

Office of the Sergeant Major of the Army

Standard Operating Procedures

The Sergeants Major Nominative Process

June 2014

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1. Disclaimer. This Standard Operating Procedure (SOP) is intended to serve as guidance in the establishment of internal procedures. It is not intended to create any right or benefit, substantive or procedural, enforceable at law by a party against the United States, its agencies, its members, or any person. It is not intended to be binding or to preclude deviations as required or appropriate given the circumstances.

2. Purpose. This SOP delineates responsibilities and procedures regarding selection, assignment, utilization, eligibility, and other related aspects pertaining to the nominative process applicable to Command Sergeants Major (CSM) and Sergeants Major (SGM).

3. Scope. This SOP applies to all Regular Army (RA) CSM and SGM identified for appointment/assignment to an authorized Nominative CSM/SGM position.

4. Authority. The Sergeant Major of the Army (SMA), Deputy Chief of Staff (DCS), G-1, have the authority to approve exceptions or waivers to this SOP that are consistent with controlling regulations.

5. Terms. These definitions are provided solely for the purpose of interpreting this SOP (and the actions addressed therein).

a. Nominative Position. Any authorized CSM or SGM billet where the rated CSM/SGM is rated by a General Officer (GO) or member of the Senior Executive Service (SES). The position must be validated on an MTOE, TDA, JMD, or a provisional organization approved by HQDA.

b. Projected Change of Responsibility Date. The Projected Change of Responsibility Date (PCORD) is established to project the ending year/month of an assignment. This date facilitates the process to identify replacements. All Nominative CSM/SGMs will have PCORDs.

c. Retention Control Point (RCP). The RCP established in AR 601-280, as modified by Secretary of the Army level guidance in effect, is the maximum number of years of Active Federal Service (AFS) authorized based on the GO/SES level of assignment a CSM/SGM is holding.

d. Vacancy Announcement. An announcement is sent out to the nominative population when a valid position becomes available. This is known as the legacy process. This announcement generates the slate report and nomination submission.

e. Slate Report. A listing of qualified (to include background screenings) CSMs/SGMs nominated and endorsed by the appropriate level command for consideration to a valid position.

f. Tour Length. The established period of time determined for specified nominative CSM/SGM assignments.

6. Responsibilities.

a. Sergeant Major of the Army (SMA).

(1) The SMA has a direct role in the nominative Sergeants Major process and serves, concurrent with the CSA, as the approval authority for Sergeants Major slates. The SMA serves as the Executive Agent of the Sergeants Major Nominative Program.

(2) Hosts a quarterly panel to review all eligible Sergeants Major.

(3) Approves recommended slates for release to selecting officials (GO/SES).

(4) Serves as the approval authority for all requests exceptions to the policy.

b. DCS, G-1.

In conjunction with the Sergeants Major Management Office (SMMO), exercises general staff supervision over the Sergeants Major Nominative process and policies (AR 614-200, para 2).

c. ACOM/ASCC/DRU CSM.

- (1) Serve as nominating official for nominees within their command for legacy slating process – vacancy announcements
- (2) Enforce the development of broadly-skilled Sergeants Major as provided in the Army Leader Development Strategy (ALDS).
- (3) Submits recommendations to the SMA on tour length extensions.
- (4) As required, verify all nomination packets for eligibility and provide an endorsement checklist for each approved nomination packet submitted (Enclosure 1).
- (5) Enforce discipline in the Sergeants Major Nominative process across their respective command.
- (6) Serve as advisors to the SMA on the procedures/processes as outlined in SOP.
- (7) Provide a status on retirements for nominative Sergeants Major within their command to the SMA through the SMMO.

d. Sergeants Major Management Office (SMMO).

- (1) Serve as the Proponent and Administrative Agent of the Sergeants Major Nominative Program.
- (2) Interface with the Sergeants Majors Branch at Human Resources Command (HRC), Senior-level CSM's (appropriate level of command) and the Sergeants Major community to effectively manage and provide discipline within the program.
- (3) Coordinate with commands to ensure qualifications/prerequisites for the required position are established.
- (4) Adopt and supporting the capability to develop broadly-skilled NCOs in support of the principles established in the ALDS.
- (5) Provide proponent guidance for the DA level nominative selection board.
- (6) Execute of the nominative Sergeants Major quarterly panel.
- (7) As required, manage vacancy announcements (legacy slating process) and open slate reports.
- (8) Provide feedback through the ACOM/ASCC/DRU CSMs on nomination packet acceptance and additions to the open slate reports.
- (9) Initiate background screening checks for all nominated Sergeants Major in accordance with the HQDA Personnel Suitability Screening Policy dated 4 February 2008 (Enclosure 2).
- (10) Initiate Exceptional Family Member Program (EFMP) screening for all nominated Sergeants Major.
- (11) Coordinate for additional nominative level educational opportunities to include: Sergeants Major Force Management Course, Sergeants Major Legal Orientation Course, Keystone Course and Sergeants Major Nominative Level Transition Course.

(12) Ensure life cycle management processes exist to effectively establish and manage PCORDs for all Nominative Sergeants Major in accordance with SOP.

(13) Provide panel results and feedback to the ACOM/ASCC/DRU upon completion of the quarterly panel and approval of the results.

(14) Contact each nominee upon completion of the panel and forward packets for selected to Commanding Officer. Upon selection forward the SMAs letter of acceptance (Enclosure 3) and received their letter of commitment for SMA(Enclosure 4).

(15) Manage the eligible pool of brigade level (7C/7S) nominees from the annual board through the quarterly panels.

(16) At the request of an MPD the SMMO will validate a nominative position.

e. Command Management Branch/Sergeants Major Branch, HRC.

(1) Provide administrative oversight for nominative Sergeants Major assignment instructions upon selection to a nominative position.

(2) Provide assignment instructions for Sergeants Major that opt out of or are removed from the nominative program.

(3) Coordinate with SMMO with any nominative personnel actions.

7. Policy.

a. The goal of the Nominative Sergeants Major process is to facilitate development of broadly-skilled Senior NCO Leaders, a process that will groom future SMAs.

b. Nominative tour lengths.

(1) One/two Star positions are generally 24 months. Extension requests will be approved on a case by case basis as an exception to the policy. Any request for extension must be submitted through the ACOM/ASCC/DRU CSMs prior to 17th months in position, but not earlier than 12 months (Enclosure 5).

(2) Most three/four Star position are generally 36 months. Where specific tour length restrictions apply, tour lengths will be 24 months. This will be coordinated prior to assignment.

(3) World-wide Individual Augmentee System (WIAS) assignments will be based on the GO tour length but will generally be 12 months in length. This will be coordinated prior to assignment. WIAS tasking instructions, to include training requirements, will be coordinated with HQDA G 3/5/7 WIAS tasking section.

(4) The authorized grade structure on the MTOE/TDA/JMD (or provisional document) will be used as the basis to apply (1), (2) and (3) above.

c. Initial Selection/Assignment.

(1) Nominative CSM. Once selected and assigned to an initial (one/two-Star) CSM position, the NCO will be reclassified to MOS "00Z" and the Soldier's PCORD date is extended to meet the authorized tour length or, if required, the Soldiers Retention Control Point (RCP) The selected CSM will not be automatically extended to 35 years (AFS). Those with a PCORD plus six months date less than their 32 year Mandatory Retirement Date (MRD) will have a 32 year MRD.

(2) Nominative SGMs. Nominative SGMs who are selected to an initial nominative position will be reclassified to MOS "00Z" and their PCORD will be adjusted to meet the authorized tour length or RCP. The selected SGM will not be automatically extended to 35 years (AFS). Those with a PCORD plus six months date less than their 32 year MRD will have a 32 year MRD.

d. Professional Development Proficiency Code (PDPC).

(1) CSM PDPC codes will be applied to all Nominative CSMs to identify their position.

The following codes apply: 8C – one star; 8D – two star; 8E – three star; 8F – four star.

(2) SGM PDPC codes will be applied to all Nominative SGMs to identify their position level.

The following codes apply: 8S – one star; 8T – two star; 8U – three star; 8V – four star.

(3) PDPC Codes will be updated by Human Resources Command.

e. Retention Control Point (RCP).

(1) The 35-year RCP is not a "guarantee" of 35 years AFS – but an extension to serve in an authorized, nominative-level Sergeants Major positions in order to foster the developmental process. All nominative Sergeants Major will have their RCP/ETS date adjusted to reflect their PCORD plus six months. Those with a PCORD plus six month date less than their 32 year MRD will have a 32 year MRD.

(2) Retirement will be submitted, once a Nominative Sergeants Major with 31 years, 3 months of AFS and doesn't have a follow on assignment. The retirement application will be submitted not later than nine months from ETS. Nominative Sergeants Major with less than 31 years, 3 months of service, may be reassigned based on the needs of the Army.

(3) The SMMO, in consultation with the SMA, may extend MRDs beyond the PCORD plus six months in special circumstances. Examples may include nominative CSMs/SGMs assigned on a WIAS tasking who need additional time to transition upon return from deployment, or those with particular Family or professional circumstances necessitate additional service time to properly complete the transition process.

8. Nominative Sergeants Major Process. The Nominative process is a deliberate and disciplined process aligning management of the nominative Sergeants Major with ADRP 6-22 and the ALDS. The current process is a natural progression of the CSL process and allows for talent management along with a clear developmental model for the Sergeants Major population.

a. DA Level Board: An annual DA Level selection board will be held for all eligible 7C/7S Sergeants Major.

(1) The board will screen all 7C/7S eligible Sergeants Major and determine their potential to serve at the one/ two star level. The board will not select by position. The board determines candidates' eligibility for consideration to compete for future vacancies through the fiscal year.

(2) Specific eligibility criteria and Command Preference Designee (CPD) instructions will be published through a MILPER message.

(3) Only Sergeants Major with codes 7C (06 level CSM) or 7S are eligible for consideration by the DA selection board for nominative positions. Specific eligibility criteria will be published in a MILPER message.

(4) The board results will be approved by the DCS, G-1, Director for Military Personnel Management (DMPM), and subsequently published by HRC. These results create an eligible pool or "bench" of candidates who may compete for specific nominative positions, as detailed in paragraph 8c below. Being

selected into the pool by the DA selection board does not guarantee assignment into a nominative position. The SMMO will manage the pool of candidates throughout the fiscal year.

(5) All current nominative Sergeants Major who meet the published eligibility criteria are considered by the DA selection board, unless they opt out through an email notification to the SMMO office. Current nominative Sergeants Major are not reviewed through the DA level board. Current nominative Sergeants Major are all considered eligible to compete if they meet all established prerequisites (all in) unless they contact the SMMO office via email to opt out of consideration.

(6) All eligible Sergeants Major (7C/7S and nominative Sergeants Major) will submit a Letter of Recommendation (LoR) to the SMMO office. The SMMO office will coordinate directly with the nominees on the requirement for the letter. The LoR will be from the nominee's current commander/rater and will adhere to the format (Enclosure 6).

b. Quarterly Panel: The SMA will host a quarterly panel that will review and assess all eligible Sergeants Major to determine selectees to interview for specific vacancies.

(1) All current nominative Sergeants Major will be assessed. The exceptions are those on their terminal assignment, those not meeting the eligibility criteria for the specific requirement, or those that have opted out of consideration. Additionally, Sergeants Majors who are identified as scheduled to deploy, have medical issues, or other extenuating situations, will not be assessed against specific positions.

(2) All Sergeants Major selected by the DA selection board will be assessed by the panel during the first panel session following the release of that year's list.

(3) The panel will assess all nominees and select the top candidates based on upcoming vacancies. Generally, the panel will select five nominees per vacancy. Upon completion of the assessments and subsequent selection of the top nominees, the SMMO will contact the selectees for further instructions and interview requirements.

(4) Nomination packet: The nomination packets will be pulled from the same database used by the DA Secretariat. It is the individual Sergeants Major responsibility to ensure their records are up to date.

(5) Declining selection. Any brigade level (7C/7S) Sergeants Major declining selection to interview for a specific position will be removed from the eligible pool/bench of Sergeants Major eligible for nominative assignment duration. Any current nominative Sergeants Major who declines to interview for a specific position will be removed from the eligible pool/bench and be notified in writing regarding their terminal nominative assignment.

(6) Terminal Assignment Letter. If a nominative Sergeants Major has been identified by the panel to no longer have the potential for continued service at the nominative level, the following will occur (Enclosure 7):

a. SMMO will prepare a terminal assignment letter. Terminal assignment letters will be sent to the individual at or near 12 months prior to their PCORD.

b. Upon panel review, SMMO will forward the terminal assignment letter to the Sergeants Major by email and an additional copy will be mailed. The letter will detail options available to the Sergeants Major based on needs of the Army and the Sergeants Major eligible time remaining in service.

c. The letter will detail the notification process, to include a review time period and rebuttal process.

d. Anyone selected to be removed from the nominative program will be afforded a 30 day time period to submit rebuttal documentation. The rebuttal will be reviewed by the SMA.

e. Upon final determination by the SMA regarding retention or removal from the program, the individual will be notified via memorandum sent by email and traditional mail.

(7) Removal from the program. At any time, if derogatory information is received that displays character, ethical, or unprofessional actions, a Sergeants Major may be removed from the program and/or the eligible pool of candidates. The determination authority is the SMA. Upon notification of derogatory information, the SMA will review and determine the Sergeants Major status. Should the SMA determine that Sergeants Major conduct may warrant his/her removal from the Nominative Program, the following actions will occur:

a. SMMO will prepare appropriate documentation for review.

b. Upon the SMA's decision to consider removal of the Sergeants Major from the Nominative Program, the SMMO will email the consideration of removal letter to the Sergeants Major via email and traditional mail. Individuals must acknowledge receipt to the SMMO within 48 hours.

c. Upon receipt of the letter the individual will be afforded the opportunity to submit any rebuttal documents. The rebuttal must be submitted to the SMMO within 30 days.

d. The rebuttal will be reviewed by the SMA. Upon final determination, the individual will be notified of the SMA's decision via follow up memorandum.

(8) The details of the panel process are only releasable to panel members.

c. Eligibility Criteria:

(1) In order to compete for one/two star level positions, Sergeants Major must meet the following criteria:

- a. Selected by the DA level board to compete for nominative positions.
- b. Minimum established qualifications as established in the MILPER message.
- c. Possess a PDPC of 7C/7S or higher.
- d. Generally have 17 months in their current position to compete for a vacancy, unless they are serving as a Sergeants Major in their second BDE level position.
- e. Physically capable of performing duties for the specified position.
- f. Selected by the panel to interview for a position requirement.
- g. Current one/two star Sergeants Major are eligible to compete for other one/two star positions. A nominative Sergeants Major can serve a maximum of two assignments at the same star level. They must move up after a second same star level assignment or be removed from the program. Nominative Sergeants Major will not be authorized to go down a star level.

(2) In order to compete for three/four star level positions, Sergeants Major must meet the following criteria:

- a. Possess a PDPC of 8C/8S or higher.
- b. Generally have 17 months in their current position to compete for a vacancy. Exceptions to the 17 month rule are based on position prerequisites and limited available eligible pool meeting the prerequisites.
- c. Physically capable of performing duties for the position requirements.
- d. Selected by the panel to interview for a specific position.
- e. One star Sergeants Major are eligible to compete for three star positions.
- f. Two/three star Sergeants Major are eligible to compete for three/four star positions.

(3) The following Sergeants Major are not eligible for initial nominative-level consideration:

- a. AFS of 31 years, 3 months or more.
- b. An approved retirement.
- c. Currently under a 15-6 investigation or IG investigation.
- d. Derogatory information reported from background checks which would prevent them from filling a nominative level position; final determination made by SMA.
- e. EFMP not valid or approved.
- f. Declines consideration for a specific Nominative position.

(4) The following Sergeants Major are not eligible for any nominative-level Sergeants Major consideration:

- a. ETS date that prohibits completion of the prescribed tour length.
- b. An approved retirement.
- c. Any Sergeants Major who is currently under a 15-6 investigation or IG investigation.
- d. Derogatory information reported from background checks which would prevent them from filling a nominative level position; final determination made by SMA.
- e. EFMP not valid or approved.
- f. Declines consideration for a specific nominative position.
- g. Previously removed from the Nominative program.

d. Out of cycle (non-projected) Vacancy Announcements. Although the board/panel process will remove the need for traditional (legacy) vacancy announcements, there may be situations requiring limited vacancy announcements based on mission requirements. This may include Special Operations positions, WIAS taskers and Joint positions.

(1) If a vacancy announcement is to be released, it will be finalized and released by the SMMO at the earliest possible date prior to the incumbent's PCORD. Vacancy announcements will be reviewed with the ACOM/ASCC/DRU CSM prior to release.

(2) Vacancy announcements will be released by the SMMO through a nominative worldwide message. It is expected that ACOM/ASCC/DRU CSMs will push vacancy announcements down to the lowest level possible within their commands to ensure maximum awareness. All eligible NCOs will be considered if recommended by their ACOM/ASCC/DRU CSM.

(3) Nomination Packets. Nomination packets are no longer required for the quarterly panel process. All required documents will be forwarded by the SMMO office. Packets will be completed NLT the first weekday of the panel month. Panels are held in January, April, July, and October. Nominees are responsible for ensuring that their records are up to date. There will be no changes to the packet after the first weekday of the panel month. This includes updated LoRs. If a Sergeants Major needs to update their LoR for some reason (for example, change of rater or change of position), the updated LoR must be submitted prior to the first weekday of the panel month. NCOERs will not be accepted from nominees.

(4) Legacy slating process. The SMMO will only accept nomination packets through ACOM/ASCC/DRU's. An endorsement checklist from the ACOM/ASCC/DRU CSM must be enclosed. Nomination packets will contain the following documents/items: DA photo, ERB, LoR and the last five NCOERs (Enclosure 2).

e. WIAS Taskings

(1) If required, the SMMO will initiate nominative vacancy announcements to fill only those positions validated by the DCS, G-3/5/7 as Sergeants Major nominative requirements.

(2) Unless associated specifically with a command element, Sergeants Major selected for WIAS taskings will be deployed as a SGM (no wreath) and Special Duty Assignment Pay (SDAP) will be terminated.

(3) During the WIAS tasking, Sergeants Major will be afforded the opportunity to compete for follow on nominative assignments. If not selected for a follow on nominative assignment by the end of their WIAS tour, they will:

- a. Reassigned based current regulations and needs of the Army.
- b. Submit a retirement with a date not to exceed PCORD + 6.

9. Special Duty Assignment Pay (SDAP)

a. SDAP is authorized for nominative Sergeants Major IAW AR 614-200 and ALARACT 014-2014. Nominative Sergeants Major are authorized SDAP based on their rater and the authorized position. SDAP is requested and approved IAW AR 614-200, para 3-21 and is approved through the requesting Sergeants Major finance office. The SMMO is responsible for verifying all SDAP positions IAW with ALARACT 014-2013.

<u>General Officer Rank</u>	<u>Authorized SDAP Level</u>
Brigadier General	SDAP 1
Major General	SDAP 2
Lieutenant General	SDAP 3
General	SDAP 4

b. AR 614-200 requires Sergeants Major to terminate SDAP upon leaving an authorized position.

c. Anyone found to be receiving SDAP after leaving a nominative position will be notified via email of this violation and finance will be notified in order to recoup SDAP received while unauthorized.

d. Nominative Sergeants Major are required to update their SDAP appropriately when a change in the General Officer or Senior Executive Service occurs. Applicable references have been listed below:

1. Memorandum, Assistant Secretary of Army, Manpower and Reserve Affairs, Subject: Special Duty Assignment, dtd 1 November 2013.
2. DoD Instruction 1304.27, Subject: Award and Administration of Special Duty Assignment Pay, dtd 10 April 2009.
3. AR 614-200 Enlisted Assignments and Utilization Management, 26 February 2009, Rapid Action Revision Issue dtd 11 October 2011.
4. ALARACT Message 308/2013, Subject: Special Duty Assignment Pay, dtd 21 November 2013

(a) The orders issued prior to the release date of this message citing ALARACT message 308/2013 as the authority will remain valid.

(b) The Army regards SDAP as a valuable tool to encourage Sergeants Major to volunteer to perform extremely demanding duties or duties demanding an unusual degree of responsibility. However, as the Army moves into a more resource constrained environment, it is imperative that we fully evaluate each of our compensation programs to ensure viable alternative courses of action are weighed against the total costs and benefits of the current programs.

(c) Consistent with policy, the Army regularly reviews the SDAP program to ensure it continues to be efficient and cost effective in meeting the Army's force management objectives. The decision to restructure the SDAP program was not taken lightly and the restructuring was staffed at the highest levels to ensure we considered all relevant factors that would affect our ability to accomplish our missions.

(d) The following increases and new SDAP programs took effect on 1 November 2013. Authorized commanders or servicing personnel offices will issue orders immediately with an effective date of upon taking position.

(e) Command Sergeants Major and Sergeants Major serving in valid nominative positions whose raters and senior raters are all General Officers or Senior Executive Service (SES) equivalent.

***Note: The List of authorized nominative Sergeants Major will be maintained and validated by the SMMO.*

10. Retirements:

a. The Sergeant Major of the Army is dedicated to ensuring Sergeants Major serving in nominative positions are afforded every opportunity to transition from the United States Army in an efficient manner that ideally coincides with the Sergeants Major desired retirement date but also aligns suitably with mission requirements.

b. The Sergeants Major Management Office (SMMO) has the responsibility of forecasting potential vacancies by tracking tentative, pending and approved retirements for Sergeants Major serving within nominative assignments. A courtesy copy of all retirement will be emailed to the SMMO Chief at usarmy.pentagon.hqda-sma.mbx.smmo-admin@mail.mil. Sergeants Major requesting retirement should ensure strict adherence to all applicable regulations and policy with special attention given to AR 635-200, Chapter 12.

11. Closing. This SOP serves as the official policy that governs the Sergeants Major nominative process. Questions or concerns should be addressed directly to the SMMO at usarmy.pentagon.hqda-sma.mbx.smmo-admin@mail.mil.

Enclosures

RAYMOND F. CHANDLER III
Sergeant Major of the Army

LETTERHEAD

OFFICE SYMBOL

DATE

MEMORANDUM FOR Office of the Sergeant Major of the Army

SUBJECT: Nominative Position Checklist

1. The following CSM Doe, John has been screened by the ACOM, ASCC or DRU CSM and is fully qualified to compete for the Nominative Vacancy in Name of position.

Nominative Packet Checklist

- ERB
- DA Photo
- Letter of Recommendation from Commander
- In compliance with AR 600-9/Current PT Score (both can be included in the LOR)
- In compliance with Retention Control Point (RCP) standards of MRD
- Has appropriate Security Clearance required for the position (if part of prerequisites)

2. Point of contact is the undersigned at (xxx) xxx-xxxx

ACOM/ASCC/DRU CSM
CSM, USA



DEPARTMENT OF THE ARMY
OFFICE OF THE SERGEANT MAJOR
203 ARMY PENTAGON
WASHINGTON DC 20310-0200

REPLY TO
ATTENTION OF

DACS-SM

DATE

MEMORANDUM FOR CSM/SGM John Doe

SUBJECT: Nominative CSM/SGM Background Notification

1. The purpose of this memorandum is to inform you that, as a result of an investigation completed on DDMMYYYY it has been determined you are no longer qualified to serve as a nominative level CSM.
2. My decision is based on reports of unfavorable information contained in the 15-6 results by the Investigating Officer dated DDMMYYYY.
3. You may appeal this decision by submitting a formal request to my office. Should you desire to appeal, please send your appeal to Office, Sergeant Major of the Army, Sergeants Major Management Office (SMMO), US Army Pentagon, 203 Army Pentagon (3E677) Washington D.C. 20310-0203. Within 30 days of this notification. Upon receipt, SMMO will immediately forward your request to me for consideration and final decision. Your appeal must clearly address the unfavorable/incomplete information reported during the investigation.
4. Human Resources Command (HRC) Sergeants Major Branch will now be contacted to identify you a follow on assignment. Any follow on assignment will be based on the needs of the Army and your specific CMF.
5. Point of contact for this action is the Chief, SMMO, DSN 865-6867 or commercial (502) 545-6867.

RAYMOND F. CHANDLER III
Sergeant Major of the Army



**DEPARTMENT OF THE ARMY
OFFICE OF THE SERGEANT MAJOR
203 ARMY PENTAGON
WASHINGTON DC 20310-0203**

**REPLY TO
ATTENTION OF**

DACS-SM

DATE

MEMORANDUM FOR CSM/SGM

Dear Sergeant Major:

Congratulations on your selection and assignment as the xxxxxxx position. Since your assignment is final, I would like to delineate the current policy on appointment to this nominative position and how it could affect your retirement.

Under the Nominative SOP from the Office of the Sergeant Major of the Army, Nominative CSM/SGMs are only assigned to positions that are rated by a General Officer or SES. At the completion of this 2/3 year assignment, if you have not been selected to another a Nominative CSM/SGM position or you are past 31 years, 3 months of AFS, or you reach PCORD; you will submit a request for retirement by the end of your prescribed tour. The retirement application is to be effective 180 days beyond your existing end of tour date. The exception to this is for CSM/SGM with less than 31 years, 3 months service – who may otherwise be assigned to a traditional SGM billet and reassigned based on needs of the Army. This policy is essential if the Army is to assure appropriate upward mobility and breadth of experience in its senior leadership. Upon assuming duties at your new position your PCORD will be _____. This date may be adjusted by one year if you request an extension. Your projected mandatory retirement date, as calculated by the Sergeants Major Management Office, is _____ unless you fall into the category above.

Your assignment as the xxxxxx position, does not guarantee successive appointments. This assignment is 2 or 3 years in duration. If you are not nominated for a follow-on nominative position, you will be expected to submit your application for voluntary retirement or be reassigned based on the needs of your CMF and revert to that retention control point (RCP) of 32 years. It is my intention that all serving Nominative Sergeants Major receive timely notification of any decision concerning their continued service. Additionally, you are required to attend the CSM/SGM Force Management course within the next 12 months if you have not already attended.

Please notify me of your acceptance of this assignment and your understanding of its associated tenure. I ask this of all Nominative Sergeants Major; you are not being singled-out regarding commitment of service. Best wishes to you in your new assignment.

Sincerely,

Raymond F. Chandler III
Sergeant Major of the Army

YOUR LETTER HEAD

DATE

MEMORANDUM FOR SMA Raymond F. Chandler III

Dear SMA Chandler:

I am grateful for your expression of confidence in my ability to serve as the Sergeant Major, position. I acknowledge that I fully understand the policies outlined in the nominative CSM/SGM SOP and retirement requirements, as outlined in your letter. Moreover, I fully appreciate that my tenure in this position could well end before my normal statutory retirement.

I am pleased to accept the appointment with the foregoing understanding, and I serve at your pleasure and the needs of the Army.

Very respectfully,

John, Doe
CSM/SGM, USA

PERSONNEL ACTION

For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 5, Section 3012; Title 10, USC, E.O. 9397.

PRINCIPAL PURPOSE: Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).

ROUTINE USES: To initiate the processing of a personnel action being requested by the soldier.

DISCLOSURE: Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.

1. THRU (Include ZIP Code)	2. TO (Include ZIP Code) Office of the Sergeant Major of the Army 203 Army Pentagon (3E677) Washington, DC 20310-0203	3. FROM (Include ZIP Code) *****YOUR COMMAND*****
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SECTION I - PERSONAL IDENTIFICATION

4. NAME (Last, First, MI)	5. GRADE OR RANK/PMOS/AOC	6. SOCIAL SECURITY NUMBER
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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)
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	<input type="checkbox"/> Extend PCORD (1-Year)

9. SIGNATURE OF SOLDIER (When required)

10. DATE (YYYYMMDD)

SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)

SM requests a one year extension IAW the SMAs Nominative Program SOP. This is a nominative XX star position.

Report date to position: XXXXXX

Current PCORD: XXXXXX

New requested PCORD: XXXXXX

Brief Description of why

Encl.

1.ERB

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 -

HAS BEEN VERIFIED RECOMMEND APPROVAL RECOMMEND DISAPPROVAL IS APPROVED IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE

13. SIGNATURE

14. DATE (YYYYMMDD)

INSERT YOUR LETTER HEAD

OFFICE SYMBOL

DATE

MEMORANDUM FOR Nominative CSM/SGM Panel

SUBJECT: Letter of Recommendation for CSM/SGM XXXXX XXXX

1. The letter of recommendation can be no longer than 2 pages in length. It is to be written by the Commander (current rater) of the nominated CSM/SGM. The format is Times New Roman, 12 font, IAW AR 25-50.
2. Address each of the following competencies and attributes outlined in ADRP 6-22 and the ALDS. Each of the following paragraphs will begin with the competency/attribute underlined and then address each one and how it applies to your CSM/SGM:
 - a. Character as it relates to adherence to Army Values, empathy, Warrior Ethos and discipline.
 - b. Presence as it relates to military and professional bearing, fitness, confidence and resiliency.
 - c. Intellect as it relates to mental agility, sound judgment, innovation, interpersonal tact and expertise.
 - d. Leads as it relates to leads others, builds trust, extends influence beyond the chain of command, leads by example, and communicates.
 - e. Develops as it relates to creates a positive environment/fosters esprit de corps, prepares self, develops others and stewards of the profession.
 - f. Achieves as it relates to getting results.
3. Address at least one weakness that you have identified. This example must be clearly articulated and should be based on character and leadership competencies and attributes above.
4. Include a statement on the nominee's current APFT and height/weight, and any profiles.
5. Include complete nominee contact information:
 - Full Name:
 - Phone number: DSN and commercial
 - Email address:
6. Point of contact information in the event the panel has additional questions. Include an email and phone number (DSN and Comm).

INSERT SIGNATURE BLOCK



**DEPARTMENT OF THE ARMY
OFFICE OF THE SERGEANT MAJOR
203 ARMY PENTAGON
WASHINGTON DC 20310-0203**

**REPLY TO
ATTENTION OF**

July 28, 2013

Sergeants Major Management Office

Sergeant Major John R. Doe
2350 Crystal Drive
Arlington, VA 22202

Sergeant Major John R. Doe:

You are being contacted to provide you timely notification about continued service in your current Nominative CSM/SGM position. I appreciate your service to your unit and the Army, however, it has been determined that this is your terminal assignment at the nominative level. Since this decision is final, I would like to delineate the current policy and opportunities available to you. You are required to respond via email to the SMMO with your intentions no later than DDMMYY. (30 days from notification)
At the completion of this assignment, you will either:

- a. Be reassigned as a SGM based on needs of the Army within your CMF. You may only do this if you have less than 31 years of Active Federal Service (AFS) at your current PCORD.
- b. Submit a request for retirement. Your retirement application is to be effective 180 days beyond your current PCORD of DDMMYY. If you choose to retire prior to your PCORD, you are required to ensure enough time is allotted for the process to identify a replacement. The minimal time to ensure the process is maintained is six months.

This policy is essential for the Army to ensure appropriate upward mobility and breadth of experience in its senior leadership. You are required to respond by acknowledging receipt of this letter to the Sergeants Major Management Office (SMMO) within 48 hours of receipt of this correspondence.

Sincerely

Raymond F. Chandler III
Sergeant Major of the Army