apply to positions qualifying for automatic JDAL inclusion as referenced in paragraph 2.c. of this Enclosure. DJ-1 is responsible for ensuring all positions on the JDAL meet the definition of joint matters.

b. USD(P&R) is the approval authority for changes to positions on the JDAL, with recommendations forwarded by DJ-1.

c. Additionally, joint organizations and DJ-1 are responsible for revalidating JDAL positions every 5 years. Joint Staff J-1 will achieve this through periodic internal reviews as well as from the JDAL Validation Process. Joint Staff J-1 will also identify which positions will be reviewed internally and which positions will require review from the JDAL validation board process for revalidation. Joint Staff J-1 will be required to perform internal periodic reviews, as needed, of the JDAL, in whole or in part, to ensure joint positions continue to meet the joint matters definition standards. Joint Staff J-1 will also be required to conduct a minimum of one JDAL Validation Board annually. DJ-1 will include the number of positions validated and revalidated throughout the FY in the Annual Joint Officer Management report.

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

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- (1) Joint Staff J-1 will publish annually the convening dates for each JDAL board scheduled for that year.
- (2) No later than two months prior to each scheduled JDAL Validation board, Joint Staff J-1 will provide joint activities and Military Services a JDAL Validation Package format and standards guide.
- (3) Joint Staff J-1 will provide a list of positions requiring revalidation no later than two months prior to each scheduled board for identified joint activities. Any joint activity may submit new positions, or proposed changes to positions (e.g. change to duties and responsibilities), to be considered for approval for any scheduled JDAL validation board
- (4) All proposed JDAL changes/additions shall be submitted to Joint Staff, J-1. In accordance with the JDAL Validation Package format and standards guide, activities will prepare and submit packages with the required information in Joint Staff, J-1–specified format, to include, at a minimum:
  - (a) Organization/mission description or charter.
  - (b) A diagram of the organization’s structure.
  - (c) The individual position description.
  - (d) The JDAL organization position ID listed in JDAMIS.
  - (e) The Service specific position identifier (e.g., for Navy, the billet identification number).
  - (f) The joint manpower document reflecting the funded authorization and which shows the authorization does not reside within the incumbent’s Military Department.
  - (g) A GO/FO or SES nomination memorandum stating that nominated positions meet requirements outlined in law and policy.
- (5) Joint Staff, J-1 will screen all submissions to ensure the positions meet the requirements listed in this enclosure and notify the owning organization of positions that are incomplete or ineligible. Eligible positions will be submitted to the JDAL Validation Board for consideration and voting.
  - e. Upon board completion, Joint Staff J-1 will consolidate the board’s recommendations and provide the Services a courtesy copy. Joint Staff, J-1

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will then forward the board's recommendations to DJ-1 for endorsement, who then forwards to USD(P&R) for final approval. Once approved, Joint Staff, J-1 will forward the results to the Services for Service GO/FO or SES acknowledgement.

f. JDAL Validation Board Implementation and Position Start Dates. On behalf of CJCS, Joint Staff, J-1 will notify activities of the board results upon USD(P&R) final approval.

(1) The effective start date of new JDAL positions approved by USD(P&R) for addition to the JDAL will be the date DJ-1 signed the memorandum endorsing the board results. For currently encumbered positions, as long as the incumbent was serving in the position at the time the DJ-1 memorandum was signed, the Joint Tour Start Date will be the date the incumbent reported to the position.

(2) Once a position is approved, S-JDA status is associated with the specific validated position. Any significant change to the position description, including primary skill or associated duties, may result in the termination of the S-JDA status and require the activity to submit a new JDAL Validation Package for board consideration.

g. JDAL Validation Board Implementation and Position Stop Dates

(1) Positions removed from the JDAL will be stopped with an effective date matching the date USD(P&R) approves the JDAL Validation Board results.

(2) Military Services will not place an officer into a position in JDAMIS that is being coded for deletion unless approved by Joint Staff, J-1.

(3) Officers serving in "stopped" positions on or before the effective stop date will continue to accrue JDAL time until their tour is complete.

(4) Officers selected to serve in "stopped" positions will accrue JDAL time for the duration of their tour if they were placed on orders before the stop date, and have a report date within six months of the stop date. The incumbent's reporting date will be considered the tour start date.

(a) Services must notify Joint Staff, J-1 of officers in this category not later than 60 days after the board result release.

(b) Once the Service submission is validated, Joint Staff J-1 will make provisions for the officer to be entered in the stopped JDAL position.

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(5) Officers selected to serve in “stopped” positions will not accrue JDAL time for their tour if they are placed on orders after the stop date.

9. JDAL Review. Per reference b, JDAL positions will be reviewed and revalidated within a 5 year timeframe. This review will be conducted via a published schedule in conjunction with the JDAL Validation Board as well as with Joint Staff, J-1 internal reviews. Positions not revalidated within 5 years will be removed from the JDAL upon release of the board results for which the position should have been considered.

10. JDAL Production. 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 valid S-JDA positions.

11. Additions and Deletions to JDAMIS. Joint Staff, J-1 will ensure currency in JDAMIS as follows:

a. Joint Staff, J-1 will ensure USD(P&R)-approved JDAL Validation Board results are loaded into JDAMIS.

b. Organizations that use FMFS are responsible for updating position attributes while the Joint Staff, J-1 updates JDAL specific information within FMFS to ensure accurate position data. If funding from a JDAL position is used as the offset for a nominative or rotational JDAL position, the joint organization must specify this in the “remarks” section in the description tab of the Position Data screen. The position used as the offset will retain its JDAL status unless it remains unfunded for more than 3 years.

c. Organizations not required to use FMFS, but with positions affected by the JDAL Validation Board, will forward position information in the Billet Master File format, as described in reference i, to the Joint Staff, J-1. To ensure assigned officers correctly receive joint credit for their service, all fields in the billet master file format must be reported. Joint Staff, J-1 will review and validate these documents and forward to DMDC for processing and uploading into JDAMIS.

d. JDAL Designation Removal

(1) The Military Services and joint organizations are notified that positions’ JDAL designation are being removed.

(2) Joint Staff, J-1 will remove from the JDAL any position that does not have an incumbent entered into JDAMIS for 5 years.

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## APPENDIX A TO ENCLOSURE D

### JOINT QUALIFIED OFFICER QUALIFICATION WAIVER FORMAT (SERVICE INITIATED)

#### SERVICE LETTERHEAD

#### MEMORANDUM FOR CHAIRMAN OF THE JOINT CHIEFS OF STAFF

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

1. This memorandum is forwarded to request a waiver for RANK NAME, SSN, CAREER SPECIALTY, a non-JQO, to fill a critical (Level III) S-JDA as the DUTY TITLE, JOINT ACTIVITY. This is JDAL position number ### that requires a GRADE, CAREER SPECIALTY. The projected report date is DATE. RANK NAME's career brief is attached. JOINT ACTIVITY acknowledges this officer is not a JQO and agreed on DATE to accept him/her for the critical billet.
2. Include information on JPME Phase II attendance: RANK NAME completed COURSE NAME on DATE; or RANK NAME will attend COURSE NAME on DATE enroute to this assignment; or RANK NAME will attend COURSE NAME on DATE following arrival to this assignment. As outlined in the attached memorandum, JOINT ACTIVITY has agreed to release this officer to attend JPME Phase II.
3. Provide complete justification for filling a critical position with a non-JQO, to include the specific skills and experiences that demonstrate the officer's ability to operate effectively in the nominated position in a joint environment. Also include the size of Service inventory of JQOs in the specialty and a comment on the Service personnel management practices/issues that prevent assignment of a JQO to the critical position.
4. Waiver requests submitted to the Joint Staff less than 90 days in advance of the requested report date will include a full explanation for the late submission as part of the GO/FO memorandum.
5. My POC for this action is RANK NAME, PHONE NUMBER.

NAME  
GO/FO or SES, Service Signature Block

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## APPENDIX B TO ENCLOSURE D

### GAINING JOINT ACTIVITY MEMORANDUM OF ACCEPTANCE FORMAT

#### GAINING JOINT ACTIVITY LETTERHEAD

#### MEMORANDUM FOR SERVICE HEADQUARTERS

SUBJECT: Acceptance of a non-JQO to Fill a Critical Position: RANK NAME

1. NAME OF GAINING JOINT ACTIVITY agrees to accept RANK NAME, a CAREER SPECIALTY non-JQO, to fill the critical position JDAL POSITION NUMBER, DUTY TITLE that requires a GRADE, CAREER SPECIALTY.

2. If the officer will attend JPME Phase II after arrival to the joint activity include a comment: NAME OF GAINING JOINT ACTIVITY agrees to release RANK NAME to attend COURSE NAME on DATE.

3. My POC for this action is RANK NAME, PHONE NUMBER.

NAME  
GO/FO or SES  
Service Signature Block

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## APPENDIX C TO ENCLOSURE D

### JQO QUALIFICATION WAIVER FORMAT (JOINT ACTIVITY INITIATED)

#### SERVICE LETTERHEAD

MEMORANDUM FOR CHAIRMAN OF THE JOINT CHIEFS OF STAFF

THRU SERVICE HEADQUARTERS

SUBJECT: Waiver Request for a non-Joint Qualified Officer to Fill a Critical  
(Level III) S-JDA: RANK NAME

1. This memorandum is forwarded to request a waiver for RANK NAME, SSN, CAREER SPECIALTY, a non-JQO, to fill a critical (Level III) S-JDA as the DUTY TITLE, JOINT ACTIVITY. This is JDAL position number ###, which requires a GRADE, CAREER SPECIALTY. The projected start date is DATE. RANK NAME's career brief is attached.
2. Include information on JPME Phase II attendance: RANK NAME completed COURSE NAME on DATE or RANK NAME will attend COURSE NAME on DATE during this assignment.
3. RANK NAME was initially assigned to JOINT ACTIVITY on DATE in JDAL position number ###, a non-critical position. Provide complete justification for moving this officer to fill a critical position, to include the specific skills and experiences that demonstrate the officer's ability to operate effectively in the nominated position in a joint environment.
4. My POC for this action is RANK NAME, PHONE NUMBER.

NAME  
GO/FO or SES, Service Signature Block

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## ENCLOSURE E

### JOINT DUTY CREDIT FOR STANDARD JOINT DUTY ASSIGNMENT

1. Joint Duty Credit. AC and RC officers must be assigned to a JDAL position to receive joint duty credit under the “traditional” JDA path. Military Services enter officers into and out of S-JDA positions in JDAMIS and their respective Service personnel systems within 30 days of occurrence. Data accuracy affects assignment fill rates, approval of joint qualification designation levels, minimum tour length requirements, promotion board requirements, and the annual Joint Officer Management Report to USD(P&R). AC and full-time RC officers serving in an S-JDA position must complete the statutory tour length.

a. An officer’s joint duty credit from assignment in a JDAL position is calculated based on the time between the effective date the officer arrived in the JDAL position and the effective date the officer departed 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 and requires the Services to appropriately enter the incumbent transactions in JDAMIS.

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. After 90 days, the last officer assigned to the position will not accrue joint credit. Once the double incumbency is eliminated, the officer will begin to accrue joint credit from the date the incumbency is resolved. The lost days will affect the tour length completion date for the affected officer.

c. AC and full-time RC officers must serve a minimum of 2 years, unless waived by USD(P&R), or meet the requirements for early release as outlined in Enclosure H.

2. 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 and approved by the Service. Constructive credit may be applied to S-JDA tours when time served reaches 22 months or more. 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 when other alternatives would not suffice in meeting mission requirements. Constructive credit shall not be used for personal convenience.

3. Joint Duty Credit for Officers below Grade O-4. Officers in the grade of O-3

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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.

4. Joint Duty Credit during Periods of Temporary Duty. Temporary duty periods of over 30 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 22-month minimum (with 60 days constructive credit applied) for JDA credit. The joint organization to which the officer is assigned will track this requirement outside of the JDAMIS. The joint organization has the authority to waive this requirement when practical. This provision only applies to the 22-month minimum for JDA credit. It does not apply to tour lengths, which are governed by reference e and negotiated between the officer, joint organization, and Military Service. Temporary duty and return does not change an officer's permanent assignment to an S-JDA position.

5. Differential Joint Duty Credit. Credit earned by officers who served in an S-JDA in a geographical area designated as an Imminent Danger Pay (IDP) area by the DoD Financial Management Regulation. This credit applies an intensity factor of two to the time spent in the IDP designated area while serving in the S-JDA tour. Differential credit is applicable only to officers who have not earned full tour credit for the S-JDA tour. Once differential credit is applied, a total of 24 months/points must be accrued to award full tour credit. Differential credit is applicable to both AC and RC officers.

a. Differential credit may be awarded for actual time served in, or deployed to, an IDP area. Services may request differential credit once the officer is tour complete and has not received full tour credit. When submitting deployed experiences, officers must attach a Defense Financial and Accounting Service (DFAS) adjudicated travel voucher that validates actual "boots-on-ground" dates at the location where duty was performed. Submissions without verification of "boots-on-ground" dates will be returned without action.

b. Differential credit must be requested by the Services within 12 months of tour completion.

6. S-JDA path for part-time RC officers. To earn full joint duty credit through the S-JDA path, RC officers who perform military duties part-time in a JDAL position must meet different tour requirements than officers who perform military duties full-time. Tour length waivers are not required for any part-time RC S-JDA tours.

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a. O-6 and below part-time officers obtain full joint duty credit through part-time JDAL positions upon completion of one of the three different paths. To earn full tour credit in a part-time JDAL position, an officer must complete all participation requirements in a part-time S-JDA position and the required number of E-JDA points. Reference b outlines the basic tour length requirements as shown in Table E-1 below.

	Years in S-JDA	+ Experience Points	Minimum Annual Participation in S-JDA (days a year)
<b>O-6 and Below</b>			
4-Year S-JDA Credit	4	0	36
3-Year S-JDA/E-JDA	3	10	36
2-Year S-JDA/E-JDA	2	18	36

Table E-1. RC Officer Paths to Earn the Equivalent of Full Joint Tour Credit

b. To encourage tour-length stability, officers O-6 and below must serve a minimum of 2 years in an S-JDA meeting the minimum annual participation days to qualify for any of the tour credit combinations in Table E-1. Minimum annual participation of 36 days in more than one part-time S-JDA can be combined to obtain full joint duty credit via the 3-year or 4-year path outlined in Table E-1 as long as one of the tours included a minimum of 2 years meeting the 36 day participation minimum. Part-time S-JDAs do not translate into points for each year completed or accrued joint credit like full-time positions; officers must meet all requirements for S-JDA/E-JDA and annual participation requirements to receive full joint duty credit. Additionally, officers will not be designated Level II in accordance with Table 3 unless they have the requisite number of experience points and JPME I.

c. In order for an officer to utilize a tour in a part-time JDAL towards joint qualification, they must be an O-4 (for pay purposes) for at least one day during the tour.

d. Time served in a part-time JDAL position that is not sufficient to earn full JDA credit may be converted to accrued credit under the E-JDA path. The officer can request this conversion via their Service JOM office to Joint Staff, JOM, after they have been logged out of the position, utilizing the format in Appendix A of this enclosure.

(1) The conversion request will not be processed through an E-JDA board since the time served was in an approved JDAL position.

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(2) Once the conversion is complete, it cannot be reversed and the officer cannot utilize both the converted points to E-JDA and that time served in a part-time JDAL for future joint qualification. Only the converted points to E-JDA can be utilized.

e. Part-time officers can only fill JDAL positions coded for part-time officers unless mobilized or recalled to full-time status for 365 days or more. Part-time officers mobilized or recalled to full-time status for 365 days or more, regardless of orders type, have the option to be entered in a full-time JDAL position. The Service must provide a copy of the orders to the Joint Staff, J-1, who will enter the officer into the full-time JDAL position.

f. Services will log the officer into and out of the JDAL position in JDAMIS within 30 days of arrival or departure. The JDAL Tour start date is the date the officer is assigned to the position. The annual participation accounting date will be the anniversary date the officer was assigned to the JDAL position.

g. Annual Certification Requirements

(1) RC officers are expected to perform their drills and annual training in their joint duty assignment, performing duties associated with that position. Duty performed outside of the joint organization must not be certified as part of the JDAL tour.

(2) Joint organizations owning part-time JDAL positions will certify the officer annually with the number of days performed with the joint organization into JDAMIS, and must identify a point of contact responsible for monitoring and performing the annual certification. Joint organizations must notify, in writing, each officer serving in a part-time JDAL position of the requirement to provide certification documentation during their joint tour anniversary month. The incumbent's anniversary date in a JDAL position is based on the date the officer was assigned to the JDAL position.

(3) The number of days certified must equal the actual number of days performed with the joint organization (e.g., two inactive duty training periods equals one duty day) and shall be entered into JDAMIS within 30 days of the officer's anniversary date. It is the officer's responsibility to ensure the certification documentation is provided to the joint organization annually.

h. The required experience points, as identified in Table E-1, must come from experiences outside of the duties performed in the S-JDA position. Up to six experience points in Table E-1 may consist of discretionary points.

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i. As with the AC, RC officers under all of the part-time S-JDA options are not required to sequentially obtain JQII designation prior to JQIII. Additionally, officers will not be designated JQII under Table E-1 unless they have the requisite number of experience points and JPME Phase I.

j. It is incumbent upon the officer to ensure they are performing the requisite number of days in the JDAL position and that the joint organization completes the annual certification. Officers failing to submit certification documentation to the joint organization within 90 days of departure from their part-time JDAL position will be certified by the joint organization for zero days.

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## APPENDIX A TO ENCLOSURE E

### REQUEST FOR CONVERSION OF PART-TIME JDAL TIME TO E-JDA POINTS

From: Rank First Name MI. Last Name, Service  
To: Joint Staff, J-1, Joint Officer Management (JOM) Branch  
Via: "Service" JOM Office

Subj: CONVERSION REQUEST OF PART-TIME JDAL TIME TO E-JDA POINTS

Ref: (a) DODINST 1300.19 dated (effective date)

Encl: (1) Part-Time JDAL History from JDAMIS

1. Per paragraph 12.5 of reference (a), I request the time I served in part-time JDAL position XXXXXXXXX, which was not sufficient to earn full Joint Duty Assignment (JDA) credit per Table 3 of reference (a), be converted to joint credit under the Experience-Based Joint Duty Assignment (E-JDA) path.

2. Enclosure (1) is my part-time certification information from the Joint Duty Assignment Management Information System (JDAMIS). I was in the position for X years and had XXX days certified. I calculate that my part-time days will be converted to XX.X points. This is based on XXX days/30.4 (DoD formula).

3. I understand that I will not be able to reverse the conversion and will not be able to use the information contained in my part-time certification record in JDAMIS, at the time of this request, towards future joint qualification.

4. I understand that for joint qualification purposes, if I do not have a future tour in a part-time JDAL, in which I earn the equivalent of full JDA credit (via the 2, 3, or 4-year paths), I will have to meet the requirements for joint qualification specified in paragraph 3.2 of reference (a), including the recency requirement that: a minimum of 12 months in a position, either aggregated or served all at once, must come from joint experience earned in the pay grade of O-4 or higher.

NAME  
Signature Block

"Service" JOM Office: \_\_\_\_\_  
Recommend Approval Do Not Recommend Approval

Joint Staff JOM Branch: \_\_\_\_\_  
Approve Disapprove

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## ENCLOSURE F

### JOINT PROFESSIONAL MILITARY EDUCATION MANAGEMENT REQUIREMENTS

1. Introduction. JPME consists of three sequenced phases of education. The standard sequence requires completion of Phase I before proceeding to Phase II. JPME management requirements apply to AC and RC officers as outlined below.
2. Officer Basic Course Requirements. Military Services are responsible for entering course completion in JDAMIS. For both AC and RC officers, qualifications will be entered for an officer either upon graduation or no later than the date the next joint qualification entry is updated in JDAMIS. In the case of direct entry officers who do not attend the Officer Basic Course (OBC), Services can approve and update in JDAMIS an officer's OBC completion on the date the officer is deemed fully qualified in their military specialty. Services can submit bulk submissions directly to DMDC for JDAMIS update using the format in Appendix A.
3. JPME Phase I Requirements. Military Services are responsible for entering JPME Phase I course completion dates in JDAMIS for both AC and RC officers. JPME Phase I qualifications will be entered for an officer either upon graduation or no later than the date the next joint qualification entry is updated in JDAMIS. Services can submit bulk submissions directly to DMDC for JDAMIS update using the format in Appendix B.
4. JPME Phase II Requirements. JPME Phase II is provided through CJCS-approved Service senior-level colleges and National Defense University (NDU) schools. Reference d provides additional JPME information and specific courses.
  - a. JPME Phase II Direct Entry Waivers. Military Services are responsible for screening AC and RC officers to ensure they have completed JPME Phase I prior to attending JPME Phase II. Under exceptional conditions, the DJ-1 may approve a Direct Entry Waiver (DEW) to permit an officer to attend JPME Phase II before completing JPME Phase I.
    - (1) Requests for DEWs will be submitted by the Military Service to the Joint Staff for approval. Approved DEWs 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.

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(2) The Military Service shall initiate the DEW request using the format specified in Appendix C of this enclosure. These waiver requests require a GO/FO or SES signature, full justification, joint assignment data, and the number of students from the Service attending this offering of the course. The DEW request must be submitted a minimum of 60 days prior to the start of the JPME Phase II class. Waiver requests submitted less than 60 days in advance of the graduation date will include a full explanation for the late submission as part of the GO/FO or SES memorandum.

(3) DEWs are limited by Service to 10 percent of the total number of that Service's officers attending an offering of the course.

b. JDAMIS. Services are responsible for entering AC and RC officers enrolled in any JPME Phase II producing course into JDAMIS no later than 30 days following the course start date.

c. NDU Outplacement. Within 30 days of course graduation, Services are responsible for entering the required follow-on assignment codes so compliance with outplacement requirements can be monitored.

d. NDU requirements. The Services must ensure the following additional requirements are met by all AC officers, and by RC officers to the maximum extent practicable, who graduate from each of the NDU schools for each FY:

(1) All JQ Level III (JQOs) must be assigned to an S-JDA as their next duty assignment following graduation unless waived on a case-by-case basis by USD(P&R). Waiver requests are submitted by the Service, through the Joint Staff, in the format provided in Appendix D of this enclosure. These waiver requests require a GO/FO or SES signature, full justification, and the number of students the Service will be submitting for outplacement waivers for the FY. The NDU JQO outplacement waiver request must be submitted to the Joint Staff a minimum of 60 days prior to the graduation date. Waiver requests received less than 60 days in advance of the graduation date will include a full explanation for the late submission.

(2) Of the remaining graduates, more than 50 percent of graduates (for each Service for each school) must be assigned to an S-JDA as their first assignment following graduation. Up to 50 percent of the officers subject to this requirement (for each Service for each school) may be assigned to an S-JDA as their second (rather than first) assignment following graduation, if necessary for efficient officer management.

(3) On a case-by-case basis, Services may request approval for a non-

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JDAL assignment to be counted toward the NDU greater than 50 percent outplacement requirement. Waivers are submitted through the Joint Staff to USD(P&R) in the format provided in Appendix E of this enclosure. The intent of this authority is to allow assignments to overseas contingency operations, such as Joint Task Force HQ positions where officers may earn joint credit through the experience path, to be recognized as the equivalent of JDAL for NDU outplacement. Requests must include complete documentation on how the non-JDAL position meets the definition of joint matters and include a full outplacement plan for all officers in the course. Waiver requests submitted less than 60 days in advance of the graduation date will include a full explanation for the late submission as part of the GO/FO or SES memorandum.

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## APPENDIX A TO ENCLOSURE F

### BULK OFFICER BASIC COURSE SUBMISSION FORMAT

SSN	Basic Course Title	Basic Course Date
<i>Enter 9-digit SSN</i>	<i>Use service standardized course titles</i>	<i>Enter basic course completion/ credit date: MM-DD-YYYY</i>
111111111	Surface Warfare Officer School	20-Oct-1987
222222222	Officer Basic Course	12-Jun-1995
333333333	The Basic School	24-Mar-2002

NOTE: Services submit list to DMDC via Excel spreadsheet

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## APPENDIX B TO ENCLOSURE F

### BULK JPME PHASE I SUBMISSION FORMAT

SSN	JPME PHASE I Course Title	JPME PHASE I "Other" Course Title
<i>Enter 9-digit SSN</i>	<i>Select from schools list; if not found, select "OTHER" and enter title in next column</i>	<i>Entry required if "OTHER" selected in previous column</i>
111111111	OTHER	College of Naval Command and Staff
222222222	Argentine Air Command and Staff College	N/A
333333333	OTHER	Course REQUIRED

JPME_STAT_CODE	JPME Credit Date	Service	Service Component
<i>Select Method of JPME PHASE I completion from list</i>	<i>Enter completion/ credit date between 1-Jan-1989 and current date: MM-DD-YYYY</i>	<i>A=Army F=Air Force M=Marine N=Navy</i>	<i>Select officer's component from list</i>
In Residence	3-Mar-2007	A	Active
Correspondence/ Seminar	16-Jan-2005	A	Reserve

NOTE: Services submit list to DMDC via Excel spreadsheet

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## APPENDIX C TO ENCLOSURE F

### REQUEST FOR DIRECT ENTRY WAIVER

#### SERVICE LETTERHEAD

MEMORANDUM 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 allowing RANK, NAME, SSN, to attend (Name and date of JPME Phase II course) prior to the completion of Joint Professional Military Education Phase I. The Service intends to send (number) officers to this class. This is the (number) waiver submitted for this course. A copy of the career brief for RANK NAME is attached.
2. Provide justification that includes how the officer's basic knowledge of joint matters and other aspects of the Phase I curriculum qualifies the officer to meet the minimum requirements established for entry into Phase II instruction. If officer has not completed or is not currently in a joint duty assignment, outline plans for assignment to a joint duty position. Outline the reason the officer has not previously completed Phase I and the projected completion date.
3. The Service is aware that approval of this waiver is for sequencing only. RANK NAME will not receive credit for JPME Phase II until after completion of JPME Phase I.
4. Waiver requests submitted less than 60 days in advance of the graduation date will include a full explanation for the late submission as part of the GO/FO or SES memorandum.
5. My POC for this action is RANK NAME, PHONE NUMBER.

NAME  
GO/FO or SES, Service Signature Block

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## APPENDIX D TO ENCLOSURE F

### REQUEST FOR NDU JQO OUTPLACEMENT WAIVER

#### SERVICE LETTERHEAD

MEMORANDUM THRU DIRECTOR FOR MANPOWER AND PERSONNEL, THE  
JOINT STAFF

FOR DIRECTOR, OFFICER AND ENLISTED PERSONNEL MANAGEMENT  
(MILITARY PERSONNEL POLICY)

SUBJECT: NDU JQO Outplacement Waiver: RANK, NAME

1. In accordance with Section 663(a), title 10, U.S. Code, request you waive the National Defense University (NDU) Joint Qualified Officer (JQO) joint duty assignment outplacement requirement for RANK, NAME, SSN. A copy of the career brief for RANK NAME is attached.
2. RANK, NAME was designated a JQ Level III (JQO) on DATE. He/she will graduate from the (NDU course title) on DATE. Officer's Career Brief is attached. Provide justification on why the officer should not be immediately reassigned to a joint duty assignment following graduation from JPME Phase II.
3. This is the (number) outplacement waiver for this academic year.
4. Waiver requests submitted less than 60 days in advance of the graduation date will include a full explanation for the late submission as part of the GO/FO or SES memorandum.
5. My POC for this action is RANK NAME, PHONE NUMBER.

NAME  
GO/FO or SES, Service Signature Block

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## APPENDIX E TO ENCLOSURE F

### REQUEST FOR NDU JOINT DUTY ASSIGNMENT EQUIVALENCY WAIVER

#### WAIVER SERVICE LETTERHEAD

MEMORANDUM THRU DIRECTOR FOR MANPOWER AND PERSONNEL, THE  
JOINT STAFF

FOR DIRECTOR, OFFICER AND ENLISTED PERSONNEL MANAGEMENT  
(MILITARY PERSONNEL POLICY)

SUBJECT: NDU Joint Duty Assignment Equivalency Waiver: RANK NAME

1. In accordance with Section 663(b), title 10, U.S. Code, request you approve the non-JDAL assignment of RANK, NAME, SSN to be counted toward the National Defense University (NDU) outplacement requirement.
2. RANK, NAME will graduate from the (NDU course title) on DATE. Officer's Career Brief is attached. Provide documentation on how the non-JDAL position meets the definition of joint matters.
3. Attached is the full outplacement plan for all SERVICE officers in this course.
4. Waiver requests submitted less than 60 days in advance of the graduation date will include a full explanation for the late submission as part of the GO/FO or SES memorandum.
5. My POC for this action is RANK NAME, PHONE NUMBER.

NAME  
GO/FO or SES, Service Signature Block

Enclosures

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## SERVICE (NDU COURSE NAME) OUTPLACEMENT PLAN

<b>Name</b>	<b>SSN</b>	<b>Rank/Component</b>	<b>Joint tour status</b>
Full name	XXX-XX-XXXX	O-5/Reserve	JDAL, 1st tour
Full name	XXX-XX-XXXX	O-6/Active	Non-JDAL
Full name	XXX-XX-XXXX	O-6/Active	JDAL, defer to 2nd tour

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## ENCLOSURE G

### EXPERIENCE BASED JOINT DUTY ASSIGNMENTS PROCESS AND PROCEDURES

1. Introduction. Per Enclosures E and F, service in an S-JDA and required JPME completion continues as the primary method for attaining JQO Level III qualification. However, AC and RC officers may also achieve the different levels of joint qualification designation by combining JPME completion with the approved accumulation of joint experiences, exercises, and courses. Joint matters experiences may be accrued while serving in non-JDAL positions including duties with DoD, interagency, non-governmental, or international organizations.
2. E-JDA. An E-JDA is a non-JDAL assignment or experience that demonstrates 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 5 below.
3. Student/Fellowship/Intern Assignments. Officers cannot self-nominate experiences gained from education. This includes student, fellowship, or intern assignments that are affiliated with an educational, degree granting, or research program where an officer is not responsible for implementation of joint policy or program resulting from the officer's assigned responsibilities.
4. Joint Experience Requirements
  - a. The inclusive dates of experience include only arrival and departure dates to the location of the actual experience. Departure date from home base and subsequent return date, travel, or training dates must be excluded.
  - b. Officers shall not self-nominate experiences for consideration until "tour complete" or "experience complete."
  - c. The assignment and the preponderance of its duties must have direct relevance to the statutory definition of joint matters.
  - d. Each experience submission must cover 30 or more days.
  - e. Officers must be in the paygrade of O-3 or above (for pay purposes) for the entire duration of their submitted experience to be eligible to self-nominate.

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5. Self-Nomination Process. Officers nominate via the MilConnect self-nomination web-based application. All information submitted or attached in the web-based application must be UNCLASSIFIED.

a. Officers

(1) Officers must complete and submit their self-nominated joint experiences to their respective Military Service Personnel Center for processing within 12 months of completing their joint experience.

(2) AC and full-time RC Officers shall not self-nominate experiences earned for service in any S-JDA position.

(3) The self-nomination web-based application can be found at: <<https://milconnect.dmdc.osd.mil/milconnect/>>. The officer must submit validating documents for each experience to their parent Military Service Personnel Center; examples include:

(a) Officer performance evaluation(s) for requested periods. If the experience spans a long duration, multiple evaluations are required to validate the entire timeframe stated (required to be board eligible).

(b) Any award citation and/or narrative for the period being nominated.

(c) Endorsed orders to area of experience.

(d) Officer duty history report, or position description.

(e) Statement of Wartime Service for the period being nominated.

(f) DD214, if applicable.

(g) Leave and Earning Statements (LESs) showing the receipt of IDP for each month of the nominated experience.

(h) When self-nominating deployed experiences in an IDP area, officers must submit a DFAS adjudicated travel voucher that validates actual “boots-on-ground” dates at the location where duty was performed. “Boots-on-ground” dates for approved submissions that cannot be verified against supporting documentation post-board will reflect as approved, but with no intensity factor multiplier.

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(i) If the submission is for an experience the officer believes meets the “acquisition matters” portion of the Joint Matters definition, the officer must provide documentation the position they filled during the experience was a designated Defense Acquisition Workforce position covered under chapter 87 of title 10. The experience is not board eligible without this documentation.

(4) Service POC information is provided on the self-nomination web-based application.

(5) Officers will ensure each self-nomination submission is complete and accurate. The Services and Joint Staff will return any submission that does not comply with stated policy.

## b. Services

(1) Services must forward self-nomination submissions to the Joint Staff, J-1 within 18 months of the experience completion. Late submissions by the Services to the Joint Staff beyond the 18-month submission requirement will require a GO/FO or SES letter endorsed by the concerned Service, explaining why the application was not submitted within the required timelines and the unique and extenuating circumstances for which an exception to policy should be granted. The request will be routed through the DJ-1 to OUSD(P&R). Approved requests allow the submission to be reviewed by the board.

(2) The Military Services will not rewrite officer joint experience requests, as the duties performed should stand alone.

(3) Review and validate officer’s self-nomination request and supporting documents for authenticity and accuracy. Ensure documentation supports information listed on the Joint Experience Summary (JES). Calculate and recommend the number of experience points to award based on the appropriate point formula, paying particular attention to the accuracy of the point total for reservists performing part-time duties. Return any submission that does not comply with policy or does not have the required documents.

(4) Verify the intensity factor. See Point Accrual Formula paragraph below.

(5) Forward fully documented packages to the Joint Staff, J-1 for final adjudication. Submissions that are not fully documented and/or clearly do not meet the definition of joint matters will be denied by the Service. JDAMIS is

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the sole authorized system to contain joint experiences and supporting documentation.

(6) Unless previously coordinated, only information classified at the UNCLASSIFIED level can be submitted to the Joint Staff.

(7) Establish internal procedures to inform officers if self-nominated experiences were denied by the Service.

(8) Provide Service Board Member Nominees for both O-7 and O-6 E-JDA Review boards to meet Joint Staff suspense dates.

c. The Chairman of the Joint Chiefs of Staff

(1) Conduct 100 percent review of Service batches submitted to ensure submission eligibility standards were met and will recommend the number of experience points to award based on the appropriate point formula.

(2) Notify Services of final board results and each officer's points award decision. Officers whose specific experience was "Disapproved" will have one opportunity for re-submission to a future review board. A second disapproval is final and resubmission of that experience will not be allowed.

(a) Services will mark re-submittal packages as "RESUBMISSION," specify the date of the DJ-1 E-JDA board results memorandum where the submission was identified as "Disapproved."

(b) Re-submission packages must include significant new or additional information in the JES for the specific joint experience.

(c) Disapproved packages that do not include significant new or additional information will be returned to the Service, count as a second disapproval, and no further re-submission for that experience will be allowed.

(3) The DJ-1 has the authority to approve experience board results for O-6 and below experiences. Once the DJ-1 approves the board's recommendations, the Joint Staff, J-1/JOM will update awarded points in JDAMIS.

6. Effective Date of Joint Experience Points. The effective date of joint experience points will be the date the board results were approved by the DJ-1.

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## 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. For the RC, the calculation of approved joint experience days performed as Inactive Duty Training (IDT) is calculated the same as above and then is divided by half. Joint credit is day-for-day and is not calculated the same way retirement points and pay is calculated for IDT periods. The intensity is determined by the location and environment (combat and steady-state) in which the joint experience is gained.

(1) Combat: intensity factor of two. The intensity factor is correlated to the receipt of IDP as specified in Volume 7A of the DoD Financial Management Regulation 7000.14-R, Chapter 10, Figure 10-1.

(2) Other assignments or steady-state: intensity factor of one. This includes any joint duty assignment that does not qualify under paragraph 7.a.(1). This may also include joint experiences gained while assigned to a Service position, excluding those qualifying for combat experiences.

b. The following provides amplification on how to calculate point totals.

(1) For experiences in which the majority of the time is spent in non-IDP designated areas, any time spent in IDP designated areas will be counted day-for-day in the point calculation using an intensity factor of two (if time can be validated with submitted travel documentation).

(2) For experiences in which the majority of the time is spent in IDP designated areas, time spent outside of the IDP area will continue to count with an intensity factor of two until a total of 30 days in the aggregate is spent outside of the IDP designated area. Each day beyond 30 days outside the IDP area will have a steady-state intensity factor.

## 8. Time Frame to Self-Nominate Joint Experiences

a. For initial submission, Officers must complete and submit their joint experience submission using the self-nomination web-based application as soon as possible, but no later than 12 months after completing the experience.

b. If an Officer's joint experience is not approved by the board and is eligible for resubmission, the Service will work with the Officer to resubmit the experience. The Service must submit the application to the batch for board

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within 6 months of the DJ-1 E-JDA board results memorandum date, or the submission is permanently ineligible for further consideration.

## 9. E-JDA Review Boards

a. Boards will consider and adjudicate eligible self-nominated experiences. The Joint Staff, J-1/JOM schedules board dates, requests Service nominations for board membership, and sets self-nomination experience submission suspense dates prior to board review.

(1) Compliance with stated suspense dates for requests of board nominees is required.

(2) Completed self-nomination packages, to include supporting documentation, must be uploaded into JDAMIS.

(3) Business rules outlining the E-JDA process and board execution are published and forwarded by Joint Staff, J-1/JOM to the respective Service Managers.

b. A board considering O-6 experiences will be composed of five GO/FOs (O-7). Additionally, a board considering O-5 and below experiences will be composed of five Colonels/Captains (O-6).

(1) Each Service will nominate two board members (an AC and an RC member) for both O-6 and O-5 and below boards. The AC nominees for each panel must be JQOs and it is preferable that RC nominees are JQO or have joint experience. The DJ-1 will determine final board membership. Joint Staff, J-1/JOM will notify Services of final board membership.

(2) The DJ-1 or VDJ-1 will serve as the board chair for O-6 boards; an O-6 from Joint Staff, J-1 will serve as the board chair for O-5 and below boards.

(3) Representatives from the Office of the Deputy Assistant Secretary of Defense, Military Personnel Policy and an O-6 from the National Guard or RC will serve as board advisors.

(4) The board chair and the four Service board members are designated as voting members; the board advisors are non-voting members.

c. All Joint Experience credit packages must contain a JES, orders, and performance evaluation(s) for the requested periods. If the experience includes

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time in an IDP designated area, a DFAS-adjudicated travel voucher and LESs showing receipt of IDP are required to validate boots on ground dates and the award of the intensity factor of two.

d. Board recommendations are compiled by Joint Staff, J-1/JOM and forwarded to the DJ-1 for approval. The written report of the boards shall contain a list of all officers considered for joint experience points and the resultant board recommendations. Upon publication of the DJ-1 E-JDA board results memorandum, results will be released to the Services by Joint Staff, J-1/JOM. Only general comments about procedures and trends may be discussed and shared openly. Board deliberations are not to be disclosed further than as indicated above.

10. E-JDA Credit for Civilian Experiences. RC officers who are employed by the Federal Government, to include members serving in military technician status, may apply for JDA credit through the experience path if the performance of their duties meets the statutory definition of joint matters. The rules that apply are:

(a) Up to 12 experience points may be accrued through civilian experiences and applied toward qualification as JQO. The other 12 experience points must be accrued performing duties while serving in the capacity of a military officer and meet recency requirements. Military technicians may apply for JDA experience credit without caps for either JQ/Level II or JQO/Level III qualification if the experience is performed in the same position and meets the definition of joint matters.

(b) In addition to submitting the JES, officers must provide documentation detailing the dates of the joint experience that meets the statutory definition of joint matters, percentage of time performing joint duties, and the organization-specific duties performed. If adequate documentation is not available, officers may submit a letter from the organization where their joint experience occurred (certified and signed by the GO/FO or agency chief with personal knowledge of the experience). The letter must have inclusive dates of the joint experience, percentage of time spent in joint duties, and the specific joint duties that meet the definition of joint matters the officer performed while serving in their civilian position.

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## ENCLOSURE H

### TOUR LENGTH REQUIREMENTS AND EARLY RELEASES

1. Introduction. All provisions of tour length requirements and early releases apply to AC and full time RC officers in grades O-6 and below. Part time Reservists serving in JDAL positions will follow procedures in Enclosure E.
2. Tour Length Requirements. Section 664 of title 10, U.S. Code states the length of a joint duty assignment shall not be less than two years. Officers assigned to S-JDAs in grades O-6 and below must complete at least 24 months, or 22 months that includes 60 days of constructive credit, unless otherwise waived or excluded as outlined below. Not all officers will depart an S-JDA at 2 years. This policy does not change assignment tour length pursuant to reference e or supersede Joint Travel Regulation requirements for assignments within or outside the United States. Services will ensure appropriate internal controls are in place to prevent officers from departing prior to completion of minimum joint tour length requirements. Orders for all officers departing joint positions should include “no earlier than” proceed dates to ensure all statutory tour length requirements are met. Statutory joint tour length requirements supersede an officer’s need for joint tour credit. A tour of duty in which an officer serves in more than one joint duty assignment without a break between such assignments shall be considered a single tour of duty in a joint duty assignment.
3. Exclusions from Tour Length Requirements. Officers in grades O-6 and below must complete a minimum of 2 years in an S-JDA unless they qualify for early release using a tour length exclusion, or have an approved tour length waiver. Tour length exclusions are monitored and approved by the Military Services. Regardless of the early release exclusion used, Military Services are responsible for obtaining the concurrence of the losing joint organization prior to approving the officer’s early release and must ensure the joint organization understands the implications for joint credit. Compliance will be monitored by the Joint Staff J-1/JOM. Officers may be released from S-JDAs before completing 2 years without a tour length waiver in the following cases:
  - a. Officers serving in overseas S-JDAs, including Alaska and Hawaii, for which the S-JDA tour length prescribed by reference e is less than 36 months will be awarded full tour credit for serving 24 months or more and will be awarded accrued joint credit for serving less than 22 months. Up to 60 days of constructive credit may be approved by the Service.
  - b. RC officers in part-time JDAL positions.

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c. Officers reassigned from an S-JDA for humanitarian or compassionate reassignment beyond the control of the officer or the Military Department. Officer will be awarded accrued joint credit.

d. Officer retires or is released from active duty. Officer receives accrued or full credit based on time served. Officers may be logged out of the JDAL position prior to the retirement/release date if on terminal leave status.

e. Officer is suspended from duty and reassigned from the Joint Staff or a CCMD under title 10, U.S. Code, section 155(f)(2) or 164(g) or from any other JDAL position. Losing commands will notify the Service of the suspension and request for reassignment with a GO/FO or SES memorandum. A suspension from duty is an adverse action that should be documented in the officer's personnel record. Officers suspended from duty should not be considered for future joint assignments. Upon request, the Military Service will make available to the Joint Staff the written documentation of officers suspended under these provisions. Officers suspended from duty do not receive any joint duty credit, regardless of time served or experienced gained.

4. Joint Duty Tour Length Waivers. Except for the exclusions above, release at less than 24 months from all S-JDAs requires a joint duty tour length waiver, regardless of an officers need for joint credit. In cases of military necessity, Services may approve up to 60 days constructive credit to reach 24 months, resulting in a 22 month minimum requirement. Tour length waiver requests are considered on a case-by-case basis and will be the exception.

a. Tour length waivers must be approved before an officer departs the joint organization. Services will ensure appropriate internal controls are in place to prevent officers from departing prior to waiver approval, or prior to the approved departure date.

b. Waiver requests for early release from an S-JDA are initiated by the Service. Secretaries of the Military Departments may exercise disapproval authority or delegate disapproval authority. The submission of an accurate, complete and timely tour length waiver is a Service responsibility. The Joint Staff, J-1/JOM will review packages and the DJ-1 will make a recommendation on the waiver before submitting to USD(MPP) for action. Waivers not in compliance will be returned without action for Service correction and resubmission.

(1) Complete waiver packages are forwarded by the Service with a GO/FO or SES cover memorandum.

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(2) A memorandum from the losing joint organization concurring with the early release, under a GO/FO or SES signature block, must be obtained by the Service and included in the waiver package using the format at Appendix C. Service requested departure dates may not be earlier than the date agreed to by the losing joint organization.

(3) Individual waiver packages must provide complete justification for the early release of the officer to include the impact on the officer and/or gaining organization if the waiver is not approved. Include information on the availability of other officers to fill the projected position, and the replacement of an officer for the losing command. Bulk waiver packages must include an excel spreadsheet as shown at Appendix A.

(4) Waiver packages will include the officer's career brief.

(5) Prior to waiver submission, Services should ensure all JDAMIS transactions on the officer are complete and accurate. JDAMIS transactions, to include S-JDA arrival dates, approved experience points, joint education and JQ level, must match Service records.

(6) Waiver requests shall be submitted to the Joint Staff, J-1/JOM no earlier than 10 months, but no later than 60 days, before the desired departure date. A planning factor of at least 90 days prior to departure date should, in most cases, support in-hand orders to the officer by 60 days prior to the departure date. 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 GO/FO or SES cover memorandum.

(7) Only officers departing an S-JDA with an approved waiver for a command-boarded position, senior developmental education, or selection for promotion to O-7, will receive accrued JDA credit. Officers departing an S-JDA with an approved waiver for any other reason, will receive zero JDA credit. The Service must inform the officer they will receive zero credit and ensure the Service memorandum specifies the officer's acknowledgment.

(8) Officers selected for Senior Service College or command may be submitted 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

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## APPENDIX A TO ENCLOSURE H

### BULK TOUR LENGTH WAIVER FORMAT

#### SERVICE LETTERHEAD

MEMORANDUM THRU DIRECTOR FOR MANPOWER AND PERSONNEL, THE  
JOINT STAFF

FOR DIRECTOR, OFFICER AND ENLISTED PERSONNEL MANAGEMENT  
(MILITARY PERSONNEL POLICY)

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

1. In accordance with title 10, U.S. Code, section 664(b), request you waive the joint duty tour length requirement for the following ### officers listed on the attachment. ### officers have been selected for command positions. ### officers have been selected to attend Senior Service College.
2. The career briefs and losing joint activity GO/FO or SES memorandums of early release for these officers are attached.
3. These officers will not depart prior to the approval of the tour length waiver by USD(P&R) nor prior to the requested departure dates.
4. Waiver requests submitted to the Joint Staff less than 60 days in advance of the requested departure date will include a comprehensive explanation for the late submission as part of the GO/FO or SES memorandum.
5. My POC for this action is RANK NAME, PHONE NUMBER.

NAME  
GO/FO or SES, Service Signature Block

Enclosures

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## BULK TOUR LENGTH WAIVER ATTACHMENT

<b>GRD</b>	<b>Name</b>	<b>JDAL Number and START Date</b>	<b>Months Completed</b>	<b>Projected Departure</b>	<b>GO/FO or SES Losing</b>	<b>Reason</b>
LTC	Brown Robert B	J4011452	13	20140801	Thomas F. White, MG, USA	Eisenhower School
		20130608			JCS	
MAJ	Butera Victor R	J4010671	9	20140501	Steve Kellogg, Maj Gen USAF	CDR, 111 Trans Bn
		20130705			JCS	
LTC	Grant Anthony	D0100333	12	20140701	Mr. R.N. Wolf, SES	CDR, 666 Ordnance Bn
		20130701			OSD	
MAJ	Burton Gerald V	H4410012	21	20140401	Kevin T. Smith, BG, USA	NWC
		20120701			CDR, US Army Element SPACECOM	
MAJ	Gregg Darrell R	E0010512	21	20140523	Gary L. Miller, BG USAF	AWC

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## APPENDIX B TO ENCLOSURE H

### INDIVIDUAL TOUR LENGTH WAIVER FORMAT

MEMORANDUM THRU DIRECTOR FOR MANPOWER AND PERSONNEL, THE  
JOINT STAFF

FOR DIRECTOR, OFFICER AND ENLISTED PERSONNEL MANAGEMENT  
(MILITARY PERSONNEL POLICY)

SUBJECT: Joint Duty Assignment Tour Length Waiver for RANK NAME

1. Request your approval in accordance with title 10, U.S. Code, section 664, to waive the joint duty tour length requirement for RANK NAME SSN. This officer is currently serving as the DUTY TITLE in JDAL position ### at JOINT ACTIVITY since START DATE. RANK NAME's Career Brief is attached.
2. GO/FO or SES Rank Name, Joint Activity agreed to the early release of RANK NAME no earlier than DATE in the attached DATE memorandum.
3. Provide complete justification for the early release of this officer to include the impact on the officer and/or gaining organization if the waiver is not approved. Include information on the availability of other officers to fill the projected position and the replacement of an officer for the losing command.
4. As of the requested DATE departure date, RANK NAME will have served ### months. This officer will not depart prior to the approval of the tour length waiver by USD (P&R) nor prior to the requested departure date.
5. Waiver requests submitted to the Joint Staff less than 60 days in advance of the requested departure date will include a comprehensive explanation for the late submission as part of the GO/FO or SES memorandum.
6. My POC for this action is RANK NAME, PHONE NUMBER.

NAME  
GO/FO or SES, Service Signature Block

Enclosures

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## APPENDIX C TO ENCLOSURE H

### LOSING JOINT ACTIVITY MEMORANDUM OF RELEASE FORMAT

FORMAT LOSING JOINT ACTIVITY LETTERHEAD  
MEMORANDUM FOR SERVICE HEADQUARTERS

SUBJECT: Early Release for Tour Length Waiver: RANK NAME

1. NAME OF LOSING JOINT ACTIVITY agrees to release RANK NAME from his/her joint position no earlier than DATE. RANK NAME has been selected for COMMAND/SCHOOL/POSITION.
2. This officer will not depart prior to the approval of the tour length waiver by USD(P&R).
3. My POC for this action is RANK NAME, PHONE NUMBER.

NAME  
GO/FO or SES, Service Signature Block

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## ENCLOSURE I

### PROMOTION SELECTION BOARD REQUIREMENTS

1. Introduction. The CJCS is required by law to review certain promotion selection board reports to determine if the boards acted in a manner consistent with SecDef guidelines under title 10, U.S. Code, section 615(c). In addition, this enclosure provides guidance on reporting promotion rate comparisons required by reference b.

2. Applicability

a. Applies to officer promotion selection boards convened under 10 U.S. Code, section 611 (selection boards) and 628 (special selection boards) considering officers who are now Serving In or Have Served in Joint Staff JDAL positions or have the JQ Level III (JQO) designation.

b. Provides guidance on joint requirements for AC O-4 through O-6 promotion selection boards.

3. Responsibilities. For all promotion selection boards, including special selection boards, considering officers who are now Serving In (SI) or Have Served (HS) in Joint Staff JDAL positions or have the JQ Level III (JQO) designation:

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

(1) Based upon a Service nomination, appoint an officer to represent the joint community as a member of each promotion board. This authority has been delegated to DJ-1. Appointment memorandums will be returned to the Service for distribution to the designated officers.

(2) Review reports of promotion selection boards, including special selection boards, prior to their transmittal to SECDEF 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 Joint Staff JDAL positions or are JQO designated. Appropriate consideration will at a minimum show that each officer qualified by being SI or HS in a Joint Staff JDAL position or JQO designated was 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.

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(b) If boards met, or failed to meet, the promotion objectives set forth in title 10, U.S. Code, section 662. This provision does not apply to special selection boards convened under title 10 U.S. Code, section 628.

(c) Whether the board acted consistent with SECDEF guidelines.

(3) At the request of SecDef, propose guidelines for the Secretaries of the Military Departments for ensuring selection boards give appropriate consideration to the performance of AC officers who are SI or HS in Joint Staff JDAL positions or are JQO designated.

(4) Return the report to the Secretary of the Military Department concerned with CJCS determinations and comments.

(5) The CJCS authority to review and report on selection board reports for all boards that considered AC officers who are SI or HS in Joint Staff JDAL positions or are JQO designated for grades O-6 and below, and to return those reports to the Service Secretary concerned, is delegated as follows:

(a) To the Director, Joint Staff.

(b) To DJ-1, for boards in which all statutory promotion guidelines have been met.

b. The Military Departments will:

(1) On an annual basis, provide a FY/CY board schedule (including subsequent changes) to the Joint Staff, J-1 that includes all boards outlined in paragraph 2 considering officers to the grades O-4 through O-7.

(2) Recommend via GO/FO or SES memorandum a minimum of two officers with the JQO designation who may be designated 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. Completed appointment memorandums will be distributed to the designated officers by the Service.

(3) Clearly and equally identify for board members all officers who are SI or HS in a Joint Staff JDAL position or have been designated as a JQO. 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.

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(4) Provide guidance in the form of secretarial formal charges, letters of instructions, or precepts for promotion selection boards that include, at a minimum, the guidance as directed by reference f. The Military Department must address giving appropriate consideration to the performance of officers who are SI or HS in Joint Staff JDAL positions or have been designated as a JQO.

(5) A minimum of 30 days prior to the board convening date, the Military Services must provide via email a data file to the Joint Staff, J-1/JOM office identifying the officers eligible for the board, as of the board convening date. The Service will also provide the current board and previous board convening dates. The submitted 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 the officer was promoted from (day month year). The data must be in the following text format:

SSN|ZONE|DD-MON-YYYY

Data in any other format will be returned for correction since it is not usable by the program within JDAMIS. Date should have a leading zero whenever it is a single digit. The pipe symbol “|” must be between the values. Zone can be I, B, or A:

123456789|A|30-JUN-2005

234567890|B|12-JUN-2004

345678901|I|05-JUN-2000

(6) The eligibility list provided by the Service will be input by the Joint Staff to produce JDAMIS promotion board reports. The Service is not authorized to input the list in JDAMIS. These reports are available online to authorized Service JDAMIS users as a tool to assist the Services in promotion board scrubs, but do not replace other Service records or Service board review procedures. It is a Service responsibility to identify and resolve discrepancies between Service records and JDAMIS records. All eligible officers should be accurately updated in both Service records and JDAMIS records as of the board convene date. Based on record updates during the board scrub process, Services may wish to request additional updated promotion board reports prior to the board convene date. JDAMIS promotion board reports are used by the Joint Staff, J-1/JOM during the CJCS post-board review process to confirm appropriate consideration was given to officers who are SI or HS in Joint Staff JDAL positions, or are JQO designated.

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(7) Prior to forwarding a selection board report that considered officers who are SI or HS in a Joint Staff JDAL position or are JQO designated to the SECDEF for approval, Military Departments will forward original board report and a complete copy to the CJCS for review and comment. 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 Staff JDAL or JQO designated officers to the board membership).

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

(b) Board report.

(c) The board charge, precept or memorandum of instruction.

(d) A copy of the memorandum from CJCS 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. This listing should also be made available in an electronic excel format. 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.

(8) Promotion Objectives

(a) Promotion zones I, B, and A results for SI or HS Joint Staff JDAL

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and JQO designated 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 in JDAL positions 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 Service in the same grade and competitive category who are currently SI or HS on their Service's headquarters staff (including the Secretariat) of their Military Department (referred to as Service Headquarters Average).

2. Officers who have been designated as a JQO are expected, as a group, to be promoted to the next higher grade at a rate not less than the rate for officers of the same Service in the same grade and competitive category.

(b) In addition to the two statutory promotion objectives above, Military Services will report officers who are SI or HS within the Office of the Secretary of Defense. They are expected, as a group, to be promoted at a rate not less than the rate for officers in the same Service, in the same grade and competitive category who are SI or HS on their Service's headquarters staff (including the Secretariat) of their Service.

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

(10) Track and report promotion statistics for all officers in the categories above, to include the Service headquarters, regardless of the time served in those positions (whether 1 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 Service headquarters).

(11) The "serving-in" category reflects an officer's assignment status, regardless of duration, on the day the board convenes. The "have-served" category reflects officers who are no longer assigned to a position on the day the board convened. Officers should be tracked and reported as "have-served" through their next consideration for promotion following reassignment from the position, unless the officer was already tracked and reported as SI for that assignment.

(12) Except for the JQO category, track in-zone officers as HS only through the first in-zone promotion consideration following reassignment from an S-JDA or the Service headquarters. Track above-zone officers as HS only one time following their in-zone non-selection.

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(13) Upon approval of Level III (JQO) designation an officer will be tracked in the JQO category for all board and zone considerations. JQOs no longer SI or HS will be tracked as part of a “pool” and reported in total JQO category results.

(14) Special selection board promotion rates are not compared with the promotion selection rates of the original board. However, the pertinent records of those officers who should receive appropriate consideration for performance in Joint Staff JDAL positions or JQO designation, 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 Joint Staff JDAL positions or are JQO designated as of the convening date of the original board. Promotion statistics as required by paragraph 3.b.(7)(e) are not requirements for special selection boards.

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## APPENDIX A TO ENCLOSURE I

### TRACKING AND REPORTING OFFICERS

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

NOTES:

1. Officers who may be counted in 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, OSD, and JQO) should be counted in each category in the appropriate SI and HS status. The officer is counted once in the total for each category.

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## APPENDIX B TO ENCLOSURE I

### PROMOTION STATISTICS FORMAT

(SERVICE, GRADE, AND COMPETITIVE CATEGORY) Board Date:

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#### A. IN THE PROMOTION ZONE

ACTIVITY	<u>SERVING IN</u>			<u>HAVE SERVED</u>			<u>TOTAL<sup>1</sup></u>		
	CON <sup>2</sup>	SEL <sup>3</sup>	SEL <sup>4</sup> %	CON	SEL	SEL%	CON	SEL	SEL%
Joint									
Staff									
JQO <sup>5</sup>									
OSD <sup>6</sup>									
Service HQ <sup>7</sup>									
Board									
Average <sup>8</sup>									

#### B. BELOW THE PROMOTION ZONE

ACTIVITY	<u>SERVING IN</u>			<u>HAVE SERVED</u>			<u>TOTAL<sup>1</sup></u>		
	CON <sup>2</sup>	SEL <sup>3</sup>	SEL <sup>4</sup> %	CON	SEL	SEL%	CON	SEL	SEL%
Joint									
Staff									
JQO <sup>5</sup>									
OSD <sup>6</sup>									
Service HQ <sup>7</sup>									
Board									
Average <sup>8</sup>									

#### C. ABOVE THE PROMOTION ZONE

ACTIVITY	<u>SERVING IN</u>			<u>HAVE SERVED</u>			<u>TOTAL<sup>1</sup></u>		
	CON <sup>2</sup>	SEL <sup>3</sup>	SEL <sup>4</sup> %	CON	SEL	SEL%	CON	SEL	SEL%
Joint									
Staff									
JQO <sup>5</sup>									
OSD <sup>6</sup>									
Service HQ <sup>7</sup>									
Board									
Average <sup>8</sup>									

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NOTE: These statistics are required by reference (b) and 10 U.S. Code, section 662(b) and are included in the Annual Joint Officer Management Report to USD(P&R). They are used to assess DoD compliance with statutory joint officer promotion policy objectives in 10 U.S. Code, section 662.

<sup>1/</sup> 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.

<sup>2/</sup> Number considered.

<sup>3/</sup> Number selected.

<sup>4/</sup> 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.

<sup>5/</sup> Includes all officers formally designated by the SecDef as Level III JQOs before the date the promotion board convenes. For “total”, also include officers qualified as JQO “pool.”

<sup>6/</sup> Comparison required by SecDef policy.

<sup>7/</sup> Includes Service Secretariats.

<sup>8/</sup> All officers considered within the same zone and all officers selected within the same zone (totals only).

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## APPENDIX C TO ENCLOSURE I

### SAMPLE FORMAT -- PROMOTION BOARD SPECIAL LISTING

ZONE 1	LOC 2	SI/HS 3	SCRUB 4	NAME <sup>5</sup>	GRADE	SSN	Recommendation Status <sup>6</sup>
A	JS	SI		Jones, Abe	LTC	SSN	
A	JS	SI		Smith, Burt	LTC	SSN	
<b>Total:</b>		2 <sup>7</sup>					0 <sup>7</sup>
B	JS	SI		Smith, Charles	LTC	SSN	Recommended
B	JS	SI		Zimmer, David	LTC	SSN	
<b>Total:</b>		2 <sup>7</sup>					1 <sup>7</sup>
I	OSD	SI		Jones, Ann	LTC	SSN	Recommended
I	OSD	SI		Smith, Edward	LTC	SSN	Recommended
<b>Total:</b>		2 <sup>7</sup>					2 <sup>7</sup>
A	JQO	HS		Smith, Fred	LTC	SSN	Recommended
A	JQO	HS		Zimmer, George	LTC	SSN	
<b>Total:</b>		2 <sup>7</sup>					1 <sup>7</sup>

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 (assigned at convening date - JS, OSD, and JQO).

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

4/ Leave blank for Joint Staff use.

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

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<sup>6/</sup> Record promotion status by using the words "recommended."

<sup>7/</sup> Subtotal within each joint category of eligibles and subtotal recommended column.

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## APPENDIX D TO ENCLOSURE I

### REQUEST FOR JOINT BOARD MEMBER APPOINTMENT

#### APPOINTMENT SERVICE LETTERHEAD

#### MEMORANDUM FOR DIRECTOR MANPOWER AND PERSONNEL, THE JOINT STAFF

SUBJECT: Request for Joint Board Member Appointment for BOARD NAME

1. This memorandum is forwarded to request appointment of Joint Board Members for the BOARD NAME scheduled to convene on DATE. This board will consider officers who are serving in, or have served in, Joint Staff JDAL positions or JQO designated.
2. The following officers are nominated: Primary: RANK FULL NAME, JQO designated DATE Alternate: RANK FULL NAME, JQO designated DATE Requests submitted less than 45 days in advance of the board date will include a full explanation for the late submission as part of the GO/FO memorandum.
3. My POC for this action is RANK NAME, PHONE NUMBER.

NAME  
GO/FO or SES, Service Signature Block

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## ENCLOSURE J

### RESERVE PROMOTION SELECTION BOARD REQUIREMENTS

1. Introduction. Title 10, Chapter 1405 does not establish joint promotion requirements for officers on the Reserve Active-Status List (RASL). Additionally JQO designation is not a statutory requirement for promotion to O-7 on the RASL. Joint requirements for boards convened under Chapter 1405 are phased in based on policy as established by reference (b).

2. Applicability

a. Applies to officer promotion selection boards for commissioned officers convened under title 10, U.S. Code, section 1405.

b. Provides guidance on joint requirements for RC O-5 through O-6 promotion selection boards.

c. Applies to promotion selection boards considering Title 10 AGR/FTS officers. Boards considering only professional specialties, SELRES, IRR, IMA and Title 32 officers, are exempt from reporting.

3. Responsibilities. The Military Departments will report annually via a Service Secretary memorandum to the Joint Staff, J-1 no later than 1 November each fiscal year a consolidated statistical summary of JQO selection rates as compared to the board average selection rate for all applicable boards convening during the previous FY. Report statistics in the format as outlined at Appendix A. These statistics will reflect each officer's status as of the board convening date.

4. Future objectives. To facilitate full RC integration into the JOM program, beginning 1 October 2025, promotion boards for all RASL categories that consider officers with joint qualifications must be reported according to Enclosure I of this instruction to mirror the AC statutory and policy requirements. Military Departments will implement all necessary measures to ensure full compliance beginning 1 October 2025.

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## APPENDIX A TO ENCLOSURE J

### SAMPLE FORMANT -- PROMOTION STATISTICS

A. IN THE PROMOTION ZONE			
ACTIVITY	CONSIDERED	SELECTED	SELECTED %
JQO			
BOARD AVERAGE			
B. ABOVE THE PROMOTION ZONE			
ACTIVITY	CONSIDERED	SELECTED	SELECTED %
JQO			
BOARD AVERAGE			
C. BELOW THE PROMOTION ZONE (IF APPLICABLE)			
ACTIVITY	CONSIDERED	SELECTED	SELECTED %
JQO			
BOARD AVERAGE			
D. POSITION VACANCY PROMOTION ZONE (IF APPLICABLE)			
ACTIVITY	CONSIDERED	SELECTED	SELECTED %
JQO			
BOARD AVERAGE			

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## ENCLOSURE K

### ANNUAL JOINT OFFICER MANAGEMENT REPORT TO UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS

1. Introduction. Not later than 15 November of each year CJCS shall, with the assistance of the Services and using JDAMIS, prepare the Joint Officer Management Annual Report for the SecDef. The Joint Officer Management Annual Report to USD(P&R) will report data across all categories for both AC and RC officers. The JDAL used to complete this annex will be the last one published in that FY.
2. Data Validation. Report data is based primarily on the data stored in JDAMIS with a 30 September effective date. Services will ensure that all transactions for the FY have been input no later than 20 working days after 30 September. This includes, but is not limited to, all S-JDA arrivals and departures, all JPME Phase II enrollments, and outplacement data for all JPME Phase II graduates in the FY. Also, any errors or inconsistencies in transactions must be corrected to ensure that accurate data is reported. Services will submit GO/FO or SES memorandums to the Joint Staff no later than 31 October to certify completion and compliance with all statutory requirements.
3. Additional Service Input. Although a large part of the report is prepared based on the data stored in JDAMIS, Services may be required to provide Service specific data for items not retrievable from JDAMIS.
4. Annual Report Items. The report includes the items shown for the DoD as a whole and for each of the Services, as follows:
  - a. By Service, the number of AC and RC officers who have completed JPME Phase II via:
    - (1) Joint Forces Staff College.
    - (2) The Eisenhower School and National War College.
    - (3) A senior service college certified to award JPME Phase II.
    - (4) Joint Advanced Warfighting School.
    - (5) Joint and Combined Warfighting School-Hybrid.

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b. The number of officers, by Service component, designated in the previous FY as:

- (1) Level II Joint Qualified.
- (2) Level III, JQO.
- (3) Level IV Joint Qualified.

c. The total number of officers, by Service component, holding:

- (1) Level II Joint Qualification.
- (2) Level III, JQO.
- (3) Level IV Joint Qualification.

d. The promotion selection rates during the preceding FY for officers designated as a JQO compared with the promotion selection rates for all officers considered for promotion from within the primary promotion zone in the same pay grade and the same competitive category.

e. The promotion selection rates during the preceding FY of officers who are serving, or have served since their last promotion board, on the Joint Staff compared to the promotion selection rate for officers who are serving, or have served since their last promotion board, on their Service headquarters staff. If such promotion selection rates fail to meet such objectives, include in the report information on such failure and on what action the Secretary of the Military Department concerned has taken or plans to take to prevent further failures.

f. JDA fill rate for the JDAL. The Joint Staff must provide an analysis of the extent to which the Secretary of each Military Department is providing officers to fill that Department's share (as determined by law or by the SecDef), including the reason for any significant failure by a Military Department to fill its share of such positions and a discussion of the actions taken to correct the shortfall.

g. The number of JDAL positions, by organization, billet number, and duty title, validated by the CJCS during the FY.

h. The size of the JDAL and how many positions were added or deleted in the FY.

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## ENCLOSURE L

### DISCRETIONARY POINTS

#### 1. Introduction

a. JQS acknowledges officers may gain expertise in joint matters based on their participation in joint exercises and joint courses other than JPME. These types of opportunities may garner discretionary points. However, discretionary points alone will not enable an officer to earn joint qualification. Officers may not be awarded discretionary points for joint courses (except distance learning courses) or exercises that occurred during the same time period the officer accrued S-JDA or E-JDA credit.

b. Discretionary points may be earned from joint exercises and joint courses (to include resident and distance learning joint courses) that contribute to an officer's expertise in joint matters. Discretionary points are designated by the Joint Staff, J-7, and must have direct relevance to the definition of joint matters:

(1) Exercises. Participants in approved Joint Exercises will earn one (1) joint discretionary point per exercise.

(2) Joint Courses. Joint discretionary points will be assigned based on course content and duration.

(3) Discretionary points must be updated in JDAMIS within 12 months of the officer completing the exercise or course. Discretionary points that are not uploaded by the respective Service within 12 months of completion are not eligible for upload in JDAMIS.

#### 2. Responsibilities

a. Organizations sponsoring qualifying joint exercises will provide a consolidated roster to J-7, J-1, and the Services that identifies all officers who participated in a qualifying exercise within 30 days of exercise completion using the spreadsheet found in Appendix A to this Enclosure.

b. The J-7 will approve and certify joint exercises and courses that qualify for joint discretionary credit and publish them in the Joint Quarterly Report.

c. The Joint Staff, J-1, will conduct periodic checks on discretionary credit documentation and review the Services' discretionary credit documentation for

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individual officers when submitted for JQO nomination utilizing discretionary credit to reach the JQO experience eligibility requirements.

d. Services are responsible for the following tasks.

(1) Develop and execute a communications strategy to inform members of the opportunity for the award of discretionary points.

(2) Develop a method for members to submit requests to the Services' discretionary credit point of contact.

(3) Identify an individual or office with the Service that will be responsible for receiving submissions from officers and uploading approved discretionary points in JDAMIS.

(4) Appoint an officer (O-5 or above) in the Services' Joint Officer Management Office chain of command to be the final approval authority for awarding discretionary points. This officer will verify documentation of an officer's participation in a joint exercise or completion of a joint course and certify the review by signed memorandum, which lists the documentation used to verify participation.

(5) Establish processes and procedures to ensure rigor and consistency with Service decisions regarding award of discretionary points.

(6) Award discretionary points to qualifying officers based on their participation in joint exercises or courses approved and certified by the J-7 on behalf of the CJCS. The award of points by the respective Military Service in JDAMIS must occur within 12 months of completion of the exercise or course. Points not uploaded in this timeframe are not eligible for award.

(7) Officers may be awarded discretionary points for J-7 approved "joint courses" completed through distance learning while serving in an S-JDA tour. Officers may also be awarded discretionary points for J-7 "joint courses" through distance learning where the officer is also awarded E-JDA points.

e. Officers may not be awarded discretionary points for "joint exercises" while serving in a full-time S-JDA tour or during any period for which the officer is awarded E-JDA points.

f. Inform members upon approval or disapproval of discretionary points.

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## APPENDIX A TO ENCLOSURE L

### FORMAT TO SUBMIT CONSOLIDATED JOINT EXERCISE ROSTER (OFFICERS ONLY)

<b>Sponsoring Organization</b>	<b>Exercise Name</b>	<b>Inclusive Dates</b>	
US "CCMD"	Bravo Zulu 19	01-Aug-19 to 30-Sep-19	
<b>Officer Name</b>			
<b>Grade</b>			
<b>Service</b>			
<b>Component</b>			
Door, William T.	O4	Navy	Reserve
Last, First MI.	O5	Air Force	Guard
Last, First MI.	O6	Marine Corps	Active

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## ENCLOSURE M

### REFERENCES

- a. Sections 152, 154, 155, 164, 619a, 661-668, 2151-2155, 7033, 8033, 8043, 9033, and 10216 of title 10, United States Code
- b. DoD Instruction 1300.19, "DoD Joint Officer Management Program (JOM)," 3 April 2018
- c. CJCSI 1331.01 Series, "Manpower and Personnel Actions Involving General/Flag Officers"
- d. CJCSI 1800.01 Series, "Officer Professional Military Education Policy"
- e. DoD Instruction 1315.18, "Procedures for Military Personnel Assignments," 12 January 2005
- f. DoD Instruction 1320.14, "Commissioned Officer Promotion Program Procedures," 11 December 2013
- g. JP-1, "Doctrine for the Armed Forces of the United States," 25 March 2013
- h. DoD 7045.14, "The Planning, Programming, Budgeting, and Execution (PPBE) Process"
- i. DoDI 7730.64, 11 December 2004, "Automated Extracts of Manpower and Unit Organizational Element Files"

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## GLOSSARY

### PART I -- ABBREVIATIONS AND ACRONYMS

AC*	Active Component
CCMD	Combatant Command
CJCS	Chairman of the Joint Chiefs of Staff
CJCSI	Chairman of the Joint Chiefs of Staff Instruction
DEW	Direct Entry Waiver
DJ1	Director for Manpower and Personnel, Joint Staff
DMDC	Defense Manpower Data Center
DoD	Department of Defense
DoDI	Department of Defense Instruction
E-JDA*	Experience-Based Joint Duty Assignment
FMTS*	Fourth Estate Manpower Tracking System
FY	Fiscal Year
GO/FO	General/Flag Officer
JDA*	Joint Duty Assignment
JDAL*	Joint Duty Assignment List
JDAMIS*	Joint Duty Assignment Management Information System
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
NDU	National Defense University
OSD	Office of the Secretary of Defense
RC*	Reserve Component
S-JDA*	Standard Joint Duty Assignment

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SecDef Secretary of Defense

USD(P&R) Under Secretary of Defense for Personnel and Readiness

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## GLOSSARY

### PART II – DEFINITIONS

\*\*Unless identified as extracted from Joint Publication 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 such as OSD, non-Intelligence Defense Agencies, and DoD Field Activities, other than the Joint Staff, Combatant Commands (CCMDs) and Military Services, having DoD manpower resources.

Accrued Joint Duty Credit. The joint credit granted to an officer for continuous time served in an S-JDA less than the duration needed to qualify for full joint duty credit upon departure from the position.

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

Active Guard and Reserve. See Joint Publication 1-02.

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

Assignment. The position in an organization to which an officer permanently belongs for manpower accounting purposes which Temporary duty (TDY) with other organizations does not alter.

Authorization. An approved military or civilian position on a JTD or 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 CJCS and acts through a Joint Staff directorate; (2) has a charter approved by SECDEF; (3) has a designated executive agent; (4) is a multi-Service activity that performs a joint mission; (5) has a JMD reviewed

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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. See Joint Publication 1-02.

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

Critical Standard-Joint Duty Assignment (Critical S-JDA). Positions proposed by heads of joint activities and approved by the USD (P&R) with the recommendation of the CJCS which are enhanced by the incumbent possessing experience and education in joint matters, requiring a JQO to fill the position.

Defense Agency. See 10 U.S. Code, section 101.

Differential Joint Duty Credit. The joint duty credit earned by an officer who served in an S-JDA in a geographical area designated as an Imminent Danger Pay area by the DoD Financial Management Regulation.

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 an approved direct entry waiver.

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

DoD field activity. See 10 U.S. Code, section 101.

Dual-Hat 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 two roles in the same activity.

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

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Experience-Based Joint Duty Assignment (E-JDA). An assignment, other than in a JDAL position, through which an officer demonstrates attainment of knowledge, skills, and abilities in joint matters. E-JDAs may be shorter in duration and, therefore, aggregated to achieve the equivalent of a full tour of duty in an S-JDA, as determined under such regulations and policy as prescribed by the SECDEF.

Executive Agent. See Joint Publication 1-02.

Fourth Estate Manpower Tracking System (FMTS). The unclassified and classified web-based system for the management of joint manpower and personnel for OSD, Joint Staff, Combatant Commands, Defense Agencies, non-Intelligence Defense Agencies, and DoD Field Activities.

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 to an officer for the completion of a tour of duty in an S-JDA position that meets all statutory requirements, or the accumulation of 24 joint experience points accrued from E-JDAs and discretionary points from joint courses/exercises, or a combination of both. See Enclosure E Joint Duty Credit. Such credit may also be awarded to RC officers who meet the S-JDA tour length criteria established in the S-JDA path for part-time RC officers section of Enclosure E.

Grade. The rank 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 is no longer assigned on the day the promotion board convenes.

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 AC or RC personnel can fill IA positions. An individual mobilization augmentee (IMA) reservist filling, or activated to, their IMA position is not considered an IA.

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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 (Enclosure G) allows officers in these positions to apply for joint experience wherever it occurs, provided the experience meets the definition of joint matters.

JDAL Validation Board. As directed by the USD(P&R), a board composed of executive-level representatives, from the Joint Staff and each of the Military Services, convened 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 CJCS regarding the addition, or deletion of, individual positions on the JDAL.

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 CJCS, or the commander of a combatant or combined command.

Joint Duty Assignment (JDA). An assignment which provides significant experience in joint matters, excluding assignments for joint training or joint education, except as an instructor responsible for preparing and presenting courses for Joint Professional Military Education II. The two types of JDAs are S-JDA and E-JDA.

Joint Duty Assignment List (JDAL). Positions designated as a standard joint duty assignment are on a list approved by the SECDEF, maintained by the Joint Staff and are reflected in the Joint Duty Assignment Management Information System. The Joint Staff Special Assistant GO/FO Matters is responsible for processing GO/FO JDAL actions.

Joint Duty Assignment Management Information System (JDAMIS). The automated system of record for all related joint manpower and officer joint personnel information, maintained by DMDC and managed and updated by the CJCS and the Military Services.

Joint Duty Credit. The joint credit designation granted to an officer for either the completion of a tour of duty in a JDAL position (S-JDA) or the accrual of joint experience points (E-JDA); which may include discretionary points from joint courses/exercises), or a combination of both.

Joint Experience. The successful application of what individuals learn via joint individual training/exercises, Joint Professional Military Education (JPME) and other education, and self-development in a joint position that has direct relevance to the definition of joint matters.

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Joint Experience Points. Points calculated to the nearest tenth derived from the duration and intensity of a joint experience whereby the intensity is determined by the environment (combat or steady state) in which the experience is gained. Joint Experience Points = (Number of Days / 30.4)\*(Intensity Factor).

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. See 10 U.S. Code, section section 668.

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 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. A level of proficiency ascribed by the SECDEF with the advice and counsel of the CJCS; a series of hierarchical standards attained by an individual with joint experiences, education, training, and/or acculturation.

Joint Qualification Points. The aggregate of joint experience points and discretionary points.

Joint Qualification System (JQS). A multi-level system that recognizes joint experiences for all AC and RC officers, regardless of where they occur. The majority of the force will continue to complete a traditional S-JDA along with the requisite JPME. The alternate path of earning joint qualification involves the career long accumulation of joint experiences (E-JDA), recognized by the CJCS as infusing officers with an equivalent level of joint capability, and completion of the appropriate level of JPME.

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Joint Qualified Officer Level III (JQO). An officer (O-4 or above) who has completed the JQ Level III requirements, and been so designated by the SECDEF.

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 Publication 1-02).

Joint Task Force (JTF). See Joint Pub Publication 1-02.

Joint Training. Two or more Military Departments interacting with a combatant command or subordinate joint force commander to conduct mission rehearsals of individuals, units, and staffs using joint doctrine or joint tactics, techniques, and procedures to prepare joint forces to execute their assigned or anticipated missions.

Jointly Manned Activity. A joint organization, activity, or element that meets the following criteria: (1) Must be chartered by the SECDEF or CJCS 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 CJCS 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. Organizations that are integral to a single Military Department (e.g., Service major commands) are not included in this definition for S-JDA purposes.

Organizational Positions. A category of JDAL positions that are not included in the Office of the Secretary of Defense, the Joint Staff, Combatant Commands headquarters, or Defense Agencies headquarters but provide the officer significant experience in joint matters.

Position. A manpower authorization that may be filled by one person. NATO activities also use the term “post.”

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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:

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

Reserve Components (RC). The RC 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. See Joint Publication 1-02.

Serving In (SI). An officer who is assigned to a joint duty assignment or their respective Service headquarters as of the board convening date. This also applies to JQO reporting.

Standard JDA (S-JDA). An assignment in a JDAL position that meets the tour length requirement prescribed in 10 U.S. Code, section 664(a); not less than 2 years

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  
JQO  $\geq$  board average

Temporary Duty (TDY). Temporary assignment of an officer to an organization other than the one the officer is permanently assigned, that does not alter the officer’s permanent assignment status.

# UNCLASSIFIED

CJCSI 1330.05B  
6 July 2020

Unified Command. See Joint Publication 1-02.

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