



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

NGB-ARH

6 MAR 2008

MEMORANDUM FOR State Human Resource Officers (HROs) and Active Guard Reserve (AGR) Managers

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)

1. References:

a. NGR 600-5, AGR Program Title 32, Full-Time National Guard Duty (FTNGD), 20 February 1990.

b. NGB Memorandum, NGB ARH, 27 September 2006, subject: Commissioned Officers - Federal Recognition and Related Personnel Actions (NGR 600-100) Implementing Draft (NGB-ARH Policy Memo #06-056).

c. DA Pamphlet 600-3, Commissioned Officer Development and Career Management, 12 December 2007.

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

e. Joint Federal Travel Regulation, Volume 1, 1 July 2007.

2. Purpose: This memorandum prescribes the application of the ARNG Command Leadership and Staff Assignment Policy for T32 Full-time National Guard Duty-Active Guard Reserve and Military Technician personnel.

3. The following assignments fall under the CLASP:

a. Full-Time Support (FTS) Soldiers assigned to: Brigade/Battalion/Company Command, Headquarters Commandant, Platoon Leaders, Command Sergeant Major and First Sergeant.

b. Mid-level FTS officers and noncommissioned officers (NCOs) in non-deployable organizations assigned to appropriate primary and secondary Modified Table of Organization and Equipment (MTOE) staff positions (i.e., G1, G2, S1, S2, Asst S4, Asst S3).

NGB-ARH

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)

4. 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 (JFHQ)/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 JFHQ/TDA functions, as these Soldiers continue to perform in their FTS positions during normal duty hours, at the discretion of the AG.

5. The AGs have the authority and flexibility to approve CLASP positions within their respective Title 32 FTS programs. The State/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 three years, with the exception of paragraph 5b(3) below and any Soldier who reaches the three year time limit while mobilized. Soldiers in this category may remain in the CLASP assignment six months beyond demobilization.

b. The MTOE assignment must be within the supported chain of command or coordinating staff relationship of the JFHQ/TDA office of the Soldier's FTS position. Soldiers will not be assigned to a CLASP assignment outside of their supported chain of command. AGR Soldiers may not exceed their FTS authorized/grade position.

NGB-ARH

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)

(1) Brigade/battalion-level command assignments will be against the senior FTS position requirement and within the same brigade/battalion headquarters as their FTS position or equivalent supervising organization.

(2) Officers assigned at the company level will serve in lieu of a FTS position within the officer's parent battalion or equivalent supervising organization.

(3) 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 three-year tour to enable the Soldiers to remain compatible and qualified for the FTS and military positions.

(4) Senior NCOs serving in Command Sergeant Major leadership assignments at the brigade or battalion-level will serve in lieu of the Operations Sergeant Major FTS position.

(5) The First Sergeant leadership assignment will be in lieu of the senior enlisted FTS position Battalion Operations Sergeant in the Full-Time manning document.

c. The FTS Soldiers must not have had similar CLASP assignments at the same level regardless of duty status. Soldiers assigned must be employed in a FTS Personnel Manning Document position commensurate to AGR grade.

d. The incumbent FTS Soldier who is replaced based on the CLASP assignment of another FTS Soldier will be reassigned as the sole occupant to a valid FTS position commensurate with his/her military grade. For example: The State/Territory will reassign a FTS Readiness NCO (E7) upon the assignment of a First Sergeant to the company-size unit.

e. The command/leadership/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 is non-waiver able. NGB-ARM will not provide a temporary controlled grade authorization for CLASP.

f. 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.

NGB-ARH

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)

g. States/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 (TDY) travel and transportation allowances IAW The Joint Federal Travel Regulation Volume 1. States/Territories must use existing AGR Travel funds. NGB-ARM will not provide additional travel dollars to support CLASP travel.

h. Promotions following or into CLASP assignments requiring controlled grade authorizations will come from existing State/Territory resources. This program is not designed to be used solely as a means to promote Soldiers.

i. If promoted under this program, this policy does not authorize administrative reductions following CLASP assignments. States/Territories must have the available Full Time Manning authorization to support follow-on assignments at completion of CLASP assignment. If a follow-on assignment cannot be identified, it is recommended the State/Territory reconsider placing a Soldier into a CLASP assignment.

j. NGB-ARM will not authorize temporary or additional FTS authorization(s) to replace mobilized personnel serving in a CLASP assignment.

6. The State/Territory will ensure 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 NGB-ARH, for Chief of Staff of the Army (CSA) approval. Assumption of command will not occur before PCC completion or approved waiver from CSA.

7. ARNG 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 three year CLASP period. If the mobilized CLASP assignment expires while the Soldier is mobilized, the Soldier will remain in the CLASP position until 6 months following demobilization. If mobilized in a non-CLASP position, the CLASP period is suspended for the period of the mobilization.

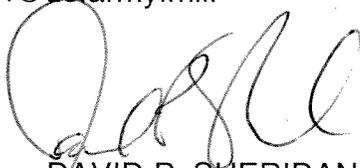
NGB-ARH

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)

8. The AG will direct requests for extensions to NGB-ARH. 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 command/Soldier convenience will not be the basis for an exception to policy.

9. This policy supersedes policy memorandum ARH Memo 05-054 dated 3 September 2005, Subject: Army National Guard AGR Command, Leadership, and Staff Assignment Policy (CLASP) and Procedures (NGB-ARH Policy Memo # 05-054) and will remain in effect until rescinded or superseded.

10. The point of contact is Mr. Raymond Holdeman, Chief, Active Duty and Mobilization Policy Branch, Personnel Policy and Readiness Division at 703-607-5851, DSN 327-5851, or raymond.holdeman@us.army.mil.



DAVID P. SHERIDAN
COL, GS
Chief, Personnel Policy
and Readiness Division

CF:
NGB-IG
NGB-ARM
Each State IG
Each State CSM
Each State HRO
Each State POTO
Each State MILPO