UNIT LETTERHEAD

DD MMM YY

MEMORANDUM FOR NGB-JM-JOM

SUBJECT: Joint Credit – Bulk Discretionary Point Submission

1. I have verified, through the review of official documentation (orders, OPRs/LOEs, Award narratives/citation, and/or official memo), that the following individuals have met the requirements set forth in CJCSI 1330.05, Enclosure B, for the award of Discretionary Points. (*NOTE: Paragraph two should be completed for individuals completing joint training; paragraph three should be completed for individuals completing approved joint exercises)*.

1. Joint Training: I certify the following individuals meet the CJCSI 1330.05, Enclosure B criteria for joint training:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ANG or ARNG | SSN | Grade | Last, First MI | Course Title | Completion Date |   |  |
|   |   |   |   |   |   |   |  |

1. Joint Exercises: I certify the following individuals meet the CJCSI 1330.05, Enclosure B criteria for JCS-J7 approved joint exercises at the annotated participation level:
2. Leader – (3 points) exercises formal authority and direction over significant organizational elements or major tasks. *(NOTE: Must be documented within OPRs/LOEs/Awards or official memo from lead HHQ entity coordinating/executing joint exercise—above participating unit’s level).*

1. Planner – (2 points) serves as the focal point for an activity or organization. Empowered to speak on behalf of their organization and make commitments for specified support. There can be more than one planner *(NOTE: Must be documented within OPRs/LOEs/Awards or official memo from lead HHQ entity coordinating/executing joint exercise—above participating unit’s level)*.
2. Participant – (1 point) a person actively involved in an event capable of making positive contributions to the mission *(NOTE: Orders suffice to document participation)*.

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| ANG or ARNG | SSN | Grade | Last, First MI | Exercise | Start Date | Stop Date | Role |
|   |   |   |   |   |   |   |   |

1. Point of contact is \_\_\_\_\_\_\_\_\_\_\_\_, (###) ###-####/DSN ###-####, email \_\_\_\_\_\_\_\_\_\_\_\_.

 **SIGNATURE BLOCK**

 **O-6/GS-15 level, or higher**