



**State of New Jersey**  
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
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*The Adjutant General*

**TAG POLICY LETTER 04-2**

**9 March 2004**

**PERSONNEL CROSS-LEVELING FOR MOBILIZATION**

1. PURPOSE: To establish a cross-leveling policy/process and provide guidance to commanders regarding the criticality of the proper cross leveling of soldiers from non-alerted units to alerted units during mobilization.
2. References:
  - a. Personnel Policy Guidance (PPG) for Mobilization and Demobilization under the provisions of 10 USC 12302 or 10 USC 12304 dated 23 April 2003.
  - b. AR 220-1, Unit Status Report, 15 November 2001.
3. IAW paragraph 9 of the PPG listed above, cross leveling is authorized between alerted and non-alerted units prior to mobilization date (M-day) within the same state. In support of the Global War on Terrorism (GWOT) the Adjutant General has the authority to cross-level RC Soldiers (voluntarily or involuntarily) from any unit within the state, regardless of commuting distance, to increase personnel readiness of an alerted unit, prior to mobilization.
4. Cross-leveling must be carefully executed to ensure increased personnel readiness of an alerted unit prior to mobilization, but not to such an extent that non-deploying units are decremented below the minimum acceptable personnel readiness levels of AR 220-1. Unit commanders must exercise caution to ensure that remaining units are ready for future mobilizations, both state and federal.
5. Due to the large number of units currently under alert notification, MSC commanders are no longer authorized to transfer soldiers from one battalion or "AA" entity to another without approval of the J1-Army.

6. The current process of submitting DA Form 2446 (Request for Orders) in order to transfer a soldier within a “AA” entity remains in effect.
7. Major Subordinate Command Commanders or Battalion Commanders with subordinate “AA” entity units wishing to transfer soldiers from non-alerted units to alerted units must submit a memorandum with full justification for the transfer along with the DA Form 2446 to the J1-Army for approval. The J1-Army will either approve the request and immediately publish orders transferring the soldier or disapprove the transfer and return the request without action explaining the reason why the transfer was denied.
8. MSC Commanders identifying shortfalls that require cross leveling from outside their command will submit a memorandum to the CofS, ATTN: J1-Army. The memorandum will include the unit, para/line, grade and quantity of personnel shortfalls. The J1-Army will coordinate with J3-MR on cross-walking the request to the other MSC’s for a potential fill. J1-Army will transfer soldiers selected for fill and provide “pass back” information to J3-MR on positions not being filled.
9. Commanders are reminded that they must follow chapters 5, NGR 600-200, (Personnel Management) and 11 (Promotion and Reduction Policy) as well as NJARNG G1 Directive 1-03 (STPA) in requesting the transfer of enlisted soldiers from one unit to another. Officer and Warrant Officer utilization guidelines outlined in chapter 4-3f, NGR 600-100 and chapter 4, NGR 600-101 respectively, must also be adhered to when requesting officer and warrant officer transfers.
10. Particular attention must be paid to the cross leveling of key personnel at the battalion level to include, but not limited to, Battalion Executive Officers, Battalion S-3’s, Command Sergeants Major, Operations Sergeants Major; etc. Soldiers occupying these critical duty positions should not be considered for cross leveling.
11. This policy remains in effect until rescinded or superceded.
12. The point of contact for this policy is COL Kent L. Milliken, J1- Army, at COMM: (609) 562-0652, DSN: 944-0652 or email at [kent.milliken@nj.ngb.army.mil](mailto:kent.milliken@nj.ngb.army.mil).

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