Military Joint Credit Consideration Requests

References: Chairman of the Joint Chief of Staff Manual (CJCSM) 1600.01, 30 April 2008

1. PURPOSE: This DLA Instruction provides guidance on the process for requesting Joint Duty or Joint Critical designation for a military billet. This Instruction establishes and implements policies, processes, and procedures necessary to the effective, efficient, and economical conduct of official Agency business.

2. APPLICABILITY: This DLA Instruction applies to all J codes and DLA Primary Level Field Activities (PLFAs).

3. POLICY:
   a. The Office of the Secretary of Defense (OSD) maintains authority over all Military positions and controls the number and distribution of Joint Duty and Joint Critical designations.
   b. All requests for designating a position as Joint Duty or Joint Critical must be processed through the DLA Human Resources Services, Military Personnel and Administration in accordance with the Joint Manpower Program Procedures.
   c. DLA Human Resources Services, Military Personnel and Administration is designated as the program manager for Agency’s Joint Duty and Joint Critical designated positions.
   d. DLA Human Resources Services, Military Personnel and Administration will liaise with OSD and all Military Services and components to remain current on regulations, policies, and procedures.

4. RESPONSIBILITIES:
   a. DLA Human Resources Services, Military Personnel and Administration maintains control of DLA’s Joint Duty and Joint Critical designated positions in accordance with the Joint Manpower Program procedures.
b. DLA Human Resources Services, Military Personnel and Administration reviews and processes all requests for Joint duty designation from J codes and PLFAs and forwards to OSD for final approval.

c. DLA Human Resources Services, Military Personnel and Administration reviews the Joint Total Database periodically to ensure accomplishment of specific mission responsibilities.

d. DLA Human Resources Services, Military Personnel and Administration prepares the template for all information required for submission of requests for Joint Designation.

1. Provides examples of approved Joint Duty Assignment List (JDAL) packets to PFLAs.

2. Provides matrix criteria (JDAL definitions, duties and functions).

3. Review all JDAL billets (for revalidation and/or compliance) prior to each board.

e. DLA Human Resources Services, Military Personnel and Administration coordinates the JDAL internal review panel.

f. DLA Human Resources Services, Military Personnel and Administration is responsible for Agency-wide review of the Joint Total Database to identify additional billets for JDAL consideration.

g. DLA Human Resources Services, Military Personnel and Administration is responsible for identifying, tracking and monitoring positions to be considered for out years validation boards.

5. PROCEDURES. Refer to Enclosure.

6. EFFECTIVE DATE. This Instruction is effective immediately.

   Director, DLA Enterprise Support               Deputy Director, Human Resources
   September 15, 2004                            September 1, 2011

Enclosure - Procedures
Enclosure
Procedures

1. DLA Human Resources Services, Military Personnel and Administration reviews all requests for Joint designation and forwards to the Joint Staff for processing to OSD.

2. The Joint Staff conducts a review board each January and July; exact date is announced approximately 120 days prior to the board.

3. The Joint Staff maintains the Joint Total Database, a listing of all authorized JDAL positions.

4. For every request, J codes and PLFAs and equivalent activities are tasked to provide information in correct format and provide justification for why a position should be coded joint or remain on the JDAL.

5. Joint Staff reviews (boards) and solicits approval from the appropriate Service and forwards to OSD for final determination.

6. OSD reviews the Board’s recommendation and approves or disapproves the applications and returns final decision to the Joint Staff.

7. The Joint Staff informs DLA Human Resources, Military Personnel and Administration of JDAL outcome and updates the Joint Total Database as appropriate.

8. DLA Human Resources Services, Military Personnel and Administration informs originating office of JDAL board results.

9. DLA Human Resources Services, Military Personnel and Administration updates in-house listings and the Military Online Personnel System to reflect changes to position designations.

10. Maintaining JDAL Initiative:

   a. Incoming JDAL officers receive a letter explaining DLA management processes prior to arrival.

   b. Supervisors and managers of military officers serving in JDAL positions receive a letter identifying the position as JDAL and the duty and evaluations requirements for the billet.