

**VERMONT NATIONAL GUARD
JOINT FORCE HEADQUARTERS**

**JOINT
POLICY MEMORANDUMS
&
DUTY APPOINTMENTS**

**STANDARD OPERATING
PROCEDURE**

01 February 2022

Vermont National Guard Standard Operating Procedure
Policy Memorandum & Duty Appointment

1. Purpose	2
2. References	2
3. Responsibilities	2-3
4. Definitions	4
5. Formatting	4
6. Publication	4-5
7. Maintenance	6
8. Enclosure Hyperlinks	6

ENCLOSURES:

1. AGO-VT Form 1222 (SCARS- Staff coordination, Approval and Routing Sheet)
2. Sample Policy Memorandum Guidance
3. Sample Additional Duty Appointment Guidance
4. Sample Annual Review of Policy Memorandums/Duty Appointments
5. Policy Log
6. Duty Appointment Log
7. ARIMS Policy Numbers
8. ARIMS Appointment Numbers

The point of contact for this SOP is the SGS, (802)338-3129.

The authority for this SOP is the Director, Joint Staff. This 01 February 2022 SOP supersedes the "Vermont National Guard Standard Operating Procedures on Policy Memorandum and Additional Duty Appointments" dated 01 June 2020.

DAVID T. MANFREDI
Brigadier General
Director, Joint Staff

1. Purpose:

The purpose of this SOP is to standardize the procedures for drafting, staffing, and publication of Vermont National Guard Joint Force Headquarters policy memorandums and state level (signature of the Adjutant General) duty appointments. Note that “duty appointment” encompasses “additional duty appointment” in this SOP.

2. References:

- a. AR 25-50, Preparing and Managing Correspondence, dated 10 October 2020
- b. AR 25-400-2 The Army Records Information and Management System (ARIMS), dated 2 October 2007
- c. VTARNG Pam 25-59-1, Office Symbols, dated 23 June 2020.
- d. "Army Regulation Policy Writing and Template", Army Publishing Directorate, dated March 2021.

3. Responsibilities:

- a. The Adjutant General:
 - i. The Adjutant General will maintain signature authority of all policy memorandums and duty appointments, with the exception of the Directorate or Special Staff who have been delegated or authorized by regulation with signature authority. Guidance on Army-only or Air-only procedures will be published separately.
- b. Director, Joint Staff:
 - i. The office of the Director, Joint Staff will review all Joint policy memorandums and duty appointments prior to signature by The Adjutant General or his delegated signatory.
 - ii. The office of the Director, Joint Staff will develop a numbering system for policy memorandums and duty appointments. Assignment of policy and duty appointment numbers will be the responsibility of the office of the Director, Joint Staff. Note, these numbers are a sequential series to more easily identify the version in a reference. The ARIMS record number assignment is the responsibility of the proponent section. Administrative Services has assigned ARIMS # “100” for all policies, except the unique six identified on Enclosure 7 and ARIMS # 25-50a for all duty appointments, except the unique appointment numbers identified on Enclosure 8. The proponent office will be responsible for processing the policy document according to retention and disposition rules of ARIMS.
 - iii. The office of the Director, Joint Staff will be solely authorized to publish (see Section 6 – Publication, page 4), manage, and maintain the VTARNG TAG Page SharePoint Policy Memorandum and Duty Appointment Libraries. The office of the Director of Staff will be solely authorized to publish (see Section 6 – Publication, page 4), manage, and maintain the VTANG TAG Page SharePoint Policy Memorandum and Duty Appointment Libraries.

- c. Joint Force Headquarters Directorates/Special Staff:
- i. Each Directorate/Special Staff is responsible for the development of all policies and duty appointments required by regulation/statutory publications for their area of responsibility.
 - ii. Each Directorate/Special Staff will ensure the accuracy of the information published within the policy memorandum and duty appointment.
 - iii. Each Directorate/Special Staff will ensure policy memorandums (new or revised) and duty appointments are reviewed by relevant staff offices (e.g. SJA review, additional Directorate coordination staffing, etc...) using AGO-VT Form 1222 (see enclosure 1) for staffing detail.
 - iv. The Directorate/Special Staff will complete the SCARS and forward the new/updated policy or duty appointment memo and SCARS to the DJS office. The DJS office will verify formatting and assign the policy or duty appointment number. The SCARS and new/updated policy will then be loaded onto the Chief of Staff Documents "Staffing Documents" page. An email will be sent out to the Directorates/Special Staff on the SCARS that a new policy is posted for review. The duty appointment will go to the DJS for review prior to presenting to the Adjutant General for signature.
 - v. Staff are to concur/non-concur, sign, and add any relevant remarks. The SCARS and proposed policy packet will be monitored for staffing activity to ensure timely review and completion. If required, the status will be reviewed at the Staff Meeting. Once all Directorate/Special Staff have contributed as on the SCARS, the Office of the DJS will review.
 - vi. A new/updated policy that requires Action Officer review and concurrence will have a suspense of 30 days. Policy for review by the Directorates and Special Staff only or an urgent matter will have a suspense date of 15 days.
 - vii. If all staff sections and DJS concur, the packet will be forwarded to the TAG for signature.
 - viii. If there are non-concurs, the DJS will review and make the decision to:
 - Return the packet to the originating Director/Special Staff for amendment.
 - Review with one or more on the SCARS and then return to the originating Director/Special Staff or forward to the TAG for signature.
 - Forward to TAG for TAG decision. The TAG may return or sign.Note: only the DJS or TAG may return a packet. All other staff must forward on the packet whether concur or not.
 - ix. Duty appointments are reviewed by the Director, Joint Staff and then signed by TAG/delegated signatory.
 - x. Policy memorandums and duty appointments will be reviewed annually, at a minimum, by the proponent office. Documentation of the review will be submitted to the office of the Director, Joint Staff NLT 15 February annually (see enclosure 2).

4. Definitions:

- a. Policies vs. Procedures:
 - i. A policy describes an organizational goal and purpose and is based on regulatory/statutory requirement. Policies include guiding principles that inform and guide decision making. Policies promote consistency and mitigate risk.
 - ii. A procedure details the process for accomplishing goals, ensuring consistency. It includes step-by-step descriptions of the tasks required to support and carry out organization policies. Procedures are subject to change and continuous improvement.

DEFINITIONS COMPARISON CHART:

	<i>Policy</i>	<i>Procedure</i>
Application	Across the organization. Expressed in broad terms/major operational issues.	Practical application of the policy within functional areas, details the process. Narrow in focus.
Volatility	Non-negotiable/infrequent changes.	Frequent changes / continuous improvement.
In support of	Strategies	Programs
Involves	Decision making	Actions, sequential steps.
Voice	Language that is directive.	Language that is descriptive.

5. Formatting

- a. Policy memorandums and duty appointments to be signed by The Adjutant General will be prepared on the State of Vermont, Office of The Adjutant General letterhead. (Enclosure 3) Directorate/Special Staff memorandum with signature authority will be prepared on the Department of Defense, DA JFHQ letterhead. (Enclosure 2)
- b. The office symbol will reflect the originating Directorate/Special Staff office and will utilize the office symbols published in VTARNG Pam 25-59-1 dated 23 June 2021. The ARIMS number is to be inserted in parentheses after the office symbol.
- c. Policy memorandum and duty appointments will be published in a consecutively numbered series starting with 01 following the calendar year of publication. When memorandums in a published series are rescinded, the numbers of the other memorandums in the series remain unchanged. Policy and Duty Appointment numbers will be assigned by the office of the Director, Joint Staff. The policy number will be entered on the SUBJECT line after the entry "Joint Policy Memorandum".
- d. The subject line will reflect the designation as Joint Policy or Duty Appointment,

followed by the policy number and a clearly articulated title.

- e. Policy memorandums will be formatted as shown in enclosure 3.
- f. Duty Appointments will be formatted as shown in enclosure 4.

6. Publication:

a. Staffing:

- i. It is recommended that new and significantly modified policies are concurred by as many Directorates and Special Staff as possible beyond the required staff.
- ii. Both policy memorandum and duty appointments are necessarily staffed through the office of the Director, Joint Staff for review of administrative accuracy and formatting, number assignment, and the content prior to TAG signature/signature of delegate.

b. Policy:

- i. After Adjutant General signing, the office of the Director, Joint Staff will publish the policy to the Office of the Adjutant General SharePoint page Policy Memoranda library page.
- ii. An email, with the policy name in the subject line, will be sent to all Directorates, Special Staff, Commanders and the DAG (if the Vermont Military Department is included in the policy), that the new / updated policy has been published. It will also be an item on the Chief of Staff – Army G-Staff Meeting and J-Staff Briefing agenda.
- iii. A Joint Policy will be an attachment on an email to the Director of Staff for publication on the VANG SharePoint.
- iv. Policy memorandums from the Office of the Adjutant General SharePoint Policy library are not to be saved in duplicate on other SharePoint sites. Policies that are required by law to be posted on bulletin boards must be maintained by the proponent area.
- v. The office of the Director, Joint Staff will maintain the master/original and will update the Office of the Adjutant General SharePoint Policy Memorandum library log.

c. Duty Appointment:

- i. After signature, the office of the Director, Joint Staff will post the Duty Appointment to the Office of the Adjutant General SharePoint Duty Appointments library and file the original. The POC will be notified of the publication.
- ii. Duty Appointments from the Office of the Adjutant General SharePoint page are not to be saved in duplicate on other SharePoint pages.
- iii. The Office of the Director, Joint Staff will maintain the master/original and will update the Office of the Adjutant General Duty Appointment log.

- iv. Directorates will ensure that duty appointments are distributed as may be required by the document or Directorate/office.

7. Maintenance:

- a. The office of the Director, Joint Staff will maintain a log in the SharePoint Office of the Adjutant General Policy and Duty Appointment libraries. (Enclosures 5 and 6).
- b. Policy memorandums and duty appointments will be reviewed annually, at a minimum, by the proponent office. Documentation of the review will be submitted to the office of the Director, Joint Staff NLT 15 February annually (see enclosure 2).

8. Enclosure hyperlinks:

The SOP and enclosures are in the folder "SOP VTNG JOINT POLICY and DUTY APPOINTMENTS SOP and FORMS" at the TAG Policies library on the SharePoint page of The Office of the Adjutant General.

[TAG Policies - All Documents \(army.mil\)](#)

STAFF COORDINATION, APPROVAL, AND ROUTING SHEET (SCARS)		SUSPENSE DATE:		
SUBJECT:				
INITIATING OFFICE (Office Symbol):	INITIATING POC:	LOCAL ID:		
POC PHONE:	POC E-MAIL:	DATE INITIATED:		
PURPOSE:		CLASSIFICATION:		
APPROVALS AND ROUTING:				
Office/Routing Order #	Concur/Non-Concur	Date	Signature	Remarks
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STATE OF VERMONT
OFFICE OF THE ADJUTANT GENERAL
789 Vermont National Guard Road
Colchester, Vermont 05446-3099

OFFICE SYMBOL (100)

DATE

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Policy Memorandum (Policy # assigned by DJS office) Guidance on TAG Joint Policy Memoranda.

1. Reference. List all references that apply to the policy here. After listing the reference number, spell out the title and publication date. *(ALWAYS verify the most current version of the reference is used for the development of the policy.)*
2. Purpose. Clearly state the purpose of the policy memorandum.
3. Effective Date. Clearly state the effective date of the policy. Articulate if this policy renders previous versions obsolete or rescinded (e.g. This policy supersedes policy #_____, published 12 June 2020.)
4. Applicability. Clearly explain to whom this policy memorandum applies. This may require spelling out any differences between State and Federal employees, Army & Air Guard members, and/or pay status peculiarities (AGR, Tech, ADOS, SAD, etc.).
5. Policy. This is the heart of the policy memorandum. This area should clearly spell out the details of the policy. If possible, break the policy into sub-categories that aid in clearly articulating the procedures and description.
6. The final paragraph of the policy memorandum should state the proponent office (i.e. J1, USPFO, J4, etc.) for the policy, the POC, e-mail and telephone number.

GREGORY C. KNIGHT
Major General
The Adjutant eneral

DISTRIBUTION: A



STATE OF VERMONT
OFFICE OF THE ADJUTANT GENERAL
789 Vermont National Guard Road
Colchester, Vermont 05446-3099

OFFICE SYMBOL (25-50A*)

DATE

MEMORANDUM FOR RECORD

SUBJECT: Joint State Level Duty Appointment (DA # assigned by DJS Office) Sample,
Duty Appointment ***Title***

1. **References:**
List all references that apply to the duty appointments – number, title, publication date.
e.g. AR 25-50, Preparing and Managing Correspondence, 10 October 2020.

2. Effective immediately, the below (*individual is*)(*individuals are*) appointed for (enter organization name) as indicated below:

RANK	LNAME	FNAME MI.	DUTY APPOINTMENT TITLE
------	-------	-----------	------------------------

3. **Purpose:** Clearly state the purpose of the (additional) duty appointment.

4. **Period:** Until officially relieved or released from appointment, or upon transfer, termination, reassignment, retirement, or discharge. Articulate if this duty appointment renders previous versions obsolete or rescinded (i.e. This duty appointment supersedes duty appointment #__.)

5. **Special instructions.** Include any special instructions associated with this duty position beyond the stated purpose of the duty appointment. Examples of special instructions may include, but are not limited to, required training to perform the duties, familiarization of applicable regulations, MOS qualification, or security clearance requirements.

6. The final paragraph of the duty appointment should state the proponent office for the duty appointment, the POC name, telephone number and e-mail address.

GREGORY C. KNIGHT
Major General
The Adjutant General

CF:
Indiv Indic



DEPARTMENT OF THE ARMY
 VERMONT ARMY NATIONAL GUARD
 JOINT FORCE HEADQUARTERS
 789 VERMONT NATIONAL GUARD ROAD COLCHESTER, VT 05446

OFFICE SYMBOL (10)

DATE

MEMORANDUM FOR Director, Joint Staff, Joint Force Headquarters, Colchester, VT

SUBJECT: Annual Review of Joint Policy Memorandums / State level Duty Appointments

1. An annual review of *(policy memorandums) (additional duty appointments)* under this proponent Directorate/Special Staff Section has been completed.

2. The following memorandums require updating and will be drafted for staffing NLT _____.

<i>(Policy)(Additional Duty)</i> Memorandum #	Title	Dated
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3. The following memorandums are current:

<i>(Policy)(Additional Duty)</i> Memorandum #	Title	Dated
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4. The following memorandums are obsolete and the DJS Office is to remove the *(Policy/Duty appointment)* from the TAG SharePoint *Policy/Duty Appointment* libraries.

<i>(Policy)(Additional Duty)</i> Memorandum#	Title	Dated
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5. The DJS Office will scan this annual review statement with the policy and/or duty appointment and post to the TAG SharePoint Policy and/or Duty Appointment library.

NAME
 RANK, BRANCH
 Title

CY2022 Policies Listing (with all previous years).xlsx

ENCLOSURE 5

JOINT /	ARMY	POLICY #	Year	P#	Proponent	DATE	POLICY TITLE	Status	REMARKS	Date Published	DELETED/Expired
	Army	2021-12	2021	12	HGVT-PER	30-Mar-21	Stabilization and Dwell Time			2-Apr-21	
	Joint	2021-13	2021	13	NGVT-HRO	15-Apr-21	Telework Policy			18-May-21	
	Joint	2021-14	2021	14	NGVT-IG	26-May-21	Right of Civilian Employees to Present Complaints to - or Request Assistance - from IG			16-Jun-21	Supersedes J2020-07
	Joint	2021-15	2021	15	NGVT-IG	26-May-21	Right of Soldiers and Airmen to Present Complaints to - or Request Assistance - from IG			16-Jun-21	Supersedes J2020-08
	Army	2021-16	2021	16	NGVT-AAG-AR	7-Jul-21	Organizational Clothing and Individual Equipment (OCIE) Storage and Accountability Policy			26-Aug-21	
	Joint	2021-18	2021	18	NGVT-HRO-IR	10-Aug-21	Joint Policy Follow Up Audits			2-Sep-21	
	Army	2021-19	2021	19	NGVT-AAG-AR	7-Nov-21	VARNG Command Sergeant Major Fills Policy			7-Nov-21	
	Joint	2021-20	2021	20	NGVT-TAG-EEO	25-Aug-21	Joint Policy and SOP Equal Employment Opportunity			21-Oct-21	
	Army	2021-21	2021	21	NGVT-TAG	20-Oct-21	Army Policy Work Schedule Exception to Policy			4-Nov-21	
2022											
	Joint	2022-01	2022	01	NGVT-TAG	21-Dec-21	Joint Policy VTNG Dress and Appearance Policy		in final staffing		
	Joint	2022-02	2022	02	NGVT-TAG	29-Dec-21	Joint Policy Equal Opportunity Policy and SOP		Sec'y		

DUTY APPOINTMENTS LOG

ENCLOSURE 6

Year	Category	Office Symbol	Suffix	Duty Appt. #	Title	Date # Assigned	Publ. Date	Remarks
2021								
2021	Army	NGVT-PER	04	2021-01	VTARNG Drug Testing Coordinator	27-Jan-21		LTC Papp
2021	Army	NGVT-LOG	02	2021-02	VTARNG Property Book Officer AASF	4-Feb-21	11-Feb-21	
2021	Joint	NGVT-TAG	03	2021-03	JOSAC Authorizing Official Duties	19-Feb-21	24-Feb-21	Supersedes 2020-15
2021	Joint	NGVT-TAG	04	2021-04	State Command Physical Security Officer	3-Mar-21	16-Mar-21	
2021	Army	NGVT-OPT	05	2021-05	CBRNE Office	18-May-21	25-May-21	
2021	Army	NGVT-LOG	06	2021-06	Approving Authority FLIPL JFHQ	16-Jun-21	22-Jun-21	
2021	Army	NGVT-LOG	07	2021-07	Approving Authority FLIPL 124th RTI	16-Jun-21	22-Jun-21	Supersedes 2020-13
2021	Army	NGVT-LOG	08	2021-08	Approving Authority FLIPL JFHQ GSC	16-Jun-21	22-Jun-21	Supersedes 2020-11
2021	Army	NGVT-PFO-SS	09	2021-09	Property Book Officer CIF - Central Issue Facility	13-Jul-21	14-Jul-21	
2021	Army	NGVT-TAG	10	2021-10	Medical Review Officer	27-Aug-21	31-Aug-21	
2021	Army	NGVT-TAG	11	2021-11	Records Coordinator	28-Oct-21	29-Oct-21	
2021	Army	NGVT-TAG	12	2021-12	CMD Security Managers	29-Nov-21	6-Dec-21	Supersedes 2020-05
2021	Army	NGVT-TAG	13	2021-13	Information Security Assistants	29-Nov-21	6-Dec-21	
2021	Joint	NGVT-TAG	14	2021-14	State Intelligence Oversight Officer	6-Dec-21	6-Dec-21	Supersedes 2016-17

ARIMS POLICY RECORD NUMBERS

ENCLOSURE 7

RECORD SERIES TITLE	RECORD SERIES SUB SECTION	SERIES SUB ARIMS RECORD NUMBERS FOR "POLICIES"		ARIMS #	
INSTALLATION MANAGEMENT	Exchange Services, MWR	200	C	<u>General exchange service policies</u>	215-8a
INSTALLATION MANAGEMENT	Exchange Services, MWR	200	C	<u>Exchange service operating policies</u>	215-8b
ADMINISTRATION	Administration & Housekeeping	600	D	<u>Policies and precedents</u>	100
LEGAL	Legal Service, Assistance, Inspections&FollowUp, Criminal Investigat	1000	A	<u>Court-martial operating policies</u>	27-10k
QUALITY ASSURANCE	Corps of Engineer Planning, Regulatory, Contracts	1200	A	<u>General Corps of Engineers water resource policies and a</u>	1165
QUALITY ASSURANCE	Corps of Engineer Planning, Regulatory, Contracts	1200	A	<u>Map distribution policies</u>	115-11ii
QUALITY ASSURANCE	Standardization	1200	D	<u>International standardization policies -</u>	34-1a2

ARIMS Appointment Document Numbers

ENCLOSURE 8

	Record Title	Duration	Record #	
ALL OTHER Duty Appts	<u>All Duty Appointments UNLESS specified in below list</u>	6	25-50a	
Delegation of Signature Auth	<u>Delegation of signature authority</u>	6	25-50a	
	<u>NAF contracting officer designations</u>	2	215-4f	
	<u>MWR By Laws, Councils, Appt of Custodians& Council members...official 215-1e</u>	0-6	215-1e	
	<u>Information manager designations/appointments</u>	6	25-1d	
	<u>MARS emergency station designations</u>	6	25-6c	
	<u>Initial Denial Authority designations/appointments</u>	6	25-55k	
	<u>Postal personnel designations</u>	2	600-8-3a	
	<u>Property officer designations</u>	6	710-2e	
	<u>Contracting officer designations</u>	2	715h	
	<u>Authorized representative designations - Office of authorized representative</u>	6	55-355HWYc2	
PBO	<u>Notarial requests for exceptions, certifications and designations</u>	6	27-55a	
	<u>Contracting officer designations</u>	2	1180-1-1k	
	<u>CCF establishment and appointment files</u>	6	165-1-16d	
	<u>Accounting reports - Other than ACCOR offices: Custodian appointments and signature cards</u>	6	380-40q2	
	<u>Accounting reports - Other than ACCOR Offices: Accounting report files other than custodian appointments and signature cards</u>	6	380-40q3	
	<u>Regimental Honorary/Distinguished Positions - Disapproved Nominations/Appointments - MACOM Level and Higher</u>	6	600-82a2	
	<u>Regimental Honorary/Distinguished Positions - Approved Nominations/Appointments - MACOM Level and Higher</u>	6	600-82a3	
	<u>Appointment applications</u>	1	601-100a	
	<u>Appointment selection boards</u>	3	601-100b	
	<u>Appointment lists</u>	6	601-100c	
	<u>Health professional registrant files - Files on individuals found not qualified for appointment during mobilization</u>	6	601-141a	
	<u>Severely physically handicapped appointment applications</u>	3	690-300n	
	<u>Transportation officer appointments</u>	6	55-355NONh	
	JOSAC AO and Validator Appts	<u>Access controls - Appointment documents, access rosters, and local control procedures</u>	6	1v1
	KEY and LOCK CONTROL	<u>Certifying/accountable officials appointments</u>	6	37aa