

**STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789**

NGOH-HRO-Z

14 October 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Leadership and Staff Assignment Program (CLASP) Policy

1. References:

a. National Guard Regulation (NGR) 600-5, The Active Guard Reserve (AGR) Program Title 32, Full Time National Guard Duty (FTNGD) Management, dated 21 September 2015.

b. Technician Personnel Regulation (TPR) 303, Military Technician Compatibility, dated 24 August 2005.

c. Army National Guard (ARNG) Active Guard Reserve (AGR) and Military Technician (MT) Command, Leadership, and Staff Assignment Program (CLASP) Policy and Procedures (NGB Policy Memo #11-028), dated 13 September 2011.

2. Purpose. CLASP assignments provide professional development opportunities for AGR and Technician personnel. The Adjutant General has the authority and flexibility to approve CLASP assignments to enhance career opportunities and professionally develop Full-Time Support (FTS) personnel.

3. CLASP assignments must be coordinated with and approved in writing by the Human Resources Office prior to publishing military assignment orders. Enclosure 1 depicts the process for determining the viability of a CLASP assignment. Key consideration factors when analyzing a potential military assignment for an AGR or Technician FTS member are:

a. CLASP assignments are only authorized in positions within the unit where a FTS member is employed fulltime or in a unit supported by the unit in which the FTS member is employed fulltime.

b. FTS members of the Recruiting and Retention Command and 52nd Civil Support Team are not authorized to participate in CLASP; however, positions within these units may be used as CLASP assignments for FTS members who are employed in the STC HQs, JFHQ or 73rd Troop Command.

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c. CLASP assignments will not exceed three years in length unless first approved in writing by HRO.

d. FTS members must meet the MOS/AOC qualifications for the CLASP assignment positions.

e. Unit commanders are responsible for planning the follow-on assignments for FTS personnel upon completion of CLASP assignments.

4. Commanders undertaking actions to assign FTS personnel using CLASP must submit requests to the Human Resources Office prior to the publication of military assignment orders. Requests must be submitted in memorandum format according to the template in Enclosure 2.

5. Specific questions regarding the plan may be addressed to the Deputy HRO, COL Greg Betts at 614-336-7051.

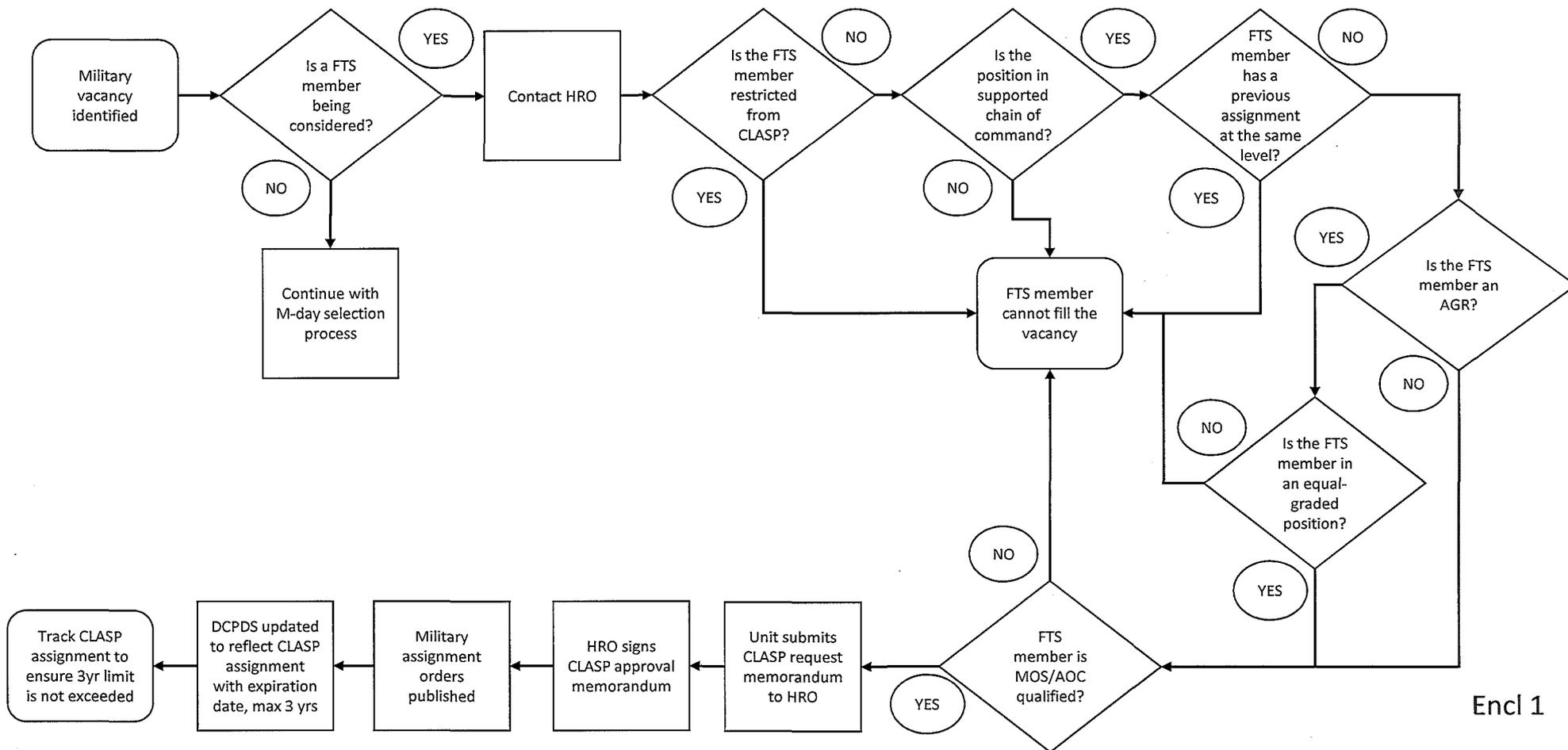
Encls:

1. CLASP Process Map
2. CLASP Request Template



WILLIAM K. GIEZLE, P.E., Colonel, OHANG
Director of Human Resources

Command Leadership and Staff Assignment Program (CLASP) Process



Ohio Army National Guard
UNIT
STREET ADDRESS
CITY, OHIO ZIP CODE

NGOH-XXX

DATE

MEMORANDUM THRU

Headquarters, Brigade, STREET ADDRESS, CITY, Ohio ZIP CODE

FOR The Adjutant General's Department, ATTN: NGOH-HRO, 2825 West Dublin
Granville Road, Columbus, Ohio 43235-2789

SUBJECT: Request for CLASP Assignment – RANK AND NAME

1. Request approval of a Command Leadership Assignment Program (CLASP)
assignment for RANK AND NAME.

2. RANK AND NAME is a Permanent Technician/AGR.

Position Title: TRAINING TECHNICIAN

Unit/Activity: UNIT, MSG/WING

Location: CITY, Ohio

Series/Grade (Tech): GS-8

3. Proposed Military Assignment: POSITION TITLE, UNIT, BRIGADE/WING. UIC:
WX5LT0. MTOE: 77305R0000, Para: 101 Lin: 03, Position Grade: E9, MOS: ##X.

4. Effective date: This CLASP assignment will end three (3) years from the effective
date of the military assignment order.

5. Justification: UNIT SUBMITS RATIONALE FOR MAKING AN ASSIGNMENT
UNDER CLASP.

6. POC is the undersigned at 614-336-#### or EMAIL@MAIL.MIL.

NAME
RANK, BRANCH, OHARNG
Commander/AO

Encl 2