



DEPARTMENT OF THE ARMY  
JOINT FORCE HEADQUARTERS  
3650 SAYLORS POND ROAD  
JOINT BASE MCGUIRE-DIX-LAKEHURST, NEW JERSEY 08640-5606

ARMY BULLETIN NO. 17-01

15 February 2017

**Gender Integration Implementation Plan for the Assignment of Female Soldiers**

**1. References:**

- a. HQDA EXORD 097-16 to the U.S. Army Implementation Plan (Army Gender Integration), 9 March 2016.
- b. Director of the Army National Guard Memorandum, Subject: Army National Guard Integration Implementation and Risk Management Plan for the Assignment of Female Soldiers.
- c. Army National Guard G-1 Memorandum, Subject: Request to Open Infantry or Armor Units to Female Junior Accessions (PPOM 16-048).

**2. Purpose.** This memorandum outlines the process for full gender integration in the New Jersey Army National Guard (NJARNG) to improve readiness and combat performance while opening all occupational fields to women. The assignment of female leaders, female combat arms officers or noncommissioned officers (NCO), will take place at the company level first, and the subsequent assignment of junior enlisted Soldiers in Infantry and Armor combat positions. The decisive point for assigning junior enlisted Soldiers is when company size elements have met the "Leaders First" requirement of two leaders (either officer or NCO, E-5 and above) of the same career management field in the same company. Key to the success of gender integration is the assignment of leaders of competence and character, with recent and relevant experience to the combat arms fight.

**3. Applicability.** Pertains to all Soldiers assigned to the New Jersey Army National Guard.

4. Female leaders will be accessed, reclassified, and trained first followed by junior Soldiers in both Infantry and Armor occupations. Female officers may request branching/re-branching to Infantry and Armor, and eligible female NCOs (E-5 and above) can request reclassification into Infantry and Armor immediately upon the publication of this Bulletin. The Director of the Army National Guard has delegated authority to approve all requests from female officers to re-branch or branch transfer and for requests from female enlisted Soldiers to reclassify to the Adjutant General (TAG).

a. The NJ Recruiting & Retention Battalion (RRB-NJ) is authorized to enlist Prior Service (PS) female NCOs (E-5 to E-6) into Combat Arms MOSs for reclassification through ARNG Regional Training Institutes (RTI) or Army Training Center courses.

b. Reserve Component Career Counselors are able to contract transitioning Active Duty female NCOs (E-5 to E-6) into Combat Arms MOSs for reclassification at ARNG RTIs.

c. All PS and Reserve Component Transition Soldiers (RCT) will be attached to the RRB-NJ until they have completed reclassification and are assigned to CA units in the NJARNG by the G1.

d. PS applicants with a conditional release (PS-CR) from a Reserve Component (excluding the US Marine Corps) may be assessed into CA positions under the Leader First policy in the same manner as PS and RCT Soldiers.

5. Female officers and NCOs who wish to re-branch, branch transfer, or reclassify must be screened to ensure they are physically and mentally prepared for the rigors of Infantry or Armor training, and request approval through their Major Subordinate Command (MSC) to TAG. A TAG approval memorandum must be completed prior to scheduling the selected Soldiers for training.

a. Documents and templates to complete a Gender Integration request are located on the NJARNG G1 Publications SharePoint hosted on the GKO Portal (<https://states.gkoportal.ng.mil>). A checklist is provided as an enclosure to this Bulletin for units to use in preparation of Soldier's packet.

b. Units will submit packets to the Gender Integration Program Manager through the Global Electronic Approval Routing System (GEARS).

c. Interested Soldiers will submit a DA Form 4187, Personnel Action, requesting consideration for branch transfer, re-branching, or reclassification through their chain of command. This document will serve as the tracking source document for the entire application process.

d. All candidates for branch transfer, re-branch, and reclassification must complete the Army Occupational Physical Assessment Test (OPAT) and qualify for Heavy Physical Demand duty positions prior to the convening of the selection panel. Coordination for the administration of the OPAT will be made with the Recruit Sustainment Program First Sergeant through the Commander, RRB-NJ.

e. All applicants will request training and assignment under this policy in a memorandum through their MSC Commander to the Adjutant General.

f. A review panel hosted by the G1 will review all packets with the participation of panel members from the gaining MSC and representative from the G3. The results of this panel will be forwarded to TAG for final approval.

g. Upon final approval from TAG, Soldiers will be enrolled in training for re-branch, branch transfer or reclassification through their unit of assignment.

6. Female Soldiers will be transferred to their new units of assignment immediately following the completion of required training. Units are not required to await the qualification of two females to assign female Leaders.

a. Upon meeting the Leaders First requirements the unit will be opened for junior Soldier enlistments. The G-1 will notify National Guard Bureau Recruiting Operations Branch when a unit meets the Leaders First requirement and is eligible for new enlistments of female combat arms Recruits.

b. Female officers who complete training required for re-branching or branch transfer may be assigned to their new units while awaiting Federal Recognition of their new branch.

c. The following Critical Information Requirement Events will be reported through the NJARNG G-1 within 24 hours:

(1) An individual female Infantry or Armor Soldier departing Initial Active Duty for Training for a unit where the Leaders First policy has not been met.

(2) The gaining unit no longer meets the Leaders First requirement as previously validated by the ARNG G-1 upon the projected arrival of the junior enlisted female Soldier.

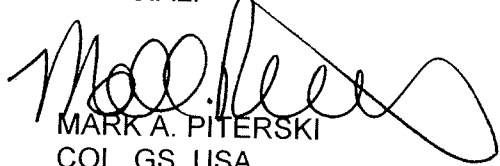
(3) All reports of sexual assault or sexual harassment in CA units with Soldiers assigned through the Leaders First program.

7. Soldiers who request re-branch, branch transfer, or reclassification into Infantry or Armor duty positions who currently have a bonus under the Selected Reserve Incentive Program will retain their incentives if they are selected for reassignment through the Gender Integration process.

8. The NJARNG G-1 will submit an annual written status as annotated in DARNG Memorandum referenced in this policy no later than 30 October of each year.

9. The Program Manager and primary point of contact for Gender Integration Implementation is the Deputy G-1, MAJ Vincent P. Tirri, available via commercial telephone (609) 562-0600 or electronic mail at [vincent.p.tirri.mil@mail.mil](mailto:vincent.p.tirri.mil@mail.mil).

OFFICIAL:



MARK A. PETERSKI  
COL, GS, USA  
Chief of Staff – Army

MICHAEL L. CUNNIFF  
Brigadier General, NJANG  
The Adjutant General

Encl: Gender Integration Checklist

**NEW JERSEY ARMY NATIONAL GUARD  
GENDER INTEGRATION (GI) PROCESS CHECKLIST  
LEADER FIRST REQUEST**

<b>PORTION TO BE COMPLETED BY SOLDIER REQUESTING CONSIDERATION</b>		
	<b>Go</b>	<b>No Go</b>
Request for Branch Transfer/Reassignment/Re-Branch (DA Form 4187)		
Company Commander Recommendation/Counseling (DA Form 4856)		
Request for Gender Integration Training and Assignment (Memo Thru MSC CDR)		
Occupational Physical Assessment Test (OPAT) Scorecard		
Army Physical Fitness Test Scorecard (DA Form 705)		
Officer/Soldier Record Brief		
Officer/NCO Evaluation Reports		

<b>PORTION TO BE COMPLETED BY UNIT PRIOR TO SUBMISSION TO G-1:</b>		
Soldier Name: _____		Last 4: _____
Current Unit: _____		Current UIC: _____
Projected Unit: _____		Projected UIC: _____
Status: _____	Current MOS: _____	Projected MOS: _____
(TDG/AGR/TECH) _____	_____	_____

<b>ELIGIBILITY VALIDATION: (TO BE COMPLETED BY UNIT ADMINISTRATOR)</b>		
	<b>Go</b>	<b>No Go</b>
1) THIS SOLDIER IS NOT FLAGGED OR PENDING FLAGGING ACTION		
2) THIS OFFICER IS NOT LOCKED INTO A SCHEDULED DA BOARD		
3) SOLDIER HAS A CURRENT PHA		
4) SOLDIER MEETS PHYSICAL REQUIREMENTS IAW SMARTBOOK DA PAM 611-21		
UNIT ADMINISTRATOR SIGNATURE		

<b>PORTION TO BE COMPLETED BY G1</b>		
	<b>Go</b>	<b>No Go</b>
TAG Memorandum Initiated		
NJ GI Progress Map Updated		
NJARNG GI Review Panel Completed		
G1 PROGRAM MANAGER SIGNATURE		

NOTES: