



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

ARNG-TR

20 August 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy and Procedures for Submitting Packets to Enroll in the United States Army Sergeant Major Courses (SMC) FY 2015

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 (Distributive Learning 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 FY15. 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).
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 complete the two years allocated to finish Phase 1, one year to finish Phase 2, 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. Enrollment in SMC is a prerequisite for promotion to Sergeant Major (SGM) and appointment to CSM in the Army National Guard. Applicants must currently be in pay grade E-8 prior to submitting packets.
7. As of 1 JUN 13, Structured Self Development Level 4 (SSD-4) is a prerequisite to attend the SMC. ARNG-TR will not accept individual packets or ATRRS applications for Soldiers that have not completed SSD-4.
8. All enclosures listed below (as applicable) must be completed and included in each packet in enclosure sequence. Incomplete packets will be returned to the originator.
 - a. Encl 1: 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 for approval.
 - b. Encl 2a: 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 or the ARNG CSM. Although the form states that the "First CSM in the Chain of Command" will sign in the

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appropriate block, this block must be signed by the SCSM for T-32 Soldiers, or the ARNG CSM for T-10 Soldiers.

c. Encl 2b. 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. Encl 3: DA1059, Service School Academic Report, final phase Advanced Non-Commissioned Officers Course (ANCOC), Senior Leader Course (SLC), or applicable waiver if courses not available.

e. Encl 4: DA Form 705, Army Physical Fitness Test Scorecard; completed within 12 months of submission date for traditional Soldiers and technicians and within six months of submission date for AGR Soldiers.

f. Encl 5: DA 5500 or 5501, Body Fat Content Worksheet 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.

g. Encl 6: 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. Encl 7: Structured Self Development Level IV Completion Certificate; Soldiers must include a copy of their SSD-4 completion certificate.

i. Encl 8: Quota Allocation Matrixes

9. State promotion lists are no longer required.

10. All quotas are distributed based on AFAM inputs and force structure. At 60 days prior to the class start date (14 JUN 15), States are expected to have all allocated seats filled or A1 applications pending for approved packets. In order to prevent losing any unused seats to other components, **any unused allocations at that time will be redistributed to other States**. States are highly encouraged to complete necessary E-9 board procedures prior to that time.

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11. Additional packets beyond what States have been allocated on the quota allocation matrix will only be accepted after a State has reserved all of their allocated quotas. Additional Packets or Order of Merit Lists (OML) received prior to this criterion being met will be returned for resubmission.

12. If additional quotas become available, ARNG-TR will automatically approve packets based on the States 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).

13. Soldiers will only be enrolled in a wait status when all allocated seats have been reserved in ATRRS, provided that USASMA has given authorization.

14. ARNG-TR will begin accepting SMC packets starting 1 September 2014. The final date for packet submission is 1700 EST on 1 June 2015.

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 to the Sr Field Rep, to the G-Staff SGM, to the ARNG CSM for final approval. Packets will then be sent to Enlisted Management Branch, MSG Timothy Taylor (timothy.taylor5.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.

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

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

b. Phase 1 requirements must be complete for a Soldier to be eligible for a Phase 2 deferment.

c. Phase 2 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

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requests, in memorandum format with supporting documents, to ARNG-TR, ATTN: Training Division Sergeant Major, 90 days prior to the required completion date.

16. Soldiers may request to withdraw from the SMC. Requests must be in writing through Soldier's chain of command to ARNG-TR and include Retirement/Reduction Order(s) 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).

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

18. 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.

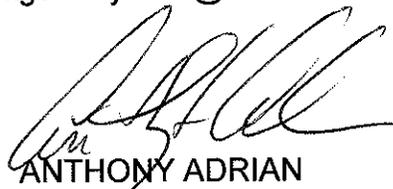
19. Title 32 Students must contact their State QSM immediately upon successful completion from USASMA for Phase 1. QSMs can then submit an application for the Soldier to the Phase 2 course in ATRRS. Title 10 AGR Soldiers will contact HCM.

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.

7 Encls

1. DA Form 7432
2. Statement of Agreement
3. DA Form 1059
4. DA Form 705
5. DA Form 3349
6. DA Form 5500/5501 and Memorandum
7. SSD-4 Completion Certificate
8. Quota Allocation Matrixes



ANTHONY ADRIAN
Chief, Training Division
Army National Guard

DISTRIBUTION:
STATE CSMs

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STATE G3

STATE MPPO

STATE QSM

SERGEANTS MAJOR COURSE ADMINISTRATIVE DATA SHEET

For use of this form, see AR 600-8-19; the proponent agency is DCS, G-1.

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 3013, Secretary of the Army; Army Regulation 600-8-19, Enlisted Promotions and Reductions.

PRINCIPAL: To obtain and submit data to the United States Army Sergeants Major Academy (USASMA) for United States Army Reserves (USAR) and Army National Guard (ARNG) soldiers who are selected for the Sergeants Major Course (SMC).

ROUTINE USES: The "Blanket Routine Uses" set forth at the beginning of the Army compilation of systems of records notice apply to this system.

DISCLOSURE: Voluntary. However, failure to provide all the requested information may prohibit admission into the Sergeants Major Course for eligible soldiers.

1a. LAST NAME		1b. FIRST NAME		1c. MI
2. SEX		3. RANK	4. APFT (SCORE and DATE)	
5. DOR (YYYYMMDD)	6. DOB (YYYYMMDD)	7. PEBD (YYYYMMDD)	8. PMOS	
9. DATE APPOINTED TO CSM (If applicable) (YYYYMMDD)		10a. IF CSM, LEVEL OF COMMAND (Bn, Grp, Bde, etc.)	10b. COMP (USAR)	10c. CAT (TPU)
11a. HOME STREET ADDRESS		11b. CITY	11c. STATE	11d. ZIP CODE
11e. HOME TELEPHONE	11f. BUSINESS TELEPHONE	11g. FAX TELEPHONE	11h. E-MAIL ADDRESS (AKO)	
12a. UNIT NAME		12b. STREET ADDRESS		12c. CITY
12d. STATE	12e. ZIP CODE	12f. UNIT COMMANDER NAME AND RANK		
12g. UNIT TELEPHONE	12h. UNIT FAX TELEPHONE	12i. UNIT E-MAIL ADDRESS		
13a. RRC/DRC/ARCOM NAME (e.g. 99th rsc, 108th Div, 7th ARCOM)		13b. RRC/DRC/ARCOM STREET ADDRESS		
13c. RRC/DRC/ARCOM CITY	13d. STATE	13e. ZIP CODE	13f. RRC/DRC/ARCOM CSM'S NAME	
14. SMC PREFERENCE <input type="checkbox"/> RESIDENT COURSE <input type="checkbox"/> CORRESPONDING STUDIES (Non-resident)				
I understand that I must meet the weight standards and pass the Army Physical Fitness Test (APFT).				
FOR ARNG USE ONLY				
15a. SOLDIER'S SIGNATURE			15b. DATE (YYYYMMDD)	

USASMA NRSMC

Statement of Agreement and Certification

Directions: Non-Resident Course selectee will digitally print full name in the first paragraph and will acknowledge each subsequent paragraph with an initial. Selectee and first Command Sergeant Major in his/her chain of command will provide name, date and contact information, and digitally sign at the end of the document.

I, , acknowledge I have been selected for enrollment in the Non-Resident Sergeants Major Course at the U.S. Army Sergeants Major Academy. This Statement of Agreement and Certification is my acknowledgement of the following rules, responsibilities and procedures. It is also the first Command Sergeant Major in my chain of command's certification of counseling me about the following rules, responsibilities and procedures.

I acknowledge this form after being signed must be forwarded by e-mail to the attention of the Registrar, U.S. Army Sergeants Major Academy, at the address provided at the bottom of this document. A copy will be furnished to my component's appropriate senior Command Sergeant Major: Brigade level for Active Army; State/Territory level for Army National Guard; or Major Subordinate Command level for Army Reserve. A copy will also be retained in my Non-Resident Course records.

I have been counseled and acknowledge the Non-Resident Sergeants Major Course may take up to three years to complete, including two years to complete Phase I and one year to complete Phase II, and I will incur a contractual service obligation upon graduation from Phase II, in accordance with my component's regulatory policy. Furthermore, Soldiers promoted to Sergeant Major also incur a service obligation from the effective date of promotion. I understand that failure to comply with this obligation may result in a rank reduction in accordance with my component's regulatory policy.

I am not considering retirement before completion of this course.

I will not require an age waiver or service waiver to complete my contractual obligation once I graduate, based on my current three-year timeline enrollment.

I am not undergoing a medical evaluation board that may cause me to be released from the course or retire from the military during or immediately after the course.

I have been counseled and acknowledge I have the responsibility to keep my course facilitator and chain of command apprised of any situation that may preclude me from completing the course.

I have been counseled and acknowledge if I do not make satisfactory progress during each module of the course, my chain of command will be notified. Furthermore, if corrective actions are not completed in a timely manner, I may be dismissed for lack of progress.

I have been counseled and acknowledge if I fail to complete this course, I may be barred from reenlistment, extension of enlistment, or recommended for separation from service. I further understand that, if I am a Master Sergeant or First Sergeant, and I do not complete the course for reasons other than extreme hardship, I will be removed from the promotion list administratively and will not be eligible for future consideration for Sergeant Major or to attend the course.

I have been counseled and acknowledge if I require disenrollment for family, personal or medical hardship, I must submit a memorandum with appropriate supporting documentation through the chain of command as required by policy in the Non-Resident Course Student Guide. The completed packet will be submitted to the attention of the Director, Non-Resident Course.

I have been counseled and acknowledge if a disenrollment from Phase I is approved for family, personal or medical hardship, I may be eligible to reapply for the Non-Resident Course, with the approval of my command and the U.S. Army Sergeants Major Academy, if I meet course and service requirements.

I have been counseled and acknowledge if I require deferment during Phase II for deployment, medical, or compassionate hardship, I must submit a memorandum with appropriate supporting documentation through my chain of command as required by policy in the Non-Resident Course Student Guide. To prevent dismissal, the U.S. Army Sergeants Major Academy must receive the approved deferment packet at least 90 days prior to the end of the 36th month of course enrollment. Deferments are granted for no more than 12 additional months.

I have been counseled and acknowledge I must have access to a computer and Internet connectivity, and have adequate computer, writing and reading skills to complete tests, written assignments, and be involved in online discussions.

I have been counseled and acknowledge application of Reserve Component Soldiers for sanctuary, Title 10 USC 12686 (a), is voluntary, and may result in mandatory retirement at 20 years of Active Federal Service and the inability to meet a service obligation.

PRINTED NAME OF NRC SELECTEE (FIRST MI LAST)

SIGNATURE OF NRC SELECTEE

DATE (MM/DD/YY)

AKO E-MAIL

TELEPHONE (XXX-XXX-XXXX)

PRINTED NAME OF FIRST CSM IN CHAIN OF COMMAND (FIRST MI LAST)

SIGNATURE OF FIRST CSM IN CHAIN OF COMMAND

DATE (MM/DD/YY)

AKO E-MAIL

TELEPHONE (XXX-XXX-XXXX)

U.S. Army Sergeants Major Academy
ATTN: Registrar
11291 SGT E. Churchill St.
Fort Bliss, TX 79918
betty.l.bradford@us.army.mil

5 June 2012

ENCL 2a cont.

**ARNG RESIDENT SERGEANT MAJOR COURSE
STATEMENT OF AGREEMENT (REV.5)**

1. I understand that the remaining service obligation is two years after completion of the Resident Sergeant Major Course IAW AR 135-200. I also understand that the remaining service obligation after promotion to E-9 is three years IAW PPOM 11-029.

Soldier initials _____

2. I have been counseled and understand that if I fail to complete this course, I may be barred from reenlistment, extension of enlistment, or recommended for separation from service. I further understand that if I am a Master Sergeant or First Sergeant, and I do not complete the course for reasons other than extreme hardship, I will be removed from the promotion list administratively and will not be eligible for future consideration for Sergeant Major or to attend the course (IAW AR 600-8-19, para 1-27).

Soldier initials _____

3. I understand that if I am promoted to Sergeant Major, the promotion is conditioned upon my graduation from the U.S. Army Sergeant Major Course. I further understand that I will be reduced without board action or appeal if I fail to complete the course for any reason (IAW AR 600-8-19, Para 1-27).

Soldier initials _____

4. I have read and understand the requirements for enrollment and the related actions for the Resident United States Army Sergeants Major Course. I understand my responsibilities and obligations.

Soldier signature and date: _____

CERTIFICATION

I certify that this Soldier meets the requirements as per Army regulations, Army National Guard regulations, and policies in effect at the time of application.

Title 32 Certification (M-Day, Tech, AGR)

STATE CSM _____

OR

Title 10 Certification:

Sr Field Rep SGM/CSM (if applicable): _____

G-Staff SGM: _____

ARNG CSM _____

SERVICE SCHOOL ACADEMIC EVALUATION REPORT For use of this form, see AR 623-3; the proponent agency is DCS, G-1.				DATE (YYYYMMDD)	
1. LAST NAME - FIRST NAME - MIDDLE INITIAL		2. SSN	3. RANK	4. BRANCH	5. SPECIALTY/MOSC
6. COURSE TITLE		7. NAME OF SCHOOL			8. COMPONENT
9. THIS IS A REFERRED REPORT, DO YOU WISH TO MAKE COMMENTS? <input type="checkbox"/> Referred <input type="checkbox"/> Yes, comments are attached <input type="checkbox"/> No		10. DURATION OF COURSE (YYYYMMDD) From: _____ Thru: _____			
11. PERFORMANCE SUMMARY *a. <input type="checkbox"/> EXCEEDED COURSE STANDARDS <i>(Limited to 20% of class enrollment)</i> b. <input type="checkbox"/> ACHIEVED COURSE STANDARDS *c. <input type="checkbox"/> MARGINALLY ACHIEVED COURSE STANDARDS *d. <input type="checkbox"/> FAILED TO ACHIEVE COURSE STANDARDS <i>*Rating must be supported by comments in ITEM 14.</i>		12. DEMONSTRATED ABILITIES a. WRITTEN COMMUNICATION <input type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input type="checkbox"/> SUPERIOR b. ORAL COMMUNICATION <input type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input type="checkbox"/> SUPERIOR c. LEADERSHIP SKILLS <input type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input type="checkbox"/> SUPERIOR d. CONTRIBUTION TO GROUP WORK <input type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input type="checkbox"/> SUPERIOR e. EVALUATION OF STUDENT'S RESEARCH ABILITY <input type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input type="checkbox"/> SUPERIOR <i>(SUPERIOR/UNSAT rating must be supported by comments in ITEM 14)</i>			
13. HAS THE STUDENT DEMONSTRATED THE ACADEMIC POTENTIAL FOR SELECTION TO HIGHER LEVEL SCHOOLING/TRAINING? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <i>(A "NO" response must be supported by comments in ITEM 14)</i>					
14. COMMENTS <i>(This item is intended to obtain a word picture of each student that will accurately and completely portray academic performance, intellectual qualities, and communication skills and abilities. The narrative should also discuss broader aspects of the student's potential, leadership capabilities, moral and overall professional qualities. In particular, comments should be made if the student failed to respond to recommendations for improving academic or personal affairs.)</i>					
15. AUTHENTICATION					
a. TYPED NAME, GRADE, BRANCH, AND TITLE OF RATER			DATE (YYYYMMDD)	SIGNATURE	
b. TYPED NAME, GRADE, BRANCH, AND TITLE OF REVIEWING OFFICER			DATE (YYYYMMDD)	SIGNATURE	
c. DATE (YYYYMMDD)		SIGNATURE OF RATED SOLDIER			

Army Physical Fitness Test Scorecard

For use of this form, see FM 7-22; the proponent agency is TRADOC.

NAME (Last, First, MI)

GENDER

UNIT

TEST ONE			TEST TWO			TEST THREE			TEST FOUR		
DATE	GRADE	AGE									
HEIGHT (IN INCHES)	BODY COMPOSITION		HEIGHT (IN INCHES)	BODY COMPOSITION		HEIGHT (IN INCHES)	BODY COMPOSITION		HEIGHT (IN INCHES)	BODY COMPOSITION	
	WEIGHT: lbs	GO / NO-GO <input type="checkbox"/> / <input type="checkbox"/>		WEIGHT: lbs	GO / NO-GO <input type="checkbox"/> / <input type="checkbox"/>		WEIGHT: lbs	GO / NO-GO <input type="checkbox"/> / <input type="checkbox"/>		WEIGHT: lbs	GO / NO-GO <input type="checkbox"/> / <input type="checkbox"/>
PU RAW SCORE	INITIALS	POINTS									
SU RAW SCORE	INITIALS	POINTS									
2MR RAW SCORE	INITIALS	POINTS									
ALTERNATE AEROBIC EVENT	TOTAL POINTS		ALTERNATE AEROBIC EVENT	TOTAL POINTS		ALTERNATE AEROBIC EVENT	TOTAL POINTS		ALTERNATE AEROBIC EVENT	TOTAL POINTS	
TIME			TIME			TIME			TIME		
GO <input type="checkbox"/> NO-GO <input type="checkbox"/>			GO <input type="checkbox"/> NO-GO <input type="checkbox"/>			GO <input type="checkbox"/> NO-GO <input type="checkbox"/>			GO <input type="checkbox"/> NO-GO <input type="checkbox"/>		
NCOIC/OIC SIGNATURE			NCOIC/OIC SIGNATURE			NCOIC/OIC SIGNATURE			NCOIC/OIC SIGNATURE		
COMMENTS			COMMENTS			COMMENTS			COMMENTS		

SPECIAL INSTRUCTION: USE INK

LEGEND: PU - PUSH UPS 2MR - 2 MILE RUN
SU - SIT UPS APFT - ARMY PHYSICAL FITNESS TEST

DA FORM 705, MAY 2010

PREVIOUS EDITIONS ARE OBSOLETE.

PHYSICAL PROFILE

For use of this form, see AR 40-501; the proponent agency is the Office of the Surgeon General.

1. MEDICAL CONDITION: (Description in lay terminology) <input type="checkbox"/> INJURY? Or <input type="checkbox"/> ILLNESS/DISEASE?	2. CODES (Table 7-2 AR 40-501)	3. Temporary Permanent	P U L H E S												
			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%;"></td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>												

4. PROFILE TYPE	YES	NO
a. TEMPORARY PROFILE (Expiration date YYYYMMDD) (Limited to 3 months duration)	<input type="checkbox"/>	<input type="checkbox"/>
b. PERMANENT PROFILE (Reviewed and validated with every periodic health assessment or after 5 years from the date of issue)	<input type="checkbox"/>	<input type="checkbox"/>

5. FUNCTIONAL ACTIVITIES THAT EVERY SOLDIER REGARDLESS OF MOS MUST BE ABLE TO PERFORM. IF SOLDIER CANNOT PERFORM ANY ONE OF THESE TASKS, THEN THE PULHES MUST CONTAIN AT LEAST ONE "3" AND SOLDIER MUST BE REFERRED TO A MEB. CAN THE SOLDIER:

FUNCTIONAL ACTIVITY:	YES	NO
a. Carry and fire individual assigned weapon?	<input type="checkbox"/>	<input type="checkbox"/>
b. Evade direct and indirect fire?	<input type="checkbox"/>	<input type="checkbox"/>
c. Ride in a military vehicle for at least 12 hours per day?	<input type="checkbox"/>	<input type="checkbox"/>
d. Wear a helmet for at least 12 hours per day?	<input type="checkbox"/>	<input type="checkbox"/>
e. Wear body armor for at least 12 hours per day?	<input type="checkbox"/>	<input type="checkbox"/>
f. Wear load bearing equipment (LBE) for at least 12 hours per day?	<input type="checkbox"/>	<input type="checkbox"/>
g. Wear military boots and uniform for at least 12 hours per day?	<input type="checkbox"/>	<input type="checkbox"/>
h. Wear protective mask and MOPP 4 for at least 2 continuous hours per day?	<input type="checkbox"/>	<input type="checkbox"/>
i. Move 40lbs (for example, duffle bag) while wearing usual protective gear (helmet, weapon, body armor and LBE) at least 100 yards?	<input type="checkbox"/>	<input type="checkbox"/>
j. Live in an austere environment without worsening the medical condition?	<input type="checkbox"/>	<input type="checkbox"/>

6. APFT	YES	NO	ALTERNATE APFT (Fill out if unable to do APFT run otherwise N/A)	N/A	YES	NO
2 MILE RUN	<input type="checkbox"/>	<input type="checkbox"/>	APFT WALK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
APFT SIT-UPS	<input type="checkbox"/>	<input type="checkbox"/>	APFT SWIM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
APFT PUSH UPS	<input type="checkbox"/>	<input type="checkbox"/>	APFT BIKE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. DOES THE SOLDIER MEET RETENTION STANDARDS IAW CHAPTER 3 AR 40-501?

YES NEEDS MMRB NO NEEDS MEB

8. FUNCTIONAL LIMITATIONS AND CAPABILITIES AND OTHER COMMENTS:

This temporary profile is an extension of a temporary profile first issued on _____

9. NAME, GRADE & TITLE OF PROFILING OFFICER	10. SIGNATURE	11. DATE (YYYYMMDD)
12. NAME & GRADE OF APPROVING AUTHORITY	13. SIGNATURE	14. DATE (YYYYMMDD)

15. Commanders can access the electronic profiles of Soldiers in their unit(s) by going to <http://www.mods.army.mil/> and clicking on eProfile in the list of applications. Commanders will be required to register and be approved in eProfile before they can gain access to profiles.

16. PATIENT'S IDENTIFICATION	17. HOSPITAL OR MEDICAL FACILITY
a. NAME: (Last, First) _____	
b. GRADE/RANK: _____	
c. SSN: _____	
d. UNIT: _____	
18. PROFILING OFFICER E-MAIL	

Encl 5a

PHYSICAL PROFILE - PAGE 2 (OPTIONAL)

PATIENT'S NAME

DATE (YYYYMMDD)

CONTINUATION (From page 1, Item 8)

BODY FAT CONTENT WORKSHEET (Male)

For use of this form, see AR 600-9; the proponent agency is DCS, G-1.

NAME (Last, First, Middle Initial)		RANK		NOTE:
HEIGHT (to nearest 0.50 inch)		WEIGHT (to nearest pound)		½" = .50
AGE				
STEP	FIRST	SECOND	THIRD	AVERAGE (to nearest 0.50 in.)
1. Measure neck just below level of larynx (Adam's apple.) Round up to the nearest 0.50 inch. Repeat three times, then average to the nearest 0.50 inch.				
2. Measure abdomen at the level of the navel (belly button.) Round down to the nearest 0.50 inch. Repeat three times, then average to the nearest 0.50 inch.				
3. Enter the average neck circumference.				
4. Enter the average abdominal circumference.				
5. Enter circumference value (step 4 - step 3).				
6. Enter height in inches to the nearest 0.50 inch.				
7. Find the Soldier's circumference value (step 5) and height (step 6) in figure B-1 (Percent Fat Estimation for Men). Enter the percent body fat value that intercepts with the circumference value and height. This is Soldier's Percent Body Fat.				

REMARKS

CHECK ALL THAT APPLY

Individual is in compliance with Army Standards.

Is not in compliance with the standards.

Recommended monthly weight loss is 3-8 lbs or 1% body fat.

PREPARED BY (Signature)	RANK	DATE (YYYYMMDD)	APPROVED BY SUPERVISOR (Printed Name and Signature)	RANK	DATE (YYYYMMDD)
-------------------------	------	-----------------	---	------	-----------------

M

TAB

TAB

TAB

TAB

BODY FAT CONTENT WORKSHEET (Female)

For use of this form, see AR 600-9; the proponent agency is DCS, G-1.

NAME (Last, First, Middle Initial)		RANK			NOTE:
HEIGHT (to nearest 0.50 inch)		WEIGHT (to nearest pound)		AGE	½"=.50
STEP		FIRST	SECOND	THIRD	AVERAGE (to nearest 0.50 in.)
1. Measure neck just below level of larynx (<i>Adam's apple</i>). Round up to nearest 0.50 inch. Repeat three times, then average to the nearest 0.50 inch.					
2. Measure waist (<i>abdomen</i>) at the point of minimal abdominal circumference. Round down to nearest 0.50 inch. Repeat three times, then average to the nearest 0.50 inch.					
3. Measure hips at point where the gluteus muscles (<i>buttocks</i>) protrude backward the most. Round down to nearest 0.50 inch. Repeat three times, then average to the nearest 0.50 inch.					
4. CALCULATIONS		REMARKS			
A. Enter average waist circumference					
B. Enter average hip circumference					
C. TOTAL (4A + 4B)					
D. Enter average neck circumference					
E. Enter circumference value (4C - 4D)					
F. Enter height in inches to the nearest 0.50 inch.					
G. Find the Soldier's circumference value (<i>line 4E</i>) and height (<i>line 4F</i>) in Figure B-2 (Percent Fat Estimation for Women). Enter the body fat value that intercepts with the circumference value and height. This is the Soldier's Percent Body Fat.					

CHECK ALL THAT APPLY

 Individual is in compliance with Army standards.

 Is not in compliance with the standards.

Recommended monthly weight loss is 3-8 lbs or 1% body fat.

PREPARED BY (Signature)

RANK

DATE (YYYYMMDD)

 APPROVED BY SUPERVISOR
(Printed Name and Signature)

RANK

DATE (YYYYMMDD)

DA FORM 5501, MAY 2013

PREVIOUS EDITIONS ARE OBSOLETE.

APD LC v1.00ES

Encl 6b



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

OFFICE SYMBOL

DATE

MEMORANDUM FOR RECORD

SUBJECT: Verification of Soldier Height and Weight data

1. References:

- a. Army Regulation 600-9, Army Body Composition Program, 28 June 2014
- b. Sergeants Major Course Memo FY15, 15 August 2014

2. This memorandum provides documentation that, (Soldier's Rank, Last Name, First Name), is in compliance with Army standards as outlined in AR 600-9.

3. The point of contact is (Soldier's Rank, Last Name, First Name), at (DSN or Commercial phone number) or (e-mail).

**JOHN SMITH
Lieutenant Colonel, IN
Commanding**

Encl 6c



DEPARTMENT OF THE ARMY
CERTIFICATE OF TRAINING

This is to certify that

Brandon Williams

has successfully completed

COURSE ID - 00010319

**COURSE TITLE - STRUCTURED SELF-DEVELOPMENT - LEVEL 4
(1-250-C49-4 (DL)_)_04/01/2012_crsc1000000000017958**

GIVEN AT 07/05/2012

Stanley C. Davis
Product Director
Distributed Learning System

DA FORM 87, 1 OCT 78

ALLOCATION MATRIX FOR NON RESIDENT SMC (FY15) CLASS 42

State	Authorized E-9 Positions	% of E-9 Force Structure Allocation	Fair Share Seats of Force Structure Allocation	AFAM Requests	Number of Allocations	State	Authorized E-9 Positions	% of E-9 Force Structure Allocation	Fair Share Seats of Force Structure Allocation	AFAM Requests	Number of Allocations
AK	17	0.83%	3.3	3	3	MT	19	0.92%	3.7	2	3
AL	80	3.89%	15.6	16	15	NC	49	2.38%	9.5	25	10
AR	41	1.99%	8.0	14	8	ND	18	0.88%	3.5	4	4
AZ	27	1.31%	5.3	5	5	NE	22	1.07%	4.3	2	4
CA	88	4.28%	17.1	4	16	NH	12	0.58%	2.3	3	3
CO	36	1.75%	7.0	20	7	NJ	36	1.75%	7.0	9	7
CT	27	1.31%	5.3	5	5	NM	18	0.88%	3.5	6	4
DC	13	0.63%	2.5	3	3	NV	16	0.78%	3.1	6	4
DE	17	0.83%	3.3	1	2	NY	70	3.40%	13.6	12	12
FL	57	2.77%	11.1	3	8	OH	54	2.63%	10.5	11	11
GA	50	2.43%	9.7	44	9	OK	32	1.56%	6.2	9	7
GU	8	0.39%	1.6	0	2	OR	27	1.31%	5.3	2	5
HI	18	0.88%	3.5	1	4	PA	79	3.84%	15.4	1	14
IA	38	1.85%	7.4	6	7	PR	31	1.51%	6.0	9	6
ID	20	0.97%	3.9	5	4	RI	18	0.88%	3.5	3	3
IL	50	2.43%	9.7	8	8	SC	58	2.82%	11.3	6	10
IN	71	3.45%	13.8	27	14	SD	21	1.02%	4.1	2	4
KS	41	1.99%	8.0	7	8	TN	49	2.38%	9.5	60	10
KY	32	1.56%	6.2	12	7	TX	111	5.40%	21.6	27	21
LA	46	2.24%	8.9	9	8	UT	39	1.90%	7.6	20	7
MA	36	1.75%	7.0	7	7	VA	49	2.38%	9.5	8	9
MD	35	1.70%	6.8	5	6	VI	7	0.34%	1.4	0	1
ME	14	0.68%	2.7	1	2	VT	19	0.92%	3.7	9	4
MI	43	2.09%	8.4	7	8	WA	35	1.70%	6.8	19	7
MN	60	2.92%	11.7	13	12	WI	35	1.70%	6.8	2	6
MO	54	2.63%	10.5	10	10	WV	32	1.56%	6.2	2	6
MS	67	3.26%	13.0	23	13	WY	15	0.73%	2.9	2	3
Total	1086	52.80%	211.2	259	201	NGB	100*	N/A	N/A	N/A	14
* NGB slots already embedded in state figures						Total	2,057	100.00%	400.0	520	400

Encl 8a

ALLOCATION MATRIX FOR RESIDENT SMC (FY15) CLASS 66

State	Authorized E-9 Positions	% of E-9 Force Structure Allocation	Fair Share Seats of Force Structure Allocation	AFAM Requests	Number of Allocations	State	Authorized E-9 Positions	% of E-9 Force Structure Allocation	Fair Share Seats of Force Structure Allocation	AFAM Requests	Number of Allocations
AK	17	0.83%	0.1	0	0	MT	19	0.92%	0.1	0	0
AL	80	3.89%	0.6	1	1	NC	49	2.38%	0.4	0	0
AR	41	1.99%	0.3	3	1	ND	18	0.88%	0.1	0	0
AZ	27	1.31%	0.2	3	1	NE	22	1.07%	0.2	0	0
CA	88	4.28%	0.6	3	0	NH	12	0.58%	0.1	1	0
CO	36	1.75%	0.3	0	0	NJ	36	1.75%	0.3	1	1
CT	27	1.31%	0.2	0	0	NM	18	0.88%	0.1	1	0
DC	13	0.63%	0.1	0	0	NV	16	0.78%	0.1	2	1
DE	17	0.83%	0.1	0	0	NY	70	3.40%	0.5	0	0
FL	57	2.77%	0.4	2	1	OH	54	2.63%	0.4	1	0
GA	50	2.43%	0.4	4	1	OK	32	1.56%	0.2	0	0
GU	8	0.39%	0.1	0	0	OR	27	1.31%	0.2	0	0
HI	18	0.88%	0.1	0	0	PA	79	3.84%	0.6	0	0
IA	38	1.85%	0.3	1	1	PR	31	1.51%	0.2	2	1
ID	20	0.97%	0.1	0	0	RI	18	0.88%	0.1	0	0
IL	50	2.43%	0.4	1	0	SC	58	2.82%	0.4	2	1
IN	71	3.45%	0.5	3	0	SD	21	1.02%	0.2	0	0
KS	41	1.99%	0.3	0	0	TN	49	2.38%	0.4	6	1
KY	32	1.56%	0.2	2	0	TX	111	5.40%	0.8	2	1
LA	46	2.24%	0.3	4	1	UT	39	1.90%	0.3	0	0
MA	36	1.75%	0.3	0	0	VA	49	2.38%	0.4	0	0
MD	35	1.70%	0.3	0	0	VI	7	0.34%	0.1	2	0
ME	14	0.68%	0.1	1	0	VT	19	0.92%	0.1	0	0
MI	43	2.09%	0.3	0	0	WA	35	1.70%	0.3	2	0
MN	60	2.92%	0.4	0	0	WI	35	1.70%	0.3	0	0
MO	54	2.63%	0.4	0	0	WV	32	1.56%	0.2	0	0
MS	67	3.26%	0.5	1	1	WY	15	0.73%	0.1	0	0
Total	1086	52.80%	7.9	29	8	NGB	100*	N/A	N/A	1	1
* NGB slots already embedded in state figures						Total	2,057	100.00%	15.0	52	15