



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
NATIONAL GUARD BUREAU  
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NGB-ARH

19 DEC 2006

MEMORANDUM FOR MILPO's

SUBJECT: Implementation Policy for Utilization and Career Progression of Enlisted Soldiers Assigned to Weapons of Mass Destruction Civil Support Teams (WMD-CST) (NGB Policy Memo # 06-039)

1 References:

- a. AR 600-8-19, Enlisted Promotions and Reductions, 21 Jul 06.
- b. DA Pam 611-21, Military Occupational Classification and Structure, 31 Mar 99.
- c. NGR 600-200, Enlisted Personnel Management, 31 Mar 97.
- d. AR 135-18, The Active Guard Reserve (AGR) Program, 19 Jun 96.
- e. NGR 600-5, The Active guard/Reserve (AGR) Program Title 32, Full-time National Guard Duty (FTNGD), 20 Feb 90.
- f. NGR 500-3 / ANGI 10-2503, Weapons of Mass Destruction Civil Support Team Management, 12 Jan 06.
- g. NGB-ARH Policy Memo #05-053, Subject: Active Service Obligation (ASO) for Active Guard Reserve (AGR) Soldiers of the National Guard Attending Military Schooling, 9 Dec 05.
- h. NGB-ARH Policy Memo #05-021, Subject: Authorization to Convene Sergeant and Staff Sergeant Boards to Supplement the Annual Promotion List, 23 Mar 05.
- i. NGB-ARH Policy Memo #06-057, Subject: Army National Guard Weapons of Mass Destruction Civil Support Team (WMD CST) Special Pay Policy, 20 Oct 06.

2. Purpose. This policy outlines interim guidance and clarifies the implementation of the utilization and career progression of enlisted Soldiers assigned to WMD-CST on the approved Department of the Army Table of Distribution and Allowances (TDA) published annually by Force Management Division (NGB – ARF). This policy in conjunction with Reference 1a is the only approved method for WMD-CST Soldiers to compete for career progression.



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3. General. The special modification for Soldiers to be selected, assigned and promoted within the WMD-CST is based on the unique mission essential and stabilization requirements mandated by Congress. Unless otherwise specified in this policy Soldiers assigned to the WMD-CST must meet the promotion and Noncommissioned Officer Education System (NCOES) requirements outlined in reference 1a, above.

4. Utilization. Entry level positions will be filled through the normal hiring practices in accordance with Title 32 AGR statutory and policy guidance (reference 1d and e). All personnel selected to fill vacancies within the WMD-CST structure will sign an agreement for a 36-month stabilization tour (App D, NGR 600-5 and reference 1g, above). Human Resources Office (HRO) personnel will screen all applicants to ensure they meet the minimum requirements for the position in accordance with NGR 500-3 (reference 1f) and the published State Job announcement. Personnel selected for these critical duty assignments will be in a probationary status until they meet the basic eligibility criteria outlined in NGR 500-3. Personnel failing to meet basic eligibility criteria will be removed IAW NGR 600-5.

5. Prerequisites for selection.

a. States must ensure the conditions of finalizing the selection are clearly stated in announcements and advertisements for WMD-CST positions.

b. To qualify for selection to WMD-CST positions, the applicant must:

(1) Complete a physical examination IAW the Occupational Safety and Health Administration (OSHA) requirements in Chapter 9 and Appendix J of NGR 500-3 before completion of the hiring process. Hazardous Material (HAZMAT) Technician certification requires that each individual on the WMD-CST maintain the minimum medical standards noted throughout their duty assignment.

(2) Undergo urinalysis drug screen testing upon entry on Fulltime National Guard Duty (FTNGD) and periodic testing while assigned to WMD-CST duty. The State HRO will ensure that members of a WMD-CST are included in the testing rotation under the local ADAPC program.

(3) Meet AOC/MOS/AFSC requirements to qualify for their duty position within 12 months of their assignment to the unit. A training qualifications extension may be requested IAW NGR 600-5 and ANGI 36-101. IAW NGR 500-3, NGB-J3/DO may grant



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an individual training exception to policy when WMD-CST specialized training and MOS/AFSC qualification courses cannot both be accomplished in the initial 12 months through no fault of the Soldier.

(4) Uphold the highest standards of personal conduct.

(5) Ensure outside employment, associations and off-duty conduct/activities are consistent with federal directives and military regulations on ethics and conflict of interest policies. Commanders must maintain a copy of the TAG written approval for outside employment of AGR members. However, any outside employment must not impact the unit mission accomplishment or unit readiness.

(6) Agree to minimum 36 month tour on the WMD-CST (reference 1g).

6. Skill Qualification Indicator (SQI). All WMD-CST members will attend the Civil Support Skills Course - CBRNE Response (CSSC), an eight to nine week primer course that will be completed within nine months of final hiring into the WMD-CST program. Upon successful completion of this course, a DA Form 1059 will be issued by the U.S. Army Chemical School. The State MILPO will award SQI "R" to validate the Soldier's qualification. (Note: ANG Airmen assigned to the CST are awarded the Skill Experience Identifier (SEI) 012.)

7. WMD-CST Soldiers require specialized training and perform a critical mission for homeland security. This specialized training determines a WMD-CST Soldier's qualification in his/her assigned duty MOS. WMD-CST Soldiers will be selected for promotions IAW AR 600-8-19, paragraph 7-39e. The SQI R will authorize WMD-CST Soldiers to compete for promotion provided they are otherwise qualified. A Soldier selected and assigned to a WMD-CST duty position (SQI R) will compete in his/her Career Progression MOS (CPMOS); however, for promotion in the WMD-CST unit, only Soldiers that are SQI R qualified will be promoted against WMD-CST TDA positions. Former CST members who possess the SQI R, but have moved to another AGR assignment, are eligible for consideration to compete to fill these duty assignments. In these cases, the CST Commander will screen and approve/disapprove their circumstances/qualifications before the board is convened.

8. Career Progression. IAW reference 1f, the Adjutant General has the flexibility to hire the best qualified service member for WMD-CST duty. A Soldier on a promotion list,



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who is selected for and assigned to a WMD-CST, will remain on the promotion list, but is not eligible to be promoted until he/she is both MOS and SQI qualified for the CST duty position. These Soldiers will be promoted, in sequence, as they appear on the existing promotion list. After a WMD-CST member is awarded the SQI R identifier, he/she can be promoted IAW the guidance in paragraph 6 above. If not on a promotion list, but eligible for promotion upon completion of CSSC training, a WMD-CST Commander may submit a request to the State MILPO and the State can decide whether to conduct a supplemental promotion board (IAW reference 1h, above). Then, if boarded and selected, the WMD-CST member will be integrated into the existing promotion list.

9. WMD-CST NCO Overgrade Promotion Retention Incentive. This incentive falls into two categories: 1) a CST member who has completed an initial 36 month tour with an operational WMD-CST, but CST position vacancies at the higher grade are not currently available; or 2) a WMD-CST member is assigned to a WMD-CST duty position which has been approved for an increased grade change on an upcoming Fiscal Year (FY) WMD-CST TDA. In either case, the CST member must meet all service promotion eligibility criteria for the next higher grade to be considered for an overgrade promotion as an exception to policy.

a. A request for overgrade promotion authorization is used to retain and stabilize skilled and qualified personnel in WMD-CST duty positions for an additional period of 24 to 36 months from the effective date of the overgrade promotion. The WMD-CST Commander will provide his request with detailed information about the Soldier/airman and submit it through the State MILPO (HRO or designated State representative) for endorsement. Upon State approval, this request will be forwarded through NGB J3/DO (WMD-CST Program Office) for an endorsement to NGB-ARH (Policy) for consideration /approval. In the request packet, the MILPO will include information on completion of Enlisted Promotion System (EPS) requirements for the higher grade and a copy of the State Promotion List annotating the status of the individual.

b. To be eligible for consideration for WMD-CST overgrade selection and promotion from SGT to SSG and SSG to SFC the member must:

- 1) be in a promotable status.
- (2) be on the State promotion list.
- (3) be qualified in MOS for the position into which assigned and promoted.

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(4) be SQI and ASI qualified for the duty position as noted on the WMD-CST FY TDA.

10. WMD-CST AGR control grade authorizations and allocations are made annually by Personnel, Programs, Manpower and Resources Division (NGB – ARM) based on the approved WMD-CST FY TDA. WMD-CST ARNG control grades are identified on the FY Manpower Voucher for each State. These authorizations and control grades are identified for the support of WMD-CST grade requirements. NGB - ARM provides a specific by-grade summary for all control grades as an enclosure to the annual voucher which each State HRO/AGR Manager receives.

11. WMD-CST First Sergeant (E8). IAW Human Resources Command NOFC E-0504-12 and supported on the FY07 WMD-CST TDA, the published FY07 WMD-CST TDA inaccurately identified the SQI requirement as 5R, but has been corrected on the published FY08 WMD-CST TDA as 5M. Upon selection as a WMD-CST First Sergeant, the selected Soldier should complete the First Sergeant Course within one year of appointment, or provide documentation of prior completion of the First Sergeant Course. To maintain flexibility and allow States the ability to select the best qualified individual to fill this duty position, qualified WMD-CST members or former CST members with the SQI R are eligible to compete for this First Sergeant position regardless of their PMOS/CPMOS/AFSC. A selectee must agree to become MOS/AFSC qualified for the WMD-CST TDA duty position IAW NGR 600-5. The WMD-CST First Sergeant duty position does not fall under the Command Leadership program. As such, a selectee is expected to fill this duty position and serve a minimum tour of 36 months, upon successful CSSC completion (IAW reference 1g), and may be retained for an additional tour of duty based on the decision of the State Adjutant General.

12. This policy will remain in effect until superseded by regulatory update.

13. Point of contact is NGB-ARH-S, at (703) 607-3401 or DSN 327-3401

  
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