



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
GEORGIA ARMY NATIONAL GUARD
JOINT FORCE HEADQUARTERS
1000 HALSEY AVENUE
MARIETTA GA 30060-0038

NGGA-CSM

31 May 2016

MEMORANDUM FOR All Georgia Army National Guard Commanders, Command Sergeant Majors, and First Sergeants

SUBJECT: Command Sergeant Major and First Sergeant Selection Board Procedures

1. Leadership positions, Command Sergeant Major (CSM) and First Sergeant (1SG), can be filled in one of two ways. With the approval of the State Command Sergeant Major, commanders may appoint someone to the position who is on the leadership list and has previously served in that capacity. Or, commanders may elect to use the vacancy announcement process.
2. Vacancy announcements will be posted on the Enlisted Promotions System (EPS) website at <http://ga.ng.mil/eps>. In addition to posting the announcement, the G1-EPS section will email all Soldiers under automatic consideration and send a second email to all Soldiers eligible to apply. The vacancy announcement will remain open for a minimum of 30 calendar days. Any M-Day or Technician Soldier on the respective leadership list may apply. AGR Soldiers on the leadership list and already the rank of the position may apply. Soldiers under automatic consideration are not required to submit a packet. Other Soldiers eligible to apply must complete and submit their selection packets in accordance with the approved packet checklist.
3. Boards will only consider applicants who are eligible for selection on the date of the board. Selection criteria can be found on the Georgia Membership Site at <https://gamembership.army.mil>. Selection boards will be conducted as soon as possible, but NLT 45 days of the announcement closing. Any exceptions require approval of the State CSM. The selection board will forward results through the chain of command to the G1-EPS section.
4. Boards will consist of the following members:
 - a. At a minimum, Battalion CSM Selection Boards will consist of the following:
 - (1) One field-grade officer: The Battalion Commander or designee who will serve as the President of the Board.
 - (2) The MSC CSM or his CSM designee. The State CSM will approve the designee.
 - (3) One additional CSM or field grade officer.
 - (4) One recorder in the rank of Sergeant or above.
 - b. At a minimum, 1SG Selection Boards will consist of the following:

(1) One field-grade officer: The Battalion Commander or designee who will serve as the President of the Board.

(2) The Battalion CSM or designee. Designee must be a CSM, Sergeant Major, or 1SG.

(3) One additional board member, 1SG or above, or commissioned officer.

(4) One recorder in the rank of Sergeant or above.

c. Board membership will reflect overall demographics of the applicants, with emphasis on minority representation in the board panel members in correlation with board applicants. Boards that consider female applicants will include a female board member if possible. Membership will be extended if necessary to meet the diversity requirements. The State CSM will approve any deviation from the diversity requirements prior to the board commencement. Selection of board members outside of the command is encouraged to provide additional diversity.

5. Board Process:

a. The G1-EPS section will submit a list of Soldiers who are under automatic consideration for the position. The MSC or Battalion will build selection packets for those Soldiers under automatic consideration. The G1-EPS section will review and forward packets of applicants not under automatic consideration.

b. The President of the board in conjunction with the Brigade CSM (for Battalion CSM positions) or the Battalion CSM (for 1SG Positions) is authorized to conduct a paper board to identify at least three Soldiers who are "best qualified" for the position. At a minimum, boards will consider the ERB and last three years of NCOERs to determine those "best qualified." The president will conduct an appearance board for the "best qualified" Soldiers. The board members will determine the selection criteria for the appearance board. Requests for exemption from conducting an appearance board requires State CSM approval. The President of the Board or designee is responsible for notifying each applicant of the board's date, time, location and uniform prior to the scheduled board date.

c. The board president may approve a telephonic interview for applicants unable to appear before the board due to extenuating circumstances such as deployment, military school, or unavoidable work conflict. These instances must be fully documented as to the reason for the applicant's inability to make a personal appearance and the date the telephonic interview was conducted.

6. Notifications:

a. The G1-EPS section will notify MSCs if applicants are not authorized for consideration. MSCs will ensure applicants are notified they do not meet requirements for consideration.

b. Following the paper board, the board president or his designee will notify Soldiers not deemed "best qualified" that they are not under further consideration.

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c. Following the interview board, once the G1-EPS section has verified the selectee's eligibility, the board president or his designee will notify the selectee of their selection and those not selected. The notifications will occur within 14 days of selectee approval.

7. Point of contact for this policy and procedures is the Georgia Army National Guard State CSM. This policy and other pertinent information pertaining to the Enlisted Promotion System is posted on the EPS website at <http://ga.ng.mil/eps>.



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