DD Month YYYY

MEMORANDUM FOR DIRECTOR, NATIONAL GUARD BUREAU SENIOR LEADER   
 MANAGEMENT OFFICE

THROUGH THE ADJUTANT GENERAL OF STATE OR TERRITORY or

THE COMMANDING GENERAL OF THE DISTRICT OF COLUMBIA

Subject: Letter of Intent

1. I, Rank and Full Name, request inclusion in the National Guard Joint Officer Management Officer Bench program for 2023-2024 per Chief of the National Guard Bureau, Instruction 1704.01, National Guard Joint Officer Management Program.

2. I understand that by requesting inclusion on the Bench, I am indicating my willingness and availability to serve at short notice in a position that best represents the National Guard regardless of personal preference.

3. I understand if I am nominated or selected for a position and choose to decline the nomination or selection, I may be removed from the Bench Program for 2023-2024 at the discretion of senior leadership. I will continue to serve at the pleasure of my Adjutant General or Commanding General.

4. Point of contact is YOUR NAME; OFFICE SYMBOL; DSN XXX-XXXX, Commercial XXX-XXX-XXXX, EMAIL.

FULL NAME,

Rank, USA or USAF

Duty Title