DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON, VA 22204-1382

NGB-ARH

3 September 2005

MEMORANDUM FOR States Human Resource Officer, Active Guard Reserve (AGR) Manager

SUBJECT: Army National Guard AGR Command, Leadership, and Staff Assignment Policy (CLASP) and Procedures (NGB-ARH Policy Memo # 05-054)

1. References:

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

b. NGR 600-100, Commissioned Officers Federal Recognition and Related Personnel Actions, 15 April 1994.

c. DA PAM 600-3, Commissioned Officer Development and Career Management, 1 October 1998.

d. Joint Federal Travel Regulation, Volume 1, 1 August 2001.

2. Purpose: This memorandum prescribes the application of the ARNG Command, Leadership, and Staff Assignment Policy for Title 32 (T-32) AGR personnel.

3. The term Soldier includes officers, warrant officers (CW5 only) and enlisted personnel collectively.

4. 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 NCOs in non-deployable organizations assigned to appropriate primary and secondary MTOE staff positions (i.e., G1, G2, S1, S2, Asst S4, Asst S3).

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 (JFHQ)/TDA activities in order to perform and develop their basic branch or Military Occupational Specialty (MSO) 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.

6. 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 6b(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 REFRAD. No waivers or extensions are authorized.

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.

(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 command level requirement.

(5) The First Sergeant leadership assignment will be in-lieu of the senior enlisted FTS position in the unit of assignment.

c. The FTS Soldiers must not have had similar CLASP assignments at the same level regardless of duty status. Soldiers assigned IAW this memorandum must be employed in a FTS Personnel Manning Document position commensurable 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 commensurable 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 voluntarily 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. The National Guard Bureau Personnel Programs, Manpower and Resources Division (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.

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

h. 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.

i. Promotions following or into CLASP assignments requiring controlled grade authorizations will come from existing State/Territory resources.

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

7. 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 Command and General Staff College and attend the branch specific Pre-Command Course (PCC) before assuming command. Waivers for the PCC requirement must be submitted to The Personnel Policy and Readiness Division (NGB-ARH-S), for CSA approval. Assumption of command will not occur before PCC completion, or approved waiver from CSA.

8. States/Territories may not approve requests that are not IAW this policy. The AGR Policy Section, NGB-ARH-S will monitor this program through annual reports submitted by each State. Format for reports is located on GKO/ARNG/G1/NGB-ARH-S/AGR Information/AGR Helpful Tools/Reports/CLASP Report. Reports are due 1 August of each year.

9. The AG will direct requests for exceptions to this policy to NGB-ARH-S. Written justification must include the circumstances requiring the extension, such as critical unit readiness or mission completion requirements. Incomplete requests cannot be processed. The importance of a project or mission, by itself, is also insufficient justification for an approval. Improper program management or command/Soldier convenience will not be their basis for an exception to policy.

10. This policy no longer addresses CLASP for MTs. Guidelines for MT command leadership assignments can be found in NGR 600-25/ANGI 36-102, MT Compatibility, dated 31 March 1995.

11. This policy supersedes the CLASP memorandum of 20 February 2004 and will be in effect until rescinded or superseded.

12. Point of contact is Mr. Robert Rogers, Deputy Chief, Personnel Policy and Readiness Division at DSN 327-5904, 703-607-5904 or Robert.Rogers@ngb.army.mil.

CLYDE A. VAUGHN
Lieutenant General, GS
Director, Army National Guard

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