



# CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

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J-1  
DISTRIBUTION: A, B, C, S

CJCSI 1301.01F  
17 November 2014

## JOINT INDIVIDUAL AUGMENTATION PROCEDURES

References: See Enclosure E.

### 1. Purpose

a. This instruction provides guidance and establishes procedures for requesting the allocation of Joint Individual Augmentation (JIA) personnel to meet unfunded, temporary manpower requirements of a Combatant Command (CCMD) or other U.S. Government entity while participating in President of the United States or Secretary of Defense (SecDef) directed or approved operations. JIA requirements are documented in a Joint Manning Document (JMD), which also contains Coalition, contractor, general/flag officer (GO/FO), other government agency (OGA), and unit requirements for Joint Task Force (JTF) Headquarters (HQ) and other unique HQ organizations. This instruction is intended for use in conjunction with the definitions and doctrinal guidance found in references a through d. The authority of this guidance is based in reference e. References f through i provide guidance on specific sourcing categories such as the Civilian Expeditionary Workforce, GO/FOs, and the Reserve Component (RC). References m through n direct the Global Force Management (GFM) allocation and policies procedures, under which JIA falls. The goals of the GFM process as it applies to JIA are to:

(1) Ensure JIA positions are consistent with strategic policy. Combatant Commanders (CCDRs) ensure JIA positions and JMDs are prioritized to support the approved/directed operations within the CCMD's area of responsibility (AOR) or functional mission area.

(2) Provide a qualified, available Service member or Department of Defense (DoD) civilian to the supported CCMD in a timely manner.

(3) Ensure the accountability of personnel filling JIA positions by entering standard name line information utilizing the electronic Joint Manpower and Personnel System (eJMAPS).

b. Operations may require JIA positions to temporarily support permanent organizations, JTF HQ, North Atlantic Treaty Organization (NATO) Crisis Establishments (CEs), and United Nations (UN) or multinational force (MNF) mission requirements. To accomplish these goals, the supported CCMDs must anticipate potential JIA positions and provide an approved JMD in a timely manner to their Service Components for input, and to the Joint Staff (JS) for review and sourcing approval. The JS J-1 will forward validated requirements to JS J-35S, the Joint Force Coordinator (JFC), to coordinate for Service sourcing. The positions must be filled promptly to ensure personnel arrive at their temporary duty location on time, as requested by the supported CCMD. Staffing delays or Service unique procedures must not keep a supported CCMD's operational positions from being filled.

2. Superseded/Cancellation. This instruction supersedes Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 1301.01E, 1 February 2013, "Joint Individual Augmentation Procedures."

3. Applicability. CJCSI 1301.01F applies to the Joint Chiefs of Staff, Services, CCDRs, CCMD joint activities, joint force providers (FPs), and DoD Agencies.

4. Policy. Title 10, U.S.C., gives CCMDs authority to organize and employ forces necessary to accomplish the command's missions (reference e). This instruction establishes procedures to allocate individuals to meet CCMD mission-related temporary manpower positions. This instruction will not be used as a policy to fill permanent manning shortfalls or joint training or exercise positions. Filling permanent manpower and training (including scheduled exercise) billets is covered by references j through l and other Chairman of the Joint Chiefs of Staff (CJCS) publications.

a. The eJMAPS will be used to record JMD JIA positions and to record the name of individuals occupying the position.

b. Sourcing by JIA is meant to be the last method for obtaining manpower for positions (i.e., CCMD assigned forces, unit, Coalition, contractor, OGA, GO/FO, and JIA).

c. JIAs will not be used to fill permanent manning shortfalls or to fill joint exercise or training positions.

d. JIAs will fill JTF HQ requirements and other unique HQ organizations.

e. JIAs will not be tactically employed in operations outside of their staff functions within a HQ organization to which tasked.

f. Active Component (AC), RC, or DoD civilian personnel may be tasked to fill JIA positions.

5. Definitions. See Glossary.

6. Responsibilities. The JS, CCDRs, JFC, FPs, and applicable Defense Agencies shall carry out the requirements of this instruction.

a. Joint Staff

(1) JS J-3

(a) The JS J-3, in coordination with JS J-5 and JS J-1, will utilize the Force Allocation Decision Model (FADM) and Guidance for Employment of the Force (GEF) to establish the priorities and framework in determining force allocation recommendations for JIA.

(b) JS J-35S, as the Global Conventional JFC (GJFC) for JIA requirements, will identify and recommend sourcing solutions for conventional JIAs and coordinate with U.S. Special Operations Command (USSOCOM) for special operations forces (SOF) JIA requests.

(c) JS J-35S and the JS J-1 will collaborate in the development of SecDef Orders Book (SDOB) submissions.

(d) JS J-35S will utilize the electronic tool LOGBOOK to coordinate sourcing actions with the FPs.

(e) JS J-35S will process changes to the GFM Allocation Plan (GFMAP) Order under the GJFC authority granted them in the GFM Implementation Guidance.

(2) JS J-1

(a) Establish JIA policy and procedures and ensure JIA management conforms to guidance outlined in this instruction, Global Force Management Implementation Guidance (GFMIG) Section III-Allocation of Forces, and Global Force Management Board (GFMB) guidance.

(b) Prioritize JMD sourcing in accordance with SecDef-approved FADM and GEF. Obtain Operations Deputies (OpsDepts) approval for changes to the Global JMD Prioritization list and associated minimum sourcing levels.

(c) Review all JIA requirements and serve as the validation authority for those requirements in accordance with current policy and regulations.

(d) Serve as the JS lead for establishment and validation of new JTF HQ JMDs.

b. Combatant Commanders (CCDRs)

(1) Ensure all approved JIA positions are mission-specific and essential to support the President of the United States or SecDef-directed or approved operations.

(2) Ensure JIAs are not being utilized to fill permanent manning shortfalls or joint training or exercise positions. Filling permanent manpower and training (including scheduled exercise) billets is covered by references j through l and other CJCS publications.

(3) Attempt to fill JMD requirements with assigned or Service Component forces. CCDRs will establish internal priorities for filling JIA positions to support national military priorities within their AORs or functional mission areas.

(4) For new JMDs requesting to stand up a new HQ organization, CCMDs will submit a CCDR-signed request that specifies the following: mission, authorization to execute the mission (i.e., EXORD), proposed FADM category, proposed placement on the Global JMD Prioritization list, and requested applied acceptable minimum sourcing percentage.

(5) Submit JMD requirements to JS J-1/J-3 and GO/FO requirements to JS GO/FO Matters.

(6) Annually review all CCMD requirements. CCDRs will submit approved JMDs in accordance with GFM timelines and GFM Allocation Planning Order (PLANORD).

(7) During annual review and for emergent/change requests, approve JMD requirements by:

(a) Eliminating requirements rendered nonessential due to mission change or that are no longer required.

(b) Eliminating those requirements that establish duplicative stovepiped organizations or functions within the AOR or functional mission area. This includes prioritization of JMDs (and JIAs by skill category, if necessary) within CCDR theaters of operation.

(c) Ensuring maximum use of reach-back, alternative sourcing solutions, and centralized joint organizations (e.g., regional contracting and intelligence centers).

(d) Implementing checks and balances to ensure the same capabilities are not being tasked via a request for forces (RFF) and JIA.

(e) Prioritizing JIA positions based upon mission priority, not fill rate. This is especially critical in skills that are in high demand but low density.

(8) Create and provide reporting instructions to JS for the FPs (including supporting CCDRs, joint activities, and DoD Agencies) to follow.

(9) CCDRs will track personnel filling JMD positions using eJMAPS.

c. Force Providers (FPs)

(1) Provide a qualified, available Service member to the supported CCMD.

(2) Coordinate with JS J-1 on requirement details and JS J-35S on sourcing actions.

(3) Identify and assess ability to source and sustain JIA requirements based on proposed sourcing solutions.

(4) Provide JS J-35S with risks to sourcing for requirements for which FPs possess a capability.

(5) Ensure eJMAPS position numbers are annotated on all JIA orders.

7. Summary of Changes. This revision updates CJCSI 1301.01E, dated 1 February 2013, to reflect the elimination of U.S. Joint Forces Command.

8. Releasability. UNRESTRICTED. This directive is approved for public release; distribution is unlimited on NIPRNET. DoD Components (including 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)>. Joint Staff activities may also obtain access via the SIPR directives Electronic Library Web sites.

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

For the Chairman of the Joint Chiefs of Staff:

  
DAVID L. GOLDFEIN, Lt Gen, USAF  
Director, Joint Staff

Enclosures

- A—Joint Individual Augmentation Sourcing Procedures
- B—Joint Individual Augmentation Process Flow Diagram
- C—Joint Manning Documents
- D—Approval Message Essential Tasking Information
- E—References
- GL—Glossary

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ENCLOSURE A

JOINT INDIVIDUAL AUGMENTATION SOURCING PROCEDURES

1. Joint Individual Augmentation. JIA enables CCDRs to augment existing units and organizations with temporary personnel resources enabling them to perform assigned joint missions. Outlined below is the process for requesting, managing, and accounting for JIAs.

a. Initial Tasking. The President or Secretary of Defense assigns missions to a CCDR (designated the supported CCDR) and identifies the supporting CCDRs, Services, and Agencies. The supported CCDR is responsible for establishing, approving, and prioritizing the requirements necessary to support the mission. Figure 1 in Enclosure B illustrates the JIA process flow. JS J-1, in coordination with the JS J-3 and JS J-5, will establish the appropriate global JMD priorities using GEF and FADM guidelines. GEF priority allocation determines a JMD's applied minimum sourcing percentage. JS J-1 shall present all new JMDs to an OpsDepts Tank or GFMB for approval. At a minimum, the presentation should include mission justification, recommendations for the JMD's categorization on the FADM, priority on the Global JMD Prioritization list, and the applied acceptable minimum sourcing percentage.

(1) The JTF commander or supported CCDR will document JMD requirements in eJMAPS using the format provided in Enclosure C. After approval, the supported CCDR will forward the JMD and desired report date for each new position to its Service Component commands. This will provide the ability to source from assigned forces in order to verify that skill codes/skill categories match position descriptions, and to ensure there are no overlapping requirements. CCDR Service Components will have 5 business days to internally staff the new JMD and reply to the CCDR. The Service Component will report to the supported CCDR positions they will source and assign individuals to the JMD per Service policies. The supported CCDR will then send the JMD with recommended GEF prioritization and numeric ranking priority to the JS J-1 for joint sourcing of any unsourced JIA positions.

(2) In their requests, CCMDs will categorize emergent sourcing as routine, urgent, or immediate. See reference N.

(3) The JS will initiate the JIA process once the supported CCDR's request is received per Enclosure D. The JS J-1 will review the JMD positions in coordination with the JS J-3 to ensure a unit or units cannot provide the same capabilities. Upon validation by the JS J-1, the validated JMD is sent to JS J-35S to staff the JMD via an electronic collaborative tool (currently LOGBOOK) to FPs. FPs are defined as Military Departments, the U.S. Coast Guard, CCDRs with assigned forces, DoD Agencies, and Office of the Secretary

of Defense (OSD) organizations. JS J-35S will also coordinate with DoD Combat Support Agencies (CSAs) regarding JIA requests. The FPs should identify JIA requirements they can source and provide that information via the electronic collaborative tool.

(4) If sourcing solutions cannot be identified, JS J-35S will initiate the second phase of sourcing. FPs will review all remaining unsourced positions, submit their ability to source via the electronic collaborative tool, and submit risk assessments for those positions they are unable to source. At the completion of this phase, the supported CCDR will receive proposed sourcing solutions for concurrence. Unacceptable sourcing solutions require further risk analysis and course of action development.

(5) The GFM intent is to develop a sourcing solution for the supported CCDR's JMD within 45 days of receipt by the JS.

(a) JS J-35S and JS J-1 will collaborate to submit sourcing solutions for the SDOB, resulting in a modification to the appropriate FY GFMAP Order.

(b) Risk analysis will be conducted for requirements without acceptable sourcing solutions after two unsuccessful rounds of attempted sourcing. FPs and CCDRs shall provide individual risk assessments for unsourced requirements by skill category and grade using the online risk assessment tool. JS J-35S will analyze the information and develop a sourcing course of action (COA) recommendation.

(c) The JS will review, staff via a Joint Staff Action Package (JSAP), and submit the sourcing COA to the next available modification of the GFMAP. Throughout the COA recommendation process, if there are Service or CCMD nonconcurs to the JS-recommended COA, the JS may attempt to reconcile the differences through a GO/FO secure video teleconference (SVTC), OpsDepts Tank, or Joint Chiefs of Staff Tank. A sourcing solution that remains contentious will be reviewed by the Chairman, with the Secretary of Defense making a final decision via the SDOB.

(d) The JS J-35S will track the status of implementing newly ordered solutions.

(6) The FPs will move JIA personnel once ordered in the SDOB to meet specified latest arrival dates (LADs). The FPs will follow CCMD reporting instructions to ensure JIAs arrive by the requested LAD and meet all personnel readiness requirements. In addition, FPs will ensure that eJMAPS numbers are annotated on all orders, allowing for more efficient force management and accountability.

b. Crisis and Contingency Response Situations. The supported CCDR should task JIA positions initially to CCDR staff or CCDR Service Components since those personnel will generally take no longer than 72 to 96 hours to report to the deployed duty location. Emergent needs should be addressed using the RC assets assigned against the Joint Table of Mobilization Distribution (JTMD). For positions that cannot be sourced from assigned forces, the capability requested should be sent to JS J-3, via the RFF process, for sourcing during emergent situations. The JIA sourcing process is a deliberate planning process designed for sourcing within 90–120 days of completion of the SDOB process and is therefore often inappropriate for crisis response situations. Normally, JIAs are requested for requirements that will endure after 120 days and are intended to backfill short-term responders in a lengthy operation.

c. Rotational Requirements. The supported CCDR will review and reapprove JMD requirements annually according to the SecDef fiscal year (FY) PLANORD and GFM timeline. Unchanged and validated JMD positions will continue to be filled as ordered in the previous FY GFMAP. During reapproval, CCDRs will verify desired FP, regardless of current sourcing.

(1) Relief from filling unchanged, previously ordered requirements prior to the SecDef signature on the FY GFMAP Base Order will be accomplished through passbacks. Passbacks are submitted by each FP to JS J-35S for requirements they no longer have the ability to sustain or to request risk reevaluation of the best joint solution.

(2) In situations involving high-demand/low-density (HD/LD) skills or skill sets generic to the Services (e.g., chaplains, intelligence, linguists), JS J-35S as the GJFC will consider establishing a rotation plan among the supporting Services.

(3) Sourcing solutions will be developed in accordance with GFM policies, processes, and base order timelines.

d. Emergent/Change Requirements. Requirements for the augmentation of an existing JMD between FY GFMAPs Base Orders will be considered an emergent/change request (formerly known as an out-of-cycle request). Consolidated requests are due to the JS J-1 quarterly on 15 October, 15 January, 15 April, and 15 July. The emergent/change request should only be submitted if additional mission capabilities are required by a JTF commander and approved by the supported CCDR. The emergent/change request will be considered only as a result of SecDef-directed or CCDR-directed mission change. Aggregate increases to JIAs that lead to an increase in overall total CCMD JMD/JIA requirements for that quarter will require OpsDepts or GFMB approval.

(1) All requests require justification and documented mission change. New requirements and requirements undergoing significant change will include the authority that covers the requirement, mission justification, operational risks if the requirement is not sourced, and mitigation measures the command can employ to reduce the operational risks if not sourced.

(2) Only new, deleted, and significantly changed requirements will be addressed for sourcing during the staffing process. Significant changes include requirements that would affect Services' existing sourcing decisions, e.g., FP, grade, skill, security clearance, tour length, and restrictive remarks that affect sourcing. See Enclosure C, paragraph 3, for guidance on creating new eJMAPS line numbers if there is a significant change to a requirement. NOTE: Change of Service in an emergent/change request or annual reapproval may result in loss of sourcing. Once an emergent/change request for a requirement is validated by the JS J-1 and the incumbent completes the current tour, the current FP is relieved of the requirement.

e. Do Not Fill. JIA requirements will not be ordered in the GFMAP while marked as "Do Not Fill" or "Do Not Source," unless the condition is of short-term duration (less than 3 months). Prepare to Deploy Order (PTDO) status does not meet the intent of JIA sourcing and will not be included in the GFMAP Annex D.

f. Nominative Sourcing. Generally, these requirements are for the following positions: aide-de-camps, personal assistants, chiefs of staff, or senior enlisted advisors to GO/FOs. Nominative (NOM) requirements are ordered as "NOM" in the GFMAP as opposed to the nominee's Service. These must be kept to a minimum since the filling of these requirements occurs outside of normal Service fill processes. Identification of a person to fill NOM requirements is the responsibility of the CCDR/JTF. The CCDR/JTF will inform the Service of the name desired to fill the requirement (i.e., by-name request). Services make the determination whether the requested Service member deploys and will then produce appropriate deployment orders. CCDRs/JTFs must identify the desired fill for a NOM billet in sufficient time for Services to train, equip, and process the member.

g. Special Operations Forces. JMD positions for SOF skills, to include Special Operations Civil Affairs (CA) and Military Information Support Operations (MISO) personnel, are processed using the procedure above, except that the positions are staffed through the theater special operations command (TSOC) for approval and potential internal sourcing. For crisis response situations, supported CCDRs can pass the JMD positions directly to their TSOCs. USSOCOM is the supporting CCDR for all SOF positions and skills, excluding conventional CA and MISO. USSOCOM will only consider JIA requirements that directly support a SOF mission, unit, or liaison officer duties. CA and MISO capabilities should be requested via an RFF.

(1) SOF positions include only those designators for Army Special Forces (18x), Army Special Operations Aviation (K4), Special Operations CA (38A, 38B), Special Operations MISO (37A, 37F), 75th Ranger Regiment personnel, Naval Special Warfare(113x, SO, SB), Air Force Special Operations Pilots and Navigators (11S/12S), Air Force Special Tactics (1C2, 13CX, 13DXB), Pararescue (1T2X1), Air Force Special Weather (1W0X2, 15WX), and Marine Corps Special Operations (0370, 0372, 8071).

(2) Non-SOF JIA skilled positions to support the TSOC should be approved and requested through the supported CCDR, as defined previously. Neither the TSOC nor USSOCOM should be tasked to provide non-SOF skilled personnel.

h. Use of Active Component/Reserve Component. At the discretion of the Service, use of RC and DoD civilian personnel are authorized, when the JIA meets the supported CCDR's tasking requirements for the position. If RC assets are tasked, the Service will provide the man-days, travel, and per diem funding needed to deploy the individual (unless specified otherwise). Additional instructions for accessing the RC are documented in reference h.

2. General/Flag Officer Sourcing. Requests for GO/FO billets are coordinated through the CCMD GO/FO Matters Office (GOMO) and the JS GOMO office to obtain sourcing. GO/FO positions will not be approved on a JMD until sourcing through JS GOMO office is approved by the Chairman. JS J-1 and JS GOMO will synchronize annually to ensure that GO/FO positions documented on a JMD are approved for joint sourcing.

3. Unit Sourcing. Units are sourced on the JMD when a FP can meet the CCDR's request for a capability best by sourcing a standard unit. CCDRs should not specify or make by-name unit requests when requesting joint forces in accordance with (IAW) GFM Allocation Policies and Procedures in reference 1. Unit requests will be submitted to JS J-3 IAW GFM PLANORD and allocation policies and procedures. Unit FTNs will be annotated against each corresponding unit JMD position in eJMAPS.

4. Contract and Other Government Agency Sourcing. Contractor positions and OGA fills are coordinated and maintained by the CCDR through contracts or memoranda of agreement/understanding with the OGAs.

5. Joint Individual Augmentation Contributions to Multinational Force Organizations. The Secretary of Defense, through the Chairman, approves U.S. Force contributions to MNFs. NATO CE requirements are coordinated through the U.S. National Military Representative in accordance with the Supreme Headquarters Allied Powers Europe bidding process. The establishment and maintenance of a JMD to augment or support a NATO CE will follow JS GFM

policies and business rules. MNF positions, approved by the Secretary of Defense, are sourced as described above. The JS-approved MNF requirements will be forwarded to JS J-35S for sourcing as described in Enclosure A, paragraphs 1.a.(1)–(7). The supported CCDR is responsible for tracking and accounting for JIA contributions to MNF organizations. NATO CE post numbers should be annotated in eJMAPS.

6. Procedures for UN Military Observer (UNMILOBS) Joint Individual Augmentation. The Secretary of the Army is the Executive Agent for all UN Military Observer (UNMILOBS) positions. The Secretary of the Army's designated agent, U.S. Military Observers Group–Washington, is responsible for developing and maintaining the JMD for UNMILOBS JIA positions and requesting sourcing as defined in Enclosure A, paragraphs 1.a.(1)–(5).

7. Executive Secretary of the Department of Defense (EXECSEC), Office of the Secretary of Defense. All requests to detail DoD personnel to a non-DoD agency shall be formally staffed through OSD for decision. Each request shall be addressed to the EXECSEC and will include a statement of duties along with the proposed duration of the detail, funding basis, security clearance requirements, and requested personnel attributes (grade/rank, skills, and qualifications). The EXECSEC will assess compliance with current DoD policy and, if appropriate, coordinate submitted detail requests with the applicable OSD Components. Final disposition on all requests that fall under reference g rests with the EXECSEC. Approval authority for all others will be in compliance with current Departmental policy as delegated by the Secretary and/or Deputy Secretary of Defense.

8. Personnel Management Notes

a. Tour Extensions

(1) Involuntary extensions of JIAs beyond the SecDef-ordered deployment length are subject to the concurrence of the Service or supporting agency. The supported CCDR may involuntarily extend JIAs up to 14 days beyond the SecDef-ordered deployment length for tours less than 365 days. Extensions greater than 14 days past the SecDef-ordered deployment length or any extension beyond 365 days requires SecDef approval. Only the Secretary of Defense may authorize an involuntary extension of a JIA 14 days or more beyond the SecDef-approved deployment duration. Only the Secretary of Defense may involuntarily authorize or extend a JIA deployment past 365 days.

(2) Individuals may voluntarily request a waiver of the 365-day restriction and/or 14-day maximum extension in writing. Waiver approval authority is the first GO/FO in the individual's parent (i.e., home station) chain of command with Service notification. Service rotations within the SecDef-

ordered deployment duration do not require SecDef approval for extension, provided they do not violate the original SecDef-ordered timeline.

(3) Exceptions to this authority are RC Service members under title 10, U.S.C., section 12302, who cannot be extended past the date of their orders without approval from the parent Service, and in no case past the limitations set forth in references e and h.

(4) For the RC, all activities, including redeployment, outprocessing, traveling to home of record, and use of (or compensation for) accrued leave, must be accomplished within the statutorily limited number of days. RC members who perform JIA duties in a voluntary status (e.g., reference e, "Active Duty Operational Support," may not be involuntarily extended.

b. Curtailment. Curtailment of a JIA for essential reasons (medical, family emergency, etc.) does not change the deployment timeline for the replacement unless circumstances require out-of-cycle relief. Time remaining on tour and position criticality must be considered before requiring out-of-cycle relief. The supported CCMD will work with the deployed command to find and deploy a replacement (if required) with minimal gap in the deployed position.

c. Joint Individual Augmentation Backfills. Unless specifically requested by the CCMD, FPs are not required to provide backfills within 90 days of the effective date of inactivation of a requirement.

9. Position Management Notes. In absence of specific special authorities, any temporary Joint HQ establishment supported by a JMD that exists in excess of 36 months should be reviewed for opportunities to migrate to permanent manning solutions.

a. Evaluate current mission and manning levels of the organization.

b. Conduct manpower/resources analysis.

c. Estimate mission duration, and where estimate exceeds 5 years, propose a transition to permanent manning solutions in conjunction with the JS J1 reference j.

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ENCLOSURE B

JOINT INDIVIDUAL AUGMENTATION PROCESS FLOW DIAGRAM

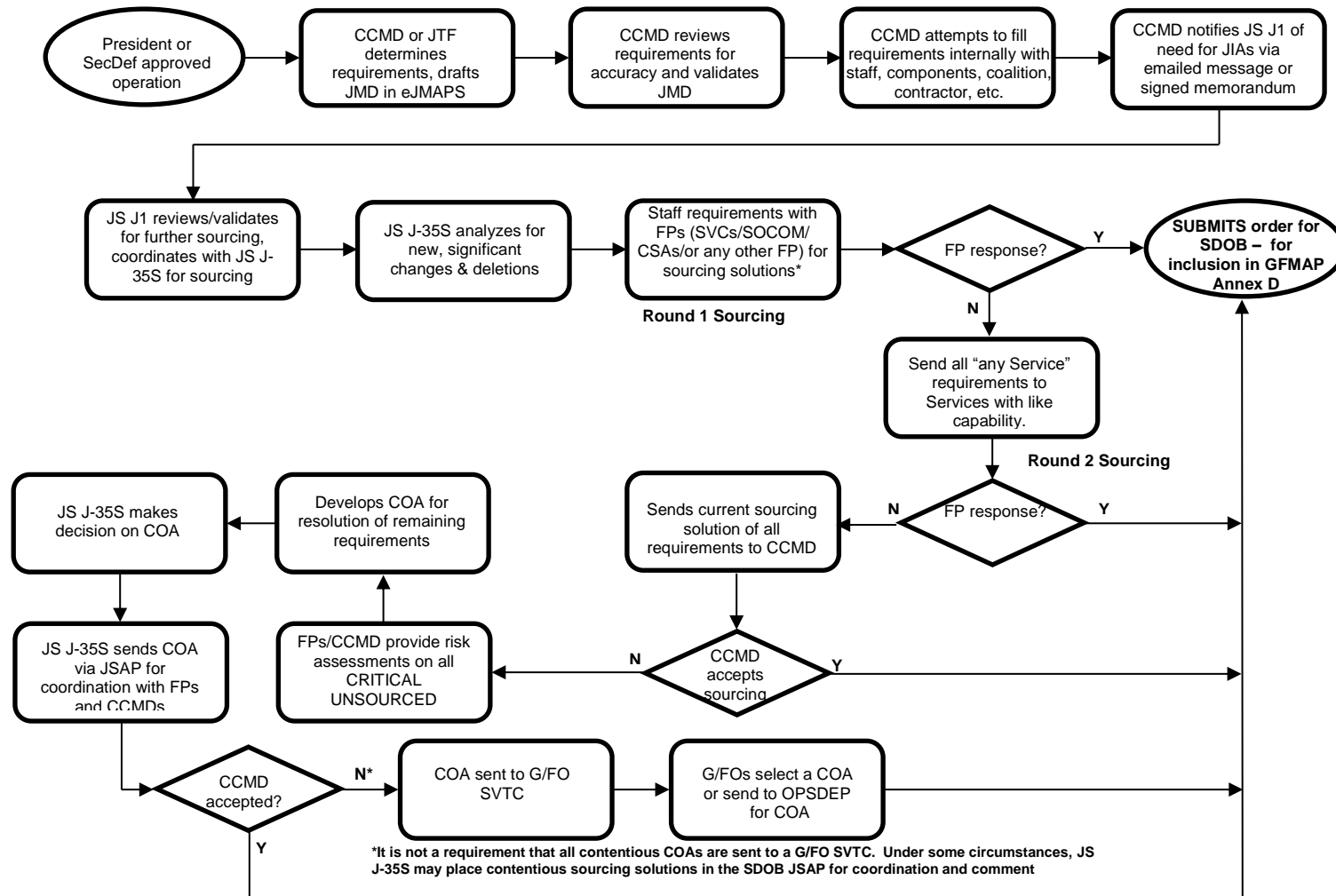


Figure 1. JIA Process Flow Diagram

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ENCLOSURE C

JOINT MANNING DOCUMENTS

1. JMDs will be created in eJMAPS in accordance with established business rules for the use of eJMAPS. JMDs and new billets submitted for sourcing will at a minimum include the following completed fields in eJMAPS:

- a. Supported CCDR
- b. eJMAPS Activity Number
- c. Activity Name
- d. Department
- e. NATO Position Number (NATO JMDs only)
- f. Position Number—system will automatically assign number to new positions
- g. Service
- h. Billet Title
- i. Grade
- j. Clearance (indicate minimum acceptable security clearance)
- k. Skill Code 1
- l. Skill Code 2 (if applicable)
- m. Civilian Acceptable (check box if requirement can be filled by a DoD civilian)
- n. Source Type (JIA, Unit, Contractor, Coalition, GO/FO, or OGA)
- o. Tour Length—justification for tour lengths of 12 months should be included in the approval message
- p. LAD—required for all new, newly sourced and change of FP positions
- q. Remarks—Include remarks that would affect sourcing such as gender-specific requirements, grade restrictions, grade/skill/service substitutions, and any training/course completion requirements for the position. If the position

will be filled through a NOM process, the word “Nominative” will be added to this field.

r. Any Source—indicate if alternate sourcing solutions are acceptable

s. Skill Category—assign based on required skill

t. Source—If the position will be filled by a CCMD Component, indicate the CCMD in this field (i.e., USEUCOM, USSOUTHCOM, USPACOM). If the position will be a unit fill (i.e., Source Type is UNI), enter the full 11-character Force Tracking Number (FTN) from JCRM.

u. Source point of contact (POC)

v. Change Reason—data field must be completed with brief description of change and intent when position is submitted as part of a quarterly emergent change request

w. Effective Date—should be the effective date of change and/or FY rotational requirements

x. Location—indicate the geographical location (GEOLOC) where the billet is assigned

y. Position Description—provide a detailed description of the duties associated with the position. Duties should reflect the PRIMARY duties the incumbent will perform. Comments on specific qualifications or additional training are to be made in the “Remarks” field, not in the position description.

z. Legacy number—enter old JMD position number of requirement when creating a new position due to a significant change in grade, skill area, GEOLOC, etc.

2. The requirement for supported CCDRs, FPs, and applicable Defense Agencies to track personnel filling JMD positions and report status utilizing eJMAPS shall be accomplished as follows:

a. FPs—identify personnel selected to fill ordered JIA requirements by name, grade, Service, SSN, Component, and planned arrival date per established eJMAPS business rules. Include eJMAPS Position Numbers on all orders supporting JMDs.

b. CCDR will ensure the following data is updated in eJMAPS:

(1) Ensure personnel are updated as arrived into ordered positions once they are “boots on the ground” (BOG).

(2) At a minimum, the actual arrival date, planned rotation date, and arrived status fields should be updated.

(3) In cases where FP required information was not previously included, these fields should be updated upon arrival.

(4) Maintain personnel fill data for all HQ personnel including (but not limited to) DoD military, DoD civilians, contractors, and coalition personnel assigned to the JMD from arrival until redeployment from the JTF.

(5) For voluntary JIA extensions, the new rotation date will be updated in the “new rotation date” field.

(6) Upon departure of personnel, update actual departure date and status fields.

(7) Upon publication of the GFMAP Annex D and/or modifications, update eJMAPS to reflect ordered sourcing and administrative changes.

3. CCMDs should create new eJMAPS line numbers under the following circumstances:

a. Skill code change outside of the general skill family, regardless of service. Changes within related skill areas (e.g., Army Logistics 91 to 92) would not require a new position to be created.

b. Grade change more than one up or down. Exceptions to this rule may be made for certain skill sets that can potentially be interchangeable (e.g., E-7 and O-3 in the Air Force contracting field).

c. GEOLOC hange outside of the original AOR or from outside the continental United States to within the continental United States. CCMDs should consider creating a new line in this case, as predeployment training or required personal equipment would levy a different requirement upon the FP.

d. When creating a new JMD number, under these circumstances, ensure the old JMD position number is entered into eJMAPS in the Legacy field.

NOTE: Changing a requested primary FP alone is not a basis for a new eJMAPS number; the skill for the requirement is still the key condition.

Change of Service in an emergent/change request or annual reapproval may result in the loss of sourcing. Once an emergent/change request for a requirement is validated by the JS J-1, and the incumbent completes the current tour, the current FP is relieved of the requirement. In addition, JS

J-35S might not receive sourcing from the newly requested FP. As such, activities should carefully consider changing JIA requirements if the current sourcing solution is acceptable.

ENCLOSURE D

APPROVAL MESSAGE ESSENTIAL TASKING INFORMATION

The following essential information is required (when applicable) for inclusion in all CCDR JIA JMD approval or request messages/memorandums:

- a. Supported CCDR/Agency.
- b. Classification of operation.
- c. Applicable references.
- d. CCDR point of contact with phone number and e-mail address.
- e. Statement in message that the CCDR has approved the JMD and approves release of message.
- f. Statement of the prioritization of the new JMD against other existing CCDR-approved JMD requirements.
- g. Categorization of emergent/change request (routine, urgent, or immediate).
- h. Identification of changes in JMD from FY GFMAP Order; specifically, whether there is growth or reduction in force request.
- i. For emergent requirements and requirements undergoing significant change, provide the authority that covers the requirement, mission justification, operational risks if the requirement is not sourced, and mitigation measures the command can employ to reduce the operational risks if not sourced.

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ENCLOSURE E

REFERENCES

- a. Joint Publication (JP) 1-02, 8 November 2010 (as amended through 15 November 2012), “DoD Dictionary of Military and Associated Terms”
- b. JP 1-0, 24 October 2011, “Joint Personnel Support”
- c. JP 3-0, 11 August 2011, “Joint Operations”
- d. JP 5-0, 11 August 2011, “Joint Operation Planning”
- e. Title 10, U.S.C., sections 151, 153, 162, 164, 167, 3031, 5031, 8031, 12301, 12302, 12304a, 12034b, and 12301d
- f. DoD Directive 1404.10, 23 January 2009, “DoD Civilian Expeditionary Workforce”
- g. DoD Instruction (DoDI) 1000.17, 30 October 2013, “Detail of DoD Personnel to Duty Outside the Department of Defense”
- h. DoDI 1235.12, 4 February 2010, “Accessing the Reserve Components (RC)”
- i. CJCSI 1331.01 Series, “Manpower and Personnel Actions Involving General and Flag Officers”
- j. CJCSI 1001.01 Series, “Joint Manpower and Personnel Program”
- k. CJCSI 1210.01 Series, “Joint Training for U.S. Personnel Assigned to NATO Organizations”
- l. CJCSI 1600.01 Series, “Charter for United States European Command NATO Manning Division”
- m. CJCS Manual 3130.06A, 28 March 2014, “Global Force Management Allocation Policies and Procedures”
- n. Global Force Management Implementation Guidance, FY 2014-2015

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## GLOSSARY

Individual Service Augmentee (ISA)—An individual augment sourced internally within the Service to meet Service-specific requirements and tasks. It is a position established and validated under approved Service procedures for the purpose of satisfying a grouping of tasks, capable of being performed by one individual, for whom no authorized position has been established in the unit's manning documents.

Individual Mobilization Augmentee (IMA)—An individual reservist who receives training and is pre-assigned to an AC organization, a selective service system, or a Federal Agency billet that must be filled on, or shortly after, mobilization. IMAs train on a part-time basis with these organizations to prepare for mobilization. Inactive duty training for IMAs is decided by Component policy and can vary from 0 to 48 drills per year.

Joint Individual Augmentation/Augmentee (JIA)—A JIA is an unfunded temporary manpower requirement (or member filling an unfunded temporary manpower position) identified on a JMD by a supported CCDR to augment JTF staff operations during contingencies. A JIA will fill task force HQ requirements. Tactical-level deployment is not appropriate for JIA sourcing. Sourcing by JIA is meant to be the last method for obtaining manpower for positions. This includes positions at permanent organizations required to satisfy an elevated mission in direct support of contingency operations. Aside from mandated personal protective equipment, JIAs will not deploy with additional equipment. Neither collective team training nor specialized training exceeding 1–2 weeks should be needed. AC, RC, or DoD civilian personnel can fill JIA positions. Individual mobilization augmentees (IMAs) filling, or activated to fill, their IMA billets are not considered JIAs.

Joint Manning Document (JMD)—A manning document that identifies all manning billets essential to the command and control of a HQ organization. The JMD should only include HQ functions and not base operating support requirements or units below the JTF HQs. JMDs for permanent activities with a Joint Table of Distribution (JTD) or JTMD should only identify JIA 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, Coalition, Contractor, OGA, GO/FO or JIA fill on the JMD.

Joint Table of Distribution (JTD)—A manpower document that identifies the permanent 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 that have been accepted for planning and programming purposes for the 4 subsequent fiscal years (program years).

Joint Table of Mobilization Distribution (JTMD)—A manpower document that identifies the reserve positions for mobilization and enumerates the spaces that have been approved and funded for each organizational element of a permanent joint activity for a specific fiscal year.