



DEPARTMENT OF THE ARMY AND THE AIR FORCE
MICHIGAN NATIONAL GUARD JOINT FORCE HEADQUARTERS
HUMAN RESOURCE OFFICE
3423 North Martin Luther King Jr. Blvd.
Lansing, Michigan 48906

NGMI-HRO

19 March 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Michigan Army National Guard (MIARNG) Active Guard Reserve (AGR) and Military Technician (MT) Command, Leadership, and Staff Assignment Policy (CLASP), **Change 1**

1. References:

- a. Army Regulation AR 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 (FTNDG), 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, Volume 1, Uniformed Services Members, 1 June 2009
- g. NGB Policy Memo 11-028, ARNG AGR and MT CLASP and Procedures, dated 13 Sep 2011
- h. Technician Personnel Regulation (TPR) 303, Military Technician Compatibility, dated August, 2005

2. Purpose. This memorandum prescribes the application and procedures of the ARNG Command Leadership, and Staff Assignment Policy for T32 Full-time Michigan Army National Guard AGR and Military Technicians.

- a. The goal of CLASP is to enhance and professionally develop FTS Soldiers by assigning the Soldier to a MTOE unit in order to develop leadership and basic branch/ Military Occupational Specialty (MOS) skills for future FTS assignments.

NGMI-HRO

SUBJECT: Michigan Army National Guard (MIARNG) Active Guard Reserve (AGR) and Military Technician (MT) Command, Leadership, and Staff Assignment Policy (CLASP)

b. Implementation of CLASP will not be at the expense of a traditional Soldier's career progression. Leadership must consider the immediate and long-term impact on unit readiness and traditional Soldiers' morale when assigning FTS to leadership positions. Leadership must also consider a Soldier's potential and subsequent duty assignments before assignment to a CLASP position.

c. The TAG is the approving authority for all CLASP requests.

3. The following assignments fall under the CLASP:

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

b. Mid-level FTS officers and Non-Commissioned Officers (NCOs) in non-deployable organizations assigned to appropriate primary and secondary Modified Table of Organization and Equipment (MTOE) staff positions (ie G1, G2, S1, S2, Asst S4, etc).

4. CLASP Assignment criteria and restrictions:

a. CLASP assignments will not exceed 3 years. The only exception is for Soldiers mobilized during the 3 year CLASP expiration; in this instance the Soldiers will remain in the CLASP position until 6 months following the unit's 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. AGR Soldiers may not exceed their FTS authorized/grade position. AGR Soldiers WILL NOT be promoted into CLASP positions.

d. 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-waiverable.

e. Soldiers granted CLASP waivers will perform Inactive Duty Training (IDT), Annual Training (AT), and additional training/administrative periods with the organization in which the CLASP position exists. However, the Soldier will continue to perform his/her FTS AGR/MT duties during the normal work week/duty hours.

NGMI-HRO

SUBJECT: Michigan Army National Guard (MIARNG) Active Guard Reserve (AGR) and Military Technician (MT) Command, Leadership, and Staff Assignment Policy (CLASP)

f. No Military technician CLASP waivers will be authorized that cause grade inversion in FTS position. In addition, upon expiration of CLASP waiver, dual status technicians are required to return to their previous rank prior to the CLASP waiver approval if a compatible position with their FTS employment does not exist at the CLASP grade. All MTs will acknowledge this requirement by signing a DA Form 4187 which will be submitted with CLASP waiver request.

5. Procedures for requesting CLASP waivers:

a. Upon selection of a position requiring a CLASP waiver, the Soldiers current unit of assignment will request a CLASP waiver (see enclosure) through the chain of command to HRO. All CLASP waivers for AGR or MT Soldiers must be submitted through HRO to ensure Soldiers meet the requirements of this policy and references indicated in paragraph 1.

b. HRO will verify eligibility and forward the CLASP waiver request to the TAG for determination. Upon TAG approval, the Soldiers transfer/promotion orders will be published by DCSPER.

6. Control Measures for CLASP Waivers:

a. HRO will distribute a roster of Soldiers currently on CLASP waivers to JFHQ and MACOM leadership monthly. CLASP waivers WILL NOT exceed 3 years except for circumstances described in paragraph 4a.

b. Six months prior to expiration of the CLASP waiver, the Soldier's leadership, in coordination with DCSPER, will determine the para/lin the Soldier will be moved to upon expiration of CLASP assignment. New assignment will be validated through HRO to ensure it meets the requirements of the Soldiers FTS position.

(1) AGR transfers orders will be requested through HRO NLT 30 days prior to expiration of CLASP.

(2) MT transfers will be vetted through HRO NLT 30 days prior to expiration of CLASP to ensure the identified para/lin is within compatibility/grade criteria for the Soldiers FTS position.

7. Filling positions vacated by AGR/MT Soldiers upon CLASP approval/expiration:

NGMI-HRO


SUBJECT: Michigan Army National Guard (MIARNG) Active Guard Reserve (AGR) and Military Technician (MT) Command, Leadership, and Staff Assignment Policy (CLASP)

a. Units are authorized to fill para/lins vacated by FTS Soldiers in order to maintain unit readiness. However, it is the unit's responsibility to ensure upon expiration of CLASP, the FTS Soldier (AGR/MT) is placed in a paragraph/lin that is compatible with their full-time employment. If a follow-on assignment cannot be identified, it is recommended the unit reconsider placing a Soldier into a CLASP assignment.

b. In the event the unit chooses to fill a position vacated by the FTS Soldier, the traditional Soldier accepting the position will sign a DA Form 4187 indicating they understand that upon expiration of the CLASP they may be displaced to a position of equal grade but in a different duty location/MOS.

8. POC is AGR Branch Chief at (517)481-7710 or the AGR Branch Sergeant Major at (517)481-7723 or ng.mi.miarng.mbx.agr-inbox@mail.mil.

Encl
as


TIMOTHY HOUCHELI
COL, GS, MIARNG
Director, Human Resource Office

DISTRIBUTION:
A & D

MEMORANDUM THRU JFHQ-MI, Attn: NGMI-HRO, 3423 N Martin Luther King Jr Blvd,
Lansing, MI 48906

FOR The Adjutant General of Michigan, 3411 N Martin Luther King Jr Blvd, Lansing, MI
48906

SUBJECT: Request for Command / Leadership Waiver RE: Lastname, Firstname, Rank, Last 4

1. Request CLASP waiver for xxxxxxxxx IAW MIARNG CLASP Policy Memorandum dated
June 2012, and NGB Policy Memorandum #11-028, Army National Guard (ARNG)
Active/Guard Reserve (AGR) and Military Technician (MT) Command, Leadership, and Staff
Assignment (CLASP) and Procedures, 13 September 2011.

2. MSG xxxx has been selected for assignment as:

CLASP Position (Duty title, para/lin, and MOS):

UIC and Unit:

Assignment is within supported chain of Command (Yes/No):

Vacated Position (Duty title, para/lin, and MOS):

Vacated UIC and Unit:

Plan for follow-on assignment:

FTS duty position/place of assignment (Unit, UIC, para/lin, MOS/Branch):

Additional Remarks as required:

3. POC for this action is XXXX at (xxx) xxx-xxxx or xxx@us.army.mil

2 Encls

Signature Block

1. Selection Memo

2. DA Form 4187 (for MTs)