



# CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

J-1  
DISTRIBUTION: A, B, C

CJCSI 1330.05A  
15 December 2015

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## JOINT OFFICER MANAGEMENT PROGRAM PROCEDURES

References: See Enclosure M.

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

2. Cancellation/Superseded. CJCSI 1330.05, 1 May 2008, is hereby superseded.

3. Applicability

a. This instruction applies to the Office of the Secretary of Defense (OSD), the Office of the Inspector General of the DoD, The Joint Staff, CJCS-controlled activities, the Military Departments, Combatant Commands, Defense Agencies, jointly manned activities, DoD Field Activities, U.S. Elements of Combined Commands and Military Department Elements of U.S. Government Agencies outside the DoD.

b. This instruction applies to all joint positions grades O-1 through O-6 and all commissioned military officers grades O-1 through O-6 except as follows:

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

c. Reference c applies to the management of General/Flag Officer (G/FO) positions and provides procedures for requesting changes to G/FO positions, joint qualifications for G/FO personnel, and procedures relating to O-7 and O-8 promotion selection boards. Appropriate G/FO data from the Special Assistant for General/Flag Officer Matters is incorporated into the Joint Duty Assignment List (JDAL) (Enclosure D) for production, is uploaded into the Joint Duty Assignment Management Information System (JDAMIS) (Enclosure C), and the Annual Joint Officer Management Report to the Under Secretary of Defense for Personnel and Readiness (USD(P&R)) (Enclosure K).

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

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

6. 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.dtic.mil/cjcs\\_directives](http://www.dtic.mil/cjcs_directives). JS activities may also obtain access via the SIPR Directives Electronic Library Web sites.

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

For the Chairman of the Joint Chiefs of Staff:

  
WILLIAM C. MAYVILLE, JR.  
LTG, USA  
Director, Joint Staff

Enclosures:

- A - Joint Officer Management (JOM) and The Joint Qualification System (JQS)
- B - Joint Qualifications
- C - Joint Duty Assignment Management Information System (JDAMIS)
- D - Joint Duty Assignment List (JDAL)
- E - Joint Duty Credit for Standard JDA (S-JDA)
- F - JPME Management Requirements

- G - Experience Based Joint Duty Assignments (E-JDA) Process and Procedures
- H - Tour Length Requirements and Early Releases
- I - Promotion Selection Board Requirements
- J - Reserve Promotion Selection Board Requirements
- K - Annual Joint Officer Management Report to USD(P&R)
- L - Discretionary Points
- M - References
- GL - Glossary

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ENCLOSURE A

JOINT OFFICER MANAGEMENT (JOM) AND THE JOINT QUALIFICATION  
SYSTEM (JQS)

1. Introduction

a. The Joint Qualification System (JQS) operationalizes the JOM statutes in reference a and policy in references b and c, and is intended to further enhance the goals and objectives of the Goldwater-Nichols Act of 1986 as amended. It acknowledges joint experiences, considers the environment in which officers gain the experience and includes three qualification levels that encompass joint experience from grade O-1 through O-10. JQS provides equal opportunity for Active and Reserve Component officers to attain joint qualifications.

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

c. Joint matters apply equally to S-JDA and E-JDA for the Active and Reserve Components, and is founded in law, doctrine, and policy. Only positions where the preponderance of an officer's duties provides significant experience in joint matters can result in joint credit. Title 10, U.S.C., chapter 38 defines joint matters as follows:

(1) Matters related to the achievement of unified action by integrated military forces in operations conducted across domains, such as land, sea, air, space, or in the information environment, including matters relating to:

- (a) National Military Strategy
- (b) Strategic planning and contingency planning
- (c) Command and control of operations under unified command
- (d) National security planning with other departments and agencies of the United States;
- (e) Combined operations with military forces of allied nations; or
- (f) Acquisition matters addressed by military personnel and covered under chapter 87 of title 10, U.S.C.

(2) In the context of joint matters, the term “Integrated military forces” refers to military forces that are involved in the planning or execution (or both) of operations involving participants from:

- (a) More than one Military Department; or
- (b) A Military Department and one or more of the following:
  - 1. Other departments and agencies of the United States.
  - 2. The military forces or agencies of other countries.
  - 3. Non-governmental persons or entities.

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



National Strategic Direction based on guidance from Joint Publication 1

## 2. Responsibilities

a. The Chairman of the Joint Chiefs of Staff (CJCS) is responsible for the administration and execution of the DoD JOM and JQS.

(1) The Vice Director, Joint Staff (VDJS) will:

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

(b) Review and recommend approval of the annual JDAL to the Under Secretary of Defense for Personnel and Readiness (USD(P&R)).

(c) Review and approve joint experience point requests for O-6s and below as recommended by the Director for Manpower and Personnel (J-1).

(2) The Assistant to the Chairman for National Guard Matters and the Assistant to the Chairman for Reserve Matters will coordinate with the ASD (RA) on joint officer management issues.

(3) Special Assistant for G/FO Matters will:

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

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

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

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

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

(f) Provide G/FO input for the Chairman's input to the Annual Joint Officer Management Report to USD(P&R) to include G/FO promotion statistics.

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

(4) The Director for Manpower and Personnel (J-1) will:

(a) Develop and implement procedures to comply with DoD policy for JOM and the JQS program for officers in grades O-1 through O-6.

- (b) Develop and maintain procedures to ensure the Military Departments comply with statutory and DoD policy standards for the JQS.
  - (c) Review, update, and publish the JDAL annually.
  - (d) Manage the JDAMIS.
  - (e) Manage the joint qualification designation process for Level II and III.
  - (f) Monitor the Service promotions results of JQOs and Joint Staff officers to ensure appropriate consideration is given based on their performance in a joint capacity.
  - (g) Review Military Service requests for DoD JOM program waivers and make recommendations on such requests to the CJCS or USD(P&R).
  - (h) Serve as board secretariat for boards convened by the USD(P&R) on management of officers under the DoD JOM program.
  - (i) Provide policy guidance governing joint representation and analytical review of O-4 through O-6 promotion selection boards.
  - (j) Periodically review officer personnel assignment, promotion, and retention policies of the Military Departments to ensure appropriate consideration is given to the performance of officers serving within the Joint Staff or holding JQO designation.
  - (k) Review and recommend approval of joint experience point requests for O-6s and below.
  - (l) Conduct 5-year JDAL Revalidation Boards.
  - (m) Monitor Service compliance with JPME requirements to include statutory JPME Phase II outplacement requirements.
  - (n) Prepare data for the Joint Officer Management Annex to the Secretary of Defense Annual Report to USD(P&R).
- (5) The Director for Joint Force Development (J-7) will:
- (a) Certify joint training courses and associated point values for courses that contribute to an officer's expertise in joint matters.
  - (b) Monitor the Defense Manpower Data Center (DMDC) for updates in **JDAMIS** with information for courses awarding discretionary credit.

(c) Identify, maintain, and publish a list of joint exercises that have direct relevance to the definition of joint matters on at least an annual basis.

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

(e) Provide to Joint Staff, J-1, the Academic Year JPME Phase II course start/stop dates as published to update in JDAMIS.

(f) Provide Joint Staff, J-1, JPME Phase II electronic class rosters no later than 10 days after class start date and electronic graduation rosters no later than 10 days after class graduation to update in JDAMIS.

b. The Department of Defense Human Resources Activity (DoDHRA) is responsible for assisting the Director for Manpower and Personnel (J-1) in maintaining and updating the JDAMIS.

c. Secretaries of the Military Departments will:

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

(2) Ensure that joint assignment practices result in the Military Departments meeting the tour length requirements specified in 10 U.S.C. 664.

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

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

(5) Ensure appropriate assignment of JQ Level II officers and JQOs to JQ-II and critical (Level III) S-JDAs, respectively.

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

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

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

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

(10) Nominate to the Chairman of the Joint Chiefs of Staff and the Secretary of Defense, as appropriate, officers meeting the prerequisite joint qualification criteria for designation as a joint qualified Level II or III.

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

(12) Ensure that assignment practices result in the Military Department meeting the JPME outplacement requirements specified in 10 U.S.C. 663 and CJCSI 1800.01D.

(13) Manage and submit required JOM program waivers.

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

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

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

d. The Heads of the DoD Components will:

(1) Propose additions, deletions, and changes to the JDAL.

(2) Not reassign, other than for cause, officers filling S-JDA positions to non S-JDA positions, or JQOs filling critical (Level III) S-JDA positions, without prior coordination with the respective Military Service.

(3) Monitor assignment actions to ensure organizational stability is maintained.

(4) Ensure officers do not depart JDAL billets early without appropriate authority.

(5) Ensure complete and timely submissions of the organization's JDAL positions when scheduled for the 5-year JDAL Revalidation Board.

(6) Ensure the performance of joint matters is documented in officer's performance reports.

(7) Ensure officers in part-time RC JDAL positions are certified annually with the number of days of duty performed by part-time Reserve Component officers into JDAMIS.

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## ENCLOSURE B

### JOINT QUALIFICATIONS

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

a. S-JDA (i.e., traditional) path, through which the majority of officers will continue to complete a joint duty assignment (JDA). S-JDAs refer to positions on the JDAL for the standard tour length as defined by 10, U.S.C. 664.

b. E-JDA (i.e., experience) path, through which an officer accumulates an equivalent level of joint experience. Discretionary points, to include joint exercises, joint training, and other education that contributes to an officer's expertise in joint matters, may be combined with E-JDA points to achieve the minimum points required for each qualification level.

c. A combination of S-JDA time served and E-JDA joint experiences that are combined to meet the minimum 36 months/points requirement, although over 36 months/points may be required due to 12-month **recency** requirements.

2. Joint Qualification Approval Authorities:

a. Level II – Vice Director, Joint Staff as delegated by the Chairman of the Joint Chiefs of Staff.

b. Level III – (JQO) – USD(P&R), as delegated by the Secretary of Defense.

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

3. Joint Qualification Criteria and Procedures: These requirements apply equally to AC and RC officers.

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

(1) An officer is eligible for nomination by the Service upon accrual of 18 joint qualification points (a minimum of 12 points must be derived from joint experiences other than joint training or joint exercises) or has been awarded full joint duty credit; and successful completion of JPME Phase I. A maximum of 6 discretionary points may be applied toward award of JQ Level II. Interim credit while still serving in an S-JDA position will not be used for JQ Level II eligibility.

(2) The Joint Staff will: Review and validate monthly nomination lists and approve award of joint qualified Level II designations, as applicable. Officers not fully documented in JDAMIS as eligible will be removed from consideration. Upon approval, the Joint Staff, J-1, will ensure JQ Level II qualifications are updated in JDAMIS.

(3) The Military Services will:

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

(b) Submit nominations to the CJCS under a dated G/FO or SES cover memorandum using the format specified in Appendix A of this enclosure. Each Service will submit one consolidated nomination package that contains both Active Component and Reserve Component nominations with all grades O-3 through O-6. The National Guard Bureau may submit separate nominations. Nominations must include a copy of the Service nomination list in unclassified excel format.

(c) Ensure that duplicate nominations are not submitted. Officers with JQ Level II nominations pending approval from previous submissions are not to be re-nominated.

(d) Ensure that officer qualifications are documented in JDAMIS. Officers not fully documented in JDAMIS as eligible will be removed from consideration.

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

(1) Eligible for nomination by the Service upon successful completion of education requirements (JPME Phase II or Advanced Joint Professional Military Education (AJPME) (RC only)) and experience requirements (the award of full joint duty credit, accrual of 36 joint qualification points, or a combination of S-JDA and E-JDA time to equal 36 points/months). For officers eligible for nomination based upon joint qualification points, a minimum of 12 points must accrue after the officer's O-4 Date of Rank (DOR). Due to the 12 point recency requirement, officers may need more than 36 total points to qualify for Level III. An officer must be in the grade of O-4 or above to be designated JQ Level III.

(2) Officers who are currently serving in a S-JDA and have completed and been credited with JPME Phase II or AJPME (RC officers) may combine accrued joint qualification points with time (i.e., months) served in the S-JDA (interim credit for currently serving time) to achieve the requisite 36 points required for JQ Level III. Use of interim credit to achieve a total of 36 points shall not preclude the requirement to complete the full tour of duty in the current S-JDA. Interim credit does not apply to RC officers in part-time S-JDA positions.

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

(4) No more than 12 discretionary points may be applied to meet JQ Level III requirements. RC officers with Civilian E-JDA, Military Technician E-JDA, or part-time JDAL credit may not use discretionary points to meet experience point requirements.

(5) The Chairman of the Joint Chiefs of Staff will:

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

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

(6) The Military Services will:

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

(b) Submit nominations to the CJCS under a dated G/FO or SES cover memorandum using the format specified in Appendix B of this enclosure. Each Service will submit one consolidated nomination package that contains both AC and RC nominations with all grades O-4 through O-6. The National

Guard Bureau may submit separate nominations. Nominations must include a copy of the Service JQO nomination list in unclassified excel format.

(c) Submit a copy of the officer's career brief as part of the nomination package if applying interim credit.

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

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

(f) Ensure officer qualifications are documented in JDAMIS. Officers not fully documented in JDAMIS as eligible will be removed from consideration.

(g) Services may elect to submit special nomination packages to the CJCS outside the normal monthly nomination cycle if expedited approval is needed for O-6's that will be considered by an O-7 promotion selection board. The G/FO or SES cover memorandum must clearly outline the circumstances that have led to an expedited request.

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

4. Joint Qualification Level III (JQO) Officers. JQO designation is an administrative classification that identifies an officer as having significant education and experience in joint matters and is in addition to the officer's primary military occupational specialty. The JQO designation is an officer management tool used primarily in the assignment selection process and may not be declined by the officer. There are no restrictions on the number of JQOs; however, sufficient numbers must be available to meet the S-JDA and critical (Level III) S-JDA fill requirements.

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

a. Nominations for officers without JPME Phase II who have completed 2 full JDAs are only permitted when it is impractical to require the officer to complete JPME Phase II at the current stage of the officer's career and the

types of JDAs the officer completed were of sufficient breadth to prepare the officer adequately for JQ Level III. Due to the increased availability of JPME Phase II, nominations are normally only considered for senior O-6s in unique circumstances.

b. Submit nominations to the CJCS under a dated G/FO or SES cover memorandum using the format specified in Appendix C of this enclosure.

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

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

d. Requests will include full and detailed justification.

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APPENDIX A TO ENCLOSURE B

NOMINATION FOR APPROVAL OF JOINT QUALIFICATION LEVEL II

SERVICE LETTERHEAD

MEMORANDUM FOR VICE DIRECTOR, THE JOINT STAFF

SUBJECT: Nomination for Approval of Joint Qualification Level II

1. This memorandum nominates ### officers listed on the attached enclosure for approval of Joint Qualification Level II. The list of officers recommended for JQO designation include ### Active Component officers and ### Reserve Component officers.
2. These officers meet the requirements listed in paragraph 1b of Enclosure B to CJCSI 1330.05 for Joint Qualification Level II. These education and experience requirements are fully documented for each officer in the Joint Duty Assignment Management Information System.
3. The point of contact for this action is NAME, RANK; OFFICE; PHONE NUMBER; E-MAIL.

NAME  
G/FO or SES, Service  
Signature Block

Enclosure

<b>Name</b>	<b>Grade</b>	<b>Service</b>	<b>Component</b>	<b>SSN</b>	<b>Basis for Approval</b>
SMITH, MARY	O1-O-6	A,F,M, or N	ACTIVE, GUARD, OR RESERVE	XXXXXXXXXX	S-JDA, E-JDA or Combined

NOTE: Services submit list via Excel spreadsheet

APPENDIX B TO ENCLOSURE B

NOMINATION FOR APPROVAL OF JOINT QUALIFICATION LEVEL III

SERVICE LETTERHEAD

MEMORANDUM FOR CHAIRMAN, JOINT CHIEFS OF STAFF

SUBJECT: Service Nominations for Joint Qualified Officer (Level III)  
Designation

1. This memorandum nominates ### officers listed on the attached enclosure for designation as Joint Qualified Officers (JQOs). The list of officers recommended for JQO designation include ### Active Component officers and ### Reserve Component officers.
2. These officers meet the requirements listed in paragraph 1c of Enclosure B to CJCSI 1330.05 for Joint Qualification Level III. These education and experience requirements are fully documented for each officer in the Joint Duty Assignment Management Information System.
3. In addition to minimum education and joint experience levels, these officers meet performance standards consistent with Joint Qualified Officer requirements. ### Active Component officers and ### Reserve Component officers were not nominated due to quality performance standards.
4. The point of contact for this action is NAME, RANK; OFFICE; PHONE NUMBER; E-MAIL.

NAME  
G/FO or SES, Service  
Signature Block

Enclosure

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

NOTE: Services submit list via Excel spreadsheet

APPENDIX C TO ENCLOSURE B

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

SERVICE LETTERHEAD

MEMORANDUM FOR CHAIRMAN, JOINT CHIEFS OF STAFF

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

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

NAME  
G/FO or SES, Service  
Signature Block

Enclosure

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## ENCLOSURE C

### JOINT DUTY ASSIGNMENT MANAGEMENT INFORMATION SYSTEM (JDAMIS)

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

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

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

b. Military Services use JDAMIS to update, track, and manage officers in S-JDAs, joint qualification points, designated Professional Military Education (PME) status, waivers, joint qualification levels, and promotion board reviews.

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

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

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

4. Access. Requests for access must be submitted by the requesting activity to the Joint Staff, J-1, using the System Authorization Access Request (SAAR) DD Form 2875 along with a Privilege Request Sheet. Authorized activities are limited to 3 users; additional users may be granted on a case-by-case basis. The Joint Staff reserves the right to revoke individual user access.

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

ENCLOSURE D

JOINT DUTY ASSIGNMENT LIST (JDAL)

1. Introduction. The JDAL is a list of Secretary of Defense (SecDef) approved S-JDA positions for the Active Component and Reserve Component where an officer gains significant experience in joint matters. Successful completion of an assignment in one of these positions is the primary path towards completing experience criteria for designation as a Level III JQO. Although the JDAL contains positions in the grade of O-4 through O-10, this enclosure specifically covers the management of grade O-4 to O-6 positions. Reference d discusses the management of grade O-7 through O-10 positions.

2. JDAL. The JDAL is the position management file of JDAMIS and is managed by the Joint Staff, J-1. Only permanent positions in which a preponderance of the positions' duties meet the 10 U.S.C. 668 definition of joint matters may be designated as JDAL positions. Positions approved for addition to the JDAL must satisfy the following:

a. JDA: Assignments in which an officer gains significant experience in joint matters. This includes assignments as an instructor responsible for preparing and presenting courses in JPME Phase I and II, in national security strategy, theater strategy and campaigning, joint planning process and systems, and joint, interagency, and multinational capabilities and the integration of those capabilities, but does not include assignments for joint training or joint education.

b. Each JDAL position resource identification code (RIC) (Ref DoD 7045.7-H) details the Service and component responsible for filling the position. Reserve officers performing full-time military duty can encumber JDAL positions coded for active duty, but active duty officers cannot encumber positions coded as reserve positions. Full-time reserve officers cannot fill part-time reserve coded manpower positions.

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

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

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

(3) Combatant Command Headquarters Positions. The incumbents of these positions are involved in matters relating to national military strategy, joint doctrine or policy, strategic planning, contingency planning, and command and control of combat operations under a Combatant Command.

(4) Defense Agency and DoD Field Activity Headquarters positions. The incumbents of these positions are involved in developing and distributing joint policy, strategic plans, and contingency plans relating to national military strategy.

(5) Organizational (other than those in the OSD, the Joint Staff, CCMD HQ Positions, or Defense Agencies and DoD Field Activities HQ Positions). The incumbents of these positions must be involved with matters related to the achievement of unified action by multiple military forces in operations conducted across domains such as land, sea, air, space, or in the information environment; where the preponderance of the incumbent's duties directly deal with producing or promulgating national military strategy, joint doctrine, joint policy, strategic plans or contingency plans, commanding and controlling operations under unified command, or national security planning with other departments and agencies of the United States.

(6) Dual-Hat Positions. A dual-hat position is one in which the incumbent officer has responsibilities to both that officer's Military Service and a joint, combined, or international organization or activity. An example would be an officer with duties both in a Combatant Command and one of its Military Service component commands. If the Service component command carries the position as its authorization, the joint command will reflect it as unfunded in the Joint Table of Distribution (JTD) and the incumbent is not eligible for joint duty credit as an S-JDA.

d. Professional Specialty Positions. Regardless of assigned organization, all professional specialty positions must be approved through the JDAL validation process before they may be included on the JDAL.

e. Positions Specifically Excluded From the JDAL:

(1) Student assignments for joint training and education.

(2) Instructor positions except those responsible for preparing and presenting JPME Phase I and II courses in national security strategy, theater strategy and campaigning, joint planning processes and systems, and joint, interagency, and multinational capabilities and the integration of those capabilities.

(3) Fellowship/Intern assignments that are affiliated with an educational, degree granting, or research program where an officer is not

responsible for implementation of joint policy or program resulting from the officer's assigned responsibilities.

- (4) Positions/assignments within an officer's own Military Department.
- (5) Positions requiring grades O-3 and below.
- (6) Temporary, overage, or unfunded positions.

3. Level designations on S-JDA positions: Joint Qualification (JQ) levels provide joint organizations the opportunity to identify positions requiring an officer with previous joint matters experience and the depth of this experience.

a. Organizations with JDAL positions must identify the joint qualification level the incumbent to the JDAL position must possess.

b. The JQ levels qualification criterion (Level II, Level III, or Level IV) are explained in reference b. Organizations should expect these characteristics from an incumbent:

(1) Level II position requires an officer with JPME Phase I education and has some joint matters experience/knowledge.

(2) Level III is a critical position and requires an officer with significant joint matters experience and joint education (a joint qualified officer).

(3) Level IV requires a G/FO with previous G/FO JDAL tour and appropriate G/FO education.

c. Organizations will use the appropriate joint qualification level when requisitioning a fill for the position.

d. Joint Staff, J-1, will ensure the JQ level for each position is coded in JDAMIS.

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

a. The heads of joint activities must identify positions that meet the criteria of critical (Level III) S-JDAs and recommend to the CJCS that they be designated critical (Level III) S-JDAs. With the assistance of the CJCS, the Secretary of Defense (delegated to the USD(P&R) by reference a) designates critical S-JDAs in accordance with 10 U.S.C. 661.

b. Joint activities must regularly review their critical position needs to ensure sufficiency in number, appropriateness of selection, and appropriate balance among the Military Services and across skill lines (i.e., the Military Service representation of critical (Level III) S-JDA positions should approximate the overall Military Service representation of the S-JDA positions). Critical positions are not necessarily the most key and essential S-JDA positions within an activity, although that may be the case.

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

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

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

f. Position redesignations may occur when the duties and responsibilities of the position change and impact the requirement for an incumbent to be previously educated and experienced in joint matters. A change in incumbents is not a basis for changing the position designation. Stability is essential to the Military Services' production and maintenance of sufficient numbers of JQOs per career area. Requests for **redesignations** must be submitted to a JDAL validation board.

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

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

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

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

d. Additional JQO qualification waiver processing requirements:

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

(2) Officers without JPME Phase II are to be scheduled for a course prior to, or soon, after arriving in their joint tour. Waivers must clearly show current attendance or provide the specific course date of future attendance.

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

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

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

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

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

6. JQ-Level Fill Requirements. Per 10 U.S.C. 661, the Military Services will ensure that at least 50 percent of S-JDAs in grades O-5 and above are filled by officers who have the appropriate level of joint qualification.

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

8. Updates and Changes to the JDAL. The USD (P&R), with the advice and assistance of the CJCS, approves JDAL position additions and deletions. Proposed changes must be submitted to the JDAL Validation Board. The USD (P&R) approves critical position designations/changes. Information on changes to JDAL positions is provided in paragraphs 10 and 11 below.

9. The JDAL Validation Board

a. The JDAL Validation Board will be conducted at least annually IAW reference (b). The board shall access the content of the duties of candidate manpower positions and make recommendations to USD (P&R), through the CJCS (delegated to the VDJS), to add or delete individual positions on the JDAL.

b. Composition. The board is normally comprised of executive level representatives (grade O-6 or civilian equivalent) from the Joint Staff and each of the Military Services. An executive level OSD representative will serve as an advisor/observer.

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

(1) All positions must be reviewed by the JDAL Validation Board in order to be included on the JDAL. In accordance with reference b, all positions on the JDAL must be revalidated.

(2) No later than 2 months prior to each scheduled JDAL Validation board, the Joint Staff, J-1, will provide joint activities and Military Services a JDAL Validation Package format and standards guide.

(3) All proposed JDAL changes/additions shall be submitted to the Joint Staff, J-1. In accordance with the JDAL Validation Package format and standards guide, activities will prepare and submit packages with the required information in the Joint Staff, J-1, specified format to include, at a minimum:

- (a) Organization/mission description or charter;
- (b) A diagram of the organization's structure;
- (c) The individual position description;
- (d) The JDAL organization position ID listed in JDAMIS;

(e) The joint manpower document reflecting the funded authorization and which shows the authorization does not reside within the incumbent's military department, service specific identifier (e.g., for Navy, the billet identification number (BIN));

(f) A G/FO or equivalent nomination memorandum stating that nominated positions meet requirements outlined in law and policy.

(4) The Joint Staff, J-1, will screen all submissions to ensure the positions meet the requirements listed in this enclosure and notify the owning organization of positions that are incomplete or ineligible. All eligible positions will be forwarded to the JDAL Validation Board for consideration and voting.

d. Upon receipt of the board members' votes, the Joint Staff J-1 will consolidate the board's recommendations and forward to the Services for review. The Services will return the board result summary to the Joint Staff, J-1, with a Service G/FO acknowledgement. Joint Staff, J-1, will then forward the board's recommendations to the VDJS for endorsement, who then forwards to USD(P&R) for final approval.

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

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

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

(3) Appeal of JDAL Validation Board results. Organizations with disapproved positions may appeal the board's decision.

(a) Organizations requesting to appeal the board's decision must submit a completed JDAL Validation appeal form to the Joint Staff, J-1, not later than 90 days after USD(P&R) release board results.

(b) Organizations may appeal a board's decision **one time** and should identify a compelling reason for the appeal. Unless significant positional changes occur, the position is ineligible for consideration until the organization's 5-year revalidation.

(c) Organizations will ensure the position meets legal and policy requirements before submitting the appeal. The Joint Staff, J-1, will attach the appeal form to the previously disapproved position's original JDAL Validation submission. Other than the appeal form, no other changes to the original submission are allowed.

(d) Voting board members for the appeal board must be different from the board members who recommended excluding the position from the JDAL.

(e) Positions under appeal will retain S-JDA status pending USD(P&R) final approval. If a position is not retained on the JDAL, the effective stop date of the position will be the date USD(P&R) approves (signs) the appeal board results. Within 30 days of USD(P&R) approval, Joint Staff, J-1, will notify Service managers of the appeal board results.

f. JDAL Validation Board Implementation and Position Stop Dates.

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

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

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

(4) Officers selected to serve in "stopped" positions will accrue JDAL time for the duration of their tour if they were placed on orders before the stop date, and have a report date within 6 months of the stop date. The incumbent's reporting date will be considered the tour start date.

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

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

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

10. JDAL Review. Per reference b, the entire JDAL is to be reviewed/revalidated every 5 years to ensure positions continue to meet standards. This review will be conducted in conjunction with the JDAL Validation Board schedule. Positions not submitted for the 5 year revalidation will be removed from the JDAL upon release of the board results for which the position should have been considered.

11. JDAL Production. The Joint Staff, J-1, working with DMDC, will produce a master JDAL at least annually. The JDAL itself is a point-in-time master list of all valid S-JDA positions.

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

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

b. Organizations not required to use Fourth Estate Manpower Tracking Systems (FMTS), but with positions affected by the JDAL Validation Board, will forward position information in the billet master file format, as described in DoDI 7730.64 Billet Master File, to the Joint Staff, J-1. To ensure assigned officers correctly receive joint credit for their service, all fields in the billet master file format must be reported. The Joint Staff, J-1, will review and validate these documents and forward to DMDC for processing and uploading into JDAMIS.

c. JDAMIS Position Deletions:

(1) The Services are notified that positions are being deleted via the approved JDAL Validation Board results.

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

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APPENDIX A TO ENCLOSURE D

JQO QUALIFICATION WAIVER FORMAT (SERVICE INITIATED)

SERVICE LETTERHEAD

MEMORANDUM FOR CHAIRMAN OF THE JOINT CHIEFS OF STAFF

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

1. This memorandum is forwarded to request a waiver for RANK NAME, SSN, CAREER SPECIALTY, a non-JQO, to fill a critical (Level III) S-JDA as the DUTY TITLE, JOINT ACTIVITY. This is JDAL position number ### that requires a GRADE, CAREER SPECIALTY. The projected report date is DATE. RANK NAME's career brief is attached. JOINT ACTIVITY acknowledges this officer is not a JQO and agreed on DATE to accept him/her for the critical billet.
2. Include information on JPME Phase II attendance: RANK NAME completed COURSE NAME on DATE; or RANK NAME will attend COURSE NAME on DATE enroute to this assignment; or RANK NAME will attend COURSE NAME on DATE following arrival to this assignment. As outlined in the attached memorandum, JOINT ACTIVITY has agreed to release this officer to attend JPME Phase II.
3. Provide complete justification for filling a critical position with a non-JQO to include the specific skills and experiences that demonstrate the officer's ability to operate effectively in the nominated position in a joint environment. Also include the size of Service inventory of JQOs in the specialty and a comment on the Service personnel management practices/issues that prevent assignment of a JQO to the critical position.
4. Waiver requests submitted to the Joint Staff less than 60 days in advance of the requested report date will include a full explanation for the late submission as part of the G/FO memorandum.
5. My POC for this action is RANK NAME, PHONE NUMBER.

NAME  
G/FO or SES, Service  
Signature Block

Enclosures

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APPENDIX B TO ENCLOSURE D

GAINING JOINT ACTIVITY MEMORANDUM OF ACCEPTANCE FORMAT

GAINING JOINT ACTIVITY LETTERHEAD

MEMORANDUM FOR SERVICE HEADQUARTERS

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

1. NAME OF GAINING JOINT ACTIVITY agrees to accept RANK NAME, a CAREER SPECIALTY non-JQO, to fill the critical position JDAL POSITION NUMBER, DUTY TITLE that requires a GRADE, CAREER SPECIALTY.
2. If the officer will attend JPME Phase II after arrival to the joint activity include a comment: NAME OF GAINING JOINT ACTIVITY agrees to release RANK NAME to attend COURSE NAME on DATE.
3. My POC for this action is RANK NAME, PHONE NUMBER.

NAME  
G/FO or SES, Service  
Signature Block

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APPENDIX C TO ENCLOSURE D

JQO QUALIFICATION WAIVER FORMAT (JOINT ACTIVITY INITIATED)

SERVICE LETTERHEAD

MEMORANDUM THRU SERVICE HEADQUARTERS

FOR CHAIRMAN OF THE JOINT CHIEFS OF STAFF

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

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

NAME  
G/FO or SES, Service  
Signature Block

Enclosures

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ENCLOSURE E

JOINT DUTY CREDIT FOR STANDARD JDA (S-JDA)

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

a. An officer begins to accrue joint duty credit upon assignment in the JDAL position and stops accruing joint duty credit on departure from the JDAL position. Assignment to different JDAL positions with no break in time may be counted as one continuous tour of duty to meet minimum tour length requirements. An officer will be allowed to continue to accrue joint duty credit in positions that have been stopped until the officer is reassigned, if they were in the position when it was stopped. The assignment dates recorded in JDAMIS are used to calculate time in the position and the annual Military Service joint duty tour length average. JDAMIS calculates total days served divided by 30.4 (i.e., official numbers of days per month used by DMDC for each calendar year) to calculate total months served.

b. The assignment of more than one officer to one S-JDA is not authorized except during reassignment. The overlap of incoming and outgoing officers, during which time both officers accrue joint duty credit, will not exceed 90 days. After 90 days, the last officer assigned to the position will not accrue joint credit. Once the double incumbency is eliminated, the officer will begin to accrue joint credit from the date the incumbency is resolved. The lost days will affect the tour length completion date for the affected officer.

c. Active Component and full-time RC officers must serve a minimum of 3 years to receive full joint duty credit, unless waived by the Military Personnel Policy (USD(MPP)), or meet the requirements for early release as outlined in Enclosure H. Officers who serve in an S-JDA less than the duration needed to qualify for full joint duty credit may receive accrued credit for time served in the S-JDA.

2. Constructive Credit for Joint Duty Tour Completion. Officers may depart an S-JDA up to 60 days early and receive constructive credit when specific criteria

are met and approved by the Service. Constructive credit may be applied to 3-year S-JDA tour lengths, 2-year Critical Occupation Specialty (COS) reassignments, overseas assignments with 2 year or more tour lengths (includes Hawaii and Alaska) and to S-JDA tours when 2 years of accrued credit are accumulated. Constructive credit may only be used when early departure is required for military necessity (e.g., school report date or a change of command that cannot be delayed) or when other alternatives would not suffice in meeting mission requirements. Constructive credit shall not be used for personal convenience. Services should ensure that the award of constructive credit does not cause the year end statutory tour length average to fall below 36 months. Constructive credit is excluded when calculating the joint duty tour length average (TLA); only time actually served in an S-JDA may be used to calculate the joint tour length average (Enclosure H).

3. Joint Duty Credit for Officers below Grade O-4. Officers in the grade of O-3 assigned to S-JDAs may receive joint duty credit; all joint duty provisions apply, including tour length and early release requirements. Officers in grades O-1 and O-2 may not be assigned to S-JDAs.

4. Joint Duty Credit during Periods of Temporary Duty. Temporary duty and return does not change an officer's permanent assignment to an S-JDA position or joint duty credit status.

5. Differential Joint Duty Credit. Credit earned by officers who served in an S-JDA in a geographical area designated as a Hostile Fire or Imminent Danger Pay area by the DoD Financial Management Regulation. This credit is the difference between what the officer could earn by submitting for experience JDA points minus the credit that was actually earned during the same timeframe while serving in the S-JDA tour. Differential credit is applicable only to officers who do not have full tour credit. Once differential credit is applied a total of 36 months/points must be accrued to award full tour credit. Differential credit is applicable to both active and reserve officers.

a. Differential credit may be awarded for actual time served in, or deployed to, a Hostile Fire or Imminent Danger Pay area. Services may request differential credit once the officer is tour complete and has not received full tour credit. If a normal tour length waiver package is required, differential credit may be included as an addition to the tour length waiver package (Enclosure H). When submitting deployed experiences, officers must attach a DFAS adjudicated travel voucher that validates actual "boots-on-ground" dates at the location where duty was performed. Submissions without verification of "boots-on-ground" dates will be returned without action.

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

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

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

	Years in S-JDA	+ Experience Points	Minimum Annual Participation in S-JDA (days a year)
<b>O-6 and Below</b>			
6-Year S-JDA Credit	6	0	66
3-Year S-JDA/E-JDA	3	10	36
2-Year S-JDA/E-JDA	2	18	36
<b>O-7 and Above</b>			
Full G/FO S-JDA Credit	4	0	66
G/FO S-JDA/E-JDA	2	7	36

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

b. To encourage tour-length stability, officers O-6 and below must serve a minimum of 2 years in an S-JDA to qualify for any of the tour credit combinations in Table E-1. Officers failing to meet the minimum 2-year requirement may request their time served be accrued under the E-JDA path. Part-time S-JDAs do not translate into points for each year completed or accrued joint credit; officers must meet all requirements for S-JDA/E-JDA and annual participation requirements to receive full joint duty credit.

c. The Uniform Reserve, Training and Retirement Category (TRC) (reference i) determines if an officer performs military duty in a full-time or part-time status and dictates the requirements the officer must meet to earn joint duty credit via the S-JDA path. An officer temporarily activated to perform military duties in a full-time capacity remains categorized as a part-time officer unless the Service updates the TRC.

d. After completion of the S-JDA tour, officers may request to have their entire S-JDA tour participation days converted to E-JDA.

e. Part-time officers can only fill JDAL positions coded for part-time officers unless recalled to full-time status for 24 months or more. Part-time officers recalled to full-time status for 24 months or more, regardless of orders type, should be entered in a full-time JDAL position. To qualify as an exception the officer must receive activation orders of 2 years or more. The Service must provide a copy of the order to the Joint Staff, J-1, who will enter the officer into the JDAL position. If a part-time officer is activated for 24 months or more and assigned to a full-time position, to depart the position prior to completing 36 months in the JDAL tour will require a tour-length waiver or an exception as outlined in reference b.

f. Services will log the officer into and out of the JDAL position in JDAMIS within 30 days of arrival/departure. The JDAL Tour start date is the first day the officer conducts training in the joint organization, not when assigned to the position.

g. Annual Training Requirement Certification:

(1) RC officers are expected to perform their annual training in their joint duty assignment. Duty performed outside of the joint organization must not be certified as part of the JDAL tour.

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

(3) The number of days certified must equal the actual number of duty days performed with the joint organization (e.g. two inactive duty training periods equals one duty day).

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

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

j. It is incumbent upon the officer to ensure they are performing the requisite number of days in the JDAL position and that the joint organization completes the annual certification.

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ENCLOSURE F

JPME MANAGEMENT REQUIREMENTS

1. Introduction. Joint Professional Military Education (JPME) consists of three sequenced phases of education. The standard sequence requires completion of Phase I before proceeding to Phase II or AJPME. JPME management requirements apply to AC and RC officers as outlined below.

2. Officer Basic Course Requirements. Military Services are responsible for entering course completion in JDAMIS. For both AC and RC officers, qualifications will be entered for an officer either upon graduation or no later than the date the next joint qualification entry is updated in JDAMIS. In the case of direct entry officers who do not attend OBC, Services can approve and update in JDAMIS an officer's OBC completion on the date the officer is deemed fully qualified in their military specialty. Services can submit bulk submissions directly to DMDC for JDAMIS update using the format in Appendix A.

3. JPME Phase I Requirements. Military Services are responsible for entering JPME Phase I course completion dates in JDAMIS for both AC and RC officers. JPME Phase I qualifications will be entered for an officer either upon graduation or no later than the date the next joint qualification entry is updated in JDAMIS. Services can submit bulk submissions directly to DMDC for JDAMIS update using the format in Appendix B.

4. JPME Phase II Requirements. JPME Phase II is provided through Chairman of the Joint Chiefs of Staff-approved Service senior-level colleges and four National Defense University schools: National War College (NWC), Eisenhower School, Joint Advanced Warfighting School (JAWS), and Joint and Combined Warfighting School (JCWS). AJPME is a JPME course of instruction specifically created for the RC community. RC officers who complete AJPME will have satisfied the education requirement for designation as a JQO Level III.

a. JPME Phase II Direct Entry Waivers (DEW). Military Services are responsible for screening AC and RC officers to ensure they have completed JPME Phase I prior to attending JPME Phase II. Under exceptional conditions, the CJCS may approve a DEW to permit an officer to attend JPME Phase II before completing JPME Phase I.

(1) IAW reference (d), effective with Academic Year 2012/2013, award of single phase JPME Phase I and Phase II credit is not authorized. All senior service colleges and NDU courses (i.e. Eisenhower School, NWC, JAWS and

JCWS) now convey only Phase II credit. Officers must complete JPME Phase I prior to attendance or have an approved DEW (see Table F-1).

Course	JPME Level	JPME Phase I pre-requisite	Entry Waiver	Comments	Outplacement Requirements and Waivers
JAWS	Students graduating through AY 2011/2012 are single phase and receive both JPME Phase I and JPME Phase II credit. Effective with AY 2012/2013, graduating students only receive JPME Phase II credit.	Yes beginning AY 2012/2013	Yes	Waives the requirement for officers to complete JPME Phase I prior to attendance at JAWS. However, waivers approved by the Joint Staff do not remove the requirement to complete JPME Phase I. JPME Phase II credit will only be granted upon completion of JPME Phase I.	Unless waived by USD(P&R) all JQOs must be assigned to an S-JDA upon graduation. More stringent Joint Staff policy requires 100% of graduates to be immediately assigned to a JAWS coded JDAL position, unless waived.
Eisenhower School	Students graduating through AY 2011/2012 are single phase and receive both JPME Phase I and JPME Phase II credit. Effective with AY 2012/2013, graduating students only receive JPME Phase II credit.	Yes beginning AY 2012/2013	Yes	Waives the requirement for officers to complete JPME Phase I prior to attendance at Eisenhower School. However, waivers approved by the Joint Staff do not remove the requirement to complete JPME Phase I. JPME Phase II credit will only be granted upon completion of JPME Phase I.	Unless waived by USD(P&R) all JQOs must be assigned to an S-JDA upon graduation. Over 50% of non-JQOs must be assigned to an S-JDA upon graduation.
Nat'l War College	Students graduating through AY 2011/2012 are single phase and receive both JPME Phase I and JPME Phase II credit. Effective with AY 2012/2013, graduating	Yes beginning AY 2012/2013	Yes	Waives the requirement for officers to complete JPME Phase I prior to attendance at NWC. However, waivers approved by the Joint Staff do not remove the requirement to complete JPME Phase I. JPME Phase II credit will only be	Unless waived by USD(P&R) all JQOs must be assigned to an S-JDA upon graduation. Over 50% of non-JQOs must be assigned to an S-JDA upon graduation.

	students only receive JPME Phase II credit.			granted upon completion of JPME Phase I.	
JCWS and AJPME	JPME Phase II or equivalent JQO-III education credit for RC only	Yes	Yes	Waives the requirement for officers to complete JPME Phase I prior to attendance at JCWS or AJPME. JPME Phase II credit will only be granted upon completion of JPME Phase I.	Unless waived by USD (P&R) all JQOs must be assigned to an S-JDA upon graduation. Over 50% of non-JQOs must be assigned to an S-JDA upon graduation.
Service War Colleges	JPME Phase II -- MCWAR (beginning with Jun 06 graduating class), AWC (beginning with Dec 06 graduating class), CNWC (beginning with the Nov 06 graduating class) Army War College (beginning with the Jun 07 graduating class).	Yes	Yes*	*A Sunset provision allowed officers to attend prior to 30 Sep 09 without JPME Phase I (no waiver required) and upon graduation to receive credit for both JPME Phase I and JPME Phase II.  **Officers attending after 30 Sep 09 must complete JPME Phase I prior to attendance or receive a DEW. (Section 2155, (a)(2). JPME Phase II credit will only be granted upon completion of JPME Phase I.	Title 10, Chapter 38, § 663 outplacement requirements do not apply.

**Table 2. JPME Waivers**

(2) Requests for DEWs will be submitted by the Military Service to the Joint Staff for approval. Approved DEWs are for sequencing purposes only and do not remove the requirement for the officer to complete JPME Phase I. JPME Phase II credit will not be granted until the officer completes JPME Phase I.

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

of the graduation date will include a full explanation for the late submission as part of the G/FO or SES memorandum.

(4) Direct entry waivers are limited by Service to 10 percent of the total number of officers attending an offering of the course.

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

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

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

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

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

(3) On a case-by-case basis, Services may request approval for a non-JDAL assignment to be counted toward the NDU greater than 50 percent outplacement requirement. Waivers are submitted through the Joint Staff to USD(P&R) in the format provided in Appendix E of this enclosure. The intent of this authority is to allow assignments to overseas contingency operations, such as Afghanistan-Pakistan (AFPAK) Hands or Joint Task Force HQ positions, where officers may earn joint credit through the experience path, to be recognized as the equivalent of JDAL for NDU outplacement. Requests must include complete documentation on how the non-JDAL position meets the

definition of joint matters and include a full outplacement plan for all officers in the course. Waiver requests submitted less than 60 days in advance of the graduation date will include a full explanation for the late submission as part of the G/FO or SES memorandum.

e. JAWS requirements. Although statutory requirements outline a “greater than 50 percent” outplacement to joint positions, Joint Staff policy places a more stringent criterion on JAWS graduates. IAW references (d), 100 percent of AC and RC JAWS graduates shall be assigned to JAWS coded JDAL positions immediately upon graduation. Services will ensure that school selection decisions support the immediate assignment of 100 percent of JAWS graduates to JAWS coded JDAL positions. DJS level waivers are required for exceptions to outplacement assignments.

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APPENDIX A TO ENCLOSURE F

BULK OFFICER BASIC COURSE SUBMISSION FORMAT

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

NOTE: Services submit list to DMDC via Excel spreadsheet

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APPENDIX B TO ENCLOSURE F

BULK JPME PHASE I SUBMISSION FORMAT

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

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

NOTE: Services submit list to DMDC via Excel spreadsheet

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APPENDIX C TO ENCLOSURE F

REQUEST FOR DIRECT ENTRY WAIVER

SERVICE LETTERHEAD

MEMORANDUM FOR DIRECTOR MANPOWER AND PERSONNEL, THE  
JOINT STAFF

SUBJECT: Request for Direct Entry Waiver: RANK, NAME

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

NAME  
G/FO or SES, Service  
Signature Block

Enclosure

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APPENDIX D TO ENCLOSURE F

REQUEST FOR NDU JQO OUTPLACEMENT WAIVER

SERVICE LETTERHEAD

MEMORANDUM THRU DIRECTOR FOR MANPOWER AND PERSONNEL, THE  
JOINT STAFF

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

SUBJECT: NDU JQO Outplacement Waiver: RANK, NAME

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

NAME  
G/FO or SES, Service  
Signature Block

Enclosure

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APPENDIX E TO ENCLOSURE F

REQUEST FOR NDU JOINT DUTY ASSIGNMENT EQUIVALENCY WAIVER

SERVICE LETTERHEAD

MEMORANDUM THRU DIRECTOR FOR MANPOWER AND PERSONNEL, THE  
JOINT STAFF

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

SUBJECT: NDU Joint Duty Assignment Equivalency Waiver: RANK NAME

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

NAME  
G/FO or SES, Service  
Signature Block

Enclosures

APPENDIX E TO ENCLOSURE F

SERVICE (NDU COURSE NAME) OUTPLACEMENT PLAN

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

## ENCLOSURE G

### EXPERIENCE BASED JOINT DUTY ASSIGNMENTS (E-JDA) PROCESS AND PROCEDURES

1. Introduction. Per Enclosures E and F, service in any S-JDA and required JPME completion continues as the primary method for attaining JQO Level III qualification. However, AC and RC officers may also achieve the different levels of joint qualification designation by combining JPME completion with the approved accumulation of joint experiences, exercises, and training. Joint matters experiences may be accrued while serving in non-JDAL positions including duties with DoD, interagency, non-governmental, or international organizations.
2. E-JDA. An E-JDA is a non-JDAL assignment or experience that demonstrates an officer's mastery of knowledge, skills, and abilities in joint matters. E-JDAs may be shorter in duration; therefore, they may be aggregated to achieve the equivalent of a full joint tour of duty in an S-JDA. Officers may submit their request for experience points through the self-nomination process listed in paragraph five below.
3. Student/Fellowship/Intern Assignments. Officers cannot self-nominate experiences gained from education. This includes student, fellowship, or intern assignments that are affiliated with an educational, degree granting, or research program where an officer is not responsible for implementation of joint policy or program resulting from the officer's assigned responsibilities.
4. Joint Experience Requirements
  - a. The inclusive dates of experience include only arrival and departure dates of the actual experience. Departure date from home base and subsequent return date, travel, or training dates must be excluded.
  - b. Officers may not self-nominate experiences for consideration until "tour complete" or "experience complete."
  - c. The assignment or preponderance of duty must have direct relevance to the statutory definition of joint matters.
  - d. Each experience submission must cover 30 or more duty days.
5. Self-Nomination Process. Officers nominate via the self-nomination web-based application. All information submitted or attached in the web-based application must be UNCLASSIFIED.

a. Officers:

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

(2) AC and full-time RC Officers **may not** self-nominate experiences received while in any S-JDA position.

(3) An officer's status (AC or RC) at the time the duty was performed determines applicability of these provisions.

(4) The self-nomination web-based application can be found at: <https://www.dmdc.osd.mil/appj/jmis/JQSLoginMain.do>. The officer must submit validating documents to parent Military Service Personnel Center; examples include:

(a) Endorsed orders to area of experience.

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

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

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

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

(f) DD214

(g) When self-nominating deployed experiences, officers must attach a DFAS adjudicated travel voucher that validates actual "boots-on-ground" dates at the location where duty was performed. Submissions without verification of "boots on ground" dates will be returned without action by the Service, prior to the Panel Submission. "Boots-on-ground" dates that cannot be verified against supporting documentation post-Panel will reflect as an "Administrative NO" and disapproved as identified in the VDJS JQS Experience Panel Results package.

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

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

b. Military Services.

(1) Review and validate officer's self-nomination request and supporting documents for authenticity and accuracy. Ensure documentation supports information listed on the Joint Experience Summary (JES). Calculate and recommend the number of experience points to award based on the appropriate point formula. Return any submission that does not comply with policy.

(2) Recommend an intensity factor. See paragraph 7 below.

(3) Forward fully documented packages that meet the statutory definition of joint matters to the Joint Staff, J-1, for final adjudication. Submissions that are not fully documented and/or do not meet the definition of joint matters will be denied by the Service. JDAMIS is the sole authorized system to contain joint experiences and supporting documentation.

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

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

(6) Provide Service Panel Nominees for both O-7 and O-6 JQS Experience Review Panels to meet Joint Staff suspense dates.

c. The Chairman of the Joint Chiefs of Staff.

(1) Conduct 10 percent review of Service batches submitted to ensure joint qualification standards were met and will recommend the number of experience points to award based on the appropriate point formula.

(2) Notify Military Services of each officer's points award decision. Officers whose specific experience was "Disapproved" or "Return for Work" will have one opportunity for re-submission to a future review panel. Upon re-submission, an experience can only receive a vote of either approved or disapproved. A second disapproval is final and resubmission of that experience will not be allowed.

(a) Military Services will mark re-submittal packages as "RESUBMISSION," specify the date of the VDJS JQS Experience Panel Results memorandum where the submission was identified as "Return for Work" or "Disapproved," and attach the complete original submission.

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

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

2. Return for Work packages that do not include significant new or additional information will be returned to the Military Service and counted as disapproved. If this is the second disapproval then no further re-submission for that experience will be allowed.

(3) The VDJS has been delegated the authority to award points for O-6 and below experiences. Once the VDJS approves the recommended experience points, the Joint Staff, J-1/Joint Officer Management (JOM), will update awarded points in JDAMIS.

6. Effective Date of Joint Experience Points. The effective date of joint experience points will be the date experience points were approved by the VDJS.

7. Point Accrual Formula

a. Approved joint experience points are derived from the duration and intensity of a joint experience, and equal the number of approved joint experience days divided by 30.4, with the result multiplied by an approved intensity factor. For the Reserve Component, the calculation of approved joint experience days performed as Inactive Duty Training is divided by half. The intensity is determined by the location and environment (combat, non-combat, and steady-state) in which the joint experience is gained.

(1) Combat: intensity factor of three. The intensity factor is correlated to the receipt of hostile fire/imminent danger pay as specified in Volume 7 of the DoD Financial Management Regulation 7000, Chapter 10, Figure 10-1.

(2) Non-combat: intensity factor of two. These experiences are significantly more intense than steady-state experiences. The CJCS must identify and certify which events and operations will qualify in this category. The Combatant Command may nominate operations for consideration. Examples include but are not limited to military actions other than war, such as humanitarian relief/disaster assistance and overseas drug interdiction operations (e.g. Hurricane Katrina and tsunami relief).

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

8. Time Frame to Self-Nominate Joint Experiences

a. Officers must self-nominate using the self-nomination web-based application as soon as possible, but no later than 12 months after completing the experience.

b. An officer's status (AC or RC) at the time the duty was performed determines applicability of these provisions.

Status at Time of Experience	Duty Completion Date	Duration of Duty	Eligible for Self-Nomination	Process
Active Component	Less than or equal to 12 months from current date	30+ days	Yes	Submit via self-nomination website
	More than 12 months from current date	Any duration	No	N/A
	Any date	Less than 30 days	No	N/A
Reserve Component	Less than or equal to 12 months from current date	30+ days	Yes	Submit via self-nomination website
	Any date	Less than 30 days	No	N/A

Table 3. E-JDA Experience Self-Nomination

9. Joint Qualification System (JQS) Experience Review Panels.

a. Panels will consider and adjudicate self-nominated experiences, unless addressed specifically in Joint Staff, J-1, JQS experience review guidance. The Joint Staff, J-1/JOM, schedules panel dates, requests Service nominations for panel membership, and sets self-nomination experience submission suspense dates prior to panel review.

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

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

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

b. A panel considering O-6 and O-6 select experiences will be composed of five general/flag officers (O-7). Additionally, a panel considering O-5 and below experiences will be composed of five Colonels/Captains (O-6).

(1) Each military service will nominate two panel members (an Active Component and a Reserve Component member) for both O-6 and O-5 and below panels. The Director, Joint Staff, J-1, will determine final panel membership. Joint Staff, J-1/JOM, will notify Services of final panel membership.

(2) Joint Staff, J-1, will serve as the panel chair for O-6 panels; conversely, an O-6 from Joint Staff, J-1, will serve as the panel chair for O-5 and below panels.

(3) Representatives from the Office of the Deputy Assistant Secretary of Defense, Military Personnel Policy, and the Assistant to the Chairman JCS for Reserve Matters, will serve as panel advisors.

(4) The panel chair and Military Service panel members, consisting of four Active and one Reserve Component, are designated as voting members; the panel advisors are non-voting members.

c. All Joint Experience Summaries (JES) must be submitted for panel consideration. The AFPAK Hands program is currently the only exception to this rule.

(1) J-5 will submit a list of AFPAK Hands participants that have completed the program to Joint Staff, J-1/JOM, by the experience submission suspense date established for each panel. The AFPAK Hands list will be incorporated into the VDJS JQS Experience Panel Results memorandum.

(2) Upon publication of the VDJS JQS Experience Panel Results memorandum, AFPAK Hands who have accumulated the equivalent of 36 joint experience points will be awarded full joint experience credit. Joint Staff J-1/JOM will update JDAMIS to reflect experience points awarded. J-5 will coordinate with J-1 JOM to determine criteria for awarding of joint experience points to AFPAK Hands personnel.

d. Panel recommendations are compiled by Joint Staff, J-1/JOM, and forwarded to the VDJS, for approval. The written report of the panels shall contain a list of all officers considered for joint experience points and the

resultant panel recommendations, including the number of joint experience points to be awarded. Upon publication of the VDJS JQS Experience Panel Results memorandum, results will be released to the Services by Joint Staff, J-1/JOM. Only general comments about procedures and trends may be discussed and shared openly. Specific results, to include panel deliberations or Service statistics, are not to be disclosed further than as indicated above.

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## ENCLOSURE H

### TOUR LENGTH REQUIREMENTS AND EARLY RELEASES

1. Introduction. All provisions of tour length requirements and early releases apply to AC and full time RC officers in grades O-6 and below. Part time Reservists serving in JDAL positions will follow procedures in Enclosure E.
2. Tour Length Requirements. Officers assigned to S-JDAs in grades O-6 and below must complete at least 3 years in those S-JDAs unless otherwise waived or excluded as outlined below. Services will ensure appropriate internal controls are in place to prevent officers from departing prior to completion of tour length requirements. Orders for all officers departing joint positions should include “no earlier than” proceed dates to ensure all statutory tour length requirements are met. Statutory tour length requirements supersede an officer’s need for joint tour credit. A tour of duty in which an officer serves in more than one joint duty assignment without a break between such assignments shall be considered a single tour of duty in a joint duty assignment.
3. Fiscal Year Joint Duty Tour Length Average (TLA)
  - a. For each Military Service, the average tour length for all S-JDAs must be not less than 3 years for officers in grades O-6 and below. Compliance will be measured as of 30 September of each fiscal year. Each Service will maintain and report TLA separately for Active and Reserve Components. TLA is based upon S-JDA departures occurring during the fiscal year and computed using the exact number of days served. Tours outlined in paragraph 4 below are excluded from tour length averages. S-JDA tours terminated by joint duty tour length waivers are included in the annual tour length average.
  - b. Current TLA and FY Final TLA. JDAMIS reports produced on current TLA are computed using Service S-JDA transactions input into JDAMIS by the “as of” date of the report. A final fiscal year TLA will be produced using JDAMIS with a 30 September “as of” date to report compliance for the Annual Report to USD(P&R).
  - c. Projected TLA. In order to ensure compliance with statutory tour length requirements, each Service is responsible for calculating and maintaining a projected year end TLA. This projection will include all officers departed in JDAMIS to date (current TLA transactions) as well as anticipated future departures for the fiscal year. An up to date projected TLA must be included as part of every tour length waiver.

4. Exclusions from Tour Length Requirements. Officers in grade O-6 and below must complete a full 3 year tour unless they qualify for early release using a tour length exclusion, or have an approved tour length waiver. Tour length exclusions are monitored and approved by the Military Services. Regardless of the early release exclusion used, Military Services are responsible for obtaining the concurrence of the losing joint command prior to approving the officer's early release. Compliance will be monitored by the CJCS. Officers may be released from S-JDAs before completing a full 3 year tour without a tour length waiver in the following cases:

a. Officers possessing a Critical Occupational Specialty (COS) may be released early from an S-JDA if they meet all of the criteria below. Officers released under this provision will be awarded full joint duty credit. These early releases are not included in TLA.

(1) Reassignment must be to a position coded for the COS specific skill held by the officer being released from the S-JDA.

(2) Officer must be serving in his/her initial S-JDA.

(3) Officer must serve at least 24 months in that S-JDA although up to 60 days of constructive credit may be approved by the Service.

b. Officers released from a second or subsequent S-JDA that is not less than 24 months. Officers will be awarded full tour credit. Constructive credit may not be applied to reach the 24 month minimum. These early releases are not included in TLA.

c. Officers serving in overseas S-JDAs, including Alaska and Hawaii, for which the S-JDA tour length prescribed by reference f is less than 36 months, will be awarded full tour credit for serving 24 months or more. Up to 60 days of constructive credit may be approved by the Service. Officers serving less than 22 months will be awarded accrued joint credit. Departures from S-JDAs with tour lengths of less than 36 months, as published on the JDAL, are not included in TLA.

d. Officers reassigned from an S-JDA for unusual personal reasons (including extreme hardship and medical conditions) beyond the control of the officer or the Military Department. Officer will be awarded for accrued joint credit. These early releases are not included in TLA.

e. Officer retires or is released from active duty. Officer receives accrued or full credit based on time served. Officers may be logged out of the JDAL position prior to the retirement/release date if on terminal leave status. These early releases are not included in TLA.

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

5. Joint Duty Tour Length Waivers. Except for the exclusions above, release at less than 36 months from all S-JDAs requires a joint duty tour length waiver, regardless of an officers need for joint credit. Services may approve up to 60 days constructive credit to reach the 36 month minimum. Tour length waiver requests are considered on a case-by-case basis. Officers departing under the provisions of a tour length waiver are counted in TLA.

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

b. Officers are eligible for award of full joint duty credit after serving at least 22 months in a S-JDA. Officers serving less than 22 months are eligible for award of accrued joint credit. For officers serving less than 22 months, the individual tour length waiver must certify that the officer is/is not eligible for differential credit. If applicable, differential credit must be requested as part of the tour length package (see Enclosure E). If requesting differential credit, documentation should demonstrate the amount of time spent in a combat zone and that the officer was performing duties related to the JDAL position.

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

(1) Officers selected for Senior Service College or command may be submitted using the "bulk" format shown in Appendix A of this enclosure. All other requests must be submitted using the individual format shown in Appendix B of this enclosure.

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

(3) A memorandum from the losing joint organization concurring with the early release, under a G/FO or SES signature block, must be obtained by the Service and included in the waiver package using the format at Appendix C. Service requested departure dates may not be earlier than the date agreed to by the losing joint organization. For officers serving less than 22 months, the memorandum should include a comment that the officer was or was not deployed to a combat area for all or part of the time they served in the JDAL position.

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

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

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

(7) For waivers that include officers, who will depart without full tour credit, provide information on the plan to obtain full joint qualifications for the officer.

(8) For officers serving less than 22 months, include a comment that the officer does not qualify for the application of differential credit, or provide documentation to support the award of differential credit.

(9) Waiver requests shall be submitted to the Joint Staff, J-1/JOM, no earlier than 10 months, but no later than 60 days, before the desired departure date. A planning factor of at least 90 days prior to departure date should, in most cases, support in-hand orders to the officer by 60 days prior to the departure date. Waiver requests submitted less than 60 days in advance of the desired departure date will include a full explanation for the late submission as part of the dated G/FO or SES cover memorandum.

APPENDIX A TO ENCLOSURE H

BULK TOUR LENGTH WAIVER FORMAT

SERVICE LETTERHEAD

MEMORANDUM THRU DIRECTOR FOR MANPOWER AND PERSONNEL, THE  
JOINT STAFF

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

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

1. In accordance with Title 10, United States Code, Section 664(b), request you waive the joint duty tour length requirement for the following ### officers listed on the attachment. ### officers have been selected for command positions. ### officers have been selected to attend Senior Service College.

a. ### officers will have served less than 22 months in their current joint position at the time of departure. As such, request these officers be given accrued joint experience for the time served in their joint tour. If the officer will depart without full tour credit, provide information on the plan to obtain full joint qualifications for the officer.

b. ### officers will have served a minimum of 22 months in their current joint position at the time of departure. As such, request these officers be given full credit for the time served in their joint tour.

2. The career briefs and losing joint activity G/FO or SES memorandums of early release for these officers are attached.

3. Approval of this waiver request will not preclude the SERVICE from maintaining the requisite joint tour length average for FY \_\_\_\_\_. As of DATE, the SERVICE projected tour length average for FY \_\_\_\_\_ is ### months. (If projected at less than 36 months provide a detailed explanation of how the projected TLA will rise to above 36 months by the end of the FY). As of DATE, the Service current TLA for FY \_\_\_ as reported in JDAMIS is ### months.

4. These officers will not depart prior to the approval of the tour length waiver by USD(P&R) nor prior to the requested departure dates.

5. Waiver requests submitted to the Joint Staff less than 60 days in advance of the requested departure date will include a comprehensive explanation for the late submission as part of the G/FO or SES memorandum.

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

NAME  
G/FO or SES, Service  
Signature Block

Enclosures

BULK TOUR LENGTH WAIVER ATTACHMENT

<b>GRD</b>	<b>Name</b>	<b>SSN</b>	<b>JDAL Number and START Date</b>	<b>Months Completed</b>	<b>Projected Departure</b>	<b>G/FO or SES Losing Org</b>	<b>Requested Jt Credit</b>	<b>Reason</b>
LTC	Brown Robert B	123456789	J4011452  20130608	13	20140801	Thomas F. White, MG, USA JCS	Accrued	Eisenhower School
MAJ	Butera Victor R	234567899	J4010671  20130705	9	20140501	Steve Kellogg, Maj Gen USAF JCS	Accrued	CDR, 111 Trans Bn
LTC	Grant Anthony	345678999	D0100333  20130701	12	20140701	Mr. R.N. Wolf, SES  OSD	Accrued	CDR, 666 Ordnance Bn
MAJ	Burton Gerald V	456789876	H4410012  20120701	24	20140701	Kevin T. Smith, BG, USA CDR, US Army Element SPACECOM	Full	NWC
MAJ	Gregg Darrell R	567898765	E0010512  20120723	22	20140523	Gary L. Miller, BG USAF Dir, C3, EUCOM	Full	AWC

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APPENDIX B TO ENCLOSURE H

INDIVIDUAL TOUR LENGTH WAIVER FORMAT

MEMORANDUM THRU DIRECTOR FOR MANPOWER AND PERSONNEL, THE  
JOINT STAFF

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

SUBJECT: Joint Duty Assignment Tour Length Waiver for RANK NAME

1. Request your approval in accordance with Title 10, United States Code, Section 664, to waive the joint duty tour length requirement for RANK NAME SSN. This officer is currently serving as the DUTY TITLE in JDAL position ### at JOINT ACTIVITY since START DATE. RANK NAME's Career Brief is attached.
2. Provide complete justification for the early release of this officer to include the impact on the officer and/or gaining organization if the waiver is not approved. Include information on the availability of other officers to fill the projected position and the replacement of an officer for the losing command. If the officer will depart without full tour credit, provide information on the plan to obtain full joint qualifications for the officer.
3. G/FO or SES Rank Name, Joint Activity agreed to the early release of RANK NAME no earlier than DATE in the attached DATE memorandum.
4. As of the requested DATE departure date, RANK NAME will have served ### months. Request award of (full joint duty credit or accrued joint duty credit). This officer will not depart prior to the approval of the tour length waiver by USD (P&R) nor prior to the requested departure date.
5. For officers serving less than 22 months, include a comment that the officer does not qualify for the application of differential credit or outline why the officers qualifies for the award of differential credit and provide documentation.
6. Approval of this waiver request will not preclude the Service from maintaining the requisite joint tour length average for FY \_\_\_\_\_. As of DATE, the Service projected tour length average for FY \_\_\_\_\_ is ### months. (If projected at less than 36 months provide a detailed explanation of how the projected TLA will rise to above 36 months by the end of the FY). ). As of DATE, the Service current TLA for FY \_\_\_ as reported in JDAMIS is ### months.

7. Waiver requests submitted to the Joint Staff less than 60 days in advance of the requested departure date will include a comprehensive explanation for the late submission as part of the G/FO or SES memorandum.

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

NAME  
G/FO or SES, Service  
Signature Block

Enclosures

APPENDIX C TO ENCLOSURE H

LOSING JOINT ACTIVITY MEMORANDUM OF RELEASE FORMAT

LOSING JOINT ACTIVITY LETTERHEAD

MEMORANDUM FOR SERVICE HEADQUARTERS

SUBJECT: Early Release for Tour Length Waiver: RANK NAME

1. NAME OF LOSING JOINT ACTIVITY agrees to release RANK NAME from his/her joint position no earlier than DATE. RANK NAME has been selected for COMMAND/SCHOOL/POSITION.
2. This officer will not depart prior to the approval of the tour length waiver by USD (P&R).
3. For officers serving less than 22 months include a statement: This officer (WAS/WAS NOT) forward deployed to a location approved for Hostile Fire/Imminent Danger Pay for (ANY/ALL/PARTIAL DATES; provide inclusive dates) of his joint tour.
4. My POC for this action is RANK NAME, PHONE NUMBER.

NAME  
G/FO or SES, Service  
Signature Block

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## ENCLOSURE I

### PROMOTION SELECTION BOARD REQUIREMENTS

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

#### 2. Applicability

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

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

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

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

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

(2) Review reports of promotion selection boards, including special selection boards, prior to their transmittal to SecDef by the Secretary of the Military Department concerned, to determine:

(a) Whether boards gave appropriate consideration to the performance of officers who are now SI or HS in Joint Staff positions or JQO designated. Appropriate consideration will at a minimum show that each officer qualified by being SI or HS in a Joint Staff JDAL position or JQO designated was clearly and equally identified for board members. The ability of board members to infer an officer's joint status from a thorough review of official records does not meet the standard for appropriate consideration.

(b) If boards met, or failed to meet, the promotion objectives set forth in 10 U.S.C. 662.

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

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

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

b. The Military Departments will:

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

(2) Recommend via G/FO or SES memorandum a minimum of two officers with the JQO designation who may be designated primary and alternate promotion board members. The recommendations will be submitted to the Joint Staff, J-1, not less than 45 days prior to the scheduled board convening date. The Military Services must include in the nomination package an e-mail or other correspondence from the officer's organization verifying the officer's appropriate supervisor at the activity concurs with the officer's nomination as a board member, and a copy of the record brief. Completed appointment memorandums will be distributed to the designated officers by the Service.

(3) Clearly and equally identify for board members all officers who are SI or HS in a Joint Staff JDAL position or have been designated as a JQO. The ability of board members to infer an officer's joint status from a thorough review of official records does not meet the standard for appropriate consideration.

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

(5) A minimum of 30 days prior to the board convening date, the Military Services must provide via email a data file identifying the officers eligible for the board, as of the board convening date. The Service will also

provide the current board and previous board convening dates. The submitted data file must include social security number (SSN), the promotion zone (i.e., In-zone (I), Below zone (B), Above zone (A)) and the date of the last board the officer was promoted from (day month year). The data must be in the following text format:

SSN|ZONE|DD-MON-YYYY

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

123456789|A|30-JUN-2005

234567890|B|12-JUN-2004

345678901|I|05-JUN-2000

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

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

(a) A transmittal from the Secretary of the Military Department concerned addressing any significant aspect of the board report, to include:

1. Any failure to give appropriate consideration including the remedial action (e.g., failure to properly identify Joint Staff or JQO designated officers to the board membership).

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

(b) Board report.

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

(d) A copy of the memorandum from the Chairman of the Joint Chiefs of Staff that designated the joint representative for the promotion board.

(e) Promotion statistics in the format indicated in Appendix B of this enclosure. These statistics will reflect each officer's status as of the board convening date. Statistics will include a consolidated report for all officers of the same grade convening at that date, in addition to the separate listings for each competitive board that may have been held.

(f) A special listing reflecting which officers counted within each joint category in the format indicated in Appendix C of this enclosure. This listing should also be made available in an electronic excel format. The special listing will be shown as a consolidated report for all officers of the same grade convening at that date, not separate listings for each competitive board that may have been held. For example, Navy Commander Staff Civil Engineering Corps, Limited Duty Officer, and Supply Corps panels would be considered as one board for the special listing.

(8) Promotion Objectives.

(a) Promotion zones I, B, and A results for SI or HS Joint Staff and JQO designated officers will be analyzed for trends. Statutory objective rates will be computed to determine whether or not each promotion objective category met or failed the following promotion objectives:

1. Officers who are SI or HS on the Joint Staff are expected, as a group, to be promoted to the next higher grade at a rate not less than the rate for officers in the same Military Service in the same grade and competitive category who are currently SI or HS on their Military Service's headquarters staff (including the Secretariat) of their Military Department (referred to as Service Headquarters Average).

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

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

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

(10) Track and report promotion statistics for all officers in the categories above, to include the Military Service headquarters, regardless of the time served in those positions (whether 1 day or multiple years) and regardless of the reason for reassignment from those positions (e.g., suspension from joint duty or relieved for cause from the Military Service headquarters).

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

(12) Except for the JQO category, track officers as HS only through the first in-zone promotion consideration following reassignment from an S-JDA or the Military Service headquarters. As an exception, report promotion zone A, HS officers only one time when the officer is considered and not selected above-zone immediately following reassignment from the S-JDA or Military Service headquarters.

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

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

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APPENDIX A TO ENCLOSURE I

TRACKING AND REPORTING OFFICERS

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

NOTES:

1. Officers who may be counted in both SI and HS, within the same category, should be counted in both the SI and HS categories. However, when the category “total” is shown, the officer is only counted once in the total.

2. Officer who may be counted as SI or HS in different categories (JS, OSD, and JQO) should be counted in each category in the appropriate SI and HS status. The officer is counted once in the total for each category.

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APPENDIX B TO ENCLOSURE I  
PROMOTION STATISTICS FORMAT

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

**A. IN THE PROMOTION ZONE**

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

**B. BELOW THE PROMOTION ZONE**

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

**C. ABOVE THE PROMOTION ZONE**

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

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

<sup>1/</sup> Total values should not double-count any officer within the category total. Total considered and total selected are not necessarily the mathematical sum of the “serving in” plus the “have served” count if there are officers who have served in more than one joint tour since their last promotion board. Total values should represent a single accounting of all officers who were considered and all officers who were selected. No officer should count as considered more than once or as selected more than once within the category total.

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

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

<sup>4/</sup> Percent selected (the number selected divided by the number considered). Compute to the nearest tenth. At .05 or more, round up. For example, 45.05 percent rounds up to 45.1 percent.

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

<sup>6/</sup> Comparison required by Secretary of Defense policy.

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

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

APPENDIX C TO ENCLOSURE I

SAMPLE FORMAT -- PROMOTION BOARD SPECIAL LISTING

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

This report is required to review/validate which officers counted within each joint category. Numbers on this listing should match the numbers reflected on the promotion statistics report in Appendix B.

- 1/ Separate officers by zone (Above, Below, In).
- 2/ Separate officers within each zone by location (assigned at convening date - JS, OSD, and JQO).
- 3/ Separate officers within each zone and location by serving in or have served status.
- 4/ Leave blank for Joint Staff use.
- 5/ Alphabetize officers within each sub-group of zone, location, status.
- 6/ Record promotion status by using the words "recommended."
- 7/ Subtotal within each joint category of eligibles and subtotal recommended column.

APPENDIX D TO ENCLOSURE I

REQUEST FOR JOINT BOARD MEMBER APPOINTMENT  
SERVICE LETTERHEAD

MEMORANDUM FOR DIRECTOR MANPOWER AND PERSONNEL, THE JOINT  
STAFF

SUBJECT: Request for Joint Board Member Appointment for BOARD NAME

1. This memorandum is forwarded to request appointment of Joint Board Members for the BOARD NAME scheduled to convene on DATE. This board will consider officers who are serving in, or have served in, Joint Staff JDAL positions or JQO designated.

2. The following officers (record briefs enclosed) are nominated:

Primary: RANK FULL NAME, SSN, JQO designated DATE

Alternate: RANK FULL NAME, SSN, JQO designated DATE

3. The respective commands of these officers have confirmed their availability for membership on the subject board. (Enclosed)

4. Requests submitted less than 45 days in advance of the board date will include a full explanation for the late submission as part of the G/FO memorandum.

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

NAME  
G/FO or SES, Service  
Signature Block

Enclosures

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ENCLOSURE J

RESERVE PROMOTION SELECTION BOARD REQUIREMENTS

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

2. Applicability

a. Applies to officer promotion selection boards for commissioned officers convened under 10 U.S.C. 1405 after 1 October 2013.

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

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

3. Responsibilities

a. The Military Departments will:

(1) On an annual basis, provide a FY/CY board schedule (including subsequent changes) to the Joint Staff, J-1/JOM, that includes all boards outlined in paragraph 2 considering officers for selection to the grades O5 through O-6.

(2) Clearly and equally identify for board members all officers who are designated as a JQO as of the board convene date.

(3) Provide guidance in the form of secretarial formal charges, letters of instructions, or precepts for promotion selection boards that include giving appropriate consideration to the performance of officers who are joint qualified officers.

(4) Report annually via a Service Secretary memorandum to the Joint Staff, J-1, no later than 1 November each fiscal year a consolidated statistical summary of JQO selection rates as compared to the board average selection rate for all applicable boards convening during the previous FY. The first report will be due no later than 1 November 2014. Report statistics in the

format as outlined at Appendix A. These statistics will reflect each officer's status as of the board convening date.

(5) Officers who have been designated as a JQO are expected to be promoted to the next higher grade at a rate not less than the rate for officers of the same military service in the same grade and competitive category.

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

(1) Review the consolidated joint statistics and analyze for trends.

(2) Forward the consolidated joint statistics to OSD.

4. Future objectives. To facilitate full RC integration into the joint officer management program, the objective beginning 1 October 2020 is the application of joint promotion board requirements for all Title 10 RASL categories to mirror the AC statutory and policy requirements. Military departments will implement all necessary measures to ensure full compliance beginning 1 October 2020.

APPENDIX TO ENCLOSURE J

SAMPLE FORMAT—PROMOTION STATISTICS

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

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ENCLOSURE K

ANNUAL JOINT OFFICER MANAGEMENT REPORT TO USD (P&R)

1. Introduction. Not later than November 15th of each year the Chairman of the Joint Chiefs of Staff shall, with the assistance of the Military Services and using JDAMIS, provide input to the SecDef for the Joint Officer Management Annex to the Secretary of Defense Annual Report to USD(P&R). The Annual Joint Officer Management Report to USD(P&R) will report data across all categories for both AC and RC officers. The JDAL used to complete this annex will be the last one published in that FY.
2. Data Validation. Report data is based primarily on the data stored in JDAMIS with a 30 September effective date. Military Services will ensure that all transactions for the FY have been input no later than 10 working days after 30 September. This includes, but is not limited to, all S-JDA arrivals and departures, all JPME Phase II enrollments, and outplacement data for all JPME Phase II graduates in the FY. Also, any errors or inconsistencies in transactions must be corrected to ensure that accurate data is reported. Services will submit G/FO or SES memorandums to the Joint Staff no later than 31 October to certify completion and compliance with all statutory requirements.
3. Additional Service Input. Although a large part of the report is prepared based on the data stored in JDAMIS, Military Services may be required to provide Service specific data for items not retrievable from JDAMIS.

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## ENCLOSURE L

### DISCRETIONARY POINTS

1. Introduction. JQS acknowledges officers may gain expertise in joint matters based on their participation in joint exercises, other forms of joint training (does not apply when attending as a student), and education other than JPME and that these types of opportunities may also garner discretionary points. However, discretionary points alone will not enable an officer to earn joint qualification. Officers may not be awarded discretionary points for “joint exercises” while serving in an S-JDA tour or during any period for which the officer is awarded E-JDA points.

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

(1) Exercise points will be determined by the individual’s participation related to joint matters as follows:

(a) Leader: three (3) points. Exercises formal authority and direction over significant organizational elements or major tasks.

(b) Planner: two (2) points. Serves as the focal point for an activity or organization and is empowered to speak on behalf of their organization and make commitments for specified support.

(c) Participant: one (1) point. A person actively involved in an event capable of making positive contributions to the mission.

(2) Joint training/education will be assigned joint qualification points based on course content and duration.

### 2. Responsibilities.

a. Organizations sponsoring qualifying joint exercise, education, and/or training events will:

(1) Provide a consolidated roster to J-7 that identifies all officers with specification of participants, planners, and leaders for a qualifying exercise within 30 days of exercise completion using the spreadsheet found in Appendix A to this Enclosure.

(2) Beginning 1 October 2015, provide a consolidated roster to Joint Staff, J-1, that identifies all officers who successfully complete a qualifying training or education event within 30 days of completion using the spreadsheet found in Appendix A to this Enclosure.

b. The J-7 will approve and certify joint exercise, education, and/or training events that qualify for discretionary credit and publish in the Joint Quarterly Report.

c. The Joint Staff, J-1, will provide validated rosters to DMDC for update in JDAMIS.

3. Transition provisions. Military Services are responsible for the following tasks for qualifying exercise, education and/or training events from 1 October 2007 through 30 September 2015:

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

b. Develop a method for members to submit requests to the Services' approval authority.

c. Identify an individual or office with the Service that will be responsible for receiving submissions from officers and submitting approved discretionary points to DMDC.

d. Appoint an officer (O-6) in the Services' Joint Officer Management Office chain of command to be the final approval authority for awarding discretionary points.

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

f. Award discretionary points to qualifying officers based on their participation in joint exercises, training, or education approved and certified by the J-7 on behalf of the CJCS. The J-7 approved lists (updated quarterly) are available on the Army Knowledge Online (AKO) – Defense Knowledge Online (DKO) website at <<https://www.us.army.mil>> and on Joint Knowledge Online (JKO) at <<https://jko.jten.mil>> NOTE: Only exercises, education, and training events on the J-7 approved list may be awarded discretionary points.

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

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

i. Submit Service approved discretionary points to DMDC for upload into JDAMIS using the spreadsheet found at:  
<[https://www.intelink.gov/wiki/Portal:Joint\\_Officer\\_Management](https://www.intelink.gov/wiki/Portal:Joint_Officer_Management)>.

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

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ENCLOSURE M

REFERENCES

- a. Sections 152, 154, 155, 164, 619a, 661-668, 2151-2155, 3033, 5033, 5043, 8033, and 10216 of title 10, United States Code
- b. DoD Instruction 1300.19, "DoD Joint Officer Management Program (JOM)," 4 March 2014
- c. Chairman of the Joint Chiefs of Staff Instruction 1331.01 Series, "Manpower and Personnel Actions Involving General/Flag Officers"
- d. Chairman of the Joint Chiefs of Staff Chairman Instruction 1800.01D, "Officer Professional Military Education Policy," 15 December 2011 (Change 1) (Directive current as of 7 August 2007)
- e. Chairman of the Joint Chiefs of Staff Instruction 1340.01A, "Assignment of Officers (O-6 and Below) and Enlisted Personnel to the Joint Staff," 16 September 2013
- f. DoD Instruction 1315.18, "Procedures for Military Personnel Assignments," 12 January 2005
- g. DoD Instruction 1320.14, "Commissioned Officer Promotion Program Procedures," 11 December 2013
- h. Joint Publication-1, "Doctrine for the Armed Forces of the United States," 25 March 2013
- i. DoD Instruction 1215.06, "Uniform Reserve, Training, and Retirement Categories for the Reserve Components," 7 February 2007, incorporating Change 2, 24 December 2008
- j. DJS Memorandum MCM 0007-12, 19 July 2012, "Joint Advanced Warfighting School Graduate Placement"

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## GLOSSARY

### PART I-ABBREVIATIONS AND ACRONYMS

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

AC*	Active Component
AJPME*	Advanced Joint Professional Military Education
ASD(RA)	Assistant Secretary of Defense for Reserve Affairs
CDRUSJFCOM	Commander, United States Joint Forces Command
CJCS	Chairman of the Joint Chiefs of Staff
CJCSI	Chairman of the Joint Chiefs of Staff instruction
COS*	Critical Occupational Specialty
DASD(MPP)	Deputy Assistant Secretary of Defense for Military Personnel Policy
DEW	Direct Entry Waiver
DJS	Director, Joint Staff
DMDC	Defense Manpower Data Center
DoD	Department of Defense
DoDI	Department of Defense Instruction
E-JDA*	Experience-Based Joint Duty Assignment
FMTS*	Fourth Estate Manpower Tracking System
FY	Fiscal Year
G/FO	General/Flag Officer
GNA	Goldwater-Nichols Act
JAWS	Joint Advanced Warfighting School
JCWS	Joint and Combined Warfighting School
JDA*	Joint Duty Assignment
JDAL*	Joint Duty Assignment List
JDAMIS*	Joint Duty Assignment Management Information System
JFSC	Joint Forces Staff College
JMD*	Joint Manning Document
JOM*	Joint Officer Management
JQO	Joint Qualified Officer
JQS*	Joint Qualification System
JPME	Joint Professional Military Education
JTD*	Joint Table of Distribution
JTF*	Joint Task Force

JTMD	Joint Table of Mobilization and Distribution
NDA	National Defense Authorization Act
NDU	National Defense University
NWC	National War College
OPMEP	Officer Professional Military Education Policy
OSD	Office of the Secretary of Defense
PME	Professional Military Education
RC*	Reserve Component
S-JDA*	Standard Joint Duty Assignment
SecDef	Secretary of Defense
U.S.C.	United States Code
USD(P&R)	Under Secretary of Defense for Personnel and Readiness
VDJS	Vice Director, Joint Staff

## PART II- JOINT OFFICER MANAGEMENT LEXICON

**\*\*Unless identified as extracted from Joint Publication 1-02, these definitions are not standardized within the Department of Defense and are applicable only within the content of this instruction.**

4th Estate joint organizations. Refers to DoD organizations such as OSD, non-Intelligence Defense Agencies, and DoD Field Activities, other than the Joint Staff, Combatant Commands (CCMDs) and Military Services, having DoD manpower resources.

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

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

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

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

Advanced Joint Professional Military Education (AJPME). A course of instruction specifically created for the RC community designed to be similar in content to the 10-week JPME Phase II course offered at the Joint and Combined Warfighting School.

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

Authorization. An approved military or civilian position on a JTD or JTMD that authorizes the assignment of personnel to perform required tasks. This term also may be used in referring to a total of all the approved authorizations. In contrast with a manpower requirement, a manpower authorization is always funded. Also called a position.

Board Convening Date. The first day a promotion board meets and official cutoff date for all Service-input JDAMIS changes impacting the board population.

CJCS Controlled Activity (CCA). An activity that meets all the following criteria:

(1) established by the CJCS and acts through a Joint Staff directorate; (2) has a charter approved by SecDef; (3) has a designated executive agent; (4) is a multi-Service activity that performs a joint mission; (5) has a JMD reviewed and managed by the Joint Staff, J-1, that contains multi-Service positions; and (6) may have S-JDA positions that meet and are recommended by the JDAL Validation Board. Also called a Chairman-controlled activity (CCA).

Combatant Command. See Joint Publication 1-02.

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

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

Critical Occupational Specialty (COS). A military skill from among the armed service where a severe shortage of trained officers in that skill exists as designated by the Secretary of Defense. COS provisions do not apply to G/FOs. Skills designated as COS are included in the SecDef Annual Joint Officer Management Report to the USD(P&R).

Cross-Department Joint Duty Assignment. A position in which an officer serves full-time duties with another Military Department or with the armed forces of another nation.

Defense Agency. See 10 U.S.C. 101.

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

Direct Entry Student. An officer, neither a graduate from an accredited and/or certified JPME Phase I course of instruction nor a JPME Phase I equivalency program, who is allowed to attend JPME Phase II by a CJCS waiver.

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

DoD field activity. See 10 U.S.C. 101.

Dual-Hatted Position. An O-6 or below position where the incumbent officer has responsibilities to both that officer's Military Service and a joint, combined, or international organization or activity (e.g., Combatant Command and one of

its Military Service component commands). If the Service component command carries the position as its authorization, the joint command will reflect it as unfunded in the JTD, and the incumbent is not eligible for S-JDA credit. The term is also commonly used to describe an individual who serves in two roles in the same activity.

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

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

Executive Agent. See Joint Publication 1-02.

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

Full-Time Support (FTS). The Navy's equivalent to AGR personnel. They are career military personnel whose chosen specialty is to administer and train drilling Reservists. They are Reservists on full-time active duty and paid from Reserve appropriations.

Full Joint Duty Credit. The joint credit designation granted to an officer for the completion of a tour of duty in an S-JDA position that meets all statutory requirements, or the accumulation of 36 joint experience points accrued from E-JDAs and discretionary points from joint training/exercises, or a combination of both. See Enclosure 5 Joint Duty Credit. Such credit may also be awarded to RC officers who meet the S-JDA tour length criteria established in Enclosure 13 RC Officer Joint Qualification Program.

Grade. The rank at which the officer is paid. It does not include frocked or promotion-select status.

Have Served (HS). An officer who served in a joint duty assignment or in the respective Service headquarters, but is no longer assigned on the day the promotion board convenes. Except for above-zone officers, an officer is HS through the first in-zone promotion following reassignment from the joint duty assignment or Service headquarters. Above-zone officers are reported as HS only one time following reassignment from joint duty or their Service headquarters. This also applies to joint specialty officer reporting.

Individual Augmentation/Augmentee (IA). An IA is an unfunded temporary duty position (or member filling an unfunded temporary duty position) identified on a JMD by a supported Combatant Commander to augment staff operations during contingencies. This includes positions at permanent organizations required to satisfy a “heightened” mission in direct support of contingency operations. Either AC or RC personnel can fill IA positions. An individual mobilization augmentee (IMA) reservist filling, or activated to, their IMA position is not considered an IA.

In-Service position. A position assigned to an officer’s own Service. These positions will not be placed on the JDAL. The experience-based path (Enclosure G) allows officers in these positions to apply for joint experience wherever it occurs, provided the experience meets the definition of joint matters.

Intensity. Degree, magnitude, or difficulty to which a particular joint task, assignment, or environment provides joint exposure. (e.g., assignment to a warfighting Combatant Command staff may provide a higher level of intensity than a routine staff assignment.)

JDAL Validation Board. As directed by the USD(P&R), a board composed of executive-level representatives (O-6 or civilian equivalent), from the Joint Staff and each of the Military Services, convened to review positions for inclusion on the JDAL. An executive-level OSD representative will serve as an advisor/observer. The board makes recommendations to USD(P&R) through the CJCS regarding the addition, or deletion of, individual positions on the JDAL.

Joint Acculturation. Familiarization with the joint working environment for a duration and intensity that allows understanding and working knowledge of joint operations and sister service culture(s); member’s primary job duty or extended/repeated exposure to joint environment.

Joint Activity. An activity, operation or organization in which elements of more than one Military Department of the United States, as reflected in joint manpower program documents, perform joint missions under the auspices of OSD, the CJCS, or the commander of a combatant or combined command.

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

Joint Duty Assignment List (JDAL). Positions designated as joint duty are on a list approved by the SecDef, maintained by the Joint Staff and are reflected in

the Joint Duty Assignment Management Information System. The Joint Staff Special Assistant G/FO Matters is responsible for processing G/FO JDAL actions.

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

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

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

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

Joint Manning Document (JMD). A manning document of unfunded temporary duty positions constructed for or by a supported Combatant Command that identifies the specific IA positions to support an organization during contingency operations. JMD's for permanent activities with a JTD or JTMD should only identify IA positions for temporary military or DoD personnel. JMDs for activities without a JTD or JTMD (e.g., some JTFs) should identify all positions required for that activity to support the mission. Positions should be identified as unit fill, coalition fill, civilian/contractor fill, or IA fill on the JMD.

Joint Matters. Matters related to the achievement of unified action by integrated military forces in operations conducted across domains such as land, sea, or air, in space, or in the information environment, including matters relating to national military strategy; strategic and contingency planning; command and control 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, as defined in 10 U.S.C. section 668.

Joint Officer Development. A process to produce the largest possible body of fully qualified and inherently joint officers for joint and staff responsibilities by cultivating an officer's service competencies and transforming them into joint

capabilities through Joint Professional Military Education, training, experiences, and self-development.

Joint Officer Management. The method for managing officers through the continuum of joint experiences, including developmental and joint assignments, along with joint training. Provides the mechanism for tracking joint experiences and qualifications.

Joint Professional Military Education (JPME). A CJCS-approved body of objectives, outcomes, policies, procedures, and standards supporting the educational requirements for joint officer management.

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

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

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

Joint Qualified Officer Level III (JQO). An officer (O-4 or above) who has completed the JQ Level III requirements, and been so designated by the Secretary of Defense. (Replaces legacy term “Joint Specialty Officer [JSO]).

Joint Table of distribution (JTD). A manpower document that identifies the positions and enumerates the spaces that have been approved for each organizational element of a joint activity for a specific fiscal year (authorization year), and those spaces which have been accepted for planning and programming purposes for the 4 subsequent fiscal years (program years). (Joint Publication 1-02).

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

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

Jointly Manned Activity. A joint organization, activity, or element that meets the following criteria: (1) Must be chartered by the SecDef or CJCS as a jointly manned activity; (2) Must have a single Service as Executive Agent; (3) Must be a multi-Department or multinational activity or element that performs a joint mission; (4) Must report operationally to a combatant or combined command, international organization (e.g. NATO, NORAD, or the United Nations), or to/through the CJCS in the performance of a joint mission; (5) Must have Service manning documents that are managed by the Executive Agent and approved by the Services; (6) Positions should be equally distributed so that Service responsibility and influence can appropriately reflect the assigned mission (normally not more than 60 percent for any single Military Department); and (7) May have S-JDA positions. Organizations that are integral to a single Military Department (e.g., Service major commands) are not included in this definition for S-JDA purposes.

Mission Essential JDA. Non-critical S-JDAs which are singularly manned; required key positions that have direct impact critical to the accomplishment of the joint organization's mission.

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

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

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

Promotion Objective Categories. Includes six statutory and six “by-policy” promotion objective categories that are measured against the promotion objective rate. They are:

- Joint Qualified Officer below-zone
- Joint Qualified Officer in-zone
- Joint Qualified Officer above-zone
- Joint Staff below-zone
- Joint Staff in-zone
- Joint Staff above-zone
- Office of the Secretary of Defense below-zone
- Office of the Secretary of Defense in-zone
- Office of the Secretary of Defense above-zone
- All joint duty below-zone

All joint duty in-zone  
All joint duty above-zone

Qualifying Reassignment. An authorized early release from an S-JDA that does not require a tour length waiver. Such an early release is requested by the Military Service and must have the concurrence of the losing joint activity. The reason for reassignment must be, as follows, for: (1) unusual personal reasons (including extreme hardship and medical conditions) beyond the control of the officer or the Military Department; (2) an immediate reassignment to another S-JDA due to an officer's promotion to a higher grade when no positions were available in the same organization in the officer's new grade; or (3) an immediate reassignment to another S-JDA due to elimination of the officer's position in a reorganization.

Reserve Components (RC). The RC of the Armed Forces of the United States are the Army National Guard, the Army Reserve, the Navy Reserve, the Marine Corps Reserve, the Air National Guard, and the Air Force Reserve. This definition excludes the Coast Guard Reserve.

Selected Reserve. See Joint Publication 1-02.

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

Standard JDA (S-JDA). An assignment that meets the tour length requirement prescribed in 10 U.S.C. 664(a); not less than 2 years for G/FOs and not less than 3 years for all other officers.

Statutory Objective Rate. The number of officers selected for promotion divided by the number of officers considered within each promotion objective category ("serving in" and "have served" are added together as a group).

Joint Staff  $\geq$  Service headquarters  
JQO  $\geq$  board average

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

Unified Command. See Joint Publication 1-02.