NATIONAL GUARD BUREAU
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ARNG-HRH

NOV 17 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Spring 2016 HQDA (NGB) Command Sergeant Major Selection Board Announcement (ARNG-HRH Policy Memorandum) (PPOM # 15-036)

1. References:

a. National Guard Regulation (NGR) 600-200, Chapter 7, Army National Guard Command Sergeant Major Program, 31 July 2009.

b. Department of the Army Pamphlet (DA PAM) 611-21, Military Occupational Classification and Structure, 22 January 2007.

c. Memorandum, ARNG-HRH, 07 March 2012, subject: Active Service Obligation (ASO) for Active Guard Reserve (AGR) Soldiers of the National Guard Attending Military Schooling (ARNG-HRH Policy Memo #12-015).

d. Memorandum, ARNG-HRH, 29 May 2013, subject: Service Obligations for Training Requirements, Army National Guard Personnel (ARNG-HRH Policy Memorandum PPOM #13-023).

2. Purpose. This memorandum provides guidance for the Spring 2016 HQDA (NGB) Command Sergeant Major (CSM) Selection Board scheduled to convene 23 February 2016 at National Guard Bureau.

3. Applicability. This policy applies to Sergeants Major (SGM), Master Sergeants (MSG), and First Sergeants (1SG) eligible for appointment to CSM in the Army National Guard.

4. Policy. State Adjutants General (AG), along with their State CSM or Senior Enlisted Advisor, will nominate eligible Soldiers using the criteria from reference 1a above and in conjunction with this memorandum.

a. The ARNG objective is to select noncommissioned officers for original appointment to CSM for service at battalion level in their primary military occupational specialty (PMOS) and not build a "bench" or an order of merit list. States will nominate Soldiers selected by State-level CSM selection boards as best qualified to fill current and future vacancies by the type of unit, such as an Infantry Battalion, or by specific unit, such as 5th Bn, 19th SFG(A). After selection by the Spring 2016 HQDA (NGB) CSM Selection Board, the date of assignment to a CSM position, promotion or appointment, will be no earlier than the date of the Spring 2016 HQDA (NGB) CSM Selection Board results memorandum.

b. In accordance with paragraph 7-4(a) of reference 1a, States will nominate only one Soldier per projected valid and vacant CSM position. Nominations are authorized for projected valid and vacant positions up to 12 months before the position is available. The State CSM or Senior Enlisted Advisor nomination memorandum must clearly state the position name, paragraph and line number, and the projected date of the vacancy. HRH will return nomination packets not containing the State CSM or Senior Enlisted Advisor nomination memorandum with required information. If more than one nomination is made for a given position, the State is required to identify the sole nominee for the projected vacancy. HRH will return all excess nomination packets without action. States will strictly adhere to this requirement and HRH will not entertain exceptions.

c. In accordance with AR 600-8-19, chapter 5-19, CSM selection board nominees are subject to a mandatory Personnel Suitability Screening. This screening will include a review of the Soldier's restricted personnel file, DA Inspector General (DAIG) records, and the Criminal Investigation Division (CID) records. Should there be any derogatory information found during this review, The Adjutants General will be notified in writing and the formal adjudication process (Senior Enlisted Review Board and Standby Advisory Board) will be conducted. Nominees who must undergo the suitability screening adjudication process may not be appointed or assigned to the CSM position for which they were considered until approved by the DARNG and notified by ARNG-HRH.

d. Soldiers selected and appointed to the rank of CSM under a Presidential Reserve Call-up (PRC) or mobilization IAW NGR 600-200, paragraph 7-23, do not require selection by HQDA (NGB) CSM Selection Board. These Soldiers were appointed to fill a critical CSM position in a federalized unit and may remain a CSM after mobilization, provided they remain in the position in which they were selected. States are required to provide written notification to ARNG-HRH-E when Soldiers are appointed upon mobilization to CSM per the above reference. However, upon demobilization, if such Soldier is reassigned outside a TOE/TDA CSM position, they will be laterally appointed to SGM. Soldiers being considered for future CSM assignments must be nominated through the process outlined in reference 1a. They do not retain reappointment rights to CSM without fulfilling the above process.

e. Nominees must meet the service obligations in reference 1c and d. The service obligations are two years after completion of the resident U.S. Army Sergeants Major Course (USASMC); six months for T10/T32 AGR and one year for M-day Soldiers after completion of the resident phase of the non-resident USASMC; three years after promotion to SGM, whichever is later. These requirements run concurrently; do not add them. Nominees must be able to meet the service remaining requirements.

f. Nominees must meet the following age requirements for HQDA (NGB) board consideration:

(1) Nominees must not reach their fifty-first birthday as of the last day of the month of the HQDA (NGB) CSM Selection Board. TAGs may nominate individuals over this objective age without waiver or exception when the Soldier is clearly the best qualified of all eligible candidates.

(2) Nominees must be appointed prior to their fifty-seventh birthday. Waivers or exceptions to policy are not authorized.

5. State CSMs will review the packets carefully before submission to ensure that recommended nominees meet all requirements. Incomplete, inaccurate, or conflicting information may result in non-selection. States will submit names and SSNs for all nominated Soldiers to 'arng-hrh-ea@mail.mil' no later than 19 January 2016. Nomination packets must be received by National Guard Bureau no later than 29 January 2016. The ARNG Senior NCO Checklist (enclosed) identifies documents for submission to the board. Packets will be submitted electronically in PDF format.

a. The PDF will contain the following documents:

(1) Biographical Sketch- No more than two pages, IAW NGR 600-200, Figure G-3 (enclosed), reference 1a.

(2) Nominating Memorandums (The Adjutant General Memo and the State CSM or the Senior Enlisted Advisor Memo).

(3) Nominee's letter to the President of the Board (if applicable).

(4) 1SG's/MSG's ATRRS Screen shot showing USASMC enrollment or DA 1059.

b. Complete packets should be scanned and emailed to: 'arng-hrh-ea@mail.mil'. Subject line of emails should be marked, "CSM BOARD NOMINATION PACKET (SOLDIER'S NAME IN PARENTHESIS)". States will ensure there is one packet per email and packets are properly prepared, completed, and the information on the records is accurate and consistent. Do not send transmittal letters, memoranda or other formal documents. Packets received after 29 January 2016 will not be accepted.

6. The Spring 2016 CSM Selection Board is an electronic board. All packets, except for DA Form(s) 7432, will be destroyed after the board. Nominated Soldiers will review their iPERMS record at https://iperms.hrc.army.mil/rms/login.jsp for accuracy prior to submission of their packet.

a. The Army Military Human Resource Record (AMHRR) from iPERMS is the primary means to evaluate the nominee's record. Soldiers are responsible for ensuring that all documents (NCOERs, AERs, commendatory documents) are located in iPERMS. The performance section is the iPERMS file for board review.

b. If authorized by AR 623-3, paragraph 3-56b, Complete-the-Record NCOERs (code 9) will be present in the nominee's AMHRR.

c. Both nomination memorandums must clearly state the Soldier's qualities, qualifications, and circumstances. The State CSM or Senior Enlisted Advisor nomination memorandum must clearly state the position name, paragraph and line number, and the projected date of the vacancy. Upon exhausting all MOS qualified applicants, a CSM candidate from outside the stated PMOS of the vacant position must have been previously selected by a "Best Qualified" CSM selection board. As indicated below, designated leadership must fully justify, in writing, the selection of a Soldier who is outside the PMOS. The nomination memorandum will provide the position name, the date that the projected vacancy will be available, and validation that the nominee is in compliance with the physical readiness standards of AR 350-1, Field Manual (FM) 21-20 and the Army Body Composition Program set forth in AR 600-9.

(1) Title 32 Soldiers. Two nominating memorandums must be signed; one by the State AG and one by the State CSM or Senior Enlisted Leader based on State-level centralized CSM selection board results. No third party memorandums will be accepted. Unauthorized memorandums will be removed without notification.

(2) Title 10 Soldiers. Nomination will be based on an NGB level CSM Leadership Panel. To ensure situational awareness by the States the following process will be used when nominating a Title 10 Soldier for CSM. The Nomination Recommendation memorandum must originate at the G-Staff principle (O6) level, through the Soldier's State AG, to the President of the board. The G-Staff principle level Sergeant Major is encouraged to provide a similar Nomination Recommendation through the State CSM, to the President of the Board. Complete packets will be submitted to a designated POC within ARNG-HCM. The packet submission date established by HCM will not exceed the date established in paragraph 5 of this announcement. Additional guidance will be provided by HCM to the T10 AGR force.

(3) Nominees may write to the President of the Board in a memorandum prepared on unit letterhead, in the format prescribed in AR 25-50, to call attention to matters of record not already entered in official records. Correspondence to the board by anyone other than the nominee is prohibited. This exclusion also applies to the Soldier's chain of command. Any deviation from AR 600-8-19, 7-32 will result in the correspondence being removed.

d. Nominees must have a current Periodic Health assessment (PHA) less than twelve months, on file. All Nominees with one or more physical profile serials of 3 or 4 for limiting physical condition(s) are required to complete an MOS Administrative Retention Review (MAR2). If applicable, the MAR2 must be dated on or before 30 December 2015. A DA Form 3349 will be completed IAW AR 40-501, Chapter 7, and the form must show that the Soldier is capable of performing their duties without significant restrictions.

e. Leadership or compatibility waivers for Soldiers who are Active Guard Reserve (AGR) or Military Technician must be 'on file' prior to appointment. The nominating memorandum will explain the need for compatibility waivers; however the actual waiver is not required to be included in the packet.

f. Master Sergeants and First Sergeants who are not graduates of the USASMC must submit their ATRRs screen-shot as proof of enrollment. The ATRRs screen shot must show a 'reserved' or 'wait' status. Nomination packets received without proof of enrollment will be returned without action.

g. Documents not authorized by NGR 600-200, paragraph 7-6, as modified by this memorandum, will be removed from the packet and destroyed. They will not be submitted to the board nor will they be returned.

7. In accordance with NGR 600-200, paragraph 7-5d (3), all nominees will have an official DA Photograph taken within the past 24 months. Photographs will be taken IAW AR 640-30 to ensure they are uploaded into iPERMS through the Department of the Army Photograph Management Information System (DAPMIS). Soldiers have the option to take their official DA photo in the Army Green Service Uniform or the Army Service Uniform (ASU). Dress Blues are not authorized unless they have been converted to the ASU. The official photograph will show only permanent awards and decorations as prescribed by AR 640-30 and authorized by AR 670-1, Chapter 22.

a. Exceptions to permanent awards and decorations are the regimental distinctive insignia, current unit shoulder sleeve insignia, and distinctive unit insignia.

b. Nominees who are currently deployed in support of contingency operations will use the last official photograph taken. If a photograph is not on file, and cannot be taken due to lack of resources in the deployed theater, a memorandum must be sent to the President of the Board explaining the reason a photograph is not available.

c. Every Soldier will wear marksmanship badges per AR 600-8-22 and AR 670-1 to denote their latest level of weapons qualification regardless of the date on which they qualified.

8. The points of contact are:

a. SFC Olivia Bradshaw, enlisted personnel policy matters, at DSN 327-9387, 703-607-9387, or olivia.e.bradshaw.mil@mail.mil.

b. SFC Tara Signet, the U.S. Army Sergeants Major Course, at DSN 327-7333, 703-607-7333, or tara.a.signet.mil@mail.mil.

c. SGM Charles E. Brown, Title 10 matters, at DSN 329-7539, 703-601-7539, or charles.e.brown.mil@mail.mil.

Encls
As

GLEN D. CHANCELLOR
COL, AG
Chief, Personnel Policy Division

DISTRIBUTION:
Each Adjutant General
Each State CSM
Each MILPO
Each Enlisted Personnel Manager
ARNG-HCM-E, Title 10

ARMY NATIONAL GUARD SENIOR NCO CHECKLIST

STATE:_____ Last Name:_____ First Name:_____ MI___

Instructions: *Nominees (NOM) and Enlisted Personnel Managers (EPM) will initial on each line to indicate documents are included with this checklist. All documents are mandatory with the exception of the DA Form 5500/5501 and Letter to the President of the Board.*

	NOM	EPM
This checklist.....	___	___
iPERMS review (https://iperms.hrc.army.mil/rms/login.jsp) Date _____	___	___
Bio Sketch not more than two pages (NGR 600-200, Figure G-3).....	___	___
Two Nominating memorandums..... (TAG / SEL or SCSM)	___	___
DA Form 2-1 or **Board** ERB (single pages, certified) (No "true copies" accepted).....	___	___
Last Three **Years** of DA Forms 705 (include DA Form 3349 if applicable).....	___	___
Last Three **Years** of DA Forms 5500/5501 Screening Table Weight (if applicable)...	___	___
Nominee's Letter to the President of the Board (If applicable).....	___	___
For NCOs currently enrolled: Class number and Module Completed.....#MOD	___	___
Verification of USASMA attendance (DA Form 1059) or ATARRS Screen Shot (R/W status) (*Not for DA Board Review*).....	___	___

_____ Senior Enlisted Advisor Signature and Date

_____ Nominee Signature and Date

_____ State Command Sergeant Major Signature and Date

_____ Personnel Sergeant Signature and Date

Enclosure-1