



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

NGB-ARH

29 MAR 2006

MEMORANDUM FOR MILPO's

SUBJECT: United States Army Sergeants Major Academy Policy (USASMA)
(NGB-ARH Policy Memo #06-024)

1. The following modification is made to NGB-ARH Policy Memo #05-058 concerning the eligibility requirement to apply for enrollment in the Non-Resident Sergeants Major Course (NR SMC). Effective immediately, Soldiers in pay grade E-8 must have promotion list status prior to submitting an application for enrollment in the NR SMC. All Soldiers, regardless of their assignment, previously approved to attend the NR SMC under the authority of NGB-ARH Policy Memo #05-058 are not affected.
2. The new and revised DA Form 4187 and Statements of Agreement and Certification are attached. Forward all applications by fax or scanned in e-mail to the Training Division SGM at NGB-ART. All previous editions are obsolete.
3. Point of contact is MSG Donald Kiefer at (703) 607-3401, DSN 327-3401 or email: donald.kiefer@ngb.army.mil.

Encl
as


TAMMY L. MIRACLE
COL, GS
Chief, Personnel Policy
and Readiness Division

CF:
HRO's
State POTO's
State CSM's
NGB-ARZ-T

PERSONNEL ACTION

For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 5, Section 3012; Title 10, USC, E.O 9397.

PRINCIPAL PURPOSE: Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).

OUTLINE USES: To initiate the processing of a personnel action being requested by the soldier.

DISCLOSURES: Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.

| | | |
|---|---|--|
| 1. THRU (Include ZIP Code) Adjutant General (State) ATTN: MPMO (ADDRESS) (CITY, STATE, ZIP CODE) | 2. TO (Include ZIP Code) National Guard Bureau ATTN: NGB-ART-I 111 S. George Mason Drive Arlington, VA 22204 | 3. FROM (Include ZIP Code) Commander (Unit Commander) (Address) (City, State, Zip Code) |
|---|---|--|

SECTION I - PERSONAL IDENTIFICATION

| | | |
|--|---|---|
| 4. NAME (Last, First, MI) SOLDIER, John Q. | 5. GRADE OR RANK/PMOS/AOC MSG/42A50 | 6. SOCIAL SECURITY NUMBER 111-22-3333 |
|--|---|---|

SECTION II - DUTY STATUS CHANGE (AR 600-8-6)

7. The above soldier's duty status is changed from _____ to _____

SECTION III - REQUEST FOR PERSONNEL ACTION

8. I request the following actions: (Check as appropriate)

| | | |
|---|---|--------------------------------------|
| <input checked="" type="checkbox"/> Service School (Enl only) | Special Forces Training/Assignment | Identification Card |
| <input type="checkbox"/> ROTC or Reserve Component Duty | On-The-Job Training (Enl only) | Identification Tags |
| <input type="checkbox"/> Volunteering for Overseas Service | Retesting in Army Personnel Tests | Separate Rations |
| <input type="checkbox"/> Ranger Training | Reassignment Married Army Couples | Leave - Excess/Advance/Outside CONUS |
| <input type="checkbox"/> Reassignment Extreme Family Problems | Reclassification | Change of Name/SSN/DOB |
| <input type="checkbox"/> Exchange Reassignment (Enl only) | | Other (Specify) |
| <input type="checkbox"/> Airborne Training | Asgmt of Pers with Exceptional Family Members | |

SIGNATURE OF SOLDIER (When required)

Soldier's signature is required for action to be taken

10. DATE (YYYYMMDD)

SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)

US Army Sergeants Major Course: Resident () Non-Resident ()

Unit Name, Address and Phone Number:

Home Mailing Address, Home Phone Number and Work Phone Number:

AKO Email Address: xxxx.xxxxxx@us.army.mil (Must Be AKO)

DOB: _____ **Status:** Traditional ___ Military Technician ___ **AGR:** ___ **PEBD:** _____ **DOR:** _____

Height: _____ **Weight:** _____ **% Body Composition:** _____ **Allowed:** _____ (Enclose DA Form 5500 or 5501)

APFT Score: _____ **Date:** _____ (Enclose DA Form 705)

Highest Level NCOES Completed: _____ **Completion Date:** _____ (Enclose DA Form 1059)

NCOES Waiver (Yes / No) (If yes, include a copy of the approval memorandum)

Temporary Profile (Yes / No) (If yes, include a copy of the DA 3349)

Permanent Profile (Yes / No) (If yes, include a copy of the DA Form 3349, MMRB*, PEB*, as applicable)

*****NOTE: Soldiers with a Permanent 3 Profile MUST include the results of a MMRB/PEB for enrollment

Use this as a guideline only, more documentation can be submitted.

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -

HAS BEEN VERIFIED
 RECOMMEND APPROVAL
 RECOMMEND DISAPPROVAL
 IS APPROVED
 IS DISAPPROVED

| | | |
|--|---------------|---------------------|
| 12. COMMANDER/AUTHORIZED REPRESENTATIVE LOCAL COMMANDER or AUTHORIZED REP | 13. SIGNATURE | 14. DATE (YYYYMMDD) |
|--|---------------|---------------------|

STATEMENTS OF AGREEMENT AND CERTIFICATION

1. I understand that the service obligations are two years after graduation from the Resident Sergeants Major Course and two years after graduation from the Resident Phase of the Non-Resident Sergeants Major Course (AR 350-1, para 3-7e(4) and para 3-47c) or two years after promotion to SGM (ARNG Promotion and Reduction Chapter, para 7-11a(2)), whichever is later.

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 (ARNG Promotion and Reduction Chapter, para 7-4m).

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 Sergeants 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 (ARNG Promotion and Reduction Chapter, para 7-63e). Additionally, I understand that I will be reduced without board action for my failure to apply for (log on and register) and enter (start the courseware) for the Phase I NR SMC for the class in which I was enrolled. I will not be authorized to move from the NR SMC class in which I was enrolled to the next NR SMC Class.

Soldier initials _____

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

Soldier signature: _____ Date: _____

CERTIFICATION

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

STATE CSM (T32 M-day, Tech, AGR): _____ Date: _____

OR

ARNG CSM (CSM Gipe) (T10 AGR): _____ Date: _____