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13 SEP 2011

ARNG-HRH

MEMORANDUM FOR The Adjutants General of all States, Puerto Rico, the US Virgin Islands, Guam, and the Commanding General of the District of Columbia

SUBJECT: Army National Guard (ARNG) Active Guard Reserve (AGR) and Military Technician (MT) Command, Leadership, and Staff Assignment Policy (CLASP) and Procedures (NGB Policy Memo #11-028)

1. References:

a. Army Regulation 600-8-19, Enlisted Promotions and Reductions, 30 April 2010.

b. National Guard Regulation 600-5, The Active Guard/Reserve (AGR) Program Title 32, Full-Time National Guard Duty (FTNGD), 20 February 1990.

c. National Guard Regulation 600-100, Commissioned Officers - Federal Recognition and Related Personnel Actions, 15 April 1994.

d. National Guard Regulation 600-200, Enlisted Personnel Management, 31 July 2009.

e. Department of the Army (DA) Pamphlet 600-3, Commissioned Officer Professional Development and Career Management, 1 February 2010.

f. Technician Personnel Regulation 303, Military Technician Compatibility, 24 August 2005.

g. Joint Federal Travel Regulation, Volume 1, Uniformed Service Members, 1 June 2009.

2. This memorandum prescribes the application of the ARNG Command Leadership and Staff Assignment Policy for Title 32 full-time AGR and MT personnel.

3. The following assignments fall under the CLASP:

a. Full-Time Support (FTS) Soldiers assigned to brigade, battalion, and company command; headquarters commandant; platoon leader; command sergeant major; and first sergeant positions.

b. Mid-level FTS officers and noncommissioned officers whose full-time duties are performed in nondeployable organizations but assigned to appropriate primary and secondary modified table of organization and equipment (MTOE) staff positions.

4. Full-Time Support positions that are identified as commander or first sergeant (e.g., civil support teams, recruiting battalion) on the unit's FTS requirements document do not require CLASP waivers; however, States may use the CLASP as a management tool for these positions.

5. The goal of the CLASP is to enhance and professionally develop FTS Soldiers. The implementation of CLASP:

a. Will not be at the expense of a traditional Soldier's career progression. The adjutant general (AG) should consider the immediate and long-term impact on unit readiness and traditional Soldiers' morale when assigning an inordinate percentage of FTS personnel to leadership positions.

b. Places qualified FTS Soldiers with critical skills and experience in ARNG MTOE units.

c. Provides professional development opportunities to FTS Soldiers employed at Joint Forces Headquarters or table of distribution and allowances (TDA) activities in order to perform and develop their basic branch or Military Occupational Specialty (MOS) skills for future FTS assignments. These Soldiers are reassigned to deployable MTOE units and are available to these organizations during inactive duty training, annual training, and when the unit conducts other training or administrative activities.

d. Ensures continuity of Joint Force Headquarters (JFHQ) or TDA functions as these Soldiers continue to perform in their FTS positions during normal duty hours at the discretion of the AG.

6. The AGs have the authority and flexibility to approve CLASP positions within their respective Title 32 FTS programs. The State or Territory should consider a Soldier's potential and subsequent duty assignments before assignment to a CLASP position. These assignments must meet the following criteria:

a. The CLASP assignments will not exceed 3 years, with the exception of Soldiers mentioned in paragraph 6.d.(2) in this memorandum, and any Soldier who reaches the 3-year time limit while mobilized or within 6 months after demobilization. Soldiers in this category will remain in the CLASP assignment 6 months beyond demobilization.

b. The MTOE assignment must be within the supported chain of command. Soldiers assigned to the JFHQ may be assigned to any MTOE unit. Soldiers will not be assigned to a CLASP position outside of their supported chain of command.

c. Military technician leadership assignments must not result in grade inversion.

d. AGR Soldiers may not exceed their FTS authorized grade position. Promotions based on CLASP assignments are not authorized.

(1) Commander assignments require an AGR Soldier to be assigned to an equal graded FTS position at the JFHQ, TDA, or higher headquarters in the chain of command, such as:

(a) Brigade commander (O-6) assigned as G-1, Human Resources Office, G-4, etc., at JFHQ.

(b) Battalion commander (O-5) assigned to an O-5 position at JFHQ or an O-5 position in the brigade headquarters. Battalion commanders will not be assigned as the battalion AO which is an O-4 graded requirement.

(c) Company commander assigned to an equal graded O-3 FTS position at the JFHQ, TDA, or higher headquarters in the chain of command.

(2) Officers serving as platoon leaders will serve in lieu of a company grade FTS position within the parent battalion or equivalent supervising organization. For those MTOE organizations with minimal lieutenant positions, the AGs may extend FTS lieutenants beyond the 3-year tour to enable the Soldiers to remain compatible and qualified for the FTS and military positions.

(3) Command sergeant major (CSM) assignments require an AGR Soldier to be assigned to an equal graded E-9 FTS position at the JFHQ, TDA, or higher headquarters in the chain of command. All CSM assignments will be filled by current AGR E-9 Soldiers.

(4) First sergeant assignments require an AGR Soldier to be assigned to an equal graded FTS position at the JFHQ, TDA, or higher headquarters in the chain of command. First sergeant positions will be filled with current AGR E-8 Soldiers.

e. The FTS Soldiers must not have had similar leadership assignments at the same level regardless of duty status. Soldiers must be employed in an FTS manning document position commensurate to AGR grade.

f. The command, leadership, or staff position is a voluntary assignment for career development. Soldiers must meet the MOS/area of concentration (AOC) qualifications for the MTOE paragraph/line. The MOS/AOC qualification requirement cannot be waived. The ARNG Personnel Programs, Manpower, and Resources Division (ARNG-HRM) will not provide a temporary controlled grade authorization for CLASP.

g. In a unit with two FTS officer requirements, only one officer may be on a command waiver at one time. For units with three or more FTS officer requirements, two officers may be on command leadership assignment.

h. States and Territories should be aware that Soldiers serving in CLASP assignments outside the normal commuting area of their assigned AGR duty locations are entitled to applicable temporary duty travel and transportation allowances in accordance with the Joint Federal Travel Regulations, Volume 1 Uniformed Service Members. States and Territories must use existing AGR travel funds. The ARNG-HRM will not provide additional travel dollars to support CLASP travel.

i. States and Territories must have the available full-time manning authorization to support follow-on assignments at the completion of CLASP assignments. If a follow-on assignment cannot be identified, the CLASP assignment cannot be approved.

j. The ARNG-HRM will not allow temporary or additional FTS authorizations to replace mobilized personnel serving in a CLASP assignment.

7. States and Territories will ensure that officers taking a battalion or brigade command are branch qualified, in accordance with NGR 600-100 and DA Pam 600-3. If no qualified officer is available, the AG may, on a case-by-case basis, assign officers who are not branch qualified. These officers must:

a. Be approved for branch transfer by the State's Federal Recognition Board before assuming command.

b. Complete the Federal Recognition Board's military education requirements and meet AOC qualifications within 12 months of assignment.

c. Be a graduate of intermediate level education and attend the branch specific pre-command course (PCC) before assuming command. Waivers for the PCC requirement must be submitted to ARNG Personnel Policy and Readiness Division (ARNG-HRH) for Chief of Staff of the Army (CSA) approval. Assumption of command will not occur before PCC completion or the approved waiver from CSA.

8. Army National Guard Soldiers who are on a CLASP assignment and are mobilized in a CLASP position continue in the CLASP program. The period served on mobilization counts towards the 3-year CLASP period. Soldiers who reach the 3-year time limit while mobilized or within 6 months after demobilization will remain in the CLASP assignment 6 months beyond demobilization. If mobilized in a non-CLASP position, the CLASP period is suspended for the period of the mobilization.

9. The AG will direct requests for extensions to ARNG-HRH. Written justification must include the circumstances requiring the extension, such as critical unit readiness or mission completion requirements. Incomplete requests cannot be processed. Improper program management or Soldier convenience will not be the basis for an exception to policy.

10. This policy supersedes policy memorandum NGB-ARN, 6 March 2008, subject: Army National Guard (ARNG) Active Guard Reserve (AGR) and Military Technician (MT) Command, Leadership, and Staff Assignment Policy (CLASP) and Procedures (NGB Policy Memo #08-09). This policy will remain in effect until rescinded or superseded.

11. The point of contact is Mr. Gilbert S. Morales, Jr., Acting Chief, Personnel Policy Division, at DSN 327-5904, 703-607-5904, or gilbert.morales1@us.army.mil.

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