



CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

J-1

DISTRIBUTION: A, J, S

CJCSI 1330.01B

4 June 2001

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

- References:
- a. DOD Directive 1315.7, 9 January 1987, "Military Personnel Assignments"
 - b. DOD Instruction 1300.20, 20 December 1996, "Joint Officer Management Program Procedures"
 - c. Title 10, United States Code; Section 155, "Joint Staff;" and Chapter 38, "Joint Officer Management"

1. Purpose. This instruction provides policy and procedures for the assignment of officers (O-6 and below) for duty on the Joint Staff in accordance with the references.
2. Cancellation. CJCSI 1330.01A, 1 April 1998, "Assignment of Officers (O-6 and below) to the Joint Staff," is canceled.
3. Applicability. This instruction applies to the Joint Staff and the Services.
4. Policy. As mandated by reference c, officers nominated for assignment to the Joint Staff will be among those considered to be the most outstanding of their Service. Additionally, an officer assigned to the Joint Staff may not be assigned more than 4 years without prior approval by the Secretary of Defense. Officers also may not be reassigned to the Joint Staff within 2 years of their latest Joint Staff tour without prior approval by the Secretary of Defense.

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5. Definitions. None.

6. Responsibilities. Joint Staff and Service responsibilities and procedures are provided in the enclosure.

7. Summary of Changes

a. Incorporates minor administrative changes to enhance clarity and consistency.

b. Provides example of Request for Early Release/Nominations to the Joint Staff. Requires Services to identify all training requirements that the officers are required to attend prior to reporting to new assignment.

c. Adds Second Tour Curtailment as an authorized reason to request early release from the Joint Staff. This reflects a change in the law authorizing early release after serving 24 months in a second joint tour.

d. Deleted requirement for officers assigned to Joint Staff to attend Joint Forces Staff College or any other detail or assignment that exceeds 30 days duration.

8. Releasability. This instruction is approved for public release; distribution is unlimited. DOD components (to include the combatant commands), other federal agencies, and the public may obtain copies of this instruction through the Internet from the CJCS Directives Home Page—<http://www.dtic.mil/doctrine>. Copies are also available through the Government Printing Office on the Joint Electronic Library CD-ROM.

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

For the Chairman of the Joint Chiefs of Staff:



S. A. FRY
Vice Admiral, U.S. Navy
Director, Joint Staff

Enclosure:

**Joint Staff and Service Responsibilities and Procedures on
the Assignment of Officers to the Joint Staff**

Appendix A--JS Form 70A

Appendix B--Format For Early Release Request

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ENCLOSURE

RESPONSIBILITIES FOR AND PROCEDURES ON THE ASSIGNMENT
OF OFFICERS TO THE JOINT STAFF1. Nominations

a. Joint Staff officer requirements will be identified to the Services on Joint Staff (JS) Form 70A, "Request for Nomination of Officer Personnel" (Appendix A).

b. Requisitions for end-of-tour replacements normally will be submitted to the Services at least 12 months before the desired reporting date, and for all others as soon as the requirement is identified.

c. The proposed reporting date normally will provide a maximum 2-week overlap. The reporting date will be confirmed at the time of selection and may not be changed unless coordinated with the Director for Manpower and Personnel (J-1).

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

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

f. The process to obtain security clearance level and/or special access requirements outlined on the requisition will be initiated by the Service upon selection of an officer to the Joint Staff. Individual cases when the security requirement must be met before the officer reports to the Joint Staff will be annotated on the requisition. Officers accepted for assignment to the Joint Staff must have the proper security clearance upon check-in.

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

h. Positions designated as critical joint duty assignments must be filled by designated Joint Specialty Officers (JSOs) unless a waiver is granted by the Chairman of the Joint Chiefs of Staff under the provisions of references b and c. Requisitions will identify critical joint duty positions.

- i. When possible, the Services will normally nominate at least two qualified and available officers for each billet.
- j. When a designated JSO is nominated, he or she may be the only nominee for the position. This provision neither guarantees selection nor precludes multiple Service nominations, but it does recognize the additional screening a JSO receives before designation.
- k. When only one officer who is not a JSO is nominated, or if specified reporting dates or other requirements cannot be fully met, the Service should state what modifications to the requirement would be necessary in order to permit compliance. Requests for relief must be coordinated with J-1 as early in the replacement cycle as possible.
- l. When an officer is nominated who was not selected for promotion from his or her current grade to the next higher grade from in zone, additional justification must be provided stating the officer's unique suitability for the position.
- m. After Service nominations are received by the Joint Staff, the nominees are unavailable for nomination or assignment to other organizations or duties until the selection action is completed and the nonselectees returned to Service control.
- n. The Services normally will not include personnel already on the Joint Staff in nomination packages to fill other positions on the Joint Staff.
- o. For routine replacement actions, the Joint Staff normally will select a nominee for assignment and advise the Service within 15 working days of receipt of the nomination package.
- p. Replacement actions involving requests for early release of the incumbent or involving nominations from more than one Service are exceptions to the above 15-day rule. The staffing process for such requests may take more than 15 working days; however, the goal will be to advise the Service personnel center of nonselect nominees as soon as possible.
- q. If nominees for a billet are unacceptable, the nominations will be returned to the Service with an explanation of the deficiencies and reemphasis of needed skills and qualities. The Service will respond

promptly with additional qualified nominees in accordance with the nomination process.

2. While Assigned to the Joint Staff

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

b. An officer assigned to a noncritical Joint Staff position on the Joint Duty Assignment List (JDAL) may be moved to another noncritical joint duty assignment (JDA) within the Joint Staff during his or her tour. Changes involving critical joint duty positions will not be made unless the officer is a JSO. J-1 will coordinate all reassignments with the respective Service if the officer is reassigned to a billet that is of another Service. All billet changes will be reflected on the Joint Staff Unit Manpower Document (UMD), which is published monthly with each Service receiving their portion. J-1 will reconcile the UMD and the JDAL semiannually.

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

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

a. Critical Occupational Specialty (COS) Take-Out. An early release may be requested from J-1 for an officer with a COS, who is a JSO nominee serving his or her initial JDA. Early release may be requested from J-1 under the following circumstances:

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

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

b. Second Tour Curtailment. Officers released from a second JDA that is not less than 2 years as authorized by statute.

c. Billet Elimination. The Service may request early release of an officer when the JDA billet is eliminated or if officer is promoted to a higher paygrade than authorized for his or her current JDA position. The officer can only be released for reassignment to another JDA in different organization when no other suitable JDA is available on the Joint Staff. The Service will coordinate the reassignment with J-1.

d. Professionals and Reservists. Release of Joint Staff officers that are professionals or reservists are not assigned to a JDA. Early release requests must be coordinated with J-1. One nominee is acceptable to backfill these officers, unless otherwise prescribed.

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

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

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

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

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

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

b. An officer assigned to the Joint Staff may not exceed the 4-year statutory limitation without prior approval by the Secretary of Defense. Requests for tour extensions beyond 4 years will be considered only when the officer's extended service is required for a matter directly affecting the national defense or is of direct interest to the Chairman of the Joint Chiefs of Staff.

c. An officer may not be reassigned to the Joint Staff within 2 years of departure without a prior approval by the Secretary of Defense.

6. Suspension. The Director, Joint Staff, acting for the Chairman of the Joint Chiefs of Staff, may suspend an officer assigned to the Joint Staff for poor performance, professional inadequacy, acts of misconduct, suspension of security access, or other activities incompatible with continued service on the Joint Staff and return the officer to the control of the parent Service at any time. J-1 will notify the appropriate Service personnel center both by telephone and in writing. The Service will issue instructions to expeditiously accomplish reassignment outside the Joint Staff in accordance with Joint Staff requirements. Administrative actions pertaining to officer evaluation/performance reports and/or the Uniform Code of Military Justice will be initiated by the officer's directorate and

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forwarded through J-1 to the Service, as required. Officers will not receive joint duty credit if suspended from the Joint Staff.

APPENDIX A TO ENCLOSURE
JS FORM 70A

JOINT STAFF REQUEST FOR NOMINATION OF OFFICER PERSONNEL			
ACTION TO <input type="checkbox"/> ARMY <input type="checkbox"/> NAVY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> MARINE CORPS		REQUISITION NUMBER	DATE OF REQUEST
SECTION I (DESCRIPTION OF DUTIES)		SECTION II (BILLET DATA)	
A. POSITION TITLE	B. DIRECTORATE / OFFICE		A. BILLET NUMBER
C. DUTY LOCATION INCLUDING ZIP CODE			B. JOAL NUMBER
D. DUTY DESCRIPTION (CONTINUE REVERSE IF NECESSARY)			C. CRITICAL JOINT DUTY POSITION <input type="checkbox"/> YES <input type="checkbox"/> NO
			D. AUTHORIZED/REQUESTED GRADE /
			E. SPECIALTY CODE/DESIGNATION /
			F. REPORTING DATE
			G. REPLACEMENT FOR NAME: SSN: - - - DATE ROTATING: REASON ROTATING:
			SECTION III (QUALIFICATIONS)
A. QUALIFICATIONS (INDICATE BY PLACING AN X IN THE APPROPRIATE BOX. AMPLIFY IN B AS REQUIRED.)	MANDATORY	DESIRED	N/A
1. SENIOR SERVICE SCHOOL GRADUATE			
2. INTERMEDIATE SERVICE SCHOOL GRADUATE			
3. PREVIOUS JOINT DUTY ASSIGNMENT			
4. SERVICE DEPARTMENTAL STAFF EXPERIENCE			
5. MAJOR COMMAND STAFF EXPERIENCE			
6. SPECIAL TRAINING (INDICATE IN SECTION IIB) B)			
7. ELIGIBLE FOR TS CLEARANCE BY SERVICE			
8. MEET SECURITY REQUIREMENTS- DODD6210.8			
SECTION IV (AUTHENTICATION)			
A. SIGNATURE OF REQUESTING OFFICIAL	B. DATE	C. SIGNATURE OF APPROVING OFFICIAL	D. DATE
E. NAME AND POSITION OF REQUESTING OFFICIAL		F. NAME AND POSITION OF APPROVING OFFICIAL	

JS FORM 70A, NOV 99 (EG) Previous Editions Are Obsolete

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APPENDIX B TO ENCLOSURE A
FORMAT FOR EARLY RELEASE REQUEST

MEMORANDUM FOR THE DIRECTOR FOR MANPOWER AND PERSONNEL

Attention: Chief Military Personnel Branch

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

1. Request early release for (name, rank, skill specialty, social security number) from the Joint Staff effective (date of release). Officer (is or is not) a JSO nominee. Officer will have served (number) months on the Joint Staff on the date of requested release. Officer (will or will not) require (number of days) of constructive credit.
2. Officer is eligible for early release in accordance with CJCSI 1330.01 paragraph (list the paragraph from the instruction that applies and justification for early release). Officer has been identified for (duty title of assignment). The officer is required to report no later than (date) to (location). Officer must complete the following training courses prior to reporting for duty:
 - a. Course Title - Dates, location, fund source, explain why the course is required.
 - b. Course Title - Dates, location, fund source, explain why the course is required.
 - c. Continue the list with all courses that apply to this reassignment.
3. The following officers are nominated as backfill/relief:
 - a. Name, rank, skill specialty, SSN, earliest report date.
 - b. Name, rank, skill specialty, SSN, earliest report date.

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