



# CHIEF OF THE NATIONAL GUARD BUREAU INSTRUCTION

NGB-SL  
DISTRIBUTION: A

CNGBI 0160.00  
22 August 2024

## NATIONAL GUARD SENIOR ENLISTED LEADERSHIP CAREER MANAGEMENT BENCH PROGRAM

References: See Enclosure B.

1. Purpose. This instruction establishes policy and assigns responsibilities for the National Guard (NG) Senior Enlisted Leadership Career Management Bench Program in accordance with reference a and reference b.
2. Cancellation. None.
3. Applicability. This instruction applies to the selection and assignment of National Guard Members in the Enlisted Grade of E9 to Title 10 positions that directly report to a general officer or have been designated as “critical” by the Chief of the National Guard Bureau (CNGB).
4. Policy. It is National Guard Bureau policy to manage all Title 10 Army National Guard (ARNG) and Air National Guard (ANG) Enlisted Grade E9 positions that are direct report billets to a general officer, or Senior Executive Service personnel, and other E9 positions designated as critical by the CNGB, through the NG Senior Enlisted Leadership Career Management Bench Program, hereinafter referred to as the “Senior Enlisted Bench.” The Senior Enlisted Bench provides NG E9s the opportunity to apply for assignments and executive-level education opportunities to enhance their professional development.
  - a. Four Pillars for Senior Enlisted Bench Position Listing. The pillars in Table 1 must be used for nomination, assignment, or interview.
  - b. Senior Enlisted Board Review Panel (SEBRP). The SEBRP convenes annually, or as directed by CNGB, to consider all nominations to the Senior Enlisted Bench and compiles an Order-of-Merit Listing using a scoring system approved by the CNGB. The SEBRP recommends to the CNGB a cutoff line to identify best qualified E9s to be managed by the Senior Enlisted Bench.
  - c. Waivers. Any candidate who misses the deadline to apply for the Senior Enlisted Bench must request a waiver through The Adjutants General, the Commanding General

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of the District of Columbia, the Deputy Director of the ARNG, or the Deputy Director ANG and submit to the Command Senior Enlisted Leadership Advisory Board (CSELAB) to be considered out-of-cycle for the Senior Enlisted Bench.

d. Joint Leadership Advisory Board (JLAB). Membership will be formed in accordance with Figure 1 of reference b.

- **Pillar One** -- Directly hire Title 10 positions in the grade of E9 that report to a general officer or Senior Executive Service from the Senior Enlisted Bench.
- **Pillar Two** -- Manage top NG Senior Enlisted Leader positions through the Direct Managed Application process.
- **Pillar Three** -- Manage Title 10 E9 positions that report below the rank of a general officer or Senior Executive Service designated as critical by the CNGB through the Direct Managed Application process.
- **Pillar Four** -- Nominate ARNG or ANG E9 for Joint Nominative Billets from the Senior Enlisted Bench.

**Table 1.** Four Pillar Selection Criteria


5. Definitions. See Glossary.

6. Responsibilities. See Enclosure A.

7. Summary of Changes. This is the initial publication of CNGB Instruction 0160.00.

8. Releasability. This instruction is approved for public release; distribution is unlimited. It is available at <<https://www.ngbpmc.ng.mil/>>.

9. Effective Date. This instruction is effective upon publication and must be reviewed annually by the Proponent/Office of Primary Responsibility for continued validity, and must be revised, reissued, canceled, or certified as current every ten years.



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Acting Chief, National Guard Bureau

Enclosures:

A -- Responsibilities  
B -- References  
GL -- Glossary

## ENCLOSURE A

### RESPONSIBILITIES

1. Vice Chief of the National Guard Bureau. The Vice Chief of the National Guard Bureau will:

- a. Chair the JLAB, in accordance with reference b.
- b. Appoint a maximum of five members to the Senior Enlisted Board Review Panel, including a minimum of one Title 10 member, with the rest being Title 32 members.
- c. Review and endorse the SEBRP Order-of-Merit Listing and submit to the CNGB for final approval.
- d. Review and endorse the Senior Enlisted Position Listing managed by the Senior Enlisted Bench and submits it to the CNGB for final approval.

2. Senior Enlisted Advisor (SEA) to the CSELAB. The SEA to the CSELAB will:

- a. Chair the CSELAB and ensure it performs all functions and procedures in accordance with the CSELAB Charter.
- b. Ensure the CSELAB considers candidates requesting to be added to the Senior Enlisted Bench through an out-of-cycle package due to candidates missing the initial deadline.
- c. Manage the Senior Enlisted Bench to maximize the quality and expertise of senior enlisted leaders under the guidance of the JLAB and the CNGB.
- d. Manage the four pillars of the Senior Enlisted Bench Position Listing, outlined in Table 1 of this instruction, for nomination, assignment, or interview.
- e. Coordinate with National Guard Bureau Senior Leader Management Office to publish a targeted Senior Enlisted Bench vacancy announcement if it is determined that there are no qualified Senior Enlisted Bench applicants to nominate to a Senior Enlisted Bench position.
- f. Attend all JLAB monthly meetings or additional meetings. In the event the SEA cannot attend, the SEA will appoint a member of the CSELAB to be present.
- g. At the SEA's discretion, bring the nomination directly to the CNGB for approval if the JLAB non-concurs with any recommendations by the CSELAB.

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3. Director of the National Guard Bureau Senior Leader Management Office. The Director of the National Guard Bureau Senior Leader Management Office will:

- a. Oversee the implementation of the Senior Enlisted Bench and serve as the principal advisor to the CNGB on the National Guard Senior Enlisted Personnel Management Program.
- b. Release a request for nominations for inclusion on the Senior Enlisted Bench annually. The request will include detailed instructions for composing the nomination packages and requirements for submitting the supporting documentation.
- c. Develop and staff a CNGB memorandum of instruction for the SEBRP.
- d. Develop a charter for the CSELAB to nominate NG E9s to bench assignments and executive-level education opportunities.
- e. Direct the Senior Enlisted Leader of National Guard Bureau Senior Leader Management Office to facilitate and administer all Enlisted Bench processes, as well as provide administrative support for the SEBRP, CSELAB, and JLAB in accordance with the CSELAB Charter.
- f. Coordinate and staff nominations and selections to the Senior Enlisted Bench.
- g. Manage all required resources, including professional development and education quotas on behalf of the CSELAB.

4. The Adjutants General, the Commanding General of the District of Columbia, and the Deputy Directors of the ARNG and ANG. The Adjutants General, the Commanding General of the District of Columbia, and the Deputy Directors of the ARNG and ANG should:

- a. Certify all Senior Enlisted Bench nominations of Title 32 and Title 10 Soldiers and Airmen to the Senior Enlisted Bench by individual.
- b. Release all endorsed nominees for Title 10 assignment.
- c. Approve or disapprove out-of-cycle waivers if a candidate misses the deadline to apply for the Senior Enlisted Bench.

ENCLOSURE B

REFERENCES

PART I. REQUIRED

- a. Department of Defense Directive 5105.77, 30 October 2015, "National Guard Bureau (NGB)," Incorporating Change 1, 10 October 2017
- b. Chief of the National Guard Bureau (CNGB) Instruction 1704.01, 19 October 2016, "National Guard Joint Officer Management Program"

PART II. RELATED

- c. CNGB Memorandum, 23 April 2021, "Internal National Guard Bureau Organizational Design--Human Resources Management"
- d. National Guard Bureau Publications & Forms Library website, <<https://www.ngbpmc.ng.mil>>, accessed 15 August 2024
- e. Title 10 United States Code, "Armed Forces"
- f. Title 32 United States Code, "National Guard"

## GLOSSARY

### PART I. ACRONYMS

ANG	Air National Guard
ARNG	Army National Guard
CNGB	Chief of the National Guard Bureau
CSELAB	Command Senior Enlisted Leader Advisory Board
E9	Enlisted Grade 09
JLAB	Joint Leadership Advisory Board
NG	National Guard
SEA	Senior Enlisted Advisor
SEBRP	Senior Enlisted Bench Review Panel

### PART II. DEFINITIONS

The Adjutants General -- This refers to The Adjutants General of the States and United States Territories.