

**MILPER Message Number  
24-099**

**Proponent  
AHRC-TAD-S**

**Title  
Fiscal Year 2025 (FY25) Noncommissioned Officer Leadership Center  
of Excellence (NCOLCoE) and the Sergeants Major Academy (SGM-A)  
Fellowship Program Cohort 11**

**...Issued: [XXXX]...**

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- A. AR 140-10, (Assignments, Attachments, Details, and Transfers), 16 July 2021.
  - B. AR 140-111 (U.S. Army Reserve Reenlistment Program), 2 March 2018.
  - C. AR 600-9 (The Army Body Composition Program), 16 July 2019.
  - D. AR 614-30 (Overseas Service), 22 December 2016.
  - E. AR 614-200 (Enlisted Assignments and Utilization Management), 25 January 2019.
  - F. AR 623-3 (Evaluation Reporting System), 14 June 2019.
  - G. Army Directive 2018-16 (Suitability Criteria for Military Personnel in Specified Positions), 8 November 2018.
  - H. Department of Defense Instruction (DoDI) 1322.06 (Fellowships, Legislative Fellowships, Internships, Scholarships, Training-With-Industry (TWI), and Grants Provided to DoD or DoD Personnel for Education and Training), 12 October 2016.

- 1. This message will expire no later than (NLT) 2 March 2025.
- 2. The FY25 Noncommissioned Officer Leadership Center of Excellence (NCOLCoE) and the Sergeants Major Academy (SGM-A) Fellowship Program Cohort 11 Selection Panel will Convene 14 -18 October 2024 at Fort Bliss, Texas to identify the best qualified list for final selection of Fellows. The deadline for submitting applications is 2 October 2024.
- 3. Program Description: The Noncommissioned Officer Leadership Center of

Excellence (NCOLCoE) and the Sergeants Major Academy (SGM-A) Fellowship Program is targeted for Sergeants Major who have potential and a strong desire to be an educator of future Sergeants Major. Selected candidates will pursue a Master's Degree in Lifelong Learning and Adult Education through Pennsylvania State University or a Master's Degree in Instructional Design, Development and Evaluation from Syracuse University. Both degree programs are 30-semester hour, online programs focusing on the knowledge and skills required to develop professionals who work with adult learners in the academic disciplines of distance and continuing education; program planning, research, and evaluation of adult learners; and course design and development.

4. Selection Process: The Sergeants Major Academy Fellowship Program Selection Panel will convene 14 – 18 October 2024 at Fort Bliss, Texas, to establish a best-qualified list to present to the Commandant, NCOLCoE for final selection of Fellows.

a. All eligible National Guard Bureau applicants will be approved by the Army National Guard CSM NLT 4 October 2024. Approval does not guarantee selection and are subject to availability of funds.

b. All eligible United States Army Reserve applicants will be approved by the Army Reserve CSM NLT 15 September 2024. Applicants must submit packets to the POC listed in para 10 NLT 14 August 2024, as annotated in 9b. Approval does not guarantee selection and are subject to availability of funds.

c. Selection Results for Cohort 11 will be released NLT 8 November 2024. The panel will select both primary and alternate candidates. Should a primary candidate be unable to fulfill the program requirements, an alternate candidate will be notified by the Commandant, NCOLCoE. Selectees can request a preference to attend Penn State or Syracuse, but the Commandant, NCOLCoE, will make final determination. Notification of acceptance by Penn State or Syracuse will occur once the institutions' application processes are complete. The SGM-A Fellowship Program Manager will provide additional information on applying to Penn State University or Syracuse University.

5. Funding: All costs (application fee, tuition, books) will be borne by the NCOLCoE. This program will have no impact on selectees' education benefits (i.e., GI-Bill, Post 9-11 Education Bill, etc.). NGB will fund P&A and PCS costs while stationed/assigned to the NCOLCoE. Applicants may be required to pay for transcripts from previous education institutions as required by Penn State or Syracuse.

6. Tenure/Location: Assignment will be to the SGM-A Fellowship UIC (W3QTB1), Fort Bliss, Texas 79918. Participants will begin the fellowship with a Permanent Change of Station to the NCOLCoE at Fort Bliss, Texas by June 2025, with 30 days early report authorized. Upon reporting, Fellows are expected to be 100% ready in all readiness areas. During in processing Fellows will update their DD93/PRR/FRR/SGLV and

MEDPROS. During the program Fellows will maintain currency of their ACFT or the Army's approved test of record and every six months after to include HT/WT. There is a requirement to attend monthly meetings and stay current on AR 350-1 training. Before master's degree course work begins mid – August 2025, the NCOLCoE Faculty and Staff Development Office (FSDO) will instruct the Fellows on the following courses: Common Faculty Development- Instructor Course (CFD-IC) and the Instructor Observation Course (IOC), These courses provide future instructors the opportunity to become enhanced adaptive leaders within our world-class faculty with the capability to educate others to win in complex world. The FSDO page can be found at <https://www.ncolcoe.army.mil/Directorates/Policy-and-Governance/Faculty-and-Staff-Development-Office/>.

## 7. Obligations incurred:

a. Following successful completion of the Master of Lifelong Learning and Adult Education Program with Penn State or the Masters in Instructional Design, Development, and Evaluation Degree Program with Syracuse University, Active duty Fellows will incur a 3-year Service Remaining Requirement (SRR), subject to regulatory guidance. United States Army Reserve (USAR)/ United States Army National Guard (ARNG) will incur a 2-year service obligation after graduation.

b. Upon graduation from Penn State or Syracuse, Fellows will be assigned to the SGM-A UIC (W3QTA1) Fort Bliss, Texas 79918 as NCOLCoE Staff and Faculty.

<b>Active Duty</b>	<b>ARNG/USAR</b>
Selection Date: October 2024	Selection Date: October 2025
Arrive at Fort Bliss: June 2025	Arrive at Fort Bliss: June 2025
Degree Program: August 2025 – 2026	Degree Program: August 2025 – 2026
NCOLCoE S&F: August 2026 – 2028	NCOLCoE S&F: August 2026 – 2028
Eligible for Assignment or PCORD NET: August 2028	
Retirement Eligible NET: August 2029	

Active-duty Cohort 11 Fellows are eligible to serve as NCOLCoE Staff and Faculty until August 2029 at the discretion of the NCOLCoE Commandant.

c. Students who participate in this funded educational program may be required to reimburse the U.S. Government the costs if they voluntarily or involuntarily fail to complete the Master of Lifelong Learning and Adult Education Degree or the Masters in Instructional Design, Development and Evaluation Degree.

## 8. Eligibility Criteria:

a. Active Component (AC), Army National Guard (M-Day and AGR) (ARNG) or Army

Reserve (Troop Program Unit (TPU) and AGR) (USAR) Sergeants Major (promoted at the time of packet submission) with DA Form 1059 course completion of the Sergeants Major Resident/Non-Resident Course.

b. Must possess a completed bachelor's degree with a GPA of 3.0 or higher from a regionally accredited university, which holds accreditation from one of the following:

New England Association of Schools and Colleges
North Central Association Commission on Accreditation and School Improvement
Middle States Association of Schools and Colleges
Southern Association of Colleges and Schools
Western Association of Schools and Colleges
Northwest Commission on Colleges and Universities
Or Tertiary (Postsecondary) Degree that is deemed comparable to a four-year bachelor's degree from a regionally accredited U.S. institution

c. Must be able to complete full fellowship and utilization without interruption.

d. Possess interpersonal skills and ability to interact and form professional educational relationships with individuals of diverse backgrounds.

e. Pending a suitability screening by the Sergeants Major Management Division (SMMD), U.S. Army Human Resources Command (USAHRC), any adverse actions or any history of Type I or Type II or Type III offenses, IAW Army Directive 2018-16 will deem an applicant ineligible to participate in the program. Army Directive 2018-16 can be viewed at [https://armypubs.army.mil/epubs/DR\\_pubs/DR\\_a/ARN13996-ARMY\\_DIR\\_2018-16-000-WEB-1.pdf](https://armypubs.army.mil/epubs/DR_pubs/DR_a/ARN13996-ARMY_DIR_2018-16-000-WEB-1.pdf).

f. Meet Army Physical Fitness Test requirements, IAW FM 7-22 and Army Height and Weight Requirements, IAW AR 600-9.

g. Meet the requirements of AR 614-200, Enlisted Assignments and Utilization Management, para 6-9 and 6-12.

h. Active duty competing for CSM, Key Billets, or 00Z nominative positions are eligible to serve in CSL or nominative positions after successful completion of the master's degree program and a minimum of 2 years as an instructor at the SGM-A. If selected for Command Sergeant Major (CSM) or SGM Key Billet, the Projected Change of Responsibility Date (PCORD) should be after successful completion of the second year of Sergeants Major Course (SMC) Instructor requirement. Early release from program for Army critical personnel needs, on a case-by-case basis, will be at the sole discretion of the Commandant, NCOLCoE. All selected candidates will incur a 36-month Service Remaining Requirement (SRR) after graduation from their respective degree program.

i. Applicants currently serving as a CSM must be able to adjust their PCORD date to arrive to the NCOLCoE by June 2025. Do not presume this will happen if you are

selected. If your command does not concur with an earlier PCORD date, or if HRC cannot support due replacement availability, you will not be selected for the fellowship.

j. Candidates are not authorized to compete for any other Army-sponsored program, fellowship, or scholarship, until selection is made.

k. Active duty and AGR applicants must have less than 26 years' time in service (TIS) as of 1 August 2025. There are no exceptions to policy (ETP) to waive the TIS remaining requirement. ARNG M-day and USAR TPU applicants are not limited by the TIS requirements but must be able to complete the Service Remaining Requirement (SRR) requirement before reaching their mandatory removal date or mandatory retirement date. ARNG M-day and USAR TPU Soldiers must have 14 years or less Active Federal Service (AFS) or have already requested Sanctuary when entering the SGM-A Fellowship. Timeline for inclusion:

August 2025 – August 2026- Fellow with Penn State or Syracuse.

August 2026 – August 2028- Instructor in the Sergeant Major Course.

l. Applicants must not have been selected for any of the Broadening Opportunity Programs (BOP), listed at <http://www.hrc.army.mil/bop> within the last ten years. This does not include the Defense Advanced Research Projects Agency (DARPA) or the HQDA Strategic Broadening Seminar Programs.

## 9. How to Apply:

a. Active duty will submit a complete packet to the NCOLCoE and SGM-A Fellowship [SGM-AFellowshipProgram@army.mil](mailto:SGM-AFellowshipProgram@army.mil) email with the subject "Request to Compete for SGM-A Fellowship." Attached the below required documents to the email using the following naming convention: DOCUMENT\_NUMBER\_RANK\_LAST NAME\_DOCUMENT NAME. The below documents are required to be attached to the email using the applicable number, annotated below, to allow for easy identification and accurate packet submission(s).

- (1) DA 705-Test
- (2) DA 1059 or Sister Service Equivalent
- (3) Essay
- (4) LOR (minimum two)
- (5) MFR
- (6) Transcript
- (7) Soldier Talent Profile
- (8) NCOER (last three)
- (9) Resume
- (10) NGB 23B (ARNG M-DAY only)

b. Active duty will attach the following documents when emailing their packet to the SGM-A Fellowship Program. ARNG and USAR will submit the following to the appropriate POCs listed in para 10 below NLT 14 August 2024 for all components. Subject title of email "Request to Compete for SGM-A Fellowship."

(1) Most current DA Form 705-Test (Army Physical Fitness Test Score Card) and DA Form 5500/5501 (Body Fat Content), if applicable.

(2) DA Form 1059 (Service School Academic Evaluation Report), course completion of the U.S. Army Sergeants Major Course (Resident/Non-Resident Distance Learning) Course, or sister service equivalent, proof of completion.

(3) Candidates submitting a packet for consideration into the SGM-A Cohort 11 Fellowship Program must include a 500-600 word essay, in APA-7<sup>th</sup> Ed. format, that answers one of two following questions: "Why should you be selected for the SGM-A Fellowship?" or, "As a Fellow, how will you contribute to the development of future Sergeants Major?"

(4) Letters of Recommendation (LOR). Minimum of two and a maximum of three from the candidates first line supervisor and the candidate's rater and senior rater accompanied with a letter of endorsement. The LOR can be in letter or memorandum format, IAW AR 25-50. Address the LORs to the Commandant, NCOLCoE, ATTN: Fellowship Program Manager, 11291 SGT E. Churchill St., Fort Bliss, Texas 79918. LORs are part of the application packet and are not sent directly to Commandant, NCOLCoE.

(5) Memorandum for Record with the following information: grade, name, last four of your SSN, bachelor's degree GPA and indicate preference to attend Penn State or Syracuse, and the following statement: "I understand that if I am selected for the 2025 SGM-A Fellowship, I will incur an active duty service obligation of 3 years (2 years ARNG/USAR) upon successful completion of the 1-year program. I authorize the U.S. Army Human Resources Command to release all documents to anyone who may require them in connection with my nomination and or selection to a broadening opportunity program".

(6) A copy/scan of the official transcript for the regionally accredited bachelor's degree must be submitted. This transcript is needed to validate the degree issuing institutions accreditation level.

(7) The Soldier Talent Profile (from IPPS-A).

(8) Last three (3) Noncommissioned Officer Evaluation Reports (NCOER).

(9) Individual Resume (no standard format).

(10) ARNG (M-Day) applicants must include a current NGB 23B (Retirement Point Accounting Statement) with adjusted basic active service date (BASD) dated within 30 days of 14 October 2024.

c. Your nomination will be reviewed by your career branch and Leader Development Division for eligibility, availability, and derogatory information.

10. Points of Contact for additional information:

a. NCOLCoE: [SGM-AFellowshipProgram@army.mil](mailto:SGM-AFellowshipProgram@army.mil) or 915-744-8096.

b. Active Army (HRC): Mr. David Minor by email at: [david.l.minor1.civ@army.mil](mailto:david.l.minor1.civ@army.mil).

c. Army National Guard: SFC Angeli Viyar by email at: [angeli.c.viyar.mil@army.mil](mailto:angeli.c.viyar.mil@army.mil), or by phone at: 703-601-8622.

d. US Army Reserve: Senior Leader Development Office by email at: [usarmy.usarc.ocar.mbx.sldo-e9@army.mil](mailto:usarmy.usarc.ocar.mbx.sldo-e9@army.mil), or by phone at: 502-626-8958.