

Human Resources Actions Branch  
(NGGA-PEA)

# **Enlisted Boards**

Joint Force Headquarters  
Georgia Army National  
Guard Marietta, GA  
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**UNCLASSIFIED**

# SUMMARY of CHANGE

## **Enlisted Boards**

**Revision dtd 1 October 2024**

- o Separated Enlisted Boards and Officer Boards into two SOPs
- o MSC S1s will have a specific date/time for QRB by-name packet review with HRAB.
- o Added the new Senior Noncommissioned Officer Board and the SNAB process.

## **Contents**

### **Chapter 1 General**

- 1-1. Purpose
- 1-2. References
- 1-3. Explanation of Terms and Abbreviations
- 1-4. Enlisted Promotion Boards

### **Chapter 2 Qualitative Retention Board (QRB)**

- 2-1. Overview
- 2-2. Guidelines
- 2-3. Consideration Eligibility
- 2-4. Procedures
- 2-5. Conduct of the Board
- 2-6. Board Results

### **Chapter 3 Sergeants Major Course (SMC) Selection**

- 3-1. Overview
- 3-2. Guidelines
- 3-3. Consideration Eligibility
- 3-4. Procedures
- 3-5. Conduct of the Board
- 3-6. Board Results

### **Chapter 4 Leadership Board**

- 4-1. Overview
- 4-2. Guidelines
- 4-3. Consideration Eligibility
- 4-4. Procedures
- 4-5. Conduct of the Board
- 4-6. Board Results
- 4-7. Removal from the Leadership List

### **Chapter 5 Senior NCO Career Management**

- 5-1. Overview
- 5-2. Guidelines
- 5-3. Consideration Eligibility
- 5-4. Not Considered
- 5-5. Procedures
- 5-6. Conduct of the Board
- 5-7. Board Results

### **Chapter 6 Senior NCO Assignment Boards**

- 6-1. Overview
- 6-2. Guidelines

- 6-3. Consideration Eligibility
- 6-4. Not Considered
- 6-5. Procedures
- 6-6. Conduct of the Board
- 6-7. Board Results
- 6-8. Post Board Actions

**Appendixes**

Appendix A: References

Appendix B: Glossary

## **Chapter 1 General**

### **1-1. Purpose**

To provide clear procedural guidance for Georgia Army National Guard (GAARNG) Human Resource Actions Branch (HRAB) State Boards process. HRAB will conduct the following enlisted boards.

a. Qualitative Retention Board (QRB). The QRB is intended to consider enlisted Soldiers who have reached twenty (20) years of qualifying service for a non-regular retirement for continued service potential in the ARNGUS.

b. Sergeant Major Course (SMC) Selection Board. The SMC selection board considers those NCOs eligible for either resident or distance education attendance at the SMC as outlined in the annual guidance published by the National Guard Bureau (NGB).

c. Enlisted Leadership Board. Conducted annually to create a list of NCOs eligible for consideration for leadership positions within the GAARNG. It will be conducted by a centralized board at GAARNG Joint Forces Headquarters and is separate from the Enlisted Promotion System (EPS) Board. Per AR 600-8-19, para 6-33, this board will not determine an Order of Merit List (OML) but rather develop a selection list of Senior NCOs who have earned the opportunity to further compete for leadership positions (1SG/CSM). The objective of the evaluation process is to meet the leadership, competence, professionalism, and management needs of the Army and the Department of Defense by selecting those Soldiers who have demonstrated leadership, effectiveness, and potential for service at higher levels. The board will ensure that all eligible Soldiers are considered without prejudice or partiality.

d. Senior NCO Career Management Board (SNCMB). The objective of the CSM and 1SG selection board process is to meet the leadership, competence, professionalism, and management needs of the GAARNG. The SNCMB will identify NCOs to lateral into MSG, 1SG, SGM, and CSM positions within the GAARNG. This process identifies leaders with the best leadership qualities, effectiveness, and potential for service at a higher level, selecting eligible and most qualified applicants for the position on the date of the board. The board must recognize NCOs with unique skills, knowledge, and behaviors beyond the Army's training, education, and experiences. Influential leaders must exhibit resiliency, critical thinking, and the ability to accept risk and adjust to rapidly changing requirements.

e. Senior NCO Assignment Board (SNAB). The SNAB selection board considers NCOs E7 and above eligible for announced 1SG and CSM positions within the GAARNG. The board process is to select the eligible and most qualified applicants for the position on the date of the board. The board must recognize that each Soldier has a unique distribution of skills, knowledge, and behaviors that go beyond the Army's training, education, and experiences. Influential leaders must exhibit resiliency, critical thinking, and the ability to accept risk and adjust to rapidly changing requirements.

### **1-2. References**

Required and related publications and prescribed referenced forms are listed in Appendix A.

### **1-3. Explanation of Abbreviation and Terms**

Abbreviations and special terms used in this SOP are defined in the glossary.

### **1-4. Enlisted Promotion Boards**

The Enlisted Promotion Board process is in GAARNG G-1, Enlisted Personnel Management SOP.

## **Chapter 2**

### **Qualitative Retention Board (QRB)**

#### **2-1. Overview**

- a. References. AR 135-178; PPOM 20-032
- b. Applicability. Enlisted Soldiers who have reached 20 years of creditable service for a non-regular retirement.

#### **2-2. Guidelines**

- a. The QRB will be conducted annually to consider Enlisted Soldiers who have reached twenty (20) years of qualifying service for a non-regular retirement for continued service potential in the ARNGUS.
- b. The QRB is designed to review and select the best-qualified enlisted Soldiers for retention beyond 20 years of service and provide TAG with a force-shaping tool to maintain the organization's health and appropriate growth. The QRB recommends to TAG that enlisted Soldiers should be retained and reviewed again in two years, retained but reviewed next year, or non-retained and discharged from the GAARNG. TAG uses these recommendations to support future GAARNG force management decisions.
- c. Soldiers are considered on the QRB based on their current rank. The determination to retain or non-retain Soldiers will be done for each OML based on board scores. Every effort will be made to be consistent regarding the minimum score required for retention between OMLs.

#### **2-3. Consideration Eligibility**

- a. Enlisted Soldiers of any rank who have accrued 20 years or more of qualifying service for non-regular retired pay one day before the board convene date and are otherwise qualified for consideration will be considered by the current year's QRB. (For example, Soldiers accruing 20-year qualifying service in Calendar Year 2024 will be considered for the first time in Calendar Year 2025).
- b. The following Soldiers eligible based on years of qualifying service are removed from the initial list and will not be considered on the QRB:
  - (1) Soldiers within 12 months of age 60 on the QRB convene date.
  - (2) Soldiers promoted to current grade less than 2 years prior to the QRB convene date.
  - (3) Soldiers enrolled in and making satisfactory progress in the United States Army Sergeants Major Course as determined by the schoolhouse.
  - (4) Soldiers serving in a Title 10 AGR status. Note: M-Day Soldiers serving on OTOT and Title 10 ADOS will be considered by the QRB.
  - (5) Soldiers serving in a Title 32 AGR status. Note: M-Day Soldiers serving on OTOT and Title 32 ADOS will be considered by the QRB.
  - (6) Soldiers mobilized or ordered to active duty OCONUS under 10 USC 12302 or 12304 on the board convene date.
  - (7) Soldiers retained by the previous year's QRB for two years.

## **2-4. Procedures**

- a. HRAB creates a list of all Soldiers eligible for consideration. HRAB will provide the list of Soldiers to be considered to MSC S1s.
- b. MSC S1s are responsible for validating the list, notifying the Soldiers that the QRB will consider them, updating Soldier records, and notifying HRAB of any changes to the list until the QRB convenes. MSC S1s will communicate any discrepancies to HRAB for removal or addition, as needed.
- c. HRAB will continually refine the list of Soldiers considered by the QRB based on input from the MSCs and will send out updated list when indicated in the MOI. A final QRB roster will be submitted to the MSC S1s prior to the cutoff by HRAB and each Soldier will be notified via their army.mil email account.
- d. HRAB will create an MOI for distribution via the State FRAGORD and send it to the MSC S1s. The MOI will contain specific QRB guidance, including key dates, suspense timelines, and a list of the military record items (NCOERs, SRBs, etc.) to be viewed by the QRB for each Soldier considered. All MSC S1s will have a designated date/time for in-person QRB by-name review for packet submission.
- e. If desired, Soldiers may submit a memorandum to the President of the Board to clarify missing documents, incomplete schools, etc., from their records. Memorandums must follow AR 25-50, Preparing and Managing Correspondence p.2-1. Letters to the President of the Board will be succinct, focus only on the facts, and contain neither lengthy accounts nor superfluous flummery. If submitting enclosures, they should follow the board letter in one PDF file. The Soldier must sign board letters.
- f. Approximately one week before the QRB, HRAB downloads all documents within each considered Soldier's iPERMS performance folder and the Soldier's SRB. HRAB then loads all the files, including Letters to the President of the Board, onto the board computers. Anything not updated in iPERMS by the published suspense in the MOI will not be included in board files.

## **2-5. Conduct of the Board**

- a. Board Composition. The board will comprise three Command Sergeants Major and two Officers in the rank of LTC or COL from outside the GA ARNG. The senior Officer based on DOR will serve as President of the Board. Every effort will be made to ensure that the board is composed of members who reflect the demographics of the Soldiers being considered.
- b. MOI. The G1 will issue an MOI. The G1 or their designated representative will brief the board members on its essential features and allow them to ask questions.
- c. The QRB screens enlisted Soldiers, generally, in the following areas: Performance, potential for continued service, experience in critical assignments, military and civilian education (MILED and CIVED), and physical fitness for continued service. Board members utilize the guidance given by the TAG. Each board member assesses these areas and assigns the Soldier a numerical rating. Once all ratings are tallied, the board results are checked for issues and closed. This process is repeated for each rank being boarded.

## **2-6. Board Results**

- a. Using the raw scores, the QRB ranks Soldiers within their respective OML, with the highest total score being the best. This process is repeated for each rank being boarded.
- b. The final OML is released only to the TAG and CG. This OML will not be published or disclosed to any other individual.



c. TAG will approve or disapprove the board results within 30 days of adjournment. TAG may modify the board results IAW AR 135-178.

d. HRAB creates a memorandum of notification signed by the HRAB Chief for each Soldier retained for one or two years.

e. HRAB creates a memorandum of notification signed by TAG for each non-retained Soldier.

f. MSC Commanders will be notified of the results for Soldiers within their command. The commander must notify soldiers who were non-retained either in person or telephonically. Retained Soldiers may be notified electronically if they cannot be told in person.

g. Soldiers are not authorized to appeal QRB results. Military technicians (T32 dual status) not selected for retention may request retention IAW AR 135-178 paragraph 16-17d only to qualify for an unreduced annuity in limited circumstances. If retained, they will be ineligible for further promotion consideration.

h. Following individual notification, HRAB will upload each Soldier's notification memorandum to their iPERMS file.

## **Chapter 3**

### **Sergeants Major Course (SMC)**

#### **3-1. Overview**

- a. References. AR 600-8-19; NGR 600-200; AR 135-91
- b. Applicability. NCOs in the ranks of 1SG or MSG who meet the criteria established in NGB's annual SMC announcement memorandum.

#### **3-2. Guidelines**

- a. The SMC selection process will be conducted annually to select NCOs to attend the United States Army Sergeants Major Course.
- b. The selection process is open to all eligible 1SGs and MSGs in the GA ARNG

#### **3-3. Consideration Eligibility**

a. Eligibility criteria is subject to change each year. Generally, NCOs must meet the below eligibility requirements:

- (1) Be in the rank of 1SG or MSG.
- (2) Have completed MLC or been exempted from MLC based on DOR.
- (3) Will not reach age 53 before the start of the course; Soldiers may request an age requirement waiver up to age 56 IAW NGB SM-A FY24 Enrollment Criteria Memorandum.
- (4) Any other requirements listed in the annual guidance published by NGB.

b. NCOs who meet the above eligibility requirements will be removed from consideration for the following reasons:

- (1) NCOs who are SMC graduates
- (2) NCOs who have been previously selected for SMC or are currently attending SMC
- (3) NCOs who have previously been enrolled in SMC and withdrew before graduation
- (4) T10 AGR NCOs
- (5) NCOs who cannot start the SMC before age 53 without an approved waiver; Soldiers may request an age requirement waiver up to age 56. Waivers must be submitted before 1 January 2025 IAW NGB SM-A FY25 Enrollment Criteria Memorandum.
- (6) NCOs who are not able to fulfill remaining service requirements upon completion of SMC
- (7) NCOs with an approved retirement request

#### **3-4. Procedures**

a. HRAB pulls a list of all NCOs eligible to be considered based on the initial guidance and sends that list to the G1. NCOs who will not be considered are removed from the list and placed on an additional tab of NCOs not eligible for consideration.

b. HRAB briefs the G1 on criteria and suspense dates. The G1, in conjunction with the State Command Sergeant Major (SCSM), determines the board date and any additional selection criteria to add at the CG's discretion.

- c. HRAB refines the initial list of eligible NCOs based on any additional criteria from the CG.
- d. HRAB will provide the updated roster to the G1 for review and approval.

### **3-5. Conduct of the Board**

- a. The SMC selection board will consist of the following members:
  - (1) G1
  - (2) SCSM
  - (3) MSC CSMs
  - (4) G1 SGM (non-voting member)
  - (5) IG (non-voting member)
- b. HRAB provides the approved roster of eligible NCOs to the voting members of the selection board.
- c. The selection board will consider current CSM vacancies and projected CSM losses for the upcoming year. It is critical that these current and pending vacancies are identified to ensure NCOs in the appropriate career fields are considered for SMC attendance.
- d. Board members will use the list of eligible NCOs and the list of current and pending vacancies to determine the best-qualified candidates to attend SMC and meet the future leadership needs of the GA ARNG.
- e. The available school seats are filled with the NCOs highest on the OML.
- f. The board will recommend who will attend the resident course and who will attend distance learning. NGB will determine who will attend the resident course based on the State's recommendation.

### **3-6. Board Results**

- a. The board members will provide after action review (AAR) comments regarding the SMC process before the board's conclusion.
- b. HRAB will prepare the selection memorandum.
- c. The selection memorandum will contain the primary and alternate list of NCOs selected for SMC attendance. The alternate list consists of NCOs in sequential order who were not selected to fill a seat for which Georgia is authorized. If an NCO selected for attendance cannot attend or another state has an unfilled school quota, NCOs on the alternate list may be given the opportunity to attend SMC. If an NCO's name is not on this memorandum, then they will not be selected by NGB for SMC, even if additional seats become available for the respective academic year.
- d. HRAB will route the board documents through JAG for review to CG for his approval and signature.
- e. The SCSM notifies selected NCOs of their selection and packet requirements for enrollment. Packet requirements are specified in the SMC instructions sent by NGB and may vary from year to year.
- f. NCOs selected for attendance will provide completed packets to G1 SGM for submission to NGB and enrollment into SMC.

## **Chapter 4**

### **Senior Enlisted Leadership Boards**

#### **4-1. Overview**

- a. References. AR 600-8-19; NGR 600-200
- b. Applicability. E7s who are eligible to go on the CY25 EPS list, as well as all E8s and all E9s, are eligible for Senior Enlisted Leadership Boards (SELB) consideration.

#### **4-2. Guidelines**

- a. The SELB will be conducted annually to create a list of NCOs eligible for consideration for leadership positions within the GAARNG. It will be conducted by a centralized board at GAARNG Joint Forces Headquarters and is separate from the Enlisted Promotion System (EPS) Board.
- b. Per AR 600-8-19, para 6-33, this board will not determine an Order of Merit List (OML) but rather develop a selection list of Senior NCOs who have earned the opportunity to further compete for leadership positions (1SG/CSM). The objective of the evaluation process is to meet the leadership, competence, professionalism, and management needs of the Army and the Department of Defense by selecting those Soldiers who have demonstrated leadership, effectiveness, and potential for service at higher levels. The board will ensure that all eligible Soldiers are considered without prejudice or partiality.

#### **4-3. Consideration Eligibility**

- a. Soldiers who have annotated on their Promotion Board Preferences or the Command Sergeant Major (CSM) and First Sergeant (1SG) Leadership Addendums that they want to be considered for leadership positions and are recommended for consideration by their chain of command.
- b. To be considered for the Leadership Board, SFCs, MSGs, and 1SGs must be recommended for promotion by their chain of command. Commanders can review and recommend Soldiers for leadership positions via IPPSA.

#### **4-4. Procedures**

- a. The SELB will be conducted before the centralized enlisted promotion boards begin.
- b. HRAB pulls a list of all NCOs eligible to be considered based on the initial guidance.
- c. NCOs who do not meet the criteria of paragraphs 4-3 and will not be considered are removed from the list.
- d. Approximately one week before the board meeting, HRAB downloads all documents within each considered Soldier's iPERMS performance folder and the Soldier's SRB. HRAB then loads all the files, including Letters to the President of the Board, onto the board computers. Anything not updated in iPERMS by the published suspense in the MOI will not be included in board files.

#### **4-5. Conduct of the Board**

- a. The SMC selection board will consist of the following members
  - (1) SCSM
  - (2) MSC CSMs or their delegates.
  - (3) Delegates must be current CSM and approved by the SCSM or the G1.

(4) An Officer in the rank of O6 or higher may sit on the CSM SELB.

(5) The G1 SGM will serve as a nonvoting board member.

(6) Board members will fall in the guidelines of AR 600-8-19, Para 6-33a (3). Every effort will be made to ensure that the board is composed of members who reflect the demographics of the Soldiers being considered. If minority group members are being considered, the board will include at least one minority group member as a voting member. If females are being considered, the board will have at least one female as a voting member. If it is impossible to include minority or female board members, the recorder will write the justification into the final board report.

b. Board members will review each Soldier's board file to determine each eligible candidate's past performance and future potential and base its recommendation on the degree to which the Soldier has demonstrated the ability to serve in positions of greater responsibility. At a minimum, board files will consist of SRBs, NCOERs covering 36 months, DA 1059s, and other military and civilian education documents.

c. Board members will vote "yes" or "no" on whether an NCO should be on the leadership list for 1SG and/or CSM positions.

#### **4-6. Board Results**

a. The SELB will produce two leadership lists: a 1SG list and a CSM list. Soldiers will be listed by CPMOS in alphabetical order. These lists are not OMLs and will not be considered as such. Eligible SGMs, 1SGs, and MSGs will be placed on the CSM CY25 Leadership List. Eligible 1SGs, MSGs, and SFCs will be placed on the First Sergeant (1SG) CY25 Leadership List. The Commanding General (CG) will approve these lists before release. The approved lists will be published in the state FRAGORD and on the G-1 website accessed through GKO.

b. All NCOs on their respective leadership list must still be boarded and selected for individual positions by the Senior NCO Career Management and Assignment Board referenced below in Chapter 5 of this SOP. Placement on either of the leadership lists does not guarantee selection for a leadership position but rather eligibility for selection.

#### **4-7. Removal from the Leadership List**

a. In certain situations, removing Soldiers selected and placed on the leadership list may be necessary. In these situations, Soldiers will be removed from the leadership lists in the same manner as an administrative removal from the promotion list by AR 600-8-19 paragraphs 6-43 and 6-44. Procedures to remove Soldiers from any leadership list can be found in para 3-13 CY25 EPM SOP.

## Chapter 5

### Senior NCO Career Management Assignment Boards

#### 5-1. Overview

- a. Reference. AR 600-8-19; NGR 600-200
- b. Applicability. All NCOs on the CY25 Leadership List

#### 5-2. Guidelines

a. The Senior Noncommissioned Officer Career Management Board (SNCMB) is conducted semi-annually. The SNCMB will identify NCOs to lateral into MSG, 1SG, SGM, and CSM positions within the GAARNG.

b. The SNCMB will follow the procedures per AR 600-8-19 paragraphs 6-39 and 6-40 to select Soldiers to fill NCO vacancies.

c. Out-of-cycle SNCMB can be announced and conducted at the discretion of the CG to fill immediate and unplanned vacancies.

#### 5-3. Consideration Eligibility

All E8s and E9s within the GAARNG are considered for MSG and CSM positions. Current and prior 1SGs on the CY25 Leadership list are eligible for consideration for 1SG positions. Current and previous CSMs on the CY25 Leadership list are eligible for consideration for CSM positions.

**5-4. Not Considered.** The following categories of Soldiers will not be considered for leadership positions.

- a. Soldiers who are not on the current CY25 Leadership List.
- b. Soldiers who are on the current CY25 Leadership List will not be considered for a leadership position if they are:
  - (1) Flagged during the leadership vacancy announcement.
  - (2) Non-retained by the Qualitative Retention Board (QRB)
  - (3) Actively going through a Medical Evaluation Board.

#### 5-5. Procedures

a. Before the SNCMB, the G1 Sergeant Major and G1 EPM will provide the MSC CSMs and MSC S1s via TEAMS with a list of NCOs in E8 and E9 positions and all vacant E8 and E9 positions. The MSCs must complete the leadership roster report, annotating remarks of excess NCOs and potential vacancies. Suspense for completing the leadership roster will be published in the state FRAGORD.

b. Leadership Position Vacancy Fill Requests

- (1) G1 will notify MSC CSMs and S1s of upcoming SNCMB dates.
- (2) MSCs will review their Unit Manning Roster (UMR) to verify all E8 and E9 vacancies and determine projected losses. If the current CSM or 1SG has occupied the position for over 30 months, MSCs will consider announcing the position.
- (3) MSCs will complete the SNCMB Position Announcement Request and submit it via TEAMS through their chain of command with the G1 as the approving official.
- (4) SNCMB position announcement requests will be processed through the chain of

command and approved at the battalion and MSC level before submission to G-1.

(5) The MSCs will submit all requests to the G-1 Actions Branch EPM section through TEAMS.

#### **5-6. Conduct of the Board**

a. The SNCMB selection boards will consist of the following members

(1) SCSM

(2) The G1 or his delegate (delegate must be LTC or above)

(3) MSC CSMs or their delegates.

(4) Delegates must be current CSM and approved by the State CSM (SCSM) or the G1.

(5) The G1 SGM will serve as a nonvoting board member.

(6) Board members will fall in the guidelines of AR 600-8-19, Para 6-33a (3). Every effort will be made to ensure that the board is composed of members who reflect the demographics of the Soldiers being considered. If minority group members are being considered, the board will include at least one minority group member as a voting member. If females are being considered, the board will have at least one female as a voting member. If it is impossible to include minority or female board members, the recorder will write the justification into the final board report.

b. The SNCMB process aims to meet the leadership, competence, professionalism, and management needs of the GAARNG. This process identifies leaders with the best leadership qualities, effectiveness, and potential for service at a higher level. The purpose of the board process is to select the eligible and most qualified applicants for the position on the date of the board. The board must recognize that each Soldier has a unique distribution of skills, knowledge, and behaviors that go beyond the Army's training, education, and experiences. Influential leaders must exhibit resiliency, critical thinking, and the ability to accept risk and adjust to rapidly changing requirements. The board must consider these factors and future leaders' abilities to enhance their units' readiness. The board should thoughtfully and deliberately identify the best candidate for each position to provide the best NCO leadership possible to the Soldiers of the GAARNG.

c. The SNCMB process involves the State CSM and MSC CSMs looking at their current leaders within their formation and making necessary moves. The moves will not produce promotions; they will only produce transfers/laterals and a time to review excess assignments.

d. The SNCMB in-person board will verify each position and ensure each candidate is boarded. The established business rules will be reviewed before considering applicant files. The business rules will ensure that all board members consider applicant files based on standard criteria to ensure objectivity and impartiality in their deliberations.

e. Board members will have access to Soldiers iPERMS files for review. The iPERMS performance files will include, but are not limited to, SRBs, NCOERs covering 36 months, DA 1059s, and other military and civilian education documents. Board members will consider the Soldiers' leadership abilities and accomplishments in their current position. They will consider the Soldiers' current and previous leadership experience, key staff assignments, previous deployments, military education, and operational history related to the position.

f. Leadership positions not filled during the career management board will be announced for SNAB consideration. Staff positions not filled during the career management board will be submitted for fill during the following EPS Vacancy Fill.

#### **5-7. Board results**

a. Board results will be consolidated in Memorandum for Record format by the board recorder.

b. The final SNCMB results will be provided to the CG for final approval.

c. Once board results have been approved, the State CSM will notify those selected for leadership positions.

d. The Enlisted Personnel Management Team will publish the board results in the state FRAGORD and provide a copy to all MSC S1s and CSMs.

e. AGR Soldiers selected for leadership positions will follow the CLASP guidance in paragraphs 6-8d below.

f. The EPM team will publish all lateral appointments and transfers based on the effective transfer dates determined by the board.



## **Chapter 6**

### **Senior NCO Assignment Boards**

#### **6-1. Overview**

- a. Reference. AR 600-8-19; NGR 600-200
- b. Applicability. All NCOs on the CY25 Leadership List

#### **6-2. Guidelines**

- a. SNABs are conducted semi-annually. They will select senior NCOs on the Leadership List IAW Chapter 4 of this SOP for 1SG and CSM positions within the GAARNG.
- b. The SNAB will follow the procedures per AR 600-8-19 paragraphs 6-39 and 6-40 to select Soldiers to fill NCO vacancies. Leadership positions (1SG and/or CSM) will be filled through a record review process of Soldiers found best qualified during the annual board process.
- c. Out-of-cycle SNAB can be announced and conducted at the discretion of the CG to fill immediate and unplanned vacancies.

#### **6-3. Consideration Eligibility**

- a. Senior Enlisted Soldiers of the GAARNG who have been placed on the CY25 Leadership Lists and are:

- (1) M-Day in a Technician Status, Title 10, Title 32 ADOS, or a mobilized status.

- (2) Title 32 AGR Soldiers must apply for announced positions they want to be considered. AGR Soldiers are only eligible for positions within the MSC to which they are assigned. They may not serve full-time in one position or in an M-day leadership position in a different hierarchal downtrace (i.e., an Operations Sergeant in one battalion cannot serve as a Company First sergeant in another battalion). Soldiers assigned to JFHQ can apply for statewide positions.

- b. Eligible Soldiers are responsible for updating their records before the board. It is highly recommended to ensure that all administrative records are updated in the Integrated Personnel and Pay System-Army (IPPS-A), Digital Training Management System (DTMS), and all corresponding documents are reflected in the Interactive Personnel Electronic Records Management System (iPERMS). This includes, but is not limited to, updated SRB, most recent ACFT, Height and Weight, and current evaluation. Suppose the current NCOER has been submitted to HQDA and is not reflected in their iPERMS records. In that case, the Soldier can submit a copy with all the signatures and a memorandum to the President of the Board to consider their NCOER.

- c. Soldiers in the rank of SFC who are on the Leadership List may submit a memorandum to the president of the board (figure 3-1) if they wish to compete for 00F or 00D 1SG positions. SFCs will not be considered for a 1SG position outside their PMOS unless the position is a 00F or 00D.

- d. Soldiers in the rank of 1SG or MSG on the leadership list may submit a memorandum to the board president (figure 3-1) if they wish to compete for a 1SG leadership position outside their current PMOS. Soldiers in the rank of 1SG or MSG will not be considered for a CSM position outside their PMOS unless the position is MOS immaterial.

e. Soldiers in the rank of CSM or SGM who are on the leadership list may submit a memorandum to the president of the board (figure 3-1) if they wish to compete for a CSM leadership position outside their current PMOS.

**6-4. Not Considered.** The following categories of Soldiers will not be considered for leadership positions.

a. Soldiers who are not on the current CY25 Leadership List.

b. Soldiers who are on the current CY25 Leadership List will not be considered for a leadership position if they are:

- (1) Flagged during the leadership vacancy announcement.
- (2) Non-retained by the Qualitative Retention Board (QRB)
- (3) Actively going through a Medical Evaluation Board.

#### **6-5. Procedures**

a. Leadership Position Vacancy Fill Requests

(1) G1 will notify MSC CSMs and S1s of upcoming SNCMB and SNAB dates.

(2) MSCs will review their Unit Manning Roster (UMR) to verify 1SG and CSM vacancies and determine projected losses for leadership positions. If the current CSM or 1SG has occupied the position for over 30 months, MSCs will consider announcing the position.

(3) MSCs will complete the Leadership Position Announcement Request and submit it through their chain of command via TEAMS with the G1 as the approving official.

(4) Leadership position announcement requests will be processed through the chain of command and approved at the battalion and MSC level before submission to G-1.

(5) The MSCs will submit all requests to the G-1 Actions Branch EPM section through TEAMS.

b. Position Announcement

(1) Upon receipt of the leadership position announcement request, G1 SGM will confirm the position number on the unit's UMR requesting the vacancy fill and annotate any specific requests for the vacancy fill.

(2) After verifying all positions, the G1 SGM will assign a control/vacancy number and place the request on the CSM/1SG announcement tracker.

(3) The G1 SGM will generate the announcement memorandum with a suspense date of at least 15 days from the announcement date. All announcements will be signed by the G1 or their designated representative.

(4) Announcements will be sent to MSC CSMs and S1s and published in the State FRAGORD and on the EPS website.

(5) Soldiers will have 15 to 30 days after the publication of the SNAB announcement to submit a memorandum to the President of the Board IAW paragraph 3-2 of this SOP. Memorandums will be routed through their MSC S1. MSC S1s will submit the memorandum to the GAARNG SNAB TEAMS page.

(6) EPM will provide the announcement and a list of eligible applicants from the current leadership list to the SCSM, G1 SGM, MSC CSMs, and MSC S1s

c. Announcement closure.

(1) After the announcement's suspense date, EPM will verify the eligibility of all applicants IAW para 6-3 of this SOP.

(2) EPM will review the Performance folder in the iPERMS file of all eligible applicants on the leadership list to ensure that applicants have no derogatory information listed in paragraphs 3-3b that will preclude them from competing for any of the announced leadership positions.

(3) The G-1 SGM will submit the names of eligible applicants currently in technician status to the Human Resources Office (HRO) to determine their technician capability for the announced positions.

(4) The G1 SGM will submit the final list of applicants to SCSM, along with the names of any applicants removed from the board and the reason for removal.

(5) The board will adjourn on the date specified in the State FRAGORD

**6-6. Conduct of the Board**

a. The SNAB selection boards will consist of the following members

(1) SCSM

(2) The G1

(3) MSC CSMs or their delegates.

(4) Delegates must be current CSM and approved by the State CSM (SCSM) or the G1.

(5) The G1 SGM will serve as a nonvoting board member.

(6) Board members will fall in the guidelines of AR 600-8-19, Para 6-33a (3). Every effort will be made to ensure that the board is composed of members who reflect the demographics of the Soldiers being considered. If minority group members are being considered, the board will include at least one minority group member as a voting member. If females are being considered, the board will have at least one female as a voting member. If it is impossible to include minority or female board members, the recorder will write the justification into the final board report.

b. The objective of the CSM and 1SG selection board process is to meet the leadership, competence, professionalism, and management needs of the GAARNG. This process identifies leaders with the best leadership qualities, effectiveness, and potential for service at a higher level. The purpose of the board process is to select the eligible and most qualified applicants for the position on the date of the board. The board must recognize that each Soldier has a unique distribution of skills, knowledge, and behaviors that go beyond the Army's training, education, and experiences. Influential leaders must exhibit resiliency, critical thinking, and the ability to accept risk and adjust to rapidly changing requirements. The board must consider these factors and future leaders' abilities to enhance their units' readiness. The board should thoughtfully and deliberately identify the best candidate for each 1SG or CSM position to provide the best NCO leadership possible to the Soldiers of the GAARNG.

c. Considerations. All Soldiers on the leadership list will automatically be considered for leadership positions in their CPMOS. Leadership positions will be regarded as statewide and not limited to the area of consideration (AOC). Soldiers are selected based on the Promotion Board Preference or Command Sergeant Major Addendum.

(1) The established baseline will be reviewed before considering applicant files. The baseline will ensure that all board members consider applicant files based on standard criteria to ensure objectivity and impartiality in their deliberations.

(2) The SNAB will consider eligible 1SGs who apply and MSGs before selecting SFCs for promotion into a 1SG position.

(3) The SNAB will consider qualified to serve CSMs who apply and SGMs before nominating a 1SG or MSG for promotion into a CSM position.

(4) The SNAB will consider the CY25 Enlisted Promotions Order of Merit List when selecting Soldiers for leadership assignments only if promoting an NCO into a higher-grade leadership position.

(5) Board members will have access to Soldiers iPERMS files for review. Board files will include, but are not limited to, SRBs, NCOERs covering 36 months, DA 1059s, and other military and civilian education documents. Board members will consider the Soldiers' leadership abilities and accomplishments in their current position. They will also consider the Soldiers' current and previous leadership experience, key staff assignments, previous deployments, military education, and operational history related to the position.

(6) SNAB will choose the most qualified applicant for each position based on the scoring criteria established by the board president.

#### **6-7. Board results**

a. Board results will be consolidated in Memorandum for Record format by the board recorder.

b. The final SNAB results will be provided to the CG for final approval.

c. Once board results have been approved, the State CSM will notify those selected for leadership positions.

d. The Enlisted Personnel Management Team will publish the board results in the state FRAGORD and provide a copy to all MSC S1s and CSMs.

#### **6-8. Post board actions**

a. Transfers, Promotions, and Lateral Appointments

(1) After the CG approves the board results, the transfers and assignments to leadership positions will become effective on the effective dates determined by the board.

(2) EPM will verify promotion eligibility for all NCOs selected for higher-level leadership positions.

(3) If selected for a higher-grade position, NCOs who meet all promotion requirements will be promoted to MSG effective the date annotated on the approved results and appointed to 1SG. NCOs not eligible for immediate promotion will be assigned to their leadership positions effective the date annotated by the board. They will serve in their current rank until they meet all promotion requirements. Their promotion date will be effective when they become fully eligible for promotion. Soldiers selected for CSM must be federally recognized by HQDA before the lateral appointment and transfer are completed. The effective date of promotion, lateral, and transfer will be the date of the approved published PPOM.

(4) EPM will publish all transfer, promotion, and lateral appointment orders for M-Day Soldiers and technicians. HRO is responsible for AGR Soldier actions.

b. M-Day/AGR Declination of Leadership Position

(1) Declinations for SFCs or MSGs selected for 1SG or MSGs and 1SGs or SGMs selected for CSM will be IAW para 3-13 of the FY25 EPM SOP. Requests to decline the selection must be submitted within ten days of the Soldier's notification.

(2) Current 1SGs and MSGs who decline a 1SG position and SGMs who decline a CSM position will follow the steps below within ten days of the CG approving the board results. Declination of leadership requests will be processed through the chain of command.

(a) Soldier will submit an IPPS-A Self-Service CRM ticket requesting declination of a 1SG/CSM leadership position with the reason to their unit within ten days of the CG approving the board results.

(b) The unit will forward the request through their chain of command to the MSC.

(c) The MSC S1 will submit the declination to the G-1 EPM section through IPPS-A.

(3) Approved declinations for current SGMs, 1SGs, and MSGs under para 6-8. above will result in the Soldier's removal from the leadership for the remainder of CY25. The Soldier's eligibility may be reinstated during the next cycle. **Raters and Senior Raters will annotate the Soldier's declination on their next NCOER.**

(4) SFCs with an approved declination IAW para 3-13 of the CY25 EPM SOP will remain in their original UMR position.

c. M-DAY Hardship Waiver Request.

(1) Hardship waivers for M-day Soldiers will be considered IAW para 3-14 of the CY25 EPM SOP. Process steps to request a hardship waiver:

(a) Soldier will submit a Hardship Waiver request (figure 6-1) requesting to decline a CSM/1SG position resulting from hardship within ten days from the selection date through their chain of command. Supporting documentation will be required in addition to the Hardship Waiver Request.

(b) The unit will forward the hardship request with supporting documentation through their chain of command to the MSC.

(c) The MSC will submit the complete packet (DA 4187 and supporting documents) to the G-1 EPM section via the IPPS-A.

(d) The G-1 EPM section will submit the packet to the G1 for approval or disapproval.

(e) Once a determination has been made, the G-1 EPM section will notify the Soldier through the chain of command.

(2) The EPM section will remove the Soldier from the 1SG/CSM position. If the Soldier was promoted due to the selection, the EPM section will administratively reduce the Soldier to their previous grade. If the Soldier was not promoted, the EPM section will lateral the Soldier to their last rank.

(3) Soldiers with approved hardship will remain on the leadership list but will be ineligible until the hardship no longer exists.

d. AGR Leadership Policy and Procedures

(1) Applicability. IAW NGR 600-5 para 4-6, AGR Soldiers in the current rank of SGM who have been selected for an M-Day CSM position, and AGR Soldiers in the current

rank of MSG who have been chosen for an M-Day 1SG position are subjected to the Command Leadership and Staff Assignment Policy (CLASP).

(a) AGR Soldiers will not exceed three years in their selected leadership assignment.

(b) AGR Soldiers may not exceed their FTS-authorized grade position.

(c) Promotions based on CLASP assignments are not authorized.

(d) The number of CLASP assignments will not exceed 10 percent of the total number of leadership assignments within the State.

(e) Leadership assignments require an AGR Soldier to be assigned to an equal graded FTS position at the JFHQ/TDA or higher headquarters in the chain of command.

(f) AGR Soldiers must not have had similar leadership assignments at the same level regardless of duty status (refer to NGR 600-5 Para 4-6 for additional information).

(g) AGR SFCs who are pending the availability of a control grade for promotion to Master Sergeant and who have been selected for a 1SG position may request to be FROCKED IAW AR 600-8-19 paragraphs 7-10.

(h) IAW PPOM 22-022, frocking to CSM, is only authorized for STAFF Sergeants Major upon being selected from the SNAB and nominated to an HQDA (ARNG) CSM Selection board. 1SG/MSG will not be frocked to CSM; they must first be selected by the HQDA (ARNG) CSM Selection Board.

(2) Process Steps:

(a) Selected AGR Soldiers will sign and submit their CLASP agreement memorandum, as shown in Figure 6-2, through their chain of command to the MSC upon selection notification.

(b) The MSCs will submit the CLASP agreement memorandum to HRO, which will be forwarded to EPM.

(c) The G-1 EPM section will submit the packet to the CG through the G1 and SCSM for approval or disapproval.

(d) The Soldier will be assigned IAW para 5-1 of this SOP if approved.

(e) If applicable, units will prepare DA Form 4187 (Figure 6-3) requesting the frocking of AGR Soldiers and submit it to EPM using an administrative correction PAR in IPPS-A. A memorandum for record approved by the Adjutant General will be forwarded to HRO. Denied memorandums by TAG will be sent to requesting MSCs.

## **Appendix A: References**

### **Section I Publications**

#### **AR 40-501**

Standards of Medical Fitness, 27 June 2019

#### **AR 135-91**

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Provisions

#### **AR 135-178**

Enlisted Administrative Separations, 21 June 2024

#### **AR 600-8-19**

Enlisted Promotions and Demotions, 21 July 2024

#### **AR 600-9**

The Army Body Composition Program, 16 July 2019

#### **AR 623-3**

Evaluation Reporting System, 14 June 2019

#### **DA Pam 611-21**

Military Occupational Classification and Structure, 20 December 2022

#### **AR 600-20**

Army Command Policy, 24 July 2020

#### **GAARNG Enlisted Personnel Management SOP**

Enlisted Personnel Management, 20 October 2024

#### **NGR 600-5**

The Active Guard Reserve (AGR) Program Title 32, Full Time National Guard Duty (FTNGD) Management, 12 May 2023

#### **NGR 600-200**

Enlisted Personnel Management, 25 March 2021

#### **PPOM 20-026**

Updated Guidance Regarding the DA Photo and Use of Race, Ethnicity, and Gender Identifying Data, 18 December 2022

#### **PPOM 20-032**

Updated Enlisted Qualitative Retention Board (QRB) Implementation Guidance, 1 November 2020

#### **PPOM 22-022**

Revised Authorization to Frock Army National Guard Enlisted Soldiers, 10 June 2022

**PPOM 24-014**

Implementation Guidance for Suspension of Temporary Promotions and Select/Train/Educate/Promote (STEP) Policy and the Reduction of the On-Line Training, 7 June 2024

**PPOM 24-036**

Spring 2025 ARNG Command Sergeant Major Selection Board Announcement

**Section II Attachments**

**Figure 3-1**

Example Memorandum to the President of the Board

**Figure 6-1**

Hardship Waiver Request

**Figure 6-2**

CLASP Agreement

**Figure 6-3**

Request for FROCKING



## **Appendix B: Glossary**

### **ACFT**

Army Combat Fitness Test

### **ADOS**

Active-Duty Operational Support

### **AGR**

Active Guard/Reserve

### **ARNG/ARNGUS**

Army National Guard / Army National Guard of the United States

### **AY**

Academic Year

### **CIVED**

Civilian Education

### **CG**

Commanding General

### **CLASP**

Command Leadership and Staff Assignment Policy

### **COS**

Chief of Staff

### **DMD**

Deployment Manning Document

### **DTMS**

Digital Training Management System

### **DOR**

Date of Rank

### **EPM**

Enlisted Personnel Management

### **GAARNG**

Georgia Army National Guard

### **HRAB**

Human Resource Actions Branch

### **HRO**

Human Resource Office

### **iPERMS**

Interactive Personnel Electronic Records Management System

**IPPS-A**

Integrated Personnel and Pay System-Army

**KD**

Key Development

**MILED**

Military Education

**MOI**

Memorandum of Instruction

**MSC**

Major Subordinate Command

**NGB**

National Guard Bureau

**OCONUS**

Outside Continental United States

**OML**

Order of Merit List

**OTOT**

One Time Occasional Tours

**QRB**

Qualitative Retention Board

**SCSM**

State Command Sergeant Major

**SELB**

Senior Enlisted Leadership Board

**SMC**

Sergeant Major Course

**SNAB**

Senior Noncommissioned Officer Assignment Board

**TAG**

The Adjutant General

**TIG**

Time in Grade

**UMR**

Unit Manning Report



**DEPARTMENT OF THE ARMY**  
GEORGIA ARMY NATIONAL GUARD  
1000 HALSEY AVE, BUILDING 447  
MARIETTA, GEORGIA 30060

NGGA-PED

1 November 2020

**MEMORANDUM FOR THE PRESIDENT OF THE SENIOR NCO ASSIGNMENT BOARD**

**SUBJECT:** Consideration for a leadership position in (Unit)

1. I am writing this memorandum to state my interest in being considered for
2. I will bring professionalism and knowledge to the command team of any of these fine organizations. I feel as though I would bring relevant and current leadership skills to these organizations. I have led Soldiers at the Enlisted Personnel Branch since April 2020. During that time I have assisted in raising APFT scores, getting SSD 100% completed with all soldiers and am committed in getting Soldiers to DMOSQ and NCOES schools as needed.
3. I currently work full time AGR at the G-1. I have enjoyed my 24 plus months as the 1SG here at the RTI located on CNGC. I now look forward for an opportunity to be a CSM at any of the stated positions above. This will give me an opportunity to give back to the troops all the knowledge and life experience that I have gained through the course of my career.
4. I look forward to making a difference in any of these organizations where I feel I may better serve and lead its Soldiers.
5. The POC for this memorandum is the undersigned at 678-569-1111 or jane.d.doe.mil@mail.mil.

JANE D. DOE  
1SG, GAARNG  
Enlisted Personnel Branch

Figure 3-1

<b>PERSONNEL ACTION</b>		
For use of this form, see DA PAM 600-8; the proponent is the DCS, G-1.		
<b>PRIVACY ACT STATEMENT</b>		
AUTHORITY: 10 U.S.C. 7013, Secretary of the Army; DA PAM 600-8, Military Human Resources Management Administrative Procedures.		
PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.		
NOTE: For additional information see the System of Records Notice A0600-8-104 AHRC. <a href="https://dpoid.defense.gov/Portals/49/Documents/Privacy/SORNs/Army/A006-8-104-AHRC.pdf">https://dpoid.defense.gov/Portals/49/Documents/Privacy/SORNs/Army/A006-8-104-AHRC.pdf</a>		
ROUTINE USE(S): There are no specific routine uses anticipated for this form; however it may be subject to a number of proper and necessary routine uses identified in the system of records notice(s) specified in the purpose statement above.		
DISCLOSURE: Voluntary, however, failure to impart pertinent information may result in a delay or error in processing the request for personnel action.		
SECTION I - PERSONAL IDENTIFICATION		
1. THRU (Include ZIP Code) MSC	2. TO (Include ZIP Code) G1, Deputy Chief of Staff, Personnel Attention: HR Actions Branch 1000 Halsey Avenue, Building 447 Marietta, GA 30060	3. FROM (Include ZIP Code) Unit
4. NAME (Last, First, MI) Soldier Last Name, First, MI	5. GRADE OR RANK / PMOS / AOC E8/MSG/68W50	6. DOD ID NUMBER 1234577810
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)		
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting In Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify): Hardship Request - Leadership Position Only
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)
SECTION IV - REMARKS (Applies to Sections II, III, and V)		
Detailed Reason for Hardship. Soldier must sign DA 4187.		
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 -		
<input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER / AUTHORIZED REPRESENTATIVE Unit Commander	13. SIGNATURE	14. DATE (YYYYMMDD)

Figure 6-1

**Certificate of Agreement and Understanding**  
**Command Leadership and Staff Assignment Policy (CLASP)**

1. As of 1 October 2015 all CLASP assignments will be processed in accordance with NGR 600-5, paragraph 4-6 dated 21 September 2015.

1. Georgia Army National Guard Active Guard Reserve (AGR) and Military Technician (Dual-Status) Officers and Noncommissioned officers applying for entry into the Command Leadership Assignment Program (CLASP), must sign this certificate of understanding and agreement prior to issuance of orders.

2. A copy of this agreement will be given to the individual and one copy will be filed permanently in the Soldier's Army Military Human Resource Record (iPERMS).

**Conditions and Obligations**

\_\_\_\_\_As an AGR or Military Technician in the Georgia Army National Guard, I am applying for a CLASP assignment. I understand that I will be placed in a leadership position IAW the guidelines of NGR 600-5, paragraph 4-6 dated 21 September 2015.

\_\_\_\_\_To ensure continuity and stability within the organization's fulltime force, I understand that I will not be assigned to a leadership position for a period exceeding 3 years.

\_\_\_\_\_I understand that if serving in an MTOE unit that mobilizes, I will mobilize with that unit, and my full-time AGR or Military Technician position will not be backfilled.

\_\_\_\_\_If promoted upon mobilization to Title 10, I understand that upon REFRAD, I will have 1 year to be either EPS selected for the grade in which promoted, or to find a valid and vacant AGR or compatible Military Technician position for that grade. Failure to do so will result in reduction to my original grade prior to mobilization.

\_\_\_\_\_I understand that while serving in a CLASP assignment outside the normal commuting area of my assigned AGR duty location I may be entitled to applicable Temporary Duty (TDY) travel and certain transportation allowances IAW the Joint Travel Regulation (JTR).

\_\_\_\_\_  
Soldier's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Battalion Admin Officer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
MACOM Admin Officer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HRO Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
G1 Signature

\_\_\_\_\_  
Date

GAARNG CLASP Form 1 October 2015

**Figure 6-2**

<b>PERSONNEL ACTION</b>		
For use of this form, see DA PAM 600-8; the proponent is the DCS, G-1.		
<b>PRIVACY ACT STATEMENT</b>		
<b>AUTHORITY:</b> 10 U.S.C. 7013, Secretary of the Army; DA PAM 600-8, Military Human Resources Management Administrative Procedures. <b>PRINCIPAL PURPOSE:</b> To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8. <b>NOTE:</b> For additional information see the System of Records Notice A0600-8-104 AHRC. <a href="https://dpcld.defense.gov/Portals/48/Documents/Privacy/SORNs/Army/A006-8-104-AHRC.pdf">https://dpcld.defense.gov/Portals/48/Documents/Privacy/SORNs/Army/A006-8-104-AHRC.pdf</a> <b>ROUTINE USE(S):</b> There are no specific routine uses anticipated for this form; however it may be subject to a number of proper and necessary routine uses identified in the system of records notice(s) specified in the purpose statement above. <b>DISCLOSURE:</b> Voluntary, however, failure to impart pertinent information may result in a delay or error in processing the request for personnel action.		
<b>SECTION I - PERSONAL IDENTIFICATION</b>		
<b>1. THRU (Include ZIP Code)</b> Brigade/MSC Commander Address City, State, Zip Code	<b>2. TO (Include ZIP Code)</b> The Adjutant General - ARNG 1000 Halsey Avenue, Building 447 Marietta, GA 30060	<b>3. FROM (Include ZIP Code)</b> Unit Commander Address City, State, Zip Code
<b>4. NAME (Last, First, MI)</b>	<b>5. GRADE OR RANK / PMOS / AOC</b>	<b>6. DOD ID NUMBER</b>
<b>SECTION II - DUTY STATUS CHANGE (AR 600-8-6)</b>		
<b>7. The above Soldier's duty status is changed from</b> _____ <b>to</b> _____ effective _____ hours, _____.		
<b>SECTION III - REQUEST FOR PERSONNEL ACTION</b>		
<b>8. I request the following action: (Check as appropriate)</b>		
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify): Request for FROCKING
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
<b>9. SIGNATURE OF SOLDIER (When required)</b>		<b>10. DATE (YYYYMMDD)</b>
<b>SECTION IV - REMARKS (Applies to Sections II, III, and V)</b>		
1. Request the frocking to ISG/CSM set forth in AR 600-8-19, paragraph 7-10 and NGB-ARH Policy Memorandum #22-022, dated 10 June 2022. 2. (Soldier's name) was selected and assigned for promotion on (YYMMDD). 3. Soldier's request Frock assignment date: _____. 4. Soldier's selected duty position: _____. 5. Soldier is aware that the frocking does not entitle them to time in grade, pay in the frocked rank, or credit on the retired list and will not be used for any purpose related to determining the "highest grade held". 6. Soldier is aware of the CLASP requirements IAW NGR 600-5.		
<b>SECTION V - CERTIFICATION / APPROVAL / DISAPPROVAL</b>		
<b>11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -</b> <input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
<b>12. COMMANDER / AUTHORIZED REPRESENTATIVE</b> Unit Commander	<b>13. SIGNATURE</b>	<b>14. DATE (YYYYMMDD)</b>

Figure 6-3