



**NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1382**

ARNG-TR

3 September 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy and Procedures for Submitting Packets to Enroll in the United States Army Sergeant Major Courses (SMC) FY 2016

1. References:

- a. Army Regulation 135-18, Active Guard Reserve (AGR) Program, 01 November 2004.
- b. Army Regulation 135-200, Active Duty for Missions, Projects, and Training for Reserve Component Soldiers, 30 June 1999.
- c. Army Regulation 350-1, Army Training and Leader Development, 18 December 2009.
- d. Army Regulation 600-8-19, Enlisted Promotions and Reductions, 30 April 2010.
- e. National Guard Regulation 600-200, Enlisted Personnel Management, 31 July 2009.
- f. Memorandum, NGB-ARH# 06-024, 29 March 2006, subject: United States Army Sergeants Major Academy Policy (USASMA).
- g. Memorandum, NGB-HRH# 13-XXX, 29 May 2013, subject: Service Obligations for Training Requirements, Army National Guard Personnel.
- h. Army Regulation 135-91, Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures, 01 February 2005.
- i. Army Regulation 600-9, Army Body Composition Program, 28 June 2013.
- j. ALARACT 216/2012, Structured Self Development (SSD) Prerequisites.

2. This memorandum clarifies the procedures for submission of SMC packets to include eligibility guidelines, quota distribution, and key suspense dates.

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3. For brevity, throughout this memorandum the 54 States, Territories, and the District of Columbia (DC) shall be referred to as the "States."

4. The SMC is offered in two modes, Resident (nine months) and Non-Resident (two Distributive Learning phases plus a two week resident phase). The ARNG has been allocated 400 quotas for the Non-Resident course and 15 quotas for the Resident course for FY16. The application process is the same for both. The approval authority for Title 32 Soldiers is the State Command Sergeant Major (SCSM). The enrollment approval authority for Title 10 AGR Soldiers is the ARNG Command Sergeant Major (CSM).

a. The Non-Resident Course begins a new training path in FY 16. Soldiers with approved USASMA Packets will be reserved into the first phase of training. They must complete this phase within 12 months.

b. Upon completion of phase 1, Soldiers will receive a completion memo with instructions to enroll into the second phase. They will have up to one month to be registered for phase 2. There will be ONE phase 2 class for Soldiers to attend. They must complete this phase within six months.

c. Upon completion of phase 2, Soldiers will receive a completion memo with instructions to enroll into the third phase (resident). They will have six months to complete the final phase of USASMA. This first class maybe as early as one month from graduation of phase 2.

5. Soldiers applying for enrollment in SMC must meet service obligation requirements IAW NGR 600-200, Para 7-3k. Generally speaking, Soldiers must start the Non-Resident course prior to reaching age 56 in order to phase 1 and 2 within 18 months, and phase 3 within six months (total is 24 months of training), and then complete their one year remaining service obligation prior to reaching age 60. Soldiers must start the Resident Course prior to reaching age 57 in order to finish the ten months of resident study and then meet the two year remaining service obligation prior to reaching age 60. Promotion to the rank of E-9 incurs a separate, non-additive three year remaining service obligation.

6. Allocation Method: All quotas are distributed based on the percentage of E9 force structure in each State. In the event that additional quotas become available, ARNG-TR will approve packets based on the State's delta between percent fill of assigned E-9s and authorized E-9 positions. In the case of States having the same percent fill, ARNG-TR will then take into account the number of E-8s within the State that have already completed the Sergeants Major Course (SMC).

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7. Packet Requirements: All packets must include the documents listed below (as applicable). Forms must be the most recent version, properly completed, and digitally signed (as applicable). Incomplete packets will be returned to the originator. All fillable PDF documents can be found at: <https://gkoportal.ng.mil/arng/G3/TR/TRI/TRADOC>, under "Documents," "FY16 USASMA Packet Contents."

a. DA Form 7432, SMC Administrative Data Sheet, must be signed by the Soldier. The block "FOR ARNG USE ONLY" will be used for two purposes. First, the approving authority will identify applicant's duty status as Traditional, AGR T-32, or Technician. Second, it will be used to show subordinate command, CSM (T-32) concurrence or the appropriate G-Staff (T-10) concurrence to ensure there is an audit trail of approval.

b. USASMA NRSMC Statement of Agreement and Certification (SOA), USED ONLY FOR ENROLLMENT IN THE NON-RESIDENT COURSE; all blocks must be initialed and the bottom of the second page must be signed by both the Soldier and the SCSM for T-32 Soldiers, or the ARNG CSM for T-10 Soldiers. Although the form states that the "First CSM in the Chain of Command" will sign in the appropriate block, this block must be signed by the SCSM for T-32 Soldiers, or the ARNG CSM for T-10 Soldiers.

c. USASMA Resident Statement of Agreement and Certification, USED ONLY FOR ENROLLMENT IN THE RESIDENT COURSE; all blocks must be initialed and the bottom must be signed by the Soldier. The bottom of the form will be signed by the State CSM for T-32 Soldiers, or in the case of T-10 Soldiers, the Sr. Field Representative (if applicable), G-Staff SGM, and ARNG-CSM.

d. DA1059, Service School Academic Report, final phase Advanced Non-Commissioned Officers Course (ANCOC), Senior Leader Course (SLC), or applicable waiver.

e. DA Form 705, Army Physical Fitness Test Scorecard (dated May 2010); completed within 12 months of submission date for traditional Soldiers and technicians and within six months of submission date for AGR Soldiers.

f. DA 5500, Body Fat Content Worksheet (Male) (dated May 2013), DA Form 5501, Body Fat Content Worksheet (Female) (dated May 2013), or Memorandum verifying Soldier Meets Army Screening Table Weight; (if applicable). Per AR 600-9, Para 3-4d, height and weight data are no longer required entries on the DA Form 705. However, if the Soldier's height and weight are not annotated on the DA Form 705, a DA Form 5500/5501 or memorandum verifying the Soldier meets the Army screening table weight must be submitted with the packet.

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g. DA Form 3349, Physical Profile (if applicable); Soldiers with permanent profiles with a code "3" require proof of Military Medical Review Board (MMRB) evaluation.

h. Structured Self Development Level IV Completion Certificate; Soldiers must include a copy of their SSD-4 completion certificate.

8. Timeline: States are encouraged to complete necessary E9 board procedures to comply with the following timeline.

a. 1 October 2016 ARNG-TRI will begin accepting packets.

b. 9 May 2016 packet submission suspense. All packets must be submitted by this date for review and approval.

c. 25 May 2016 ATRRS A1 application suspense. States will be notified of packet approval prior to this date. Upon packet approval, states must submit an ATRRS application NLT than this date to ensure reservation. If applications are not received by this date, any unused allocation will be redistributed to other states. ATRRS Applications should reflect the following course information:

(1) FY 16

(2) SC 400

(3) CN 1-250-C5 (DL)(R1)

(4) Phase 1

(5) Class 001

d. 1 June 2016 Shortfall packet submission. Large states may submit FOUR, medium states may submit THREE and small states may submit TWO shortfall packets for consideration beginning this date. Packets will be reviewed for eligibility and, if approved, placed on the shortfall list. In the event additional allocations become available, the state will be notified of new allocation and additional instructions for ATRRS A1 applications. Allocations will be distributed according to the methodology in outlined in paragraph six (6) above.

e. 29 July 2016 Last date for substitutions and/or cancellations.

9. Submission Guidelines:

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a. States: Packets will be submitted by e-mail only to the ARNG-TR's SMC e-mail address at NG.NCR.ARNG.MBX.USASMA-ENROLLMENT@mail.mil. ARNG-TR will reply to the State with a confirmation email after the packet is received, reviewed, and accepted. The confirmation email serves as the authority for State Quota Source Manager (QSM) to submit the application for enrollment to Action Officer Identification (AOID) 012 using the ATRRS Automated Training Application Module (AATAM).

b. Title 10 AGR: The proper routing of application packets is submission from the Soldier through the Sr Field Rep and the G-Staff SGM to the ARNG CSM for final approval. Packets will then be sent to Enlisted Management Branch, MSG Paul Bearden (paul.a.bearden.mil@mail.mil), for processing. Approved packets will be submitted by HCM to ARNG-TR. A notification email will be sent back to the HCM POC.

10. Deferments: The Chief, ARNG Training Division is the approval authority for deferments.

a. Deferments are not authorized for Non-Resident SMC Phase 1 or Phase 2.

b. Phase 1 and 2 requirements must be complete for a Soldier to be eligible for a Phase 3 (resident) deferment.

c. Phase 3 deferments will be considered for compassionate, medical, or operational (mobilization or deployment) reasons that prevent the Soldier from completing the course within the required time frame. States will forward deferment request (Memorandum Format) with a DA Form 4856 (Developmental Counseling Form) from first CSM in the chain of command, and additional supporting documents to ARNG-TR, ATTN: Training Division Sergeant Major, 90 days prior to the required completion date.

11. Soldiers may request to withdraw from the SMC. States will forward withdraw requests (Memorandum Format) through the Soldier's enlisted chain of command to ARNG-TR. The withdraw request will include DA Form 4856 (Developmental Counseling Form) from the State CSM for M-Day, Technicians, and T-32 Soldiers, or ARNG CSM for T-10 Soldiers, Retirement orders (if applicable), and Reduction orders (if applicable). ARNG-TR will coordinate with USASMA to remove the Soldier from the SMC and initiate the final Academic Evaluation Report (DA Form 1059).

12. The chain of command and the SCSM are responsible for counseling and management of their students enrolled in the course.

13. When a Soldier is identified as not meeting academic timelines they are placed on the "Red Report," updated quarterly, and the Soldier's leadership is notified. ARNG-TR will coordinate with USASMA to dismiss Soldiers who fail to meet academic timelines.

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14. Title 32 Students must contact their State QSM immediately upon successful completion of both phase 1 and phase 2 (NRC). QSMs can then submit an application for the Soldier to attend the Phase 2 (DL) or Phase 3 (Resident) course in ATRRS. Title 10 AGR Soldiers will contact HCM.

20. State G3s/QSMs will ensure training selections are made in the ATRRS Funding Allocation Model (AFAM) for resourcing purposes.

21. The point of contact is SGM Tina M. Montgomery, ARNG TR SGM at DSN: 327-9326 Comm. (703) 607-9326 or tina.m.montgomery2.mil@mail.mil.

Encl


SHAWN C. REGER
COL, AR
Chief, Training Division

DISTRIBUTION:
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STATE QSM

ALLOCATION MATRIX FOR NON RESIDENT SMC (FY16) CLASS 43

State	Authorized E-9 Positions	% of E-9 Force Structure Allocation	Fair Share Seats of Force Structure Allocation	Number of Allocations	State	Authorized E-9 Positions	% of E-9 Force Structure Allocation	Fair Share Seats of Force Structure Allocation	Number of Allocations
AK	18	0.88%	3.5	3	MT	19	0.92%	3.7	3
AL	81	3.94%	15.8	15	NC	50	2.43%	9.7	10
AR	41	1.99%	8.0	8	ND	18	0.88%	3.5	4
AZ	27	1.31%	5.3	5	NE	22	1.07%	4.3	4
CA	86	4.18%	16.7	16	NH	12	0.58%	2.3	2
CO	35	1.70%	6.8	7	NJ	32	1.56%	6.2	6
CT	27	1.31%	5.3	5	NM	18	0.88%	3.5	4
DC	13	0.63%	2.5	3	NV	15	0.73%	2.9	4
DE	17	0.83%	3.3	2	NY	67	3.26%	13.0	13
FL	58	2.82%	11.3	8	OH	52	2.53%	10.1	11
GA	51	2.48%	9.9	9	OK	32	1.56%	6.2	7
GU	8	0.39%	1.6	2	OR	27	1.31%	5.3	5
HI	18	0.88%	3.5	4	PA	79	3.84%	15.4	14
IA	38	1.85%	7.4	7	PR	31	1.51%	6.0	6
ID	20	0.97%	3.9	4	RI	18	0.88%	3.5	3
IL	48	2.33%	9.3	8	SC	57	2.77%	11.1	10
IN	68	3.31%	13.2	14	SD	21	1.02%	4.1	4
KS	45	2.19%	8.8	8	TN	49	2.38%	9.5	10
KY	32	1.56%	6.2	7	TX	113	5.49%	22.0	21
LA	46	2.24%	8.9	8	UT	41	1.99%	8.0	7
MA	36	1.75%	7.0	7	VA	50	2.43%	9.7	9
MD	37	1.80%	7.2	6	VI	7	0.34%	1.4	1
ME	15	0.73%	2.9	2	VT	19	0.92%	3.7	5
MI	44	2.14%	8.6	8	WA	35	1.70%	6.8	7
MN	60	2.92%	11.7	12	WI	35	1.70%	6.8	6
MO	55	2.67%	10.7	10	WV	32	1.56%	6.2	6
MS	67	3.26%	13.0	13	WY	15	0.73%	2.9	3
					NGB	100*	N/A	N/A	14
* NGB slots already embebbed in state figures					Total	2,057	100.00%	400.0	400

ALLOCATION MATRIX FOR RESIDENT SMC (FY16) CLASS 67

State	Authorized E-9 Positions	% of E-9 Force Structure Allocation	Fair Share Seats of Force Structure Allocation	Number of Allocations	State	Authorized E-9 Positions	% of E-9 Force Structure Allocation	Fair Share Seats of Force Structure Allocation	Number of Allocations
AK	17	0.83%	0.1	0	MT	19	0.92%	0.1	0
AL	80	3.89%	0.6	0	NC	49	2.38%	0.4	0
AR	41	1.99%	0.3	1	ND	18	0.88%	0.1	0
AZ	27	1.31%	0.2	0	NE	22	1.07%	0.2	0
CA	88	4.28%	0.6	1	NH	12	0.58%	0.1	1
CO	36	1.75%	0.3	0	NJ	36	1.75%	0.3	0
CT	27	1.31%	0.2	0	NM	18	0.88%	0.1	0
DC	13	0.63%	0.1	0	NV	16	0.78%	0.1	1
DE	17	0.83%	0.1	0	NY	70	3.40%	0.5	0
FL	57	2.77%	0.4	0	OH	54	2.63%	0.4	1
GA	50	2.43%	0.4	0	OK	32	1.56%	0.2	0
GU	8	0.39%	0.1	0	OR	27	1.31%	0.2	0
HI	18	0.88%	0.1	0	PA	79	3.84%	0.6	0
IA	38	1.85%	0.3	0	PR	31	1.51%	0.2	1
ID	20	0.97%	0.1	0	RI	18	0.88%	0.1	0
IL	50	2.43%	0.4	1	SC	58	2.82%	0.4	0
IN	71	3.45%	0.5	1	SD	21	1.02%	0.2	0
KS	41	1.99%	0.3	0	TN	49	2.38%	0.4	1
KY	32	1.56%	0.2	1	TX	111	5.40%	0.8	1
LA	46	2.24%	0.3	0	UT	39	1.90%	0.3	0
MA	36	1.75%	0.3	0	VA	49	2.38%	0.4	0
MD	35	1.70%	0.3	0	VI	7	0.34%	0.1	1
ME	14	0.68%	0.1	1	VT	19	0.92%	0.1	0
MI	43	2.09%	0.3	0	WA	35	1.70%	0.3	1
MN	60	2.92%	0.4	0	WI	35	1.70%	0.3	0
MO	54	2.63%	0.4	0	WV	32	1.56%	0.2	0
MS	67	3.26%	0.5	0	WY	15	0.73%	0.1	0
					NGB	100*	N/A	N/A	1
* NGB slots already embedded in state figures					Total	2,057	100.00%	15.0	15