

UNCLASSIFIED

**CJCSI 1331.01E
31 March 2022**

**MANPOWER AND
PERSONNEL ACTIONS
INVOLVING GENERAL AND
FLAG OFFICERS**



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

UNCLASSIFIED

UNCLASSIFIED

(INTENTIONALLY BLANK)

UNCLASSIFIED

UNCLASSIFIED

CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION



DJS-GO/FO
DISTRIBUTION: A, B, C, S

CJCSI 1331.01E
31 March 2022

MANPOWER AND PERSONNEL ACTIONS INVOLVING GENERAL AND FLAG OFFICERS

References:

See Enclosure L for References

1. Purpose. This instruction implements Department of Defense (DoD) policy and provides guidance for the effective management of general/flag officer (GO/FO) actions involving joint duty assignments (JDAs) or positions of importance and responsibility per title 10, U.S. Code and DoD policy and directives.
2. Superseded/Cancellation. Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 1331.01D, 1 August 2010, is hereby superseded.
3. Applicability. This instruction applies to the Military Departments, the Joint Staff, the unified Combatant Commands (CCMDs), defense colleges, defense agencies, DoD Field Activities, U.S. elements of the combined commands, and other DoD components and Federal agencies to which general and flag officers may be assigned.
4. Policy. GO/FO joint management is directed by provisions of title 10, U.S. Code, DoD directives, and instructions as implemented by this CJCSI.
5. Definitions. See Glossary.
6. Responsibilities. Enclosures A through K provide responsibilities of Military Services, joint organizations, and activities.
7. Summary of Changes. This instruction updates the authorized ceilings for GO/FO structure spaces and grades. It also includes the most recent changes to title 10, U.S. Code and Office of the Secretary of Defense (OSD) policy with respect to GO/FO matters.

UNCLASSIFIED

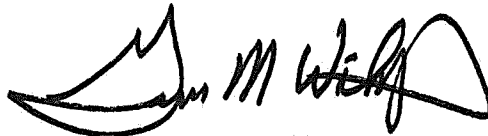
UNCLASSIFIED

CJCSI 1331.01E
31 March 2022

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>. Joint Staff activities may also obtain access via the SIPR directives Electronic Library websites.

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

For the Chairman of the Joint Chiefs of Staff:



GEORGE M. WIKOFF, RADM, USN
Vice Director, Joint Staff

Enclosures

- A – Requirements
- B – Nominations
- C – Joint Tour Lengths
- D – Retirements
- E – Promotion Selection Boards
- F – Frocking Requests
- G – Joint Qualification/Credit
- H – Enlisted Aides
- I – Database Management
- J – Reports
- K – Training
- L – References
- GL – Glossary

UNCLASSIFIED

CJCSI 1331.01E
31 March 2022

DISTRIBUTION

Distribution A, B, C plus the following:

	<u>Copies</u>
OSD General/Flag Officer (GO/FO) Matters	2
OSD Executive Secretary.....	2
Under Secretary of Defense for Personnel and Readiness (USD (P&R))	2
U.S. Forces Korea, Personnel Services, J-1	2

UNCLASSIFIED

CJCSI 1331.01E
31 March 2022

(INTENTIONALLY BLANK)

UNCLASSIFIED

UNCLASSIFIED

CJCSI 1331.01E
31 March 2022

TABLE OF CONTENTS

	PAGE
ENCLOSURE A – REQUIREMENTS	A-1
Joint Pool	A-1
Joint Pool Management	A-1
Overseas Contingency Operations Positions.....	A-2
Chairman’s Reserve Positions	A-2
Individual Mobilization Augmentee Positions	A-3
Headspace Exemptions.....	A-4
Re-allocations of General and Flag Officer Authorizations	A-4
ENCLOSURE B – NOMINATIONS.....	B-1
Positions of Importance and Responsibility	B-1
Nomination Procedures for O-9 and O-10 Positions	B-1
Nomination of Chairman of the Joint Chiefs of Staff, Vice Chairman of the Joint Chiefs of Staff, Service Chiefs, and Combatant Commanders	B-5
NATO Billets.....	B-6
Nomination Procedures for O-7 and O-8 Positions	B-7
Senior Defense Official/Defense Attaché Positions	B-9
Adverse and Reportable Information	B-10
ENCLOSURE C – JOINT TOUR LENGTHS	C-1
Tour Lengths for Joint Duty Assignments	C-1
Joint Tour Length Waivers.....	C-2
Qualifying Reassignment	C-4
Wartime Suspensions	C-4
ENCLOSURE D – RETIREMENTS	D-1
Mandatory Retirement.....	D-1
Request for Service-in-Grade Waiver.....	D-2
Retirements in the Grades of O-9 and O-10	D-2
Suspension from Duty.....	D-3
Retired Recall	D-3
ENCLOSURE E – PROMOTION SELECTION BOARDS	E-1
Promotion Selection Boards (O-7 & O-8 Nominations).....	E-1
Board Reports and Statistical Information	E-2
Promotion Objectives for ADL Boards	E-3
Joint Representation on Selection Boards.....	E-4
Promotion Categories	E-4
Promotion Waiver Provision	E-4

UNCLASSIFIED

CJCSI 1331.01E

31 March 2022

Adverse or Reportable Information.....	E-5
SecDef-Directed Joint Promotion Selection Boards	E-5
ENCLOSURE F – FROCKING REQUESTS	F-1
Authority.....	F-1
Restrictions	F-1
Limitations.....	F-1
Prerequisites	F-1
Frocking Packages.....	F-2
ENCLOSURE G – JOINT QUALIFICATION/CREDIT	G-1
Joint Duty Assignment.....	G-1
Joint Qualification Levels	G-1
Joint Qualification System.....	G-2
IMA Joint Experience Credit Process for GO/FOs	G-3
Discretionary Point Submission Process	G-4
ENCLOSURE H – ENLISTED AIDES	H-1
Overview	H-1
Allocations	H-1
Authorizations.....	H-1
Reports	H-1
ENCLOSURE I – DATABASE MANAGEMENT	I-1
Joint Duty Assignment List	I-1
Fourth Estate Manpower Tracking System.....	I-2
Joint Duty Assignment Management Information System	I-2
OSD GO/FO Decision Support System	I-3
APPENDIX A TO ENCLOSURE I.....	I-A-1
ENCLOSURE J – REPORTS.....	J-1
Service Headspace Reports	J-1
Position Descriptions.....	J-1
Reports to OSD	J-2
Reports to Congress	J-2
ENCLOSURE K – TRAINING	K-1
Capstone.....	K-1
Pinnacle	K-2
General/Flag Officer Ambassador Course	K-2
Rising Leaders Forum.....	K-2

UNCLASSIFIED

CJCSI 1331.01E
31 March 2022

ENCLOSURE L – REFERENCES L-1

GLOSSARYGL-1

 PART I - Abbreviations and Acronyms.....GL-1

 PART II – Definitions.....GL-4

UNCLASSIFIED

CJCSI 1331.01E
31 March 2022

(INTENTIONALLY BLANK)

UNCLASSIFIED

UNCLASSIFIED

CJCSI 1331.01E
31 March 2022

ENCLOSURE A REQUIREMENTS

1. Joint Pool

a. The Secretary of Defense (SecDef) is authorized to establish a pool of 310 positions to be assigned to joint GO/FO positions. Effective 1 January 2023, the SecDef is authorized 232 positions. The Chairman of the Joint Chiefs of Staff (CJCS) has been authorized by the SecDef to manage these GO/FO positions. These positions are referred to as the “Joint Pool.” Effective 1 January 2003, minimum statutory Service distribution of the Joint Pool is: Army – 75, Navy – 53, Air Force – 68, and Marine Corps – 17. In addition to the statutory distribution, the remaining 19 billets are distributed to the Services on a fair share basis. The fair share is based on the distribution ratio of the Services joint statutory minimum.

b. The Fiscal Year (FY) 2017 National Defense Authorization Act (NDAA), section 501, “Reduction in Number of General and Flag Officers on Active Duty and Authorized Strength After December 31, 2022, of Such General and Flag Officers,” reduced the authorized strength of active duty general and flag officers in the Joint Pool from 310 to 232. Title 10, U.S. Code, section 526 establishes the number, grade distribution, and exemptions for general and flag officers in the Joint Pool. Effective 1 January 2023, section 526 is replaced by 526a.

2. Joint Pool Management

a. The Joint Staff GO/FO Matters office reports to the Director, Joint Staff (DJS) and is responsible for the day-to-day management of the Joint Pool. All Joint Pool positions are automatically listed on the Joint Duty Assignment List (JDAL), making each Joint Pool position a Standard Joint Duty Assignment (S-JDA). Organizations with Joint Pool positions are required to have a corresponding manpower authorization. The Blue Book is the management tool by which the Joint Staff GO/FO Matters office updates billets by specific Joint Pool ID number. The Blue Book is released quarterly.

b. Adding/Removing/Modifying Joint Pool Positions

(1) The SecDef is the approval authority to add or remove Joint Pool positions. A compensatory offset is required for all new positions. The CJCS’s recommendation is routed through the Under Secretary of Defense for Personnel and Readiness (USD(P&R)) to the SecDef for decision. The Joint

UNCLASSIFIED

CJCSI 1331.01E

31 March 2022

Staff GO/FO Matters office is responsible for communicating the SecDef's decision to the requesting principal.

(2) An Under Secretary of Defense, Assistant Secretary of Defense, Defense Agency Director, or Combatant Commander (CCDR) may request to add, remove, or modify a Joint Pool GO/FO position using a "Joint Pool Add/Remove Request Memorandum." The requesting organization's principal must sign the memorandum and include Joint Staff Form 148, "Joint/Outside Service Billet Position Description."

(3) Requests to modify a joint pool billet, which include changes to title, grade, and/or tour length, must be submitted via memorandum from the owning command or agency to the SecDef through the CJCS. These actions require an updated Joint Staff Form 148.

3. Overseas Contingency Operations Billets

a. The FY 2017 NDAA authorized 30 additional GO/FO billets designated for overseas contingency operations (OCO) effective 1 January 2023. These billets are an additional temporary allocation to the Joint Pool and are categorized as OCO in joint pool updates and the Blue Book.

b. Although temporary in nature, each OCO billet requires a Joint Staff Form 148.

4. Chairman's Reserve Positions

a. Title 10, U.S. Code, section 526(b)(5)(A) allows the CJCS to designate up to 15 GO/FO positions in CCMDs and up to 3 GO/FO positions on the Joint Staff to be held only by Reserve Component (RC) officers.

b. Chairman's Reserve Positions (CRPs) are considered S-JDAs; officers who fill S-JDAs do not apply for joint credit. Officers are awarded full joint credit automatically if they meet the requirements of title 10, U.S. Code, section 526(b)(2), 664(a), and reference b.

c. In accordance with (IAW) title 10, U.S. Code, section 526(E), service exemption for an officer serving in a CRP does not apply if a recommendation from each Secretary of a Military Department who was required to make such a recommendation is not submitted to Joint Staff GO/FO Matters.

d. Age and time-in-grade restrictions apply (title 10, U.S. Code, sections 14508, 14510, 14511).

UNCLASSIFIED

UNCLASSIFIED

CJCSI 1331.01E

31 March 2022

e. When a CRP vacancy occurs or is anticipated to occur, in order to exempt these billets IAW title 10, U.S. Code section 526(E), SecDef shall require the Secretary of the Army to submit the name of at least one Army RC officer, the Secretary of the Navy to submit the name of at least one Navy Reserve officer and the name of at least one Marine Corps Reserve officer, and the Secretary of the Air Force to submit the name of at least one Air Force RC officer for consideration.

f. Under title 10, U.S. Code, section 526a, effective 1 January 2023, CRP billets will be eliminated as they lose their exemption status.

5. Individual Mobilization Augmentee Positions

a. Title 10, U.S. Code, section 12004 limits the number of RC GO/FOs serving in JDAs who can be exempt from headspace accounting to 20 percent of the total authorized RC GO/FOs of that Service.

b. The Joint Staff GO/FO Matters office manages joint Individual Mobilization Augmentee (IMA) positions. IMA positions are filled by RC officers (Army National Guard (NG), U.S. Army Reserve (USAR), Marine Corps Reserve, Navy Reserve, Air National Guard, and Air Force Reserve (AFR)). Billets identified as IMA are reflected in the Blue Book and are updated on a quarterly basis.

c. CCDRs or DoD Component heads may request changes to IMA positions using an "IMA Modification Request Memorandum." The CCDR or Agency Director must sign the memorandum and include a Joint Staff Form 148.

d. The CJCS is the approval authority to modify IMA positions. If approved, Joint Staff GO/FO Matters office enters the IMA position in the Blue Book. If the CJCS disapproves the action, the action will be returned with a memorandum from the CJCS.

e. IMA modifications include recommendations to add or delete a billet or make any changes to title, grade, or tour length.

f. Joint experience credit for GO/FO JDAL IMA positions will be awarded following departure from the position IAW reference b and this instruction. All other GO/FO IMA positions may apply for joint experience credit via the Joint Qualification System panel process.

UNCLASSIFIED

UNCLASSIFIED

CJCSI 1331.01E

31 March 2022

6. Headspace Exemptions

a. Title 10, U.S. Code, section 527 states: “In time of war, or of national emergency declared by Congress or the President after November 30, 1980, the President may suspend the operation of any provision of sections 523, 525, or 526 of this title. So long as such war or national emergency continues, any such suspension may be extended by the President.”

b. Executive Order 13223 authorizes SecDef the authority to approve title10, U.S. Code, section 527 exemption requests.

c. To request an exemption, Secretaries of the Military Departments will request, in memorandum format, an exemption request through the CJCS to the SecDef and include: billet name, rank/name of the Service member filling the billet, location, the responsibilities/reasoning to justify an exemption, and the impact if the position is not approved.

d. Service GO/F O offices will provide a spreadsheet indicating all current service 527 and 12004 exemptions when submitting a new request.

e. New requests for joint positions must include a Joint Staff Form 148.

7. Reallocations of General and Flag Officer Authorizations

a. Under the provisions of title10, U.S. Code, section 525(c), the President of the United States (POTUS) may approve the reallocation of three- and four-star authorizations by offsetting appointments between Services. Each appointment in excess of the applicable number in one Service must be offset by an equivalent grade reduction in another Service.

b. Service Secretaries may request an O-9 or O-10 entitlement relocation as part of a nomination recommendation package submitted under the provisions of reference c. The offset request will include a strong justification and a pre-coordinated offset option. The O-9 or O-10 entitlement decision will accompany the CJCS performance evaluation and appointment recommendation sent to the SecDef for inclusion in the SecDef’s recommendation to POTUS.

c. The Secretaries of the Military Departments are required to include a statement in all nomination packages addressing whether the proposed action will or will not result in the applicable Service exceeding the number of O-9 or O-10 authorized positions.

UNCLASSIFIED

CJCSI 1331.01E
31 March 2022

d. Appointments become effective upon Senate confirmation and assumption of the title10, U.S. Code, section 601 position by the officer. Any reallocated entitlement will terminate and revert to the appropriate Service upon termination of the assignment of the officer to that position.

UNCLASSIFIED

CJCSI 1331.01E
31 March 2022

(INTENTIONALLY BLANK)

UNCLASSIFIED

UNCLASSIFIED

CJCSI 1331.01E

31 March 2022

ENCLOSURE B

NOMINATIONS

1. Positions of Importance and Responsibility

a. Under title 10, U.S. Code, section 601, POTUS may designate positions of importance and responsibility to carry the grade of general, admiral, lieutenant general, or vice admiral and other positions designated by law to carry such grades. An officer assigned to a position of importance and responsibility has the grade specified for that position if the officer is appointed to that grade by POTUS, by and with the advice and consent of the Senate. Nominations for appointment to three- or four-star grades and requests for designation of positions of importance and responsibility may be made concurrently. Requests for designation of positions of importance and responsibility only need to be made once; however, any changes to the position (such as duty title or significant duties) require that the original position be released from designation and the new position be designated by POTUS as a position of importance and responsibility.

b. All nominations for appointment to O-9 or O-10 will be forwarded to the SecDef through CJCS and USD(P&R). When determining nominees for positions of importance and responsibility, full consideration will be given to providing a diverse slate of qualified officers of both the RC and Active Component (AC).

c. The CJCS is authorized to recommend military officers for assignment to joint positions of importance and responsibility carrying the grade of O-10 under title 10, U.S. Code, section 604. These nominations will be processed IAW the provisions of reference c.

d. An officer appointed to O-9 or O-10 will continue to carry that grade under the provisions in title 10, U.S. Code, section 601(b).

2. Nomination Procedures for O-9 and O-10 Positions

a. Military Personnel Slating. The Joint Staff GO/FO Matters office is responsible for conducting a monthly GO/FO slating process for all O-9 and O-10 positions. Approximately eight months prior to a projected rotation, the Joint Staff GO/FO office identifies billets that require Military Personnel (MILPER) Slating, provides the agenda to the Services, and solicits nominations.

UNCLASSIFIED

CJCSI 1331.01E

31 March 2022

b. The SecDef requires all Joint O-10 officer positions to have candidates from each Service. This requires the Secretaries of the Military Departments to submit the name of at least one officer from their respective Service for consideration and recommendation to POTUS. The CJCS may also submit the name of one or more officers to the SecDef for consideration and recommendation to POTUS.

c. The names of the nominees submitted by the Military Departments shall be submitted by the requested suspense date to Joint Staff GO/FO Matters office. The following information will accompany each submission of nominees:

- (1) Current career resume with color photo.
- (2) Nomination Data Sheet.
- (3) Current DoD Inspector General (IG) check, not more than 90 days old.
- (4) Joint Duty Assignment Management Information System (JDAMIS) Reports

d. For nominative billets, Joint Staff GO/FO Matters office will forward all Service nominations to the appropriate command/agency head for recommendation to the CJCS prior to the MILPER Slating/SecDef MILPER Meeting.

e. Upon completion of the MILPER Slating, the CJCS will forward a decision memorandum to the Service Chiefs. Services then submit nominations for selected officers IAW reference c.

f. The Services will submit an original and two copies of the nomination packages to the CJCS in accordance with reference c. The Secretary of the Military Department will provide the following information in the memorandum through the CJCS to the SecDef:

(1) POTUS designates the duty title for all positions of importance and responsibility under title 10, U.S. Code, section 601. The current duty title is the last duty title as designated by POTUS (OSD GO/FO maintains the current list of designated 601 billets). Any changes to an established duty title or significant changes to the duties and responsibilities of a position of importance and responsibility require Secretaries of the Military Departments to request POTUS (through the CJCS to the SecDef), "designate the title as a

UNCLASSIFIED

CJCSI 1331.01E

31 March 2022

position of importance and responsibility replacing the previously designated position in the nomination memorandum.”

(2) The nomination memorandum will include proposed assignment; authorized grade; number of joint duty or joint equivalent assignments in which the recommended officer has served; whether the officer has been designated a joint qualified officer (JQO); request for frocking authority (if applicable), request for Joint Tour Length Waiver (JTLW), if applicable; and information indicating the effect the proposed action would have on statutory grade ceilings for that grade.

(3) The Secretary of the Military Department’s memorandum will include a projected date of promotion or projected date of appointment.

(4) If required, nomination packages will include requests for JTLWs. JTLWs are not required for officers being assigned from one joint assignment to another joint assignment.. The Secretary of the Military Department memorandum must include the following language in all nominations: “The recommended appointment will not interfere with achieving the reduction of general and flag officers required by section 501 of the National Defense Authorization Act for Fiscal Year 2017 or the distribution of general and flag officer authorizations as of December 31, 2022, required by section 501 and title10, U.S. Code, section 526a.”

(5) Under title10, U.S. Code, section 601(d)(1), the CJCS will include an evaluation of the performance of the recommended officer as a member of Joint Staff or other joint duty assignment when making the recommendation for appointment to the SecDef. Under title10, U.S. Code, section 601(d)(1), when an officer is recommended for initial appointment to O-9 or O-10, the CJCS shall submit an evaluation of the performance of that officer in JDAs to the SecDef. Joint assessments are required for all initial appointments to the grade of general, admiral, lieutenant general, or vice admiral.

(6) For RC chiefs, the Services will provide a narrative description of the officer’s significant joint duty experience.

(7) Services shall include only qualifying joint assignments on the officer’s career resume or biography, and those assignments must match what is annotated on the officer’s JDAMIS report.

g. GO/FOs who do not meet statutory requirements for the recommended position must include specific requests for waiver of the prerequisites along with justification.

UNCLASSIFIED

UNCLASSIFIED

CJCSI 1331.01E

31 March 2022

(1) For officers nominated with professional, scientific, or technical waivers who have nonetheless previously served in a SecDef-approved joint equivalent assignment, the CJCS must include an assessment of the officer's performance in that joint assignment.

(2) The joint assessment is not required for officers who received professional, scientific, or technical waivers for appointment to the grade of brigadier general or rear admiral (lower half) and who have never served in an approved JDA.

h. Nominations for Chiefs of Army, Navy, and Air Force Reserve and Commander, Marine Forces Reserve must indicate, in accordance with title 10, U.S. Code, section 7038 (Army), 8083 (Navy), 9038 (Air Force), or 8084 (USMC), that the officer has "significant joint experience," as determined by the CJCS. Although these officers are exempt from the requirement to be a JQO, the CJCS must certify the officer has "significant joint experience" and provide an assessment of that joint experience in the same manner as other positions of importance and responsibility. IAW reference b, officers appointed to these positions, along with the Chief and Vice Chief of the National Guard Bureau (NGB) and the Directors of the Army and Air National Guards, should have first met the requirements for JQO IV designation.

i. Nomination memorandum. The nomination memorandum must include a description of the nominee's significant experience. These statements should describe the current unit of assignment, specific accomplishments attributed to the nominee or unit, and, if applicable, awards or decorations earned. If an officer has numerous such experiences, only the most significant and recent need be included.

j. Include information about current Department of Defense Inspector General (DoDIG) checks not more than 90 days old and any required Congressional certifications.

k. Nomination package checklist

(1) Draft Secretary of Defense memorandum to POTUS.

(2) Original Presidential White House Scroll. Nomination scrolls must follow procedures in reference c, Enclosure 9.

(3) Biography (one-page summary and full biography with color photo) IAW reference c, Enclosure 5, and Joint Summary. Note: information on the Biography, Joint Summary, JDAMIS, and joint history must match.

UNCLASSIFIED

CJCSI 1331.01E
31 March 2022

- (4) Career resume.
- (5) Press release.
- (6) Adverse Information Summary/Reportable Information (if applicable).
- (7) All other items pursuant to reference c, Enclosure 7.

1. Dual-Hatted. If multiple positions exist, each must be specified in the nomination package. Dual-hat positions are processed under the Service-specific nomination procedures.

3. Nomination of the Chairman of the Joint Chiefs of Staff, Vice Chairman of the Joint Chiefs of Staff, Service Chiefs, and Combatant Commanders

- a. The CJCS is appointed IAW title10, U.S. Code, section 152.
- b. The VCJCS is appointed IAW title10, U.S. Code, section 154.
- c. Service Chiefs. Selection procedures for Service Chiefs are described in title10, U.S. Code, section 7033 (Army), 8033 (Navy), 9033 (Air Force), and 8043 (USMC). At a minimum, these officers must have significant experience in a JDA and have served at least one full tour of duty in a JDA as a GO/FO. POTUS may waive these requirements if such action is in the national interest.
- d. Combatant Commanders. CCDRs are appointed IAW title10, U.S. Code, section 164. The following CCDR positions and sub-unified commands require coordination or special action by the Under Secretary of Defense for Policy (USD(P)) prior to public announcement. USD(P) contacts countries included in the respective CCDR's area of responsibility for courtesy notifications after POTUS signature for:

- (1) Commander, U.S. Indo-Pacific Command.
- (2) Commander, U.S. Southern Command.
- (3) Commander, U.S. Central Command.
- (4) Commander, U.S. Africa Command.

UNCLASSIFIED

UNCLASSIFIED

CJCSI 1331.01E

31 March 2022

(5) Commander, United Nations Command/Combined Forces Command/U.S. Forces Korea.

(6) Commander, U.S. Northern Command and Commander, North American Aerospace Defense Command. Subsequent to signature by POTUS and prior to public announcement, the Assistant Secretary of Defense for International Security Affairs will coordinate with the Department of State to solicit Canadian Government approval of the nomination.

(7) Commander, U.S. European Command (USEUCOM) and Supreme Allied Commander, Europe (SACEUR). North Atlantic Treaty Organization (NATO) Peacetime Establishment document specifies the selection of a U.S. officer to serve as SACEUR. The North Atlantic Council (NAC) must approve POTUS's nominee for SACEUR. The SecDef and the Secretary of State recommend a nominee to POTUS and POTUS subsequently requests NATO Secretary General release the incumbent from his position and then requests NAC approve the nominee. Once the NAC concurs with the nominee, the nominee is informed by POTUS of selection and a joint press release is issued.

4. NATO Billets. There are approximately 20 international billets in the joint pool. The following billets require coordination between Joint Staff GO/FO Matters and HQ USEUCOM Directorate of Manpower and Personnel, NATO Manning Division:

a. Commander, U.S. Naval Forces Europe/Commander, United States Naval Forces Africa, and Commander, Allied Joint Forces Command, Naples.

b. Commander, U.S. Air Forces Europe; Commander, U.S. Air Forces Africa; Commander, Allied Air Command; and Director, Joint Air Power Competence Centre.

c. Commander, NATO Special Operations Headquarters.

d. Commander, Allied Land Command, NATO, Turkey.

e. Commander, Sixth Fleet/Commander, Task Force SIX/Commander, Striking and Support Forces NATO/Deputy Commander, U.S. Naval Forces Europe/Deputy Commander, U.S. Naval Forces Africa/Joint Force Maritime Component Commander Europe.

f. Commander, Second Fleet and Commander, Joint Forces Command Norfolk.

UNCLASSIFIED

CJCSI 1331.01E

31 March 2022

g. Deputy Chief of Staff for Capability Development, Supreme Allied Command Transformation.

h. U.S. Military Representative to the NATO Military Committee.

i. Deputy Chairman Military Committee.

j. Several one- and two-star billets.

5. Nomination Procedures for O-7 and O-8 Positions

a. All Services are encouraged to provide nominations for impending joint vacancies. The Secretary of the Military Department or designee will submit nominees to the Joint Staff GO/FO Matters office within the requested suspense date. The Joint Staff GO/FO Matters office releases requests for nominations based on the following:

(1) Eight months prior to an incumbent departing his or her position based on an established rotation date.

(2) An incumbent departs his or her position earlier than the established rotation date.

(3) Eighteen months prior to the incumbent departing his or her position based on an established rotation date, if the incumbent is a U.S. Senior Defense Office/Defense Attaché.

b. The Joint Staff GO/FO Matters office will provide notification prior to releasing request for nominations based on the following:

(1) Notifying the respective Service of officer's projected departure to determine rotation timeline.

(2) Notifying the owning CCMD, Defense Agency or Departments outside of DoD of officer's projected departure

c. The majority of joint O-7 and O-8 positions are nominative unless coded Service-specific or rotational in the Blue Book.

d. The Joint Staff GO/FO Matters office may inform Services of any "By-Name-Request"; however, only formal nominations endorsed by the Secretary of the Military Department or designee are forwarded for the CJCS consideration.

UNCLASSIFIED

CJCSI 1331.01E

31 March 2022

e. Service nominations must be signed by the Secretary of the Military Department or designee, and include the following information:

(1) Memorandum, which includes the request for nomination, proposed assignment, current assignment and date started, mandatory retirement date, current DoDIG check not more than 90 days old, and brief paragraph describing significant experience. This paragraph should describe the unit of assignment, specific accomplishments attributed to the candidate or unit, and, if applicable, awards or decorations earned. If an officer has numerous such experiences, only the most significant and recent need to be included.

(2) Adverse Information Summary/Reportable Information (if applicable).

(3) Current career resume with color photo.

(4) Availability of the nominated officer should coincide with the projected departure of the current incumbent or placement date stated on the request for nomination.

(5) Nominated officer must be confirmed for the grade or listed on a Service Secretary-approved board promotion list pending confirmation for the grade of the position being nominated.

(6) Provide an original and copy of the full nomination.

f. Upon receipt of Service nominations, the Joint Staff GO/FO Matters office will solicit the recommendation, concurrence, or comments of the CCDR, DoD Agency, or outside DoD Agency to whom the selected officer would be subordinate.

g. Upon receipt of the CCDR, DoD Agency, or outside DoD Agency selection, the Joint Staff GO/FO Matters office will draft a nomination package for final approval based on the following:

(1) For positions that fall under the Joint Staff Unified Commands or Boards/Colleges/Commissions and outside Defense Agencies, the final approval authority has been delegated to the CJCS.

(2) For positions that fall under OSD and Defense Agencies, the final approval authority has been delegated to the Director, Washington Headquarters Services.

UNCLASSIFIED

CJCSI 1331.01E

31 March 2022

(3) For positions that fall under the International Command and Agencies, the final approval authority is the Chairman of the Military Committee, NATO, following the CJCS's recommendation and NATO silence when applicable.

h. Upon receipt of final approval, the final nomination memorandum will be forwarded to the respective officer's Military Service for processing and announcement (if applicable), and courtesy copied to all of the other Military Services for awareness.

6. Senior Defense Official/Defense Attaché Nominations

a. Electronic 8 x 10 Family Photo (Black & White or Color), with all accompanying dependents (official photo if unaccompanied). Service member must be in full Service Dress uniform and positioned so that reviewer may observe a full torso. Service members will not receive reimbursement for the cost of photos obtained out of pocket. Accompanying family members not currently residing with sponsor (e.g., college students) may submit a separate photo (included in the nomination packet).

b. Current career resume with color photo.

c. Current Service Record Brief or Career Brief.

d. Periodic Health Assessment (PHA) for military member and complete physical for all accompanying dependents, to include an Exceptional Family Member Screening, is required. To prevent travel delays, schedule family member screening appointments as soon as possible. (NOTE: PHA only good for one year).

e. Exceptional Family Member Screening (if applicable). Diagnosis and prognosis documentation is required. For school-age dependents accompanying Service member to station with special or exceptional education requirements, sponsor must submit documentation from doctor and/or school indicating special needs/requirements. Submit a copy of the Individualized Education Plan or Individualized Family Services Plan.

f. If a spouse is a naturalized U.S. citizen, provide a copy of the spouse's naturalization certificate or U.S. passport for proof of citizenship.

g. Security Clearance Requirements. All nominees to the Defense Attaché System must have or be eligible for a security clearance at the level of Top Secret with Sensitive Compartmented Information (SCI) access authorized. The

UNCLASSIFIED

CJCSI 1331.01E

31 March 2022

Defense Intelligence Agency also requires a copy of a Standard Form 86 extracted from the Electronic Questionnaire for Investigations Processing (eQIP).

(1) If the officer does not have a current clearance or if the officer's Top Secret (Single Scope Background Investigation (SSBI)) level clearance (with access to SCI authorized) is over 5 years old, initiate an e-QIP with the officer's servicing security office. The Service's nomination to the Defense Attache position is authorization for the servicing security office to initiate clearance request.

(2) If the officer holds a current Top Secret (SSBI) level clearance with access to SCI authorized and currently is or will be within 180 days of the 6-year anniversary of the Defense Security Service investigation for that clearance by the date the nomination packet is forwarded, initiate a 6 year update (Periodic Reinvestigation) with the servicing security office by submitting an e-QIP.

h. Completed Standard Form 86, Security Clearance Questionnaire for an accompanying spouse.

7. Adverse and Reportable Information

a. Adverse information (defined in reference c) is any substantiated adverse finding or conclusion from an officially documented investigation or inquiry or any other credible information of an adverse nature. Adverse information must be derogatory, unfavorable, or of a nature that reflects unacceptable conduct, integrity, or judgment on the part of the individual. Adverse information previously disclosed in a nomination and subsequently confirmed by the Senate is not required to be disclosed to the Senate for a subsequent nomination for a new appointment.

b. Reportable information (defined in reference c) is:

(1) Information other than adverse information requested to be reported by the Senate Armed Services Committee (SASC) or by any member of the Senate.

(2) Information related to alleged misconduct or impropriety subject to an on-going investigative, administrative, or judicial process.

(3) Credible information related to an individual's involvement or affiliation with a significant event that is widely known to the general public or

UNCLASSIFIED

CJCSI 1331.01E

31 March 2022

members of Congress that brings discredit upon or calls into question the integrity of members of the DoD, components of the DoD, or the DoD. Ordinarily, such information that has been known for more than 3 years prior to the nomination process, or information previously considered by the SASC as part of a prior nomination of that individual, will not be reported.

c. Reporting Adverse and Reportable Information

(1) The Secretary of the Military Department's memorandum will include information outlined in reference c.

(2) Nomination, promotion, retirement, and downward grade notification packages will include a complete copy of the un-redacted Report of Investigation (ROI), Adverse Information Summary (AIS), and/or Reportable Information Summary (RIS). The Service will deliver one copy of the adverse or reportable information binder(s) with the nomination package to the Joint Staff GO/FO Matters office.

UNCLASSIFIED

CJCSI 1331.01E
31 March 2022

(INTENTIONALLY BLANK)

B-12

Enclosure B

UNCLASSIFIED

UNCLASSIFIED

CJCSI 1331.01E

31 March 2022

ENCLOSURE C

JOINT TOUR LENGTHS

1. Tour Lengths for Joint Duty Assignments

a. Under title 10, U.S. Code, section 664(a), the tour length of a GO/FO JDA will not be less than 2 years unless waived by the SecDef.

b. An officer receiving credit for a joint GO/FO tour must serve at least one full day in the JDA as a GO/FO and meet the SecDef minimum tour length or have an approved joint tour length waiver.

c. Most GO/FO JDAs are identified and managed as 2-year assignments. The tour length for CCDRs) and Defense Agency directors is 3 years. Acquisition billets are governed by additional legislation that may require tour lengths of 3 or 4 years. Refer to title 10, U.S. Code, sections 1721 and 1735(d) and the Blue Book for most recent tour lengths.

d. Tour length is established by the date the officer officially assumes the position in which they are approved. The tour ends when the officer officially signs into their next duty assignment or retires. Leave taken en route to or from the joint activity outside the official attach and detach timeframe is not considered part of a joint duty tour. Officer evaluation reports are not to be used as a source document to confirm tour dates. JDAMIS entries are the official source document for the start and end dates of JDA tours.

e. Pursuant to title 10, U.S. Code, section 668(c), 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 to be a single tour of duty in a joint duty assignment.

f. Under title 10, U.S. Code, section 155(f)(1), an officer who is assigned or detailed to permanent duty on the Joint Staff may not serve for a tour of duty of more than 4 years. However, under title 10, U.S. Code, section 155 (f)(3), the tour may be extended with the approval of the SecDef. The SecDef must approve officers being reassigned or detailed back to the Joint Staff within 2 years after relief.

g. Joint organizations and activities will not permanently reassign (other than for cause) GO/FOs filling JDA positions without the concurrence of the respective Service and CJCS.

UNCLASSIFIED

CJCSI 1331.01E

31 March 2022

h. In instances of officers being reassigned for cause, the Service will ensure the CJCS is notified.

i. The assignment of more than one officer to the same S-JDA is not authorized except during reassignment. The overlap of incoming and outgoing officers—during which time both officers accrue JDA credit—may not exceed 90 days.

2. Joint Tour Length Waivers

a. Under title 10, U.S. Code, section 664(a), the length of a GO/FO JDA tour shall be not less than 2 years. GO/FOs who serve 24 months are considered to have served a full joint duty tour and can be released without a waiver. Under title 10, U.S. Code, section 664(b), officers who serve less than 24 months require a waiver. Under title 10, U.S. Code, section 664(f), GO/FOs are statutorily excluded from receiving the constructive credit authorized. Under title 10, U.S. Code, section 664(b), the SecDef may waive the tour length requirement on a case-by-case basis and award full or accrued GO/FO joint tour credit. Under reference b, a GO/FO may receive joint tour credit for serving not less than 14 months.

(1) Waivers are considered on a case-by-case basis with the departing officer receiving full, accrued, or no joint duty credit. Tour length waivers must be approved before an officer departs the joint organization.

(2) Waiver requests for early release from JDA positions are initiated, and must be signed by the Secretary of the Military Department or designee and forwarded from the Military Department through the CJCS to the office of the Deputy Assistant Secretary of Defense for Military Personnel Policy (Officer and Enlisted Personnel Management) (DASD(MPP)) 90 days prior to the projected departure.

(3) Joint organizations and activities will coordinate on Service requests for Joint Tour Length Waivers (JTLWs).

(4) The assignment of high-quality officers to joint organizations results in greater numbers of officers selected for promotion while serving in joint positions. Every effort must be made to keep these officers in joint positions until they complete a full tour or are promoted. Routine reassignment of selectees, without regard to the rotation dates, creates unnecessary turbulence and loss of continuity in the joint arena.

UNCLASSIFIED

CJCSI 1331.01E

31 March 2022

b. A fully documented JTLW request should specifically address the areas listed below and substantiate why the officer should be released early. Requests stating that an officer is the best or only qualified officer should also contain sufficient supporting justification. JTLW requests will contain the following specific information:

- (1) Officer's grade, name, current JDAL position, and date assigned.
- (2) Concurrence of losing organization, to include, when applicable, coordination and recommendation of the CCDR.
- (3) Duty title of the officer's next projected assignment.
- (4) Specific qualifications that make the requested officer uniquely qualified for the proposed assignment.
- (5) Impact on the officer and gaining organization if waiver not approved.
- (6) Availability of other qualified officers.
- (7) Recommended departure date.
- (8) Recommendation for full, accrued, or no joint credit, and the length of time the officer will have served in that JDA upon reassignment. Tour lengths are calculated on a day-to-day basis.
- (9) Include a JDAMIS report for the officer.

c. If a GO/FO serving in a joint billet is selected for promotion, and there is no JDAL position currently available within the organization that is commensurate with the GO/FO's new grade, the tour length is excluded from the standards described in title 10, U.S. Code, section 664(a)(1).

d. OSD has authorized "joint-to-joint" qualifying reassignments for GO/FO selectees who are reassigned from a joint field grade tour to a joint GO/FO tour.

e. The SecDef may authorize GO/FO joint tour credit on a case-by-case basis, general policy identifies a minimum of 14 months or more of service IAW reference b in order for a GO/FO to be awarded full GO/FO joint tour credit. GO/FO selectees, regardless of whether or not they are frocked to GO/FO

UNCLASSIFIED

UNCLASSIFIED

CJCSI 1331.01E

31 March 2022

grade, will receive field grade credit, unless promoted to GO/FO grade prior to transferring from the GO/FO JDAL position.

(1) GO/FO JTLW must be resubmitted for officers whose departure date is earlier than approved by DASD(MPP).

(2) If a JTLW was approved for less than 14 months (awarded accrued or no joint tour credit) and the joint tour dates change extending the tour beyond 14 months, a resubmission of the waiver request is required, prior to the departure, to obtain full joint tour credit.

f. A GO/FO “Intent to Vacate” must be submitted for any GO/FO departing from one approved JDA to another JDA (“joint to joint”) and when a GO/FO will retire from an approved JDA.

(1) The Intent to Vacate will include the officer’s grade, name, current position title and projected departure date.

(2) Projected assignment title and projected arrival.

3. Qualifying Reassignment. An authorized early release from a JDA without a tour length waiver must be either for:

a. Unusual personal reasons beyond the control of the officer or the Service (including hardships and medical conditions).

b. A reassignment to another JDA immediately after the officer was promoted to a higher grade if the reassignment was made because no JDA was available that was commensurate with the officer’s new grade; or the position was eliminated as a result of a reorganization.

4. Wartime Suspensions. Pursuant to title 10, U.S. Code, section 527, in time of war or national emergency declared by Congress or POTUS, POTUS may suspend the operation of any provision of title 10, U.S. Code, sections 523, 525, and 526 so long as such war or national emergency continues. Some other sections containing time of war or national emergency provisions that affect GO/FOs are:

a. Title 10, U.S. Code, section 123, “Authority to suspend officer personnel laws during war or national emergency.”

b. Title 10, U.S. Code, section 155(f)(4), “Tour of duty of Joint Staff Officers.”

UNCLASSIFIED

CJCSI 1331.01E

31 March 2022

c. Title 10, U.S. Code, section 603, “Appointments in time of war or national emergency.”

d. Title 10, U.S. Code, section 12305, “Authority of the President to suspend certain laws relating to promotion, retirement, and separation (reserve component).”

UNCLASSIFIED

CJCSI 1331.01E
31 March 2022

(INTENTIONALLY BLANK)

UNCLASSIFIED

UNCLASSIFIED

CJCSI 1331.01E
31 March 2022

ENCLOSURE D

RETIREMENTS

1. Mandatory Retirement

a. Under the provision of title 10, U.S. Code, section 637(b), a GO/FO's mandatory retirement for years of service may be deferred for a period not to exceed 5 years. Under the provisions of title 10, U.S. Code, section 1253, a GO/FO's mandatory retirement for age may be deferred, but not to extend beyond the first day of the month after the officer becomes 64 years of age for O-7 and O-8. The SecDef may defer the retirement age for those officers serving in the grades of O-9 and O-10, but such a deferment may not extend beyond the first day of the month following the month in which the officer becomes 66 years of age. The POTUS may defer the retirement age for those officers serving in the grades of O-9 and O-10, but such a deferment may not extend beyond the first day of the month following the month in which the officer becomes 68 years of age. Age requirements for reserve officers in certain positions, chaplains, and health professional officers vary and must be referenced in the most current version of title 10, U.S. Code and the current NDAA.

b. The Services are encouraged to request deferment of mandatory retirement for age or service in the GO/FO's nomination package for appointment to O-9 or O-10. The Mandatory Removal Date should cover the GO/FO until completion of the term of the assignment plus 60 days for transition leave.

c. Under title 10, U.S. Code, section 635, O-7 officers who are not on a selection list for promotion shall, if not earlier retired, be retired on the first day of the first month beginning after the date of the fifth anniversary of the officer's appointment to that grade or on the first day of the month after the month in which the officer completes 30 years of active commissioned service, whichever is later.

d. Under title 10, U.S. Code, section 636:

(1) O-8 officers shall, if not earlier retired, be retired on the first day of the first month beginning after the date of the fifth anniversary of the officer's appointment to that grade or on the first day of the month after the month in which the officer completes 35 years of active commissioned service, whichever is later.

UNCLASSIFIED

CJCSI 1331.01E

31 March 2022

(2) O-9 officers must retire after completing 38 years of active commissioned service or completion of 5 years of time in grade, whichever is later.

(3) O-10 officers must retire after completing 40 years of active commissioned service, or completion of 5 years of time in grade, whichever is later.

2. Request for Service-in-Grade Waiver

a. Under title 10, U.S. Code, section 1370(a)(2)(A), to voluntarily retire in a grade above O-4, officers must serve on active duty for three years in that grade (excluding frocked time). POTUS may waive the 3-year minimum in individual cases involving extreme hardship or exceptional or unusual circumstances. POTUS has delegated the authority to the SecDef to reduce the 3-year time-in-grade requirement to a period of not less than 2 years for voluntary retirements of GO/FOs. This authority may be exercised with respect to an individual officer only if approved by the SecDef or another civilian official in the OSD appointed by POTUS, by and with the advice and consent of the Senate.

(1) The number of such waivers granted lieutenant colonels or commanders through major generals or rear admirals is enacted in accordance with title 10, U.S. Code, section 1370.

(2) The law does not restrict the number of waivers granted for officers in grades above major general or rear admiral.

b. An officer whose length of service in the highest grade held while on active duty does not meet the service-in-grade requirements specified above shall be retired in the next lower grade in which the officer served on active duty satisfactorily, as determined by the Secretary of the Military Department.

c. The SecDef has delegated approval and certification authority for O-9 and O-10 retirements to USD(P&R), unless there is adverse or potentially adverse information concerning the officer requesting retirement or the GO/FO requires a service-in-grade waiver.

3. Retirements in the Grades of O-9 and O-10

a. Recommendations for military officers retiring in the grade of O-9 or O-10 are submitted from the Secretary of the Military Department, through the CJCS. The CJCS will submit retirements to SecDef or USD(P&R), as

UNCLASSIFIED

CJCSI 1331.01E

31 March 2022

appropriate. IAW reference c, all retirement requests should include the date of retirement, age of the officer, a discussion of significant accomplishments in the officer's current grade and each position the officer served in the requested retirement grade, the date the officer was assigned to his or her position of importance and responsibility, and the date the officer is projected to depart his or her position. The recommendation will include all positions the officer held in the grade of O-9 or O-10 and be inclusive of all time in that grade.

b. All recommendations for GO/FOs to retire in the grade of O-9 or O-10 with adverse or reportable information should state the substantive basis (including a brief synopsis of the officer's accomplishments in that grade). Recommendations should include a complete copy of the ROI, AIS, or RIS, along with any disciplinary action the officer received as a result of the incident, and a copy of a grade determination board if conducted. Additionally, the Secretary of the Military Department must make an affirmative statement that the officer served satisfactorily in the grade being recommended for retirement or conditional retirements.

c. Conditional retirements for GO/FOs will be processed on a case-by-case bases after consultation with OSD GO/FO.

d. All recommendations for GO/FOs to retire in the grade of O-9 and O-10 with a service-in-grade waiver should include substantive justification for the request.

4. Suspension from Duty. The CJCS may suspend from duty and recommend the reassignment of any Joint Staff officer, in accordance with title 10, U.S. Code, section 155(f)(2). CCDRs may suspend from duty and recommend reassignment of any officer in their command in accordance with title 10, U.S. Code, section 164(g). All actions or communications pertaining to a GO/FO suspension or early reassignment will be conducted through the CJCS.

5. Retired Recall. GO/FO retired recalls are recalled in their permanent grade. If they are being recommended for recall to be temporarily appointed to the grade of O-9 or O-10, they must first be reappointed by POTUS, with the advice and consent of the Senate, and will maintain their permanent grade until confirmed and appointed (title 10, U.S. Code, section 689).

UNCLASSIFIED

UNCLASSIFIED

CJCSI 1331.01E
31 March 2022

(INTENTIONALLY BLANK)

UNCLASSIFIED

UNCLASSIFIED

CJCSI 1331.01E

31 March 2022

ENCLOSURE E

PROMOTION SELECTION BOARDS

1. Promotion Selection Boards (O-7 & O-8 Nominations)

a. Services and components convene O-7/O-8 promotion selection boards (PSBs) annually in accordance with title 10, U.S. Code, section 611. Additionally, advisory and special selection boards are held as required.

b. The CJCS is required, by law and policy, to review reports of PSBs and Special Selection Boards (SSBs) that consider officers who are joint qualified or who have served or are currently serving on the Joint Staff. Additionally, the CJCS reviews and provides advice on all GO/FO promotion, nomination, and retirement requests. The CJCS will review and comment on all packages containing adverse or reportable information for all DoD components.

c. The CJCS, as the principal senior military advisor to the SecDef concerning military matters, as required by law or policy, advises the SecDef and makes recommendations on the approval of any waivers or other items requested by the Secretaries of the Military Departments on GO/FO personnel actions. Following Senate confirmation of officers receiving a joint qualification promotion waiver in accordance with title 10, U.S. Code, section 619, Joint Staff GO/FO Matters office will upload the waiver into the JDAMIS, recording the Waiver Approval Date (SecDef approval) and the Waiver Effective Date (Senate confirmation).

d. The CJCS serves as the proponent for the administration and execution of all joint PSBs as directed by the SecDef. All promotion boards and nominations must follow the requirements stated in references c and d.

e. Title 10 AC and RC boards will be routed through Joint Staff GO/FO Matters and will be processed IAW reference c. The original file and two copies are required for processing of all boards and nominations. All promotions, nominations, and supporting documents will be printed on one-side of 8.5 x 11-inch paper. If a board has more than ten selectees, only the original and one color copy of the resume is required. Additionally, only one set of JDAMIS reports are required for AC promotion boards and nominations.

f. The Secretary of the Military Department memorandum must include the following language in all AC O-7 and O-8 nominations, "The recommended appointment will not interfere with achieving the reduction of general and flag officers required by section 501 of the National Defense Authorization Act for

UNCLASSIFIED

UNCLASSIFIED

CJCSI 1331.01E

31 March 2022

Fiscal Year 2017 or the distribution of general and flag officer authorizations as of December 31, 2022, required by section 501 and title 10, U.S. Code 526a.”

2. Board Reports and Statistical Information

a. The Secretaries of the Military Departments are responsible for the conduct of all PSBs and SSBs by law and policy.

b. The SecDef is the approval authority for all title 10 boards. National Guard board reports are approved by the component's Military Department Secretary due to the nature of title 32, U.S. Code.

c. Services should provide the report of the PSB and SSBs for review and comment by the CJCS on or about 45 days following the date the board members signed the board report of that board. Boards that contain adverse or reportable information should be provided for review and comment by the CJCS on or about 30 days following the date the board members signed the board report of that board. If a board requires a 100-day letter in accordance with reference c, Enclosure 3, a copy of the Secretary of the Military Department's letter to Congress must be provided to Joint Staff GO/FO Matters office when provided to OSD GO/FO.

d. In addition to the items listed in reference c, each active duty list (ADL) board package must include a by-name roster of the entire considered population. This roster will include what zone of consideration the officers were in; which status, if any, (JQO, Joint Staff, OSD staff, and/or Headquarters staff) the officers were in; and if the officers have served since they were selected by their O-6 PSB on the Joint Staff, OSD staff, or Headquarters staff since their last promotion.

e. The Secretary of the Military Department concerned shall establish the zones of consideration for officers serving in each grade and competitive category to be considered by the board (except in the case of vacancy promotion boards). For all ADL boards convened under title 10, U.S. Code, section 611(a) these promotion zones will be listed in the pre-board announcement and provided to the Joint Staff as part of the board package. When establishing the zones of consideration, the following definitions must apply IAW title 10, U.S. Code, section 645:

(1) Below the Promotion Zone. All board considerations prior to the most competitive zone of consideration are considered below the promotion zone. If the board's most competitive zone of consideration is when the officers

UNCLASSIFIED

CJCSI 1331.01E

31 March 2022

are initially eligible for consideration, the “Below the Zone” zone of consideration will not apply to that board.

(2) In the Promotion Zone. This is the most competitive zone of consideration as determined by the Secretary of the Military Department and officers should be limited to no more than four considerations in this zone. All boards must have an “In the Zone” zone of consideration.

(3) Above the Promotion Zone. All board considerations after the most competitive zone of consideration are considered above the promotion zone. Most boards will have an “Above the Zone” zone of consideration.

f. For all ADL boards convened under title 10, U.S. Code, section 611(a), the OSD stats worksheet is required to be included with each board packet. Additionally, the board package must include promotion objective statistics for each of the three zones of consideration. The only exception will be with the Acquisition statistics, as title 10, U.S. Code, section 1731 requires both the “Below the Zone” and “In the Zone” zones of consideration to be calculated together.

3. Promotion Objectives for ADL Boards

a. Joint Staff and JQOs. IAW title 10, U.S. Code, section 662, officers who are serving in or have served on the Joint Staff are expected, as a group, to be promoted to the next higher grade at a rate not less than the rate for officers of the same armed force in the same grade and competitive category who are serving on, or have served on, the headquarters staff of their armed force; and officers designated as JQOs are expected, as a group, to be promoted to the next higher grade at a rate not less than the rate for all line (or equivalent) officers of the same armed force in the same grade.

b. Office of the Secretary of Defense Staff. IAW reference b, officers who are serving in or have served on the OSD staff 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 armed force in the same grade and competitive category who are serving on, or have served on, the headquarters staff of their armed force.

c. Acquisition Corps. IAW title 10, U.S. Code, section 1731, officers selected from the Acquisition Corps are expected to be promoted at a rate not less than the rate for all line (or the equivalent) officers of the same armed force (both in the zone and below the zone) in the same grade.

UNCLASSIFIED

UNCLASSIFIED

CJCSI 1331.01E

31 March 2022

4. Joint Representation on Selection Boards. Title 10, U.S. Code, section 612 requires that selection boards convened under title 10, U.S. Code, section 611(a) include at least one joint duty officer designated as a JQO when the board considers officers who are serving in or have served on the Joint Staff or who are designated as a JQO. The CJCS must designate such officers from Service nominations as joint selection board members for GO/FO promotion boards. IAW references b and d, Services must nominate at least two qualified and available officers who may be designated primary and alternate promotion board members. The CJCS will select the officer from that list or another qualified officer. At a minimum, the nomination package must include:

a. Name and current assignment of nominee.

b. Indication of Service coordination and approval from the nominee's immediate supervisor as to availability and concurrence of the assignment by the CCDR, head of U.S. element of an international command or staff, or head of an agency to whom the nominee would be subordinate.

c. The SecDef may waive the joint officer member requirement for any Marine Corps selection board (title 10, U.S. Code, section 612(c)).

5. Promotion Categories

a. Serving-In. As of the board convening date, this category reflects officers presently serving, regardless of duration, in a Joint Staff, OSD staff, or a Service headquarters position on the day the board convenes.

b. Have-Served. This category represents officers who have left a position on the Joint Staff, OSD staff, or Service headquarters staff since they were selected by their O-6 promotion selection board, on the day the board convenes.

6. Promotion Waiver Provision

a. IAW title 10, U.S. Code, section 619, an officer on the ADL of the Army, Navy, Air Force, or Marine Corps may not be appointed to the grade of O-7 unless the officer has been designated a JQO in accordance with title 10, U.S. Code, section 661.

b. The SecDef may waive the JQO requirement in accordance with title 10, U.S. Code, section 619a. Such requests will be included in the nomination package.

UNCLASSIFIED

CJCSI 1331.01E

31 March 2022

7. Adverse and Reportable Information

a. Services will refer to reference c, Enclosure 4 for an officer selected for promotion to O-7 or O-8 who has adverse and/or reportable information associated with their nomination for promotion.

b. Services will verify agency checks are current in Decision Support System (DSS) to ensure accuracy of the officer's status prior to delivering boards and individual nominations for promotion. Any inaccurate or missing information may delay the review and processing of the action for the CJCS review and comment.

c. Services will ensure one complete un-redacted copy of the ROI, exhibits, and adverse or reportable information summary accompanies the action being staffed with adverse and/or reportable information. All additional adverse binders (3) will be delivered by the Service to OSD GO/FO. Joint Staff GO/FO Matters will route the accompanying binder with the processing action to OSD GO/FO following the CJCS review and comment.

8. SecDef-Directed Joint Promotion Selection Boards

a. IAW reference c, the CJCS is the proponent for the administration of all joint PSBs.

b. Legal Counsel to the CJCS (title 10, U.S. Code, section 156). Not less than 8 months prior to the projected vacancy of the Legal Counsel to the CJCS, the CJCS will notify the SecDef of the incumbent's departure and request a board be convened to select a replacement.

c. Coordination with OSD GO/FO is required for the administration and execution of the board.

UNCLASSIFIED

CJCSI 1331.01E
31 March 2022

(INTENTIONALLY BLANK)

UNCLASSIFIED

UNCLASSIFIED

CJCSI 1331.01E

31 March 2022

ENCLOSURE F

FROCKING REQUESTS

1. Authority. An officer who has been selected for promotion to the next higher grade may be authorized to wear the insignia of that next higher grade in accordance with title 10, U.S. Code, sections 777 and 777a and reference e.

2. Restrictions

a. An officer may not wear the insignia of the higher grade unless the Senate has given its advice and consent to the appointment of that officer to the next higher grade.

b. The officer must be serving in, or have orders to serve in, a position for which that grade is authorized.

c. The SecDef or delegate approves the officer to wear the insignia of that grade and provides Congress with the required written notification of the intent to authorize the officer to wear the insignia for that grade pursuant to title 10, U.S. Code, sections 777 and 777a.

3. Limitations

a. The total number of O-6s through O-9s on the active duty list authorized to be frocked (subject to the above restrictions) to the grade of O-7 through O-10 may not exceed 85. Officers frocked to the grade of O-9 and O-10 can only be frocked for up to 14 days before assuming the duties of a joint position. The Military Department breakdown for the 85 authorizations are listed in reference e.

b. All frocking statutory and numeric limitations must be adhered to throughout the fiscal year.

4. Prerequisites. The following criteria are established as prerequisites for frocking of GO/FOs:

a. Nominated for appointment by POTUS.

b. Confirmation of the nomination by Senate.

UNCLASSIFIED

CJCSI 1331.01E

31 March 2022

c. For the grades of O-7 and O-8, the officer considered for frocking is serving in an authorized billet designated for the higher grade, or is being ordered to an authorized billet designated for the higher grade.

d. Frocking must be essential to the officer's maximum effectiveness in the assigned billet. Appropriate situations may include: assignment to duties in the international environment; assignment to joint duties; assignment to command billet; or other unusual circumstances, as determined by the Service Secretary.

5. Frocking Packages. Secretaries of Military Departments shall submit requests for GO/FO frocking through CJCS to USD(P&R)) certifying that frocking is essential to the officer's maximum effectiveness in the billet and setting forth a written justification that supports the certification. Requests should include:

a. List of officers requiring frocking and justification identifying the representation requirements of the position to which each officer is assigned. Spreadsheet will include the following information:

- Name
- Service
- Current Duty Title
- Frocked Grade
- Date Frocking Required
- Projected Date of Assignment
- Duty Requiring Frocking
- Date POTUS Approved
- Date Senate Confirmed
- FY or CY Promotion List
- Projected Date of Promotion
- Justification (International, Joint, Command or Other (other category requires written comments))

UNCLASSIFIED

CJCSI 1331.01E
31 March 2022

b. List of officers currently frocked, to include:

- Name
- Frocking Allocation #
- Frocked Grade
- Projected Date of Promotion
- Date Authorized to Frock
- Date Frocked
- Date of Frocking Request

c. List of officers approved but not yet frocked, to include:

- Name
- Frocking Allocation #
- Frocked Grade
- Projected Date of Promotion
- Date Authorized to Frock
- Projected Date of Frocking
- Date of Frocking Request

d. Individual requests must be aligned with a specific frocking allocation and will include a numerical accounting of all frocking authorizations (e.g., 1 through 10) with names of officers aligned to each number. Spreadsheet should indicate in months how long each officer will be frocked and which officer is planned to assume that allocation upon that officer's promotion. Services must establish controls to ensure the frocking ceilings, as set out above, are not exceeded, and that all frocking restrictions are adhered to.

e. The Joint Staff will not forward frocking requests from the Secretaries of the Military Departments to USD(P&R) until the officer(s) have been confirmed by the Senate for the next higher grade.

UNCLASSIFIED

CJCSI 1331.01E
31 March 2022

(INTENTIONALLY BLANK)

UNCLASSIFIED

UNCLASSIFIED

CJCSI 1331.01E
31 March 2022

ENCLOSURE G

JOINT QUALIFICATION/CREDIT

1. Joint Duty Assignment. A JDA is a billet that provides significant experience in joint matters as defined by title 10, U.S. Code, section 668. There are two types of JDAs as defined by the requirements IAW reference b.

a. Standard Joint Duty Assignment. A GO/FO Joint Pool assignment that meets the tour length requirements prescribed in title 10, U.S. Code, section 664(a).

b. Experience-based Joint Duty Assignment. Such other assignments and experiences that demonstrate an officer's mastery of knowledge, skills, and abilities in joint matters, as determined under such regulations and policies as prescribed by the SecDef. An Experience-based Joint Duty Assignment (E-JDA) may be shorter in duration; therefore, they may be aggregated to achieve the equivalent of a full tour of duty, 24 months.

2. Joint Qualification Levels. The joint qualification levels are Level II, Level III (commonly known as JQO), and Level IV (GO/FO only). The required point and joint education requirements are listed in the reference b.

a. Level II. Following approval by the Secretary of the Military Department concerned, Services will submit approved documents to Joint Staff GO/FO Matters office for updating Level II joint qualification into JDAMIS.

b. Level III. USD(P&R) is the approval authority. Services will provide the following documents for coordination and submission for approval of a GO/FO to Level III/JQO in accordance with reference b. The original, printed on one-side of 8.5 x 11-inch paper, and two color copies are required.

(1) Service request memorandum to approval authority through the CJCS.

(2) Officer Resume/Biography.

(3) Current joint officer history report.

c. Joint Qualification Level IV. USD(P&R) is the approval authority. Services will provide the following documents for coordination and submission for approval of a GO/FO to joint qualified Level IV in accordance with

UNCLASSIFIED

CJCSI 1331.01E
31 March 2022

reference b. The original, printed on one-side of 8.5 x 11-inch paper, and two color copies are required.

(1) Service request memorandum to approval authority through the CJCS.

(2) Officer Resume/Biography.

(3) Current joint officer history report.

3. Joint Qualification System. The Joint Qualification System (JQS) is a process used to award officers' points for time served in a JDA that is not a JDAL or S-JDA position.

a. IAW references b and f, the Joint Staff J-1 schedules a JQS experience review panel, normally three times per year, to review the joint experience summary (JES) from officers who self-nominate for E-JDA credit while serving in positions they feel meet the definition of Joint Matters as defined in title 10, U.S. Code, section 668.

b. All GO/FOs will self-nominate through their respective Service GO/FO office. The Joint Officer Management (JOM) lead in each office will coordinate with Joint Staff GO/FO Matters to ensure the timeliness of GO/FO self-nominations following the completion of a tour. All self-nominations will be submitted not later than 12 months from completion of a tour to the respective Service GO/FO office. The Service will submit, along with their Service self-nominations, an excel data sheet for processing by Joint Staff GO/FO Matters office.

Joint Qualification System Panel Excel Data Sheet (excerpt)

PN_ID (SSN)	PN_NAME TX	PG_CD (use the number "0" no "O")	SVC_BR_CFN_CD (A=Army, N=Navy, F=Air Force, M=Marines)	SVC_POSN_CD (Y/N)	USVC_ORG_CMPNT_CD (R=Active; V= Reserve; G= Guard)	RSRV_COMP_C TRGY_CD	JT_AREA_CAT_CD NOTE: Use "1" if loading into EIDA point area; otherwise use "2" for the discretionary point area"	JT_PART_C D	UNT_ORG_ASSGN_TX TX	HHQ_UNT_C TX	GEO_LO_C TX	W_CNTR_POS_NM TX	POSN_DESCR_TX	IMMD_SUPR_NME	SR_RATER_NME	ORG_COMP_TX	SVC_VALD_STRT_CDT	SVC_VALD_STOP_CDT	APPRVD_STRT_CDT
123456789	Last, First	07	F	N	R	WW	1	1	CJTF_OIR	CENTCOM	Kuwait	WW	WW	MG First Last	LTG First Last	WW	2/8/2016	4/16/2017	

The JQS excel datasheet is available upon request from Joint Staff GO/FO Matters.

c. GO/FO self-nomination required documents

(1) Self-Nomination Checklist.

UNCLASSIFIED

CJCSI 1331.01E

31 March 2022

- (2) Cover memo supporting JES and documents submitted.
- (3) Joint Experience Summary.
- (4) Adjudicated Defense Finance Accounting Service Travel Voucher (OCONUS tours).
- (5) Memorandum from the organization's Director of Manpower and Personnel confirming time in position (CONUS tours).
- (6) Leave and Earning Statement showing Hazardous Duty Pay/Imminent Danger Pay (does not apply to non-combat tours).
- (7) Award citation and/or narrative for the period being nominated.
- (8) Position description (PD) and or evaluation(s) during assignment.
- (9) NG/RC will submit their equivalent to a pay history report showing days spent on duty and corresponding travel voucher(s) during tour. This is required for IMA positions (i.e. NGB – NGB Form 23A detailed pay report for the time period(s) submitted; USAR - Retirement Detail History for time period(s) submitted; or AFR – PCAR Points Credit Summary).

d. Following the JQS experience review panel, the results of the self-nominations and their verified points will be submitted to the Vice Director, Joint Staff, on behalf of the CJCS, for approval. The Joint Staff GO/FO Matters office will notify the Services of the approved results and submit the approved results for upload to the Defense Manpower Data Center (DMDC) into JDAMIS. Joint experience points are calculated IAW reference b.

4. IMA Joint Experience Credit Process for GO/FOs

a. RC officers serving in an approved IMA JDAL position are not required to self-nominate for joint experience credit:

(1) Following completion of a full 36-month tour and having completed the minimum 36 days per year. Following verification, the officer will be awarded "Full" credit. Service GO/FO offices will coordinate with Joint Staff GO/FO Matters office when the officer departs the position verifying the departure date and provide justification for the minimum 36 days served per anniversary year for "Full" credit.

UNCLASSIFIED

UNCLASSIFIED

CJCSI 1331.01E
31 March 2022

(2) When serving a minimum of 24 months in the position and having completed the minimum 36 days per year. Following verification, the officer will be awarded “Accrued” credit of 2 years. Service GO/FO offices will coordinate with Joint Staff GO/FO Matters office when the officer departs the position verifying the departure date and provide justification for the minimum 36 days served per anniversary year. The GO/FO will then require only 7 additional points, in a joint GO/FO position, to be eligible for “Full” credit in a joint position, allowing the Service to request Level III/JQO or Level IV credit submission.

b. RC officers serving in an approved IMA JDAL position may self-nominate for time served less than 24 months. The Service GO/FO office will validate the officer served a minimum of 30 days as required for all self-nomination submissions in accordance with reference b and this instruction.

c. RC officers serving in an approved joint IMA position, not JDAL, may self-nominate for joint experience credit through their Service GO/FO office IAW reference b and this instruction to the JQS panel.

5. Discretionary Point Submission Process. Service GO/FO JOM leads will submit the confirmed training certificate(s) or exercise certificate(s) or order(s) and excel datasheet for processing by the Joint Staff GO/FO Matters office. The website to confirm approved training and exercises for discretionary points (you must register for an All Partners Access Network (APAN) account [POC: 757-203-5507/9]) is: <https://wss.apan.org/s/JSOFUN/jom_jqs/SitePages/Home.aspx>

Personnel Information								Discretionary Point Information					
Joint Participation Code:	Org Component Code:	RSVCC Code:	Service:	SSN	Grade	Name, First Nam	JOHR Category Code	Discretionary Point Experience Title	Entry Start Date	Entry Stop Date	Role:	Points Awarded	Date Approved (Format: MM/DD/YYYY)
2=JTF 3=TRAINING 4=EXERCISE 5=EDUCATION	R = Active V = Reserve G = Guard	Click here for a list of RSVCC Codes	A=Army M = Marine Corps N = Navy F=Air Force	[Make sure that leading zeros are not dropped by keeping this as a text field]	(Format Using "Zero" in front)		1 = e-JDA Section 3 = Discretionary Pt		(Format: MM/DD/YYYY)	(Format: MM/DD/YYYY)	1 = Participant 2 = Planner 3 = Leader		
4	V	SA	F	123456789	07	Public, John Q	3	Global Lightening 16	04/22/2016	04/28/2016	1	3.00	04/28/2016
5	G	SA	F	012345678	08	Point, Jane M	3	JSOTF Course		01/03/2017	1	0.50	04/02/2014

The discretionary point excel datasheet is available upon request from Joint Staff GO/FO Matters.

UNCLASSIFIED

CJCSI 1331.01E

31 March 2022

ENCLOSURE H

ENLISTED AIDES

1. Overview. Title 10, U.S. Code, section 981 and reference g, governs the management and utilization of enlisted aides. DJS manages, through the Joint Staff GO/FO Matters office, the joint pool enlisted aide program on behalf of the CJCS. The JS GO/FO Matters office determines the eligibility of the GO/FO to have an enlisted aide, handles new requests for an enlisted aide, and ensures compliance with statutory requirements and DoD policy. The Services are responsible for the assignment/reassignment of the enlisted aide and for all personnel actions.

2. Allocations. The enlisted aide authorizations are: Army – 67, Marine Corps – 21, Navy – 48, Air Force – 63, and Joint Pool – 53. The Joint Staff prioritizes billets that directly support the warfighter, increase the lethality and readiness of our forces, and/or strengthen alliances or attract new partners. Services are responsible to ensure the appropriate reassignment of enlisted aides are conducted in a timely manner.

3. Authorizations. GO/FOs who qualify for an enlisted aide but do not have an allocation can request the support of an enlisted aide from another GO/FO when hosting a Qualifying Representational Event, on an as-needed basis.

4. Reports

a. The Joint Staff GO/FO Matters office will maintain a roster of eligible billets that are authorized an enlisted aide, the allocation of enlisted aide billets, and the number of enlisted aides currently assigned. Services are responsible for maintaining names and contact information for each enlisted aide assigned and providing quarterly updates to the Joint Staff.

b. Not later than 1 March of each year, the SecDef shall submit to the Committees on Armed Services of the Senate and the House of Representatives a report specifying the number of enlisted aides authorized and allocated for GO/FOs of the Army, Navy, Air Force, Marine Corps, and Joint Pool as of 30 September of the previous year; and justifying, on a billet-by-billet basis, the authorization and assignment of each enlisted aide to each GO/FO position.

UNCLASSIFIED

CJCSI 1331.01E
31 March 2022

(INTENTIONALLY BLANK)

H-2

Enclosure H

UNCLASSIFIED

UNCLASSIFIED

CJCSI 1331.01E

31 March 2022

ENCLOSURE I

DATABASE MANAGEMENT

1. Joint Duty Assignment List

a. The JDAL is a consolidated listing of S-JDAs. The duties involve 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. This includes matters relating to national military strategy; strategic planning and contingency planning; command and control, intelligence, fires, movement and maneuver, protection or sustainment of operations under unified command; national security planning with other departments and agencies of the United States, and combined operations with military forces of allied nations. In the context of joint matters, the term “integrated forces” refers to military forces that are involved in achieving unified action involving participants from more than one military department; or a military department and one or more of the following: other departments and agencies of the United States, the military forces or agencies of other countries, non-governmental persons or entities.

(1) Only permanent S-JDA positions where an officer gains significant experience in joint matters, as described above, may be designated as JDAL positions.

(2) The JDAL is the position management file of JDAMIS and is managed by the CJCS.

b. Throughout the joint manpower process (JMP), all joint organizations and activities will propose additions, deletions, and changes to the JDAL affecting GO/FOs, including changes of critical JDAs (CJDAs), through the Joint Staff GO/FO Matters office, to the DJS.. Enclosure A describes in detail the process of adding and subtracting positions to the joint pool. Significant changes to duties or position titles for three- and four-star positions require that the position be re-designated by the POTUS as one of importance and responsibility by and with the advice and consent of the Senate under title 10, U.S. Code, section 601.

c. Joint RC billets can be included in the JDAL approval process. Changes to these positions follow the same procedures; however, they do not require USD(P&R) approval.

UNCLASSIFIED

CJCSI 1331.01E

31 March 2022

2. Fourth Estate Manpower Tracking System. The Fourth Estate Manpower Tracking System (FMTS) is an automated management information system database maintained by the Joint Staff GO/FO Matters office, CCMDs, and agencies.

a. The Joint Staff GO/FO Matters office will ensure all approved JDA GO/FO position titles, grades, and tour lengths are correct according to the latest joint pool.

b. The Joint Staff GO/FO Matters office will load approved replacements after Service announcement, if required.

3. Joint Duty Assignment Management Information System

a. JDAMIS supplements existing Service manpower and personnel information systems by providing data or automated files on personnel serving in or who have served in approved JDAs, JQO status, joint professional military education (PME), and the latest approved JDAL.

b. Access to JDAMIS is requested through Joint Staff Director for Manpower and Personnel, J-1 by submitting a System Authorization Access Request, DD Form 2875 (Aug 09) and specific required accesses for mission completion. Joint Staff GO/FO Matters office coordination is required for access to modify GO/FO JDAMIS data. The data is available for analysis and reporting by the Military Services, OSD, and the Joint Staff.

c. The Joint Staff GO/FO Matters office will input all GO/FO arrival and departure dates into the JDAMIS system.

d. The Joint Staff GO/FO Matters office will coordinate with the DMDC to upload all experience credit points, joint qualification system level designations, and waiver code entries.

e. JDAMIS is an automated management information system data base maintained by DMDC and managed by the Joint Staff J-1. The Joint Staff GO/FO Matters office, in conjunction with the Joint Staff J-1 /JOM, will provide operational training on JDAMIS.

f. JDAMIS has two purposes:

(1) Provide, in requisite detail and format, the data required for the JOM annual report to OSD.

UNCLASSIFIED

CJCSI 1331.01E

31 March 2022

(2) Provide information to assist the Military Services' active management of their personnel serving in the joint community.

g. JDAMIS supplements existing Service manpower and personnel information systems by providing automated files reflecting the approved JDAL and personnel data for JQO status, PME, and joint duty history. The personnel data is only as accurate as the Service inputs that provide the information.

h. Data on GO/FOs serving in JDAs are included in JDAMIS but are afforded more confidentiality. General users will not have the ability to access information concerning specific GO/FOs.

4. OSD GO/FO Decision Support System

a. All GO/FO actions will be uploaded into the OSD GO/FO DSS for coordination through the CJCS to OSD by the respective Military Service GO/FO office as directed by reference c.

b. All actions routing through the CJCS to OSD have required documents for staffing that can be found in reference c.

c. Documents not listed that require the SecDef or higher approval and are routed through the CJCS should be uploaded for transparency and tracking purposes. If unsure, please contact Joint Staff GO/FO Matters at 703-697-8922.

UNCLASSIFIED

CJCSI 1331.01E
31 March 2022

(INTENTIONALLY BLANK)

UNCLASSIFIED

UNCLASSIFIED

CJCSI 1331.01E
31 March 2022

APPENDIX A TO ENCLOSURE I

JOINT DUTY ASSIGNMENT MANAGEMENT INFORMATION SYSTEM (JDAMIS) DEPARTURE REASON CODES

Code – Depart Reason

J – Reassignment from overseas joint tour (including Alaska and Hawaii) with prescribed accompanied tour length of 36 months or more, when officer served in an unaccompanied status less than 34 months, O-6 and below only, without SecDef waiver (cumulative credit).

K – Reassignment on or after completion of a full JDA where the prescribed full tour length is less than 24 months, general/flag officer only (cumulative or no credit).

M – JDA position change within or external to a major activity, for any reason, unless start of a completely new JDA is intended.

N – Early reassignment due to previous cumulative JDA time counting toward a now completed JDA (full credit), applicable to O-6 and below only.

Q – Early reassignment due to suspension from duty (no credit).

S – Early reassignment for hardship, humanitarian, compassionate, or medical reasons, without SecDef waiver (cumulative or no credit).

U – Reassignment from overseas joint tour (including Alaska and Hawaii) with prescribed accompany tour, applicable to O-6 and below only.

V – Early reassignment with SecDef waiver (cumulative, full, or no credit).

W – Reassignment on or after completion of full GO/FO JDA with tour length of at least 24 months (full credit).

X – Retirement (full or no credit).

Y – Separation/release from active duty (full or no credit).

Codes A through G, I, O, and Z pertain to O-6s and below. This document pertains only to O-7s and above.

UNCLASSIFIED

CJCSI 1331.01E
31 March 2022

(INTENTIONALLY BLANK)

I-A-2

UNCLASSIFIED

Appendix A
Enclosure I

UNCLASSIFIED

CJCSI 1331.01E

31 March 2022

ENCLOSURE J

REPORTS

1. Service Headspace Reports. Services will submit monthly reports to OSD and Joint Staff GO/FO Matters office addressing the GO/FO strength. These reports are used to ensure compliance with title 10, U.S. Code, sections 525, 526, and 12004.

2. Position Descriptions. Billet owners (CCMD, Defense Agency, Joint Staff Section, etc.) will submit PDs for all Joint Pool, CRP, and IMA billets every 3 years or as duties and responsibilities are adjusted.

a. The Joint Staff GO/FO Matters office maintains PDs on all joint and outside-Service GO/FO billets. Annually, all joint organizations and activities are requested to provide a typed PD for each of their joint GO/FO billets or verify no changes. Changes outside of title and grade require a new PD signed by command/agency personnel manager.

b. PDs should:

(1) Be sufficiently detailed to facilitate the nomination and selection of qualified general or flag officers to fill the position.

(2) Include all prerequisites, such as foreign languages, special training, specific experience or education, security clearances, and special designations (e.g., acquisition professional).

(3) Specify tour length.

(4) Contain only unclassified material. In the event a PD must be classified, a non-classified version must also be submitted to facilitate solicitation of Service nominations.

(5) Be completed on Joint Staff Form 148. This form is available in electronic format.

(6) For changes in a reserve billet title, be submitted to DJS with the PD for approval. Changes in active-duty billet titles must be submitted to OSD through DJS for approval.

(7) Be updated every 3 years to ensure a current description of the GO/FO duties are maintained by the Joint Staff GO/FO Matters office.

UNCLASSIFIED

CJCSI 1331.01E

31 March 2022

(8) Title and grade changes to PDs require a formal letter signed by the command/agency head addressed to the CJCS. Letters must include justification for grade and/or title change.

3. Reports to OSD

a. The Joint Pool Quarterly Update is submitted quarterly to the SecDef, through DJS on behalf of the CJCS, for approval. The report denotes the current status of the Joint Pool with changes highlighted.

b. The Blue Book is designed as a management tool for the CJCS and is not to be used as a source document.

(1) The Blue Book lists the joint and outside-Service positions of interest, exempted positions, and dual-hatted and cross-DoD positions. The book contains information on tour lengths, Service rotation schedules, and incumbents. It is designated a sensitive document requiring close-hold treatment. As such, distribution is limited. The Blue Book in its entirety will not normally be distributed to the CCMDs or other joint activities.

(2) The Joint Staff GO/FO Matters office distributes the book quarterly IAW approved distribution guidance. All addressees will review each issue and submit updates, modifications, and corrections to the Joint Staff GO/FO Matters office.

4. Reports to Congress

a. Reports to Congress based on title 10, U.S. Code, section 526(j) requires the SecDef to submit an annual report specifying the number of GO/FOs who, as of 1 January, counted toward the Service-specific limits of section 526(a) and the number of GO/FOs in a JDA who, as of January 1, counted toward the limit under section 526(b)(1).

b. An annual report to Congress on enlisted aides will be submitted to DASD(MPP) in January of each year reflecting the utilization of enlisted aides as of 30 September of the previous year IAW title 10, U.S. Code, section 981:

“Not later than March 1 of each year, the Secretary of Defense shall submit to the Committees on Armed Services of the Senate and the House of Representatives a report”

UNCLASSIFIED

CJCSI 1331.01E

31 March 2022

(1) Specifying the number of enlisted aides authorized and allocated for general officers and flag officers of the Army, Navy, Air Force, Marine Corps, and Joint Pool as of 30 September 30 of the previous year.

(2) Justifying, on a billet-by-billet basis, the authorization and assignment of each enlisted aide to each GO/FO position.

(3) The collection of data for the report will start on 1 October of each year. Each GO/FO who is assigned an enlisted aide will be required to submit the requested data (spreadsheet). The data will be compiled, endorsed by DJS, and sent to DASD(MPP) by the stated suspense date.

c. The Joint Staff must provide progress reports for the OSD report to Congress on the AD GO/FO reduction plan for FYs 2020, 2021 and 2022. In the DoD's annual report to the Committees on Armed Services of the Senate and the House of Representatives on GO/FO numbers, the SecDef must include a description of any position identified for elimination in which a GO/FO will remain beyond 31 December 2022; the SecDef must also include in the report the latest date the GO/FO may remain in the position. Placement of GO/FOs in positions selected for elimination should endeavor to assign each officer so that he or she obtains 24 months of time in the position prior to 31 December 2022.

UNCLASSIFIED

UNCLASSIFIED

CJCSI 1331.01E
31 March 2022

(INTENTIONALLY BLANK)

UNCLASSIFIED

UNCLASSIFIED

CJCSI 1331.01E
31 March 2022

ENCLOSURE K

TRAINING

1. Capstone

a. Under title 10, U.S. Code, section 2153, each officer selected for promotion to O-7 must attend a military education course designed specifically to prepare new GO/FOs to work with the other Services. This course is required for a JQO to attain Level IV JQO.

b. No statutory time limit exists for attending Capstone. However, DoD policy requires O-7 selectees attend the Capstone course within 2 years after Senate confirmation of selection.

c. The Services are responsible for coordinating Capstone attendance. Although Capstone attendance is not yet required in law for RC officers, the Services shall, to the maximum extent practicable, include RC officers when coordinating Capstone attendance. Attendance should be avoided while serving in a JDA.

d. Capstone Waivers. Title 10, U.S. Code, section 2153 and reference b direct that waiver requests for attendance or deferring attendance must be submitted from the Secretary of the Military Department to USD(P&R) through the CJCS.

e. If an officer is selected for promotion to O-8, and has not attended Capstone in the allotted time, a copy of the approved deferment or waiver must be included with the officer's promotion recommendation.

f. The President, National Defense University (NDU) recommends the size and composition plan for Capstone classes each year to the Joint Staff Deputy Director for Operational Plans and Interoperability, J-7. The Deputy J-7 coordinates with the Services and approves the plan.

g. The point of contact for Capstone is:

Deputy Director, National Defense University
Washington, DC
Telephone commercial: (202) 475-1473 or DSN: 335-1473;
Fax: (202) 475-1445 or DSN: 335-1445.

UNCLASSIFIED

CJCSI 1331.01E

31 March 2022

2. Pinnacle

a. The Pinnacle Course is a course the CJCS, in concert with NDU, has developed to educate potential joint task force commanders (or their equivalent rank civilians) for success in the joint, combined, and interagency environments. The Pinnacle Course will be conducted twice yearly.

b. While NDU remains the primary office responsible for the administration of the course, the Joint Staff J-7 will maintain a tiered listing of potential billets from which prospective attendees will be nominated. Additionally, J-7 will publish Implementation Instructions and the Call for Service Nominations prior to each course convening date.

c. Nominations will be submitted in accordance with the published implementation instruction, and will contain at a minimum:

- (1) Name and title (including tier level).
- (2) Date of Rank.
- (3) Military Mailing Address.
- (4) Commercial/DSN/FAX numbers.
- (5) E-mail address.

3. General and Flag Officer Ambassadors Course

a. The General and Flag Officer Ambassadors Course (GFOAC) is a course offered twice a year for one- to three-star GO/FOs and civilian equivalents who are, or will be assigned to, key NATO-related positions.

b. Nominations are solicited upon receipt of GFOAC announcement message.

c. Funding is provided by selectee's Service.

4. Rising Leader Forum

a. The Rising Leader Forum (RLF) is an annual 1-week conference between high-potential U.S. and U.K. O-7 officers in an effort to deepen the bilateral relationships on both sides by focusing on strategic challenges of mutual importance.

UNCLASSIFIED

CJCSI 1331.01E
31 March 2022

b. The host for the forum will rotate yearly between NDU and the U.K.'s Royal College of Defence Studies. Funding for the RLF is paid from the CJCS Conference Fund.

UNCLASSIFIED

CJCSI 1331.01E
31 March 2022

(INTENTIONALLY BLANK)

K-4

Enclosure K

UNCLASSIFIED

UNCLASSIFIED

CJCSI 1331.01E
31 March 2022

ENCLOSURE L

REFERENCES

- a. DoDD 1320.12, "Commissioned Officer Promotion Program," 30 October 1996
- b. DoDI 1300.19, "DoD Joint Officer Management Program," 3 April 2018
- c. DoDI 1320.04, "Military Officer Actions Requiring Presidential, Secretary of Defense, or Under Secretary of Defense for Personnel and Readiness Approval or Senate Confirmation," 3 January 2014
- d. DoDI 1320.14, "Commissioned Officer Promotion Program Procedures," 11 December 2013 (Change 1, 07 March 2018)
- e. DoDI 1334.02, "Frocking of Commissioned Officers," 7 December 2012
- f. CJCSI 1330.05 Series, "Joint Officer Management Program Procedures"
- g. DoDI 1315.09, "Utilization of Enlisted Personnel on Personnel Staffs of General and Flag Officers," 6 March 2015
- h. Title 10, U.S. Code

Websites:

JOM/JQS Portal:

<https://wss.apan.org/s/JSOFUN/jom_jqs/SitePages/Home.aspx>

JCS Directives Library:

<<http://www.jcs.mil/Library/>>

UNCLASSIFIED

CJCSI 1331.01E
31 March 2022

(INTENTIONALLY BLANK)

L-2

Enclosure L

UNCLASSIFIED

UNCLASSIFIED

CJCSI 1331.01E

31 March 2022

GLOSSARY

PART I-ABBREVIATIONS AND ACRONYMS

Items marked with an asterisk () have definitions in PART II*

ACOS	Assistant Chief of Staff
ACE	Allied Command Europe
ACT	Allied Command Transformation
ARRC	ACE Rapid Reaction Corps
ASD(ISA)	Assistant Secretary of Defense (International Security Affairs)
CAOC	Combined Air Operations Center
CIA	Central Intelligence Agency
CJCS	Chairman of the Joint Chiefs of Staff
CJDA*	Critical joint duty assignment
CDR	Commander
CSS	Central Security Service
CY	Calendar Year
DASD(MPP)	Deputy Assistant Secretary of Defense for Military Personnel Policy
DCDR	Deputy Commander
DCOS	Deputy Chief of Staff
DIA	Defense Intelligence Agency
DepDir	Deputy Director
Dir	Director
DISA	Defense Information Systems Agency
DLA	Defense Logistics Agency
DSCA	Defense Security Cooperation Agency
DoD	Department of Defense
DoDD	Department of Defense Directive
DoDI	Department of Defense Instruction
DOE	Department of Energy
DOPMA	Defense Officer Personnel Management Act
DSS	Decision Support System
DTRA	Defense Threat Reduction Agency
E-JDA*	Experience-based Joint Duty Assignment
eQIP	Electronic Questionnaire for Investigations Processing
FO	Flag Officer

UNCLASSIFIED

CJCSI 1331.01E
31 March 2022

FY	fiscal year
GO/FO	General/Flag Officer
IG	Inspector General
IMA	Individual Mobilization Augmentee
JCS	Joint Chiefs of Staff
JDA*	Joint duty assignment
JDAL*	Joint duty assignment list
JES	Joint experience summary
JDAMIS	Joint Duty Assignment Management Information System
JOM	Joint Officer Management
JQO*	Joint Qualified Officer
JQS	Joint Qualification System
JS	Joint Staff
JSRC	Joint Sub-Regional Command
JTLW	Joint Tour Length Waiver
MDA	Missile Defense Agency
NAC	North Atlantic Council
NAEWF	NATO Airborne Early Warning Force
NATO	North Atlantic Treaty Organization
NDU	National Defense University
NIMA	National Imagery and Mapping Agency
NMC	NATO Military Committee
NSA	National Security Agency
ODASD	Office of the Deputy Assistant Secretary of Defense
OSD	Office of the Secretary Defense
PD	Position Description
RC	Reserve Component
SACEUR	Supreme Allied Commander, Europe
SACT	Supreme Allied Commander, Transformation
SASC	Senate Armed Services Committee
SecDef	Secretary of Defense
SHAPE	Supreme Headquarters Allied Powers Europe
S-JDA	Standard – Joint Duty Assignment

UNCLASSIFIED

CJCSI 1331.01E
31 March 2022

UNC/USFK	United Nations Command/U.S. Forces Korea
USCENTCOM	U.S. Central Command
USD(P&R)	Under Secretary of Defense for Personnel and Readiness
USEUCOM	U.S. European Command
U.K.	United Kingdom
U.S.	United States
VCJCS	Vice Chairman of the Joint Chiefs of Staff

UNCLASSIFIED

CJCSI 1331.01E

31 March 2022

PART II-DEFINITIONS

assignment – The position in an organization to which an officer permanently belongs for headspace accounting. Temporary duty with other organizations does not alter the officer’s permanent assignment status.

Blue Book – The “Joint/Outside-Service Positions of Interest to the CJCS” (referred to as the Blue Book). It is published quarterly and lists all GO/FO positions identified on the JDAL. The book is divided into eight sections and reflects all pertinent data applicable to the position and the incumbent.

combatant command position – A category of positions defined by the CJCS. Incumbents of those positions are responsible for unified command and control of combat operations or operations other than war.

CJDA – Designation of a S-JDA position for which, considering the duties and responsibilities of the position, the incumbent should be previously experienced and educated in joint matters, or at a minimum, the position would be greatly enhanced by such an incumbent. Critical positions are not necessarily the most key and essential positions in an activity. Critical positions are proposed by heads of joint activities, approved by USD(P&R) with the CJCS recommendation, and documented on the JDAL.

discretionary points – These points may be earned from joint training, joint exercises, or other education or training, other than JPME, that contribute to an officer’s expertise in joint matters.

earliest replacement date – The date a GO/FO position is scheduled for turnover. The initial date is the standard tour length for that billet. Interim changes occur due to extensions, retirement, or projected tour length waivers.

E-JDA – An assignment, other than a JDAL position, through which an officer demonstrates knowledge, skills, and abilities in joint matters. The assignment may be shorter in duration and therefore, aggregated to achieve the equivalent of a full tour in an S-JDA, as determined under such regulations and policies prescribed by the SecDef.

Joint Duty Assignment – A JDA is an assignment that provides significant experience in joint matters as defined by title 10, U.S. Code, section 668. There are two types of JDAs as defined by reference a: an S-JDA is an assignment that meets the tour length requirement prescribed in title 10, U.S. Code, section 664(a); an E-JDA is such other assignments and experiences that

UNCLASSIFIED

CJCSI 1331.01E

31 March 2022

demonstrate an officer's mastery of knowledge, skills, and abilities in joint matters, as determined under such regulations and policy as prescribed by the SecDef. E-JDAs may be shorter in duration; therefore, they may be aggregated to achieve the equivalent of a full tour of duty in an S-JDA.

JDAL – a consolidated listing of S-JDAs whose duties meet 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, or air, in space, or in the information environment, including matters relating to any of the following: National military strategy, Strategic planning and contingency planning, Command and control, intelligence, fires, movement and maneuver, protection or sustainment of operations under unified command, National security planning with other departments and agencies of the United States, Combined operations with military forces of allied nations, 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, Other matters designated in regulation by the Secretary of Defense in consultation with the Chairman of the Joint Chiefs of Staff.

joint duty credit – Joint duty credit is the joint credit designation granted for the completion of a tour, or accumulation of tours, of duty in a JDA that meets all statutory requirements. Cumulative joint duty credit is the joint credit designation granted for continuous time served in a JDA of at least 10 months but less than the duration needed to qualify for full joint duty credit.

Joint Pool – Joint GO/FO billets managed by the CJCS.

Joint Pool Service Allocation – That number of billets allocated to Services based on 5-year rolling average for Joint Pool participation. Joint growth and/or reprioritization of joint GO/FO billets.

JQO – An officer (O-4 or above) educated and trained in joint matters who has completed the Level III requirements and is so designated by USD(P&R).

key assignment – A position of importance that warrants consideration by the CJCS. These positions are of significant responsibility within joint organizations and activities and, as such, deserve the CJCS review. They are not JDAs (not listed on the JDA list) and do not accumulate GO/FO joint duty credit as defined by law. Such positions are identified in reference c as “Key” under the Service rotation column.

UNCLASSIFIED

CJCSI 1331.01E

31 March 2022

manpower actions – Additions, deletions, or modifications to positions on manning documents, or to the document itself, that authorizes the assignment of personnel.

Monthly Service Participation – Current snapshot of a Service's participation in the Joint Pool for that month.

nominative (NOM) position – All Services participate in providing nominees to be considered for the position. There is no specific rotation. The most qualified officer will be selected, regardless of Service affiliation.

restrictive nominative (RN) position – The most restrictive selection process because of technical prerequisites of a position. The functional requirements of the position limit one or more Services from participating.

rotational (ROT) position – Some or all of the Services may participate in filling a specific position in a predetermined order. Service participation in staffing rotational GO/FO positions not only ensures critical positions of importance remain filled, but also permits each Service to maximize its long-range assignment planning strategy. The Services assume the responsibility to meet requirements of rotational positions both fulfilling complete tours and having qualified candidates ready for rotation.

Service rotation – The participation schedule of the Services in staffing particular GO/FO positions. There are four types of Service rotations: nominative, restrictive nominative, rotational, and Service-specific.

Service-specific (SS) position – A single Service is designated to continuously fill a specific position.

5-year rolling average Participation – 60 months of accumulated Joint Pool participation data identifying the Services contribution. This data is listed in a monthly report that highlights each Services Joint Pool contribution, grade distribution, and five-year future fair contribution.

UNCLASSIFIED

(INTENTIONALLY BLANK)
Inner Back Cover

UNCLASSIFIED

UNCLASSIFIED

INTENTIONALLY BLANK
(BACK COVER)

UNCLASSIFIED