



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
LAND COMPONENT, JOINT FORCES HEADQUARTERS KANSAS
2800 SOUTHWEST TOPEKA BOULEVARD
TOPEKA, KS 66611-1287

JFHQKS-LC-CDR

30 August 2007

MEMORANDUM FOR See Distribution

SUBJECT: ATAG Policy Letter #12, Officer Accessions for Staff Officer Vacancies Within 35th Infantry Division Headquarters

1. The following policy establishes procedures for filling staff officer vacancies within the 35th ID Headquarters that are not filled by the KSARNG.
2. This policy does not affect the established Division Council Memorandum of Agreement for filling Division Council positions at 35th ID Headquarters.
3. KSARNG retains the responsibility for filling vacant staff officer positions at 35th ID, and KSARNG officers have priority for filling those vacancies.
4. When staff officer vacancies occur at 35th ID Headquarters, the Division G-1 will notify G-1, JFHQ-KS. If KSARNG does not fill the vacancy within 90 days of the date of notification, the 35th ID Commanding General will review and select officers to fill these vacancies and submit packets to the G-1, JFHQ-KS for approval by the Commander, KSARNG, for accession into the KSARNG and assignment to Division staff. The Commander, KSARNG, shall have 15 working days from the date of receipt within which to approve or provide a written statement of disapproval. If the Commander, KSARNG, takes no action within the required 15 days, the officer will be accessed into the KSARNG. These officers will not be required to be further boarded for accession into the KSARNG by JFHQ-KS, but shall be subject to the boards required for promotion and retention once accessed into the KSARNG.
5. The point of contact for this action is LTC Tim Marlar (785) 274-1061.

A handwritten signature in blue ink, appearing to read "J. Small".

JONATHAN P. SMALL
Brigadier General, KSARNG
Commander

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