



**NATIONAL GUARD BUREAU**  
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ARNG-HRH (600-200)

6 May 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fall 2024 Headquarters, Department of the Army (HQDA), Army National Guard (ARNG) Command Sergeant Major (CSM) Selection Board Announcement (PPOM 24-013)

1. References:

- a. Army Regulation (AR) 40-501 (Standards of Medical Fitness)
- b. AR 350-1 (Army Training and Leader Development)
- c. AR 600-8-19 (Enlisted Promotions and Demotions)
- d. AR 623-3 (Evaluation Reporting System)
- e. National Guard Regulation 600-200 (Enlisted Personnel Management)
- f. NGB, ARNG-HRH, Memorandum (Execution of Personnel Actions for the Army Combat Fitness Test (PPOM 22-023)), 15 June 2022

2. Purpose. This memorandum provides guidance for the Fall 2024 HQDA (ARNG) CSM Selection Board scheduled to convene 19 August 2024.

3. Applicability. This policy applies to Sergeants Major (SGM), Master Sergeants (MSG), and First Sergeants (1SG) eligible for appointment to Command Sergeant Major (CSM) in the Army National Guard (ARNG) from the States, Territories, and the District of Columbia, as well as Human Capital Management Division (HCM) for T10 Active Guard Reserve (AGR). Unless otherwise noted, the word "Soldiers" applies to all ARNG Soldiers regardless of status (Title 10 AGR or Title 32). The term "States" in this memorandum refers to all States, Territories, and District of Columbia and the Army National Guard Title 10 Program.

4. Policy. The Adjutants General (TAG) and their State CSM or Senior Enlisted Leader (SEL) will nominate eligible Soldiers. Army National Guard Command Sergeant Major will nominate eligible ARNG T10 AGR Soldiers. Nominations will be in accordance will follow the criteria from reference 1f above and in conjunction with this memorandum. The nomination memorandum must be personalized to the individual's past leadership

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traits and experiences.

a. The ARNG objective is to select noncommissioned officers for initial appointment to CSM for service at the battalion level in their primary military occupational specialty (PMOS) and not build a “bench” or an order of merit list.

b. States will nominate Soldiers selected from the state-best qualified CSM selection boards (Command Opportunity Program (COP) or Command Leadership Program (CLP) for T10 AGR) as best qualified to fill current and future vacancies by the type of unit, such as an Infantry Battalion, or by specific unit, such as 5th Bn, 19th SFG(A). After selection by the Fall 2024 HQDA (ARNG) CSM Selection Board, the date of promotion or appointment, will be the date the Director approves the results, provided otherwise qualified. Under no circumstance will a nominee be promoted to staff Sergeant Major against the CSM vacancy until the board results are published.

c. In accordance with (IAW) reference 1e, States will only nominate one Soldier per valid and projected vacant CSM position. States will strictly adhere to this requirement as ARNG-HRH will not entertain exceptions. Nominations are authorized for valid and projected vacant positions up to 12 months from the board convening date.

d. The nomination memorandum must clearly state the Soldiers DoD ID, the projected position title, duty MOS and validate the nominee meets the physical readiness standards. ARNG-HRH will return incomplete nomination packets without action.

e. CSM selection board nominees are subject to a mandatory Personnel Suitability Screening (PSS) IAW reference 1e. This screening includes but is not limited to: a review of the Soldier’s performance and restricted personnel files in the Army Military Human Resource Record (AMHRR), DA Inspector General records, Army Criminal Investigation Division records, and Army Substance Abuse Program records.

f. Soldiers selected by the HQDA (ARNG) CSM selection board and found to have derogatory information during the PSS must go through a formal adjudication process to be cleared for appointment. The adjudication process includes an initial review by the ARNG Senior Enlisted Review Board (SERB), which may clear the Soldier for appointment or refer the case to a Standby Advisory Board (STAB) for a final recommendation to the DARNG.

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g. The DARNG is the decision point and ARNG-HRH is responsible for conveying the Director's final decision, based on STAB's recommendation, in a memorandum, to affected TAGs or HCM. Soldiers pending final adjudication will not be appointed or assigned to CSM positions until formally cleared. States will not conduct pre-suitability screenings for nominees.

h. Nominees must meet the service obligations in reference 1c and reference 1e. The service obligation is two years after completion of the resident Sergeants Major Course (SMC); six months for all Soldiers after completion of the non-resident SMC; three years after promotion to SGM, whichever is later. These requirements run concurrently, do not add them. Nominees must be able to meet the remaining service requirements.

i. MSGs and 1SGs nominated against a current or projected vacancy are required to be currently enrolled (ATTRS reservation), attending, or a graduate of the SMC by the nomination suspense date established in paragraph 5 of this memorandum to eliminate the delay in appointment pending completion of the professional military education pin-on requirement.

j. MSGs and 1SGs nominated for the Fall 2024 HQDA (ARNG) CSM Selection Board must meet the minimum time-in-service and time-in-grade requirements outlined in reference 1c prior to the board date of 19 August 2024. Those Soldiers in the expanded zone of consideration in reference 1c, paragraph 7-20k, are ineligible for board consideration.

k. Nominees must be appointed prior to their fifty-seventh birthday. Waivers to the age requirement are not authorized. ARNG-HRH will return nomination packets for those who exceed age fifty-seventh as of the date of the board.

l. Nominees (Traditional and Active Guard Reserves) must have passed the record Army Combat Fitness Test (ACFT), height and weight requirements IAW reference 1f. All Soldiers selected for command positions and CSM designees, must undergo the Cardiovascular Screening Program (CVSP). A CVSP clearance granted during the Soldier's last periodic health assessment is sufficient to meet the CVSP requirement IAW reference 1a.

5. Nomination Roster. States will submit the name, DOD ID number, IPPS-A Employee ID number, CSM position UIC, and proposed unit of all nominated Soldiers using the

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Enclosure 1 format. Submit nominations to [ng.ncr.ngb-arng.mbx.arng-hrh-enlisted-actions@army.mil](mailto:ng.ncr.ngb-arng.mbx.arng-hrh-enlisted-actions@army.mil) no later than Friday, **28 June 2024**.

6. Nomination Packet. State CSMs (HCM for T10) will review the packets carefully before submission to ensure nominees meet all requirements. Incomplete, inaccurate, or conflicting information may result in return without action or non-selection. ARNG-HRH must receive nomination packets no later than Tuesday, **30 July 2024** via email to [ng.ncr.ngb-arng.mbx.arng-hrh-enlisted-actions@army.mil](mailto:ng.ncr.ngb-arng.mbx.arng-hrh-enlisted-actions@army.mil). The enclosed HQDA (ARNG) CSM Board Checklist (see encl 2) identifies documents required for submission to the board. Submit packet as one file electronically in PDF format. For T32 Soldiers, TAG must sign the nomination memorandum. ARNG-HRH will not accept packets from Land Component Commanders "on behalf" of TAG. For T10 Soldiers, the G-Staff Primary/Deputy (O6/GS-15) must endorse to the ARNG-CSM to sign the nomination memorandum in the preselected areas.

a. The PDF must contain the following documents:

(1) Biographical Sketch (Encl 3) - No more than two pages IAW reference 1e.

(2) Selection Board Record Brief (SBRB).

(3) Nominating Memorandum - Must clearly state the Soldier's qualities, qualifications, and leadership traits.

(a) T32 - One Nominating Memorandum with both signatures from TAG and State CSM or Senior Enlisted Leader.

(b) T10 - One Nominating Memorandum with both signatures from the G-Staff Primary/Deputy (O6/GS-15) and the ARNG CSM.

(4) Nominee's letter to the President of the Board (if applicable).

(5) ATRRS screen shot showing SMC enrollment or DA Form 1059.

b. Submit packets as a single PDF file using the file naming convention: "RANK LAST NAME, FIRST NAME MI (STATE) CSM BOARD NOMINATION PACKET." State(s) and HCM will ensure there is one packet per email, packets are properly prepared, completed, and the information in the records is accurate and consistent. Do

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not send transmittal letters, memoranda, or other formal documents. Packets received after 30 July 2024, will not be accepted.

7. The HQDA (ARNG) CSM Board is an electronic board. Nominated Soldiers will review their iPERMS record at <https://iperms.hrc.army.mil/rms/login.jsp> for accuracy prior to submission of their packet.

a. The AMHRR from iPERMS is the primary means to evaluate the nominee's record. Soldiers are responsible for ensuring all documents, including NCOER's, AER's, and all commendatory documents are in iPERMS. The performance section is the primary iPERMS file used for board review.

b. If authorized by reference 1d, paragraph 3-57b, Complete-the-Record NCOERs (Code 9) are authorized and will be present in the nominee's AMHRR.

c. CSMs will be assigned and utilized only in battalion and brigade level positions in their primary MOS IAW reference 1e, paragraph 7-15c. Upon exhausting all primary MOS qualified applicants, a CSM candidate from outside the stated primary MOS of the vacant position may be nominated. The State must fully justify, in writing, the selection of a Soldier who is outside the primary MOS of the position to be assigned. This justification must be included in the nominating memorandum.

(1) Title 32 Soldiers. Only one nominating memorandum is required; TAG and State CSM/SEL must sign. Nominations are based on State-level centralized CSM selection board results. No third-party memorandums are accepted. ARNG-HRH-E will remove unauthorized memorandums without notification.

(2) Title 10 AGR Soldiers.

(a) Title 10 AGR Soldiers must be boarded for and selected from COP or CLP before being nominated to the HQDA ARNG CSM Selection Board. COP and CLP selected Soldiers will receive a notification from HCM to apply for the Fall 2024 HQDA ARNG CSM Selection Board based on a vacant or projected vacant CSM position.

(b) The nomination recommendation memorandum must originate at the OPR Primary/Deputy level. Soldiers serving in a Joint Staff position or serving outside of their OPR will receive their nomination from their original OPR Primary. (Ex. A G1 Soldier

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serving in a G3 position will receive their nomination from the G1 OPR Primary). The Primary level SGM will not provide input to the nomination.

(c) Soldiers on the COP or CLP notified of a vacant or project vacancy must submit complete packets to the Chief, Enlisted Management Branch (EMB) at [jacqueline.m.lampert.mil@army.mil](mailto:jacqueline.m.lampert.mil@army.mil). The packet submission date established by HCM will not exceed the date established in paragraph 5 of this announcement. HCM will provide additional guidance to those selected by the COP or CLP.

(d) The EMB will submit completed packets to the ARNG CSM for final endorsement of the nomination. The ARNG CSM will notify each nominee's State CSM/SEL of the Soldier's nomination for consideration. The EMB will submit complete packets on behalf of the Soldier to ARNG-HRH-E as the official nomination.

(3) Nominees may write to the President of the Board in a memorandum prepared on unit letterhead, to call attention to matters of record not already entered in official records. Correspondence with the board by anyone other than the nominee is prohibited and will not be presented to the board. This includes the Soldier's chain of command. Any deviation from reference 1e, paragraph 7-10, will result in the memorandum being removed.

d. Nominees must have a current Periodic Health Assessment (PHA) (within 12 months) on file in MEDPROS. All nominees with one or more physical profile serials of 3 or 4 for limiting physical condition(s) are required to complete an MOS Administrative Retention Review (MAR2). The date of the MAR2 must be on or before date of selection board. A DA Form 3349 will be completed, and the form must show the Soldier can perform their duties without significant restrictions.

e. Leadership or compatibility waivers for Soldiers who are AGR or Military Technician will be effective prior to their appointment. The nominating memorandum will explain the need for compatibility waivers; however, the actual waiver is not a packet requirement.

f. Documents not authorized by reference 1e, paragraph 7-6, as modified by this memorandum, are removed from the packet and not submitted to the board.

8. The points of contact are:

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a. SFC Dontae Skywalker, packet contents and submission, at 703-607-0816, or dontae.l.skywalker.mil@army.mil.

b. SGM Cameron A. Mitchell, the U.S. Army Sergeants Major Course, at 703-604-8220, or cameron.a.mitchell3.mil@army.mil

c. SGM Jacqueline Lampert, T10 Enlisted Branch Management Chief, at 520-672-0143, or jacqueline.m.lampert.mil@army.mil.

3 Encls

1. CSM Board Nomination Format
2. CSM Board Checklist
3. Biographical Sketch Sample

TIMOTHY W. ZIMMERMAN  
Chief, Personnel Policy Division

DISTRIBUTION:

Each Adjutant General  
Each State CSM/SEL  
HCM