

Human Resources Actions Branch
(NGGA-PEA)

Senior Enlisted Leadership Policy

Joint Force Headquarters
Georgia Army National
Guard Marietta, GA
15 October 2020

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Chapter 1 Overview

1-1. Purpose. To provide clear procedural guidance for the Georgia Army National Guard (GAARNG) Senior Enlisted Leadership Boards. The two board processes covered in this SOP are the Leadership Board and the Senior NCO Assignment Board (SNAB). These instructions are intended to provide a reference for all Senior Enlisted Leadership Board actions including the procedures for use by the centralized Enlisted Leadership Board. Instructions are intended to standardize the board criteria and point system used and to ensure that board proceedings are fair and equitable. It also provides clarifying guidance concerning eligibility criteria for selection and subsequent assignment or promotion to senior enlisted leadership positions.

1-2. References. Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanations of abbreviations and terms. Abbreviations and terms used in this SOP are defined in the glossary.

1-4. Equal opportunity. All leadership selection actions will be consistent with the Army's policy on equal opportunity as set forth in NGR 600-21 (Equal Opportunity Program in the Army National Guard) and AR 600-20 (Army Command Policy). Leadership selection consideration will be without regard to race, color, religion, gender, national origin, or sexual orientation. Members of all boards prescribed in this SOP will provide fair and nondiscriminatory treatment when making determinations on selections for leadership positions.

1-5. Applicability

a. Soldiers to be considered for the Leadership Board or subsequent SNAB

(1) Soldiers who have annotated on their Promotion Board Preferences or the Command Sergeant Major (CSM) Leadership Addendum that they want to be considered for leadership positions and are recommended for consideration by their chain of command.

(2) SFC, MSG, and 1SGs must be recommended for promotion by their chain of command in order to be considered for the Leadership Board.

(3) To be considered by the SNAB, Soldiers must first be considered by the Leadership Board and placed on the Leadership List.

(4) To be considered for CSM positions, Soldiers either in the rank of SGM or in the rank of 1SG or MSG who have been recommended and eligible for promotion to SGM.

(5) To be considered for 1SG positions, Soldiers either in the rank of 1SG or MSG or in the rank of SFC who have been recommended and eligible for promotion to MSG.

b. Soldiers not eligible for consideration

(1) Soldiers with a relief for cause Noncommissioned Officer Evaluation Report (NCOER) within the last 36 months from the date the board convenes.

(2) Soldiers not recommended for promotion or leadership consideration by their Commander. The non-recommendations for leadership consideration will be processed in the same manner as non-recommendations for promotion outlined in 3-6 of the EPS SOP.

(3) Soldiers with an adverse action that was closed other than favorable within the last 24 months from the date the board convenes.

(4) Soldiers who have failed their current Professional Military Education (PME) within the last 24 months.

- (5) Soldiers with a current failing Army Physical Fitness (APFT)
- (6) Soldiers flagged for failing to meet height and weight standards prescribed in AR 600-9.
- (7) AGR Soldiers in the rank of SFC are not eligible to be considered for leadership positions.
- (8) AGR Soldiers in the rank of MSG or 1SG are eligible to be considered for 1SG positions, but are not eligible to be considered for CSM positions.

Chapter 2

Senior Enlisted Leadership Boards

2-1. Guidelines and criteria

a. The Senior Enlisted Leadership Board (SELB) will be conducted annually to consider NCOs for leadership positions within the GAARNG. The SELB will be conducted as a centralized board at GAARNG Joint Forces Headquarters. The SELB is separate from the Enlisted Promotion System (EPS) Board. A Soldier's placement on the EPS list will not be considered when selecting individuals for placement on the leadership list.

b. In accordance with AR 600-8-19, para 7-34, this board will not determine an Order of Merit List (OML) but rather to 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.

2-2. Leadership List

a. The SELB will be conducted in the first quarter of the calendar year prior to the beginning of the centralized enlisted promotion boards.

b. 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. SGMs, 1SGs, and MSGs selected for leadership positions will be placed on the CSM CY21 Leadership List. 1SGs, MSGs, and SFCs selected for leadership positions will be placed on the First Sergeant (1SG) CY20 Leadership List. The ATAG will approve these lists prior to release. The approved lists will be published in the state FRAGORD and on the EPB website at <https://gamembership.army.mil/eps/>.

c. All NCOs placed on their respective leadership list must still be boarded and/or selected for individual positions by the Senior NCO Assignment Board referenced below in chapter 3 of this SOP. Placement on either of the leadership lists does not guarantee selection for a leadership position but rather eligibility for selection.

2-3. Procedures

a. Board composition. Board members will be comprised of the MSC CSMs or their delegates. Delegates must be a current CSM and must be approved by the State CSM (SCSM) or by the G1. The G1 CSM will serve as a voting or nonvoting board member. Board members will fall within the guidelines of AR 600-8-19, Para 7-34a(3). Every effort will be made to ensure that the board is composed of members that 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 include at least one female as a voting member. If it is not possible to include minority and/or female board members, the recorder will write the justification into the final board report.

b. Conduct of the board. Board members will review each Soldier's board file to determine each eligible candidate's past performance and future potential and will 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, DA 705s, NCOERs covering 36 months, DA 1059s, and other military and civilian education documents.

2-4. Removal from the Leadership List

a. In certain situations, it may be necessary to remove Soldiers who have been selected and placed on the leadership list. In these situations, Soldiers will be removed from the leadership lists in the same manner as an administrative removal from the promotion list in accordance with AR 600-8-19 paragraph 7-44 and 7-45. Procedures to remove Soldiers from any leadership list can be found in para 5-2 and 5-3 in CY21 EPS SOP.

Chapter 3

Senior NCO Assignment Board (SNAB)

3-1. Guidelines and Criteria

a. The SNAB will be conducted as needed to select senior NCOs who have been placed on the Leadership List IAW Chapter 2 of this SOP for 1SG and CSM positions within the GAARNG.

b. The SNAB will not consider the EPS list when selecting Soldiers for leadership assignments IAW AR 600-8-19, para 7-34.

c. The SNAB can be formed and announced at the discretion of the ATAG in order to fill immediate and unplanned vacancies.

3-2. Consideration Eligibility

a. Senior Enlisted Soldiers of the GAARNG who have been placed on the CY21 Leadership Lists and are:

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

(2) Title 32 AGR in the current rank of MSG or 1SG are eligible for consideration for 1SG positions only.

b. Senior Enlisted Active Duty Soldiers currently assigned to the GAARNG as part of the Associated Units Program (AUP) who have been selected for promotion on active duty and have been assigned a sequence number. It is the AUP Soldier's responsibility to ensure that they provide of all the documents required in paragraph 2-3c of this SOP to their assigned MSC S1. The MSC S1 will ensure that a copy of the Soldier's documents are provided to the G-1 HR Actions Branch (HRAB) via email at ng.ga.gaarng.list.ngga-g1-eps-office@mail.mil.

c. Eligible Soldiers are responsible for updating their records prior to the board. It is highly recommended to ensure that all administrative records are updated in IPPS-A, DTMS, MEDCHART, and all corresponding documents are reflected in iPERMS. This includes, but is not limited to, updated SRB, most recent APFT, and current evaluation. If the current NCOER has been submitted to HQDA and is not reflected in their iPERMS records, the Soldier can submit a copy with all the signatures along with a memorandum to the President of the Board to consider their NCOER.

d. 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.

e. Soldiers in the rank of 1SG or MSG 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 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.

f. 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.

3-3. Not Considered. The following categories of Soldiers will not be considered for leadership positions.

a. Soldiers who are not on the current CY21 Leadership Lists.

b. Soldiers who are on the current CY21 Leadership Lists 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 Retention Board.
- (4) Any reason specified in para 1-5b of this SOP

3-4. Procedures

a. Board composition. Board members will be comprised of the SCSM, the G1, and MSC CSMs or their delegates. Delegates must be a current CSM and must be approved by the SCSM or by the G1. The G1 SGM will serve as a nonvoting board member. Board members will fall within the guidelines of AR 600-8-19, Para 7-34a. Every effort will be made to ensure that the board is composed of members that 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 include at least one female as a voting member. If it is not possible to include minority and/or female board members, the recorder will write the justification into the final board report.

b. MOI. The G1 will issue a memorandum of instruction (MOI) announcing current and projected vacancies for a minimum of 15 days. The G1 or their designated representative will brief the leadership board on the important features of the MOI and provide board members an opportunity to ask questions.

3-5. Conduct of the Board

a. The objective of the CSM and 1SG selection board process is to meet the leadership, competence, professionalism, and management needs of the GA ARNG. This process identifies those leaders who have the best leadership qualities, effectiveness, and potential for service at a higher level. The purpose of the board process is to select the applicants who are eligible and most qualified 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 training, education, and experiences provided by the Army. Effective 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 the demonstrated abilities of future leaders to enhance the readiness their units. The board should thoughtfully and deliberately identify the best candidate for each 1SG or CSM position in order to provide the best NCO leadership possible to the Soldiers of the GA ARNG.

b. Considerations. All Soldiers on the leadership list will automatically be considered for leadership positions in their CPMOS. Consideration for leadership positions will be statewide and not limited to the area of consideration (AOC) Soldiers select on the Promotion Board Preference or Command Sergeant Major Addendum.

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

(2) The SNAB will consider qualified serving CSMs and SGMs prior to nominating a 1SG or MSG for promotion into a CSM position.

(3) The SNAB will NOT consider the EPS list when selecting Soldiers for leadership assignments.

c. SNAB

(1) Prior to the SNAB, EPB will download all eligible applicants' performance file from iPERMS and a copy of their SRB onto the SIBX Automated Boards or National Guard Automated Boards System (NGABS).

(2) The established baseline will be reviewed prior to considering applicant files. The baseline will ensure all board members are considering applicant files based on common criteria to ensure objectivity and impartiality in their deliberations.

(3) Board members will review files for every eligible applicant. Board files will include, but are not limited to, SRBs, DA 705s, NCOERs covering 36 months, DA 1059s, and other military and civilian education documents. Board members will consider the Soldiers' leadership abilities as well as their 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.

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

d. Board results

(1) Board results will be consolidated in Memorandum for Record format by the board recorder.

(2) The final SNAB results, as well as the list of applicants considered by the board, will be provided to the ATAG for final approval.

(3) Once board results have been approved, MSC CSMs or their delegates will notify those selected for leadership positions.

(4) EPB will publish the board results in the state FRAGORD and provide a copy to all MSC S1s.

Chapter 4 Vacancy Fill Requests

4-1. Request Procedures

- a. EPB will notify MSC CSMs and S1s of upcoming SNAB dates.
- b. MSCs will review their Unit Manning Roster (UMR) to verify 1SG and CSM vacancies and determine projected losses for leadership positions. MSCs will consider announcing positions if the current CSM or 1SG has occupied the position for more than 30 months.
- c. MSCs will complete the Leadership Position Announcement Request (Figure 4-1) and submit through their chain of command with the G1 as the approving official.
- d. Leadership position announcement requests will be processed through the chain of command and approved at battalion and MSC level prior to submission to G-1.
- e. The MSCs will submit all requests to the G-1 Actions Branch EPB section through IPPS-A.

4-2. Position announcement

- a. Upon receipt of leadership position announcement request, EPB NCOIC will confirm the position number on the UMR of the unit requesting the vacancy fill and annotate any specific requests for the vacancy fill.
- b. After all positions have been verified, the EPB NCOIC will assign a control/vacancy number and place the request on the CSM/1SG announcement tracker.
- c. EPB will generate the announcement memorandum with a suspense date of no less than 15 days from the date of the announcement. All announcements will be signed by the G1 or their designated representative.
- d. Announcements will be sent to MSC CSMs and S1s and published in the State FRAGORD and on the EPS website.
- e. Soldiers will have 15 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 EPB via IPPS-A.
- f. EPB 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.

4-3. Announcement closure

- a. After the suspense date of the announcement, EPB will verify eligibility of all applicants IAW para 3-2 of this SOP.
- b. EPB 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 paragraph 3-3b that will preclude them from competing for any of the announced leadership positions.
- c. The G-1 EPB NCOIC will submit the names of eligible applicants currently serving in a Technician status to the Human Resources Office (HRO) to determine technician capability for the announced positions.
- d. EPB will submit the final list of applicants to SCSM and G1 SGM along with the names of any applicants removed from the board and the reason for removal.

Chapter 5

Post Board Actions

5-1. Transfers, Promotions, and Lateral Appointments

- a. After the ATAG approves the appointments, the transfer and assignment to leadership positions will be effective the date of the board.
- b. EPB will verify promotion eligibility for all NCOs selected for a higher grade leadership position.
- c. If selected for a higher grade positions, NCOs who meet all promotion requirements will be promoted to MSG or SGM effective the date of the board and laterally appointed to 1SG. Soldiers selected for CSM must be federally recognized by HQDA prior to lateral appointment. NCOs not eligible for immediate promotion will be assigned to their leadership positions effective the date of the board and will serve in their current rank until they meet all promotion requirements. Their promotion date will be effective the date they become fully eligible for promotion.
- d. EPB will publish all transfer, promotion, and lateral appointment orders.

5-2. M-Day/AGR Declination of Leadership Position

- a. Declinations for SFCs selected for 1SG or for MSGs and 1SGs selected for CSM will be IAW para 6-6 of the FY21 EPS SOP. Requests to decline the selection must be submitted within 5 days from the Soldier's notification.
- b. Current 1SGs and MSGs who decline a 1SG position and SGMs who decline a CSM position will follow the steps below within 5 days of notification. Declination of leadership requests will be processed through the chain of command.
 - (1) Soldier will submit the signed declination memorandum (figure 5-1) requesting declination of a 1SG/CSM leadership position to their unit within 5 days of notification.
 - (2) The unit will forward the request through their chain of command to the MSC.
 - (3) The MSC S1 will submit the declination and SOU to the G-1 EPB section through IPPS-A.
 - (4) The G-1 EPB section will forward all declination requests to the G1 for approval or disapproval.
 - (5) The G-1 EPB section will remove the Soldier from their current leadership position.
- c. Approved declinations for current SGMs, 1SGs and MSGs under para 5-2b. above will result in the Soldier's removal from the leadership for the remainder of CY21. 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.
- d. SFCs with an approved declination IAW para 6-6 of the CY21 EPM SOP will remain in their original UMR position.

5-3. M-DAY/AGR Hardship Waiver Request

- a. Hardship waivers for M-day Soldiers will be considered IAW para 6-7 of the FY21 EPS SOP. AGR Soldiers in the current grade of MSG who have an approved hardship will be removed from the Leadership List for the remainder of the EPS cycle.
- b. Process Steps to request a hardship waiver.
 - (1) Soldier will submit a Hardship Waiver request (figure 5-2) requesting to decline a

CSM/1SG position resulting from a hardship within 30 days from the selection date through their chain of command. Supporting documentations will be required in addition to Hardship Waiver Request.

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

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

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

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

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

5-4. AGR Leadership Policy and Procedures

a. 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 selected for an M-Day 1SG position are subjected to the Command Leadership and Staff Assignment Policy (CLASP).

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

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

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

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

(5) 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.

(6) 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).

b. Process Steps:

(1) Selected AGR Soldiers will sign and submit their CLASP agreement memorandum as shown in figure 5-3 through their chain of command to the MSC upon notification of selection.

(2) The MSCs will submit the CLASP agreement memorandum to G-1 EPB section through IPPS-A.

(3) The G-1 EPB section will submit the packet through the G1 and SCSM to the ATAG for approval or disapproval.

(4) If approved, the Soldier will be assigned IAW para 5-1 of this SOP.

Appendix A References

Section I Publications

AR 600-8-19

Enlisted Promotions and Reductions

AR 600-9

The Army Body Composition Program

AR 600-20

Army Command Policy

NGR 600-5

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

NGR 600-21

Equal Opportunity Program in the Army National Guard

NGR 600-200

Enlisted Personnel Management

NGB-ARH Policy Memorandum #18-001

New Implementation Guidance for the ARNG Enlisted Promotion System

GAARNG Enlisted Personnel Management

Enlisted Personnel Management

Section II Attachments

Figure 3-1

Example Memorandum to the President of the Board

Figure 4-1

Leadership Position Announcement Form

Figure 5-1

Memorandum for Declination of leadership position

Figure 5-2

Hardship Waiver Request

Figure 5-3

CLASP Agreement

Glossary

Section I Abbreviations

AGR

Active Guard/Reserve

APFT

Army Physical Fitness Test

ARNG/ARNGUS

Army National Guard / Army National Guard of the United States

ATAG

Assistant Adjutant General – Army.

AUP

Associated Units Program

EPM

Enlisted Personnel Management

HRAB

Human Resources Action Branch

iPERMS

Interactive Personnel Electronic Records Management System

IPPS-A

Integrated Personnel and Pay System-Army

MSC

Major Subordinate Command

NCOES

Noncommissioned Officer Education System

PME

Professional Military Education

Section II Terms

M-Day

That unnamed date in the future upon which a traditional drilling Guardsman is called into active service under Presidential authority for a mobilization.



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

Figure 4-1

Leadership Position Announcement Request Form

MSC NAME OF REQUESTER RANK CONTACT # FOR THE MONTH OF

UIC	UNIT NAME	PARA	LINE	DMOS	LOCATION

MSC S1 SIGNATURE OF APPROVAL MSC CSM SIGNATURE OF APPROVAL DATE

Declination of Senior Non-Commissioned Officers Assignment Board
(SNAB)

(Date)

MEMORANDUM FOR:

**JFHQ, G1-EPB
Attn: EPM Section
1000 Halsey Ave., Bldg. 447
Marietta, Georgia 30060-4277**

SUBJECT: DECLINATION OF LEADERSHIP

Soldier Name: _____

Selected Rank: _____

Gaining Unit: _____

Position Number: _____ MOS: _____

Soldiers who decline a leadership position will be removed and not re-instated on the Leadership List for duration of the current Leadership cycle.
(Example: A Soldier is selected in July 2020 and they decline the leadership position; they then become ineligible for selection for the remainder of the 2020 list. However, the Soldier may complete documents in January 2021 to compete on the 2021 Leadership List, scheduled to be published NLT 15 May 2021).

Signed by Soldier

Figure 5-2

PERSONNEL ACTION		
For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended		
PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.		
ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.		
DISCLOSURE: Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.		
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
SECTION I - PERSONAL IDENTIFICATION		
4. NAME (Last, First, MI) Soldier's Name	5. GRADE OR RANK/PMOS/AOC E8/MSG/11B5O	6. SOCIAL SECURITY NUMBER 123-45-6789
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) (Continue on separate sheet)		
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 5-3

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