

STATE OF NORTH CAROLINA  
DEPARTMENT OF PUBLIC SAFETY  
JOINT FORCE HEADQUARTERS  
NORTH CAROLINA NATIONAL GUARD



BEVERLY HAVES PERDUE  
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SECRETARY

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MAJOR GENERAL, NCNG  
ADJUTANT GENERAL

NGNC-PER

06 March 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Leadership Positions (1SG/CSM) Fill Procedures (NGNC-PER Policy Memo #12-008)

1. This policy supersedes NGNC-PER Policy Memo #11-07B dated 26 October 2011.
2. Due to recent changes within AR 600-8-19, the below Enlisted Promotion System guidance is adopted into policy in accordance with AR 600-8-19 and NGR 600-200, to ensure Commanders and Command Sergeants Major have the tools necessary to be successful in managing enlisted promotions.
3. **First Sergeant Vacancies:** No later than 180 days before a First Sergeant position (1SG) is projected to become vacant, the Battalion (BN) must begin the process to fill the position, in order to have a backfill identified 90 days before the position becomes vacant. The MSC must first consider qualified serving MSGs, excess personnel, and lateral transfers prior to selecting a SFC from the enlisted promotion list. Below are the options in order to fill the available position:
  - a. **Option # 1: Lateral Transfer:** The Major Subordinate Command (MSC) may elect to fill the vacancy by lateral transfer of a 1SG currently in that command, who is MOS/CMF qualified for the vacancy. A memorandum requesting to fill the vacancy in this manner will be forwarded to NGNC-PER-ACT for review and routing to the State Command Sergeant Major and Senior Enlisted Leader.
  - b. **Option # 2: Advertisement:** The MSC may elect to advertise the vacancy in the weekly FRAGO for fill by qualified 1SG/MSG eligible for appointment and qualified in the MOS/CMF of the vacancy.
    - (1) **Process:** MSCs will initiate the "Notice of Senior NCO Vacancy" (encl 1) and forward to NGNC-PER-ACT for publishing in the FRAGO. The advertisement will be for a period of not less than 30 days from the initial FRAGO posting.
    - (2) The MSC will establish a selection board and ensure that all board members are senior in rank to those being considered.

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(a) Boards that consider female and minority applicants will have such representation. The Adjutant General may waive this if a senior enlisted female or minority member is not reasonably available. MSCs should request waiver through NGNC-PER-ACT to the Adjutant General.

(b) The interview board will be comprised of the following individuals, at a minimum: BN CDR, BN CSM, and CSM or 1SG from outside the battalion.

(c) After interviews the MSC will validate that interviewed Soldiers comply with AR 600-9 and AR 350-1.

(d) After interviews are complete, the board will select the best-qualified applicant and forward a memorandum to NGNC-PER-ACT for review and routing to the State Command Sergeant Major and Senior Enlisted Leader.

**(3) If a Soldier declines the position, after being interviewed and selected, that Soldier will be removed from consideration for any 1SG position for a period of 12 months from declination.** The Soldier must submit a promotion packet during the next promotion cycle in order to be eligible for future consideration. Furthermore, the MSC must submit a request to NGNC-PER-ACT in order for the Soldier to be added back to the enlisted promotion list at the end of the 12-month period.

c. MSCs may elect Option #1 (Lateral Transfer) or Option #2 (Advertisement) first. If the MSC cannot fill the position by either option submit JFHQ-NC Form 600-212 (Request to Fill NCO Vacancy) (encl 3) with justification to fill using the Enlisted Promotion List.

d. Enlisted Promotion List (EPL):

(1) The MSC may select the top eligible SFC on the 1SG/MSG who elected to be considered for 1SG on the promotion list in the PMOS/CPMOS for the vacancy only after 3.a and 3.b above are exhausted.

(2) To request fill of a 1SG position from the EPL, the MSC will complete JFHQ-NC Form 600-212 (Request to Fill NCO Vacancy) (encl 3) and submit through command channels to NGNC-PER-ACT.

**4. Command Sergeant Major Vacancies:** No later than 180 days before a Command Sergeant Major position is projected to become vacant, the MSC Commander and/or Command Sergeant Major have the following options to fill the position:

a. **Option # 1: Lateral Transfer:** The MSC may elect to fill the vacancy by lateral transfer of a CSM currently in that command. A memorandum requesting to fill the vacancy in this manner will be forwarded to NGNC-PER-ACT for review and routing to the State Command Sergeant Major and Senior Enlisted Leader.

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b. **Option # 2: Advertisement:** The MSC may request to advertise the vacancy in the FRAGO for fill by qualified Command Sergeants Major/Sergeants Major already appointed or eligible for appointment and qualified in the MOS/CMF of the vacancy.

(1) **Process:** MSCs will initiate the "Notice of Senior NCO Vacancy" (encl 2) and forward to NGNC-PER-ACT for publishing in the weekly FRAGO. The advertisement will be for a period of not less than 30 days from the initial FRAGO posting. CSMs & SGMs that meet current criteria are eligible to apply.

(2) The MSC will establish a selection board and ensure that all board members are senior in rank to those being considered.

(a) Boards that consider female and minority applicants will have such representation. The Adjutant General may waive this if a senior enlisted female or minority member is not reasonably available. MSCs should request waiver through NGNC-PER-ACT to the Adjutant General.

(b) The interview board will be comprised of the following individuals, at a minimum: BDE/BN CDR, BDE CSM, and a CSM from outside the command.

(c) After interviews the MSC will validate that interviewed Soldiers comply with AR 600-9 and AR 350-1.

(d) After interviews are complete, the board will select the best-qualified applicant and forward a memorandum to NGNC-PER-ACT for review and routing to the State Command Sergeant Major and Senior Enlisted Leader.

**(3) If a Soldier declines the position, after being interviewed and selected, that Soldier will be removed from consideration for any CSM position for a period of 12 months from declination.** The Soldier must submit a promotion packet during the next promotion cycle in order to be eligible for future consideration. Furthermore, the MSC must submit a request to NGNC-PER-ACT in order for the Soldier to be added back to the enlisted promotion list at the end of the 12-month period.

c. MSCs may elect Option #1 (Lateral Transfer) or Option #2 (Advertisement) first. If the MSC cannot fill the position by either option submit JFHQ-NC Form 600-212 (Request to Fill NCO Vacancy) (encl 3) with justification to fill using the Enlisted Promotion List.

d. Enlisted Promotion List (EPL):

(1) The MSC may select the top eligible 1SG/MSG who elected to be considered for CSM on the promotion list among all the 1SG MOSSs within the BDE/BN only after 4.a and 4.b above have been exhausted.

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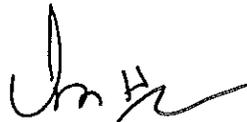
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(2) To request fill of a CSM position from the EPL, the MSC will complete JFHQ-NC Form 600-212 (Request to Fill NCO Vacancy) (encl 3) and submit through command channels to NGNC-PER-ACT.

5. The Adjutant General is the final approval authority for all CSM appointments.

6. Point of contact for this memorandum is the G1 Soldier Actions at G1Soldier@ng.army.mil.

FOR THE ADJUTANT GENERAL:



VERNON H. SIMPSON, JR.  
LTC, FA, NCARNG  
Acting G1

3 Encls  
as

DISTRIBUTION:  
A, B, C, D

## **NOTICE OF SENIOR NCO VACANCY**

**This announces the following NCARNG Senior NCO vacancy:**

**Title:** \_\_\_\_\_

**Authorized Rank and DMOS:** \_\_\_\_\_

**Unit and Location:** \_\_\_\_\_

**Effective Date of Vacancy:** Upon publication in Frago      **Closing Date:** 30 days  
after publication in Frago

**Soldiers in the rank of 1SG or MSG that are eligible for appointment or reappointment to 1SG who are interested in lateral reassignment should submit the below to [g1soldier@ng.army.mil](mailto:g1soldier@ng.army.mil) or for questions call 919-664-6123.**

**Soldier Name:** \_\_\_\_\_

**Current Unit of Assignment:** \_\_\_\_\_

**Current MOS to include Secondary & Additional:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_

## **NOTICE OF SENIOR NCO VACANCY**

**This announces the following NCARNG Senior NCO vacancy:**

**Title:** \_\_\_\_\_

**Authorized Rank and DMOS:** \_\_\_\_\_

**Unit and Location:** \_\_\_\_\_

**Effective Date of Vacancy:** Upon publication in Frago **Closing Date:** 30 days after publication in Frago

**Soldiers in the rank of CSM or SGM that are eligible for appointment or reappointment to CSM who are interested in lateral reassignment should submit the below to [g1soldier@ng.army.mil](mailto:g1soldier@ng.army.mil) or for questions call 919-664-6123.**

**Soldier Name:** \_\_\_\_\_

**Current Unit of Assignment:** \_\_\_\_\_

**Current MOS to include Secondary & Additional:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_

# REQUEST TO FILL NCO VACANCY

Enclosure 3

## SECTION I - UNIT ACTION

FROM: \_\_\_\_\_ UIC: \_\_\_\_\_ PRN: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

THRU: \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_ DATE: \_\_\_\_\_

Request fill of the following NCO vacancy in this unit. If there are excess or overgrade soldiers in this unit eligible for this vacancy, this selection will be deemed invalid and any actions resulting from this will also be invalid.

Rank: \_\_\_\_\_ DMOS: \_\_\_\_\_ Para/Lin: \_\_\_\_\_ Title \_\_\_\_\_

Date Vacant: \_\_\_\_\_ Vice: \_\_\_\_\_  
(Name/Rank/SSN)

Unit POC/Telephone: \_\_\_\_\_

\_\_\_\_\_  
Commander's Name and Rank

\_\_\_\_\_  
Signature

## SECTION II - MSC or BN ACTION

TL# \_\_\_\_\_

FROM: \_\_\_\_\_ DATE: \_\_\_\_\_

FOR: JFHQ-NC-BPH 4105 Reedy Creek Road, Raleigh, NC 27607-6410

- Reviewed and forwarded for your action.  
 The following soldier has accepted assignment to this vacant position.

# of Points \_\_\_\_\_ PL Date: \_\_\_\_\_

Rank: \_\_\_\_\_ Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Home Address: \_\_\_\_\_

Current NCARNG unit/PRN/Current Para/Line and Location: \_\_\_\_\_

The soldier is not flagged for APFT, weight control, or adverse action, and has completed the Following NCOES course (indicated AC or, RC, Phase completed and date of completion)

if soldier's promotion points are lower than other qualified soldiers, all were properly notified and declined reassignment. Those who declined are *listed below* and DA Form 4187 or a Memorandum for Record concerning the declination is enclosed.

	# of Points	NAME	REMARKS
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

\_\_\_\_\_  
ISI/PSNCO Name and Rank

\_\_\_\_\_  
- Signature