



NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1373

ARNG-HRH

OCT 31 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Spring 2017 Headquarters, Department of the Army (HQDA), Army National Guard (ARNG) Command Sergeant Major (CSM) Selection Board Announcement (PPOM # 16-041)

1. References:

a. National Guard Regulation (NGR) 600-200, Chapter 7, Army National Guard Command Sergeant Major Program, 31 July 2009.

b. Army Regulation (AR) 600-8-19, Enlisted Promotions and Reductions, 1 January 2016.

c. Department of the Army Pamphlet (DA PAM) 611-21, Military Occupational Classification and Structure, 22 January 2007.

d. Memorandum, ARNG-HRH, 7 March 2012, subject: Active Service Obligation (ASO) for Active Guard Reserve (AGR) Soldiers of the National Guard Attending Military Schooling (ARNG-HRH Policy Memo #12-015).

e. Memorandum, ARNG-HRH, 29 May 2013, subject: Service Obligations for Training Requirements, Army National Guard Personnel (ARNG-HRH Policy Memorandum PPOM #13-023).

f. Army Regulation (AR) 623-3, Evaluation Reporting System, 4 November 2015.

g. Army Regulation (AR) 25-50, Preparing And Managing Correspondence, 17 May 2013.

h. Army Regulation (AR) 40-501, Standards of Medical Fitness, 14 December 2007.

i. Army Regulation (AR) 640-30, Photographs for Military Human Resources Records 18 September 2008.

j. Army Regulation (AR) 670-1, Wear and Appearance of Army Uniforms and Insignia, 10 April 2015.

2. Purpose. This memorandum provides guidance for the Spring 2017 HQDA (ARNG) CSM Selection Board scheduled to convene 22 February 2017 at National Guard Bureau.

3. Applicability. This policy applies to Sergeants Major (SGM), Master Sergeants (MSG), and First Sergeants (1SG) eligible for appointment to Command Sergeant Major (CSM) in the Army National Guard.

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4. Policy. State Adjutants General (TAG), along with their State CSM or Senior Enlisted Advisor, will nominate eligible Soldiers using the criteria from reference 1a above and in conjunction with this memorandum.

a. The ARNG objective is to select noncommissioned officers for original appointment to CSM for service at battalion level in their primary military occupational specialty (PMOS) and not build a "bench" or an order of merit list. States will nominate Soldiers selected by State-level CSM selection boards as best qualified to fill current and future vacancies by the type of unit, such as an Infantry Battalion, or by specific unit, such as 5th Bn, 19th SFG(A). After selection by the Spring 2017 HQDA (ARNG) CSM Selection Board, the date of assignment to a CSM position, promotion or appointment, will be no earlier than the date of the Spring 2017 HQDA (ARNG) CSM Selection Board results memorandum.

b. In accordance with reference 1a, States will only nominate one Soldier per valid and projected vacant CSM position. States will strictly adhere to this requirement and ARNG-HRH will not entertain exceptions. Nominations are authorized for valid and projected vacant positions up to 12 months before the position is available. The nomination memorandum must clearly state the position name, paragraph and line number, the projected date of the vacancy, and validation that the nominee is in compliance with the physical readiness standards of AR 350-1, Field Manual (FM) 21-20 and the Army Body Composition Program in AR 600-9. ARNG-HRH will return nomination packets not containing the required information.

c. In accordance with reference 1b, CSM selection board nominees will be subject to a mandatory Personnel Suitability Screening. This screening will include, but is not limited to, a review of the Soldier's restricted personnel file, DA Inspector General (DAIG) records, and Army Criminal Investigation Division (CID) records. Should there be any questionable information found during this screening, The Adjutants General (TAG) will be notified in writing and the formal adjudication process (Senior Enlisted Review Board and Standby Advisory Board) will be conducted. Nominees who must undergo suitability screening adjudication may not be appointed for, or assigned to the CSM position for which they were considered until approved by the Director, Army National Guard, and notified by ARNG-HRH that the nominee is cleared for appointment. States will not conduct pre-screens for nominees.

d. Soldiers selected and appointed to the rank of CSM under a Presidential Reserve Call-up (PRC) or mobilization IAW NGR 600-200, paragraph 7-23, do not require selection by HQDA (ARNG) CSM board. These Soldiers are appointed to fill a critical CSM position in a Federalized unit and may remain a CSM after mobilization, provided they remain in the position in which they were selected. States are required to provide written notification to ARNG-HRH-E when Soldiers are appointed upon mobilization to CSM per the above reference. However, upon demobilization, if such Soldier is reassigned to a different CSM position, they will be laterally appointed to SGM. Soldiers being considered for future CSM assignments must be

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nominated through the process outlined in reference 1a. They do not retain reappointment rights to CSM without fulfilling the above process.

e. Nominees must meet the service obligations in reference 1d and e. The service obligations are two years after completion of the resident U.S. Army Sergeants Major Course (USASMC); six months for T10/T32 AGR and one year for M-day Soldiers after completion of the resident phase of the non-resident USASMC; three years after promotion to SGM, whichever is later. These requirements run concurrently; do not add them. Nominees must be able to meet the service remaining requirements.

f. Nominees must meet the following age requirements for HQDA (ARNG) CSM Selection Board consideration:

(1) Nominees must not reach their fifty-first birthday as of the last day of the month of the HQDA (ARNG) CSM Board. TAGs may nominate individuals over this objective age without waiver or exception when the Soldier is clearly the best qualified of all eligible candidates.

(2) Nominees must be appointed prior to their fifty-seventh birthday. Waivers or exceptions to policy are not authorized.

5. State CSMs will review the packets carefully before submission to ensure that recommended nominees meet all requirements. Incomplete, inaccurate, or conflicting information may result in non-selection. States will submit to ng.ncr.ngb-arng.mbx.arng-hrh-enlisted-actions@mail.mil the names and SSNs of all nominated Soldiers no later than 13 January 2017. Nomination packets must be received by ARNG-HRH no later than 27 January 2017 via email. The ARNG Senior NCO Checklist (enclosed) identifies documents for submission to the board. Packets will be submitted electronically in PDF format.

a. The PDF must contain the following documents:

(1) Biographical Sketch-No more than two pages IAW NGR 600-200, Figure G-3 (enclosed), reference 1a.

(2) One Nominating Memorandum (with signatures of both the Adjutant General and the State CSM or the Senior Enlisted Advisor).

(3) Nominee's letter to the President of the Board (if applicable).

(4) ATRRS Screen shot showing USASMA enrollment, DA Form 7432 or DA Form 1059.

b. Complete packets must be scanned and emailed to: ng.ncr.ngb-arng.mbx.arng-hrh-enlisted-actions@mail.mil. Subject line of emails should be marked as "CSM BOARD

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NOMINATION PACKET (SOLDIER'S NAME/STATE IN PARENTHESIS)". States will ensure there is one packet per email and packets are properly prepared, completed, and the information in the records is accurate and consistent. Do not send transmittal letters, memoranda or other formal documents. Packets received after 27 January 2017 will not be accepted.

6. The Spring 2017 CSM Board is an electronic board. All packets, except for DA Form(s) 7432, will be destroyed after the board. Nominated Soldiers will review their iPERMS record at <https://iperms.hrc.army.mil/rms/login.jsp> for accuracy prior to submission of their packet.

a. The Army Military Human Resource Record (AMHRR) from iPERMS is the primary means to evaluate the nominee's record. Soldiers are responsible for ensuring all documents, including NCOER's, AER's, and all commendatory documents are located in iPERMS. The performance section is the primary iPERMS file used for board review.

b. If authorized by AR 623-3, paragraph 3-56b, Complete-the-Record NCOERs (code 9) are authorized and will be present in the nominee's AMHRR.

c. The nomination memorandum must clearly state the Soldier's qualities, qualifications, and circumstances. Upon exhausting all MOS qualified applicants, a CSM candidate from outside the stated primary MOS of the vacant position may be nominated. The State must fully justify, in writing, the selection of a Soldier who is outside the primary MOS of the position to be filled.

(1) Title 32 Soldiers. Only one nominating memorandum is required; it must be signed by TAG and the State CSM or Senior Enlisted Leader based on State-level centralized CSM selection board results. No third party memorandums will be accepted. Unauthorized memorandums will be removed without notification.

(2) Title 10 Soldiers. Nomination will be based on an NGB level CSM Leadership Promotion Panel. To ensure situational awareness to the states, the ARNG CSM will notify perspective state CSMs of any Title 10 Soldier nominated for consideration. The Nomination Recommendation memorandum must originate at the G-Staff principle (O6) level, through the ARNG CSM, to the President of the Board. The G-Staff principle level Sergeant Major is encouraged, but not required, to provide a similar Nomination Recommendation to the President of the Board. Complete packets will be submitted to a designated point of contact within ARNG-HCM. The packet submission date established by HCM will not exceed the date established in paragraph 5 of this announcement. Additional guidance will be provided by HCM to the Title 10 AGR force.

(3) Nominees may write to the President of the Board in a memorandum prepared on unit letterhead, in the format prescribed in AR 25-50, to call attention to matters of record not already entered in official records. Correspondence with the board by anyone other than those

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listed above is prohibited and will not be presented to the board. This includes the Soldier's chain of command. Any deviation from AR 600-8-19, paragraph 7-32, will result in the memorandum being removed.

d. Nominees must have a current Periodic Health assessment (PHA) (within 12 months) on file in MEDPROS. All Nominees with one or more physical profile serials of 3 or 4 for limiting physical condition(s) are required to complete an MOS Administrative Retention Review (MAR2). If applicable, the MAR2 must be dated on or before the date of the board. A DA Form 3349 will be completed IAW AR 40-501, Chapter 7, and the form must show the Soldier is capable of performing their duties without significant restrictions.

e. Leadership or compatibility waivers for Soldiers who are Active Guard Reserve (AGR) or Military Technician will be effective prior to 1 April 2017. The nominating memorandum will explain the need for compatibility waivers; however the actual waiver is not required to be included in the packet.

f. All nominees, regardless rank, must submit USASMC DA Form 1059 or ATRRS screen shot as proof of enrollment. The ATRRS screen shot must show a 'reserved' or 'wait' status. Nomination packets received without proof of enrollment will be returned without action.

g. Documents not authorized by NGR 600-200, paragraph 7-6, as modified by this memorandum, will be removed from the packet and destroyed. They will not be submitted to the board nor will they be returned.

7. In accordance with NGR 600-200, paragraph 7-5d(3), all nominees will have an official DA Photograph taken within the past 24 months. Photographs will be taken IAW AR 640-30 to ensure they are uploaded into iPERMS through the Department of the Army Photograph Management Information System (DAPMIS). Dress Blues are not authorized unless they have been converted to the ASU. The official photograph will show only permanent awards and decorations as prescribed by AR 640-30 and authorized by AR 670-1, Chapter 22.

a. Exceptions to permanent awards and decorations are the regimental distinctive insignia, current unit shoulder sleeve insignia, and distinctive unit insignia.

b. Nominees who are currently deployed in support of contingency operations will use the last official photograph taken. If a photograph is not on file, and cannot be taken due to lack of resources in the deployed theater, a memorandum must be sent to the President of the Board explaining the reason a photograph is not available.

c. Every Soldier will wear marksmanship badges per AR 600-8-22 and AR 670-1 to demonstrate their most current level of weapons qualification regardless of the date on which they qualified.

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8. The points of contact are:

a. SFC Olivia Bradshaw, packet contents and submission, at DSN 327-9387, 703-607-9387, or olivia.e.bradshaw.mil@mail.mil.

b. SFC Tara Signet, the U.S. Army Sergeants Major Course, at DSN 327-7333, 703-607-7333, or tara.a.signet.mil@mail.mil.

c. MSG Paul Bearden, Title 10 matters, at DSN 329-7452, 703-601-7452, or paul.a.bearden.mil@mail.mil.

Encls
NCO Checklist
Bio-sketch


GLEN D. CHANCELLOR
COL, AG
Chief, Personnel Policy Division

DISTRIBUTION:
Each Adjutant General
Each State CSM
Each MILPO
Each Enlisted Personnel Manager
ARNG-HCM-E, Title 10

ARMY NATIONAL GUARD SENIOR NCO CHECKLIST

STATE: _____ Last Name: _____ First Name: _____ MI: _____

Instructions: Nominees (NOM) and Enlisted Personnel Managers (EPM) will initial on each line to indicate documents are included with this checklist. All documents are mandatory with the exception being the Letter to the President of the Board (only required if applicable). ****DA 705 Cards are no longer required for DA Selection Board packets. Do not include in packet.**

	NOM	EPM
iPERMS review (https://iperms.hrc.army.mil/rms/login.jsp) Date: _____		
Bio Sketch (<i>not to exceed two pages</i>)		
One Nomination Memorandum signed by TAG & SEL or SCSM		
Nominee's Letter to the President of the Board (if applicable)		
Verification of USASMA completion/reservation (DA Form 1059 or ATRRS print-out)		

 State CSM's OR State SEL's Signature & Date

 EPM's Signature & Date

 Nominee's Signature & Date

BIOGRAPHICAL SKETCH

Name (last, first, MI):

Date:

SSN:

Primary MOS:

Duty MOS:

Present rank:

Date of rank:

Years of active service and BASD:

Total years of service and PEBD:

Date of birth:

Place of birth:

Marital status:

Home address:

Home telephone number:

Business telephone number:

Civilian education:

Military education:

Decorations, awards and citations (spelled out in order of precedence):

Civilian affiliations:

Significant experience (include duty status and primary civilian occupation or AGR):

(Do not type the following on the sketch)

1. Limit to two pages on standard 8 ½" x 11" white paper using a standard courier, pica or elite font.
2. If pursuing a degree, list major and minor, institution, and date projected for completion.
3. List only completed training course. Do not list single subcourses under military education.
4. Include civilian affiliations, professional, educational and military societies and organizations, and civilian activities such as fraternal, social and service organizations.
5. In significant experience, list military duty assignments and civilian positions from most recent to oldest.
6. Do not include a narrative biography, objectives, or abbreviations.
7. Type entries in regular print. Do not use all capitals, italics, bold fonts, special characters, jargon or any other gimmicks designed to draw special attention to specific entries on this document. List accurate information that is clear and concise.

Figure G-3. Biographical Sketch