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*National Guard Regulation 351-15

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Schools

US ARMY SERGEANTS MAJOR ACADEMY COURSES

Summary. This revision adds to or changes NGB policy guidance on procedures for the nomination, selection, and enrollment of Army National Guard enlisted personnel in the Resident, the Corresponding Studies Program of the US Army Sergeants Major Academy Courses, the First Sergeants Course, and the Operations and Intelligence Course conducted at the US Army Sergeants Major Academy.

Applicability. This regulation applies only the the Army National Guard.

Impact on New Manning System. This regulation does not contain information that affects the New Manning System.

Supplementation. This regulation will not be supplemented without prior NGB approval.

Interim Changes. Interim changes to this regulation are not official unless authenticated by the Executive, NGB. Interim changes will be destroyed on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. Users of this regulation are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to NGB-ARO-ME, Army National Guard Operating Activity Center, Building E6814, Edgewood Area, Aberdeen Proving Ground, MD 21010-5420.

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Chapter 1

General Information

1-1. Purpose

This regulation provides guidance for the nomination, selection, and enrollment of Army National Guard enlisted personnel in the US Army Resident Sergeants Major Academy, Corresponding Studies Program Course, the US Army First Sergeants Course, and the Operations and Intelligence Course conducted by the US Army Sergeants Major Academy (USASMA).

1-2. Scope

This regulation establishes USASMA application procedures, NGB selection board compositioning, selection board procedures, and actions by NGB and State adjutants general upon notification of approved findings of the NGB selection board.

1-3. Policy

Effective management utilization and training of noncommissioned officers (NCO) is necessary for successful mission accomplishment. It is Army National Guard policy to--

a. Use senior NCOs in positions commensurate with their grade and military qualifications.

b. Promote opportunities for attendance at service schools, which will motivate each NCO to attain his/her full potential and discharge the total range of NCO responsibilities, including those of command sergeant major (CSM).

Chapter 2

NGB United States Army Sergeants Major Academy

2-1. Selection board

A selection board will be convened by the Chief, National Guard Bureau (CNGB) to consider those NCOs nominated for participation in the USASMA resident or corresponding studies program course as outlined in chapters 3 and 4. The board will prepare an order of merit list of qualified selectees for both the resident and corresponding studies program courses based on a review of nomination portfolios and supporting documents submitted by the State adjutants general. A list of alternate selectees in order of merit will also be prepared for both the resident and corresponding studies program courses to ensure optimum quota fill if a primary selectee is unable to attend.

2-2. Selection board procedures

The selection board procedures will include but are not limited to the following:

a. The board will be comprised of a minimum of one CSM and two sergeants major (SGM) all of whom are graduates of the USASMA Resident/Corresponding Studies Program Course. Three members will constitute a quorum.

b. The senior CSM will act as president of the board.

c. The president will appoint one member to be the recorder.

d. Every effort will be made to encourage minority membership.

e. Appearance before the board by any nominee is not authorized.

f. A letter of instruction (LOI) will be issued to each board by the convening authority prescribing the oath to be taken by the board members, format of the final report, and other administrative requirements.

2-3. Approved findings

a. When the findings of the selection board have been approved by the CNGB the names of the NCOs selected to participate in either the resident or the corresponding studies program course will be released to the State adjutants general concerned. The adjutants general will notify the NCOs of their selection and obtain from them their acceptance or declination of selection, the adjutants general will send this information to NGB-ARO-ME.

b. Selection/nonselection. NCOs selected for attendance/enrollment in the USASMA courses will be notified in writing. Nonselection does not preclude eligible applicants from reapplying for later classes.

c. USASMA notification. The CNGB will provide the USASMA commandant with the name, grade, Social Security number (SSN), and home address of each NCO selected for attendance/enrollment.

Chapter 3

USASMA Resident Course

3-1. Location

The USASMA resident course is located at Fort Bliss, Texas.

3-2. Mission of course

This course provides a comprehensive, professional education environment where selected NCOs may prepare to assume and fully discharge the total range of senior NCO responsibilities, including those of the CSMs.

3-3. Scope

Specific emphasis is placed on leadership, discipline, human relations, and training. The course is about 22 weeks long. Attendance is in a permanent change of station (PCS) status. In addition, the course is designed to--

a. Prepare students to assist commanders in the solution of management, leadership, human relations, and training problems.

b. Instruct students in the tactical and administrative operations of divisions.

c. Update students on contemporary Army problems.

d. Improve communications skills.

e. Develop intellectual depth and analytical ability.

f. Enable the senior NCO to gain an understanding of the United States involvement in world affairs and international relations.

3-4. Prerequisites

The following eligibility criteria have been developed for the USASMA resident course:

a. Grade E8 or E9 at time of selection.

b. Associate's degree or equivalent preferred; high school graduate or GED equivalency mandatory.

c. Not more than 23 years of service (waiver may be granted by CNGB).

d. Security clearance of SECRET or higher.

e. Meet the standards of AR 600-9.

f. Must have successfully completed RCNCOES Senior or RCNCOES First Sergeants Course or active component equivalent course.

3-5. Application procedures

a. NGB Form 64 (Application for Training) is used when applying for the course. First and second choice of class dates may be indicated. Applicants who are not selected to attend will be considered for the corresponding studies program course beginning in April of each year unless the applicant indicates in the remarks section of NGB Form 64 that he/she does not wish to be considered. The following documents will accompany the application:

(1) A certified, legible, and true copy of the current DA Form 2-1 (Personal Qualification Record) audited for accuracy and completeness.

(2) Copy of the current SF 88 and SF 93.

(3) Copy of the three most recent enlisted evaluation reports (EER) will be placed in a sealed envelope addressed to the President, NGB USASMA Selection Board, and accompany nomination documents.

(4) One black and white photograph of the individual conforming to the following information extracted from AR 135-205 and AR 640-30:

(a) Photograph will be full length, with individual standing, body turned to his/her right approximately 30 degrees, head facing camera, feet slightly apart, with hand at sides.

(b) Uniform will be Army Greens with all authorized insignia, ribbons, and badges, without headgear.

(c) Finished prints will be on 4 X 10-inch vertical paper with the individual's full name, SSN, date of the photograph, height, weight, and date of verification entered as a permanent entry on the front or reverse side of the photograph.

(5) The commander's indorsement stating why the applicant should be selected to attend.

(6) Essay of 250 words prepared and signed by nominee, stating his/her reasons for wanting to attend USASMA and the impact this training will have on his/her military career. (Prepared in the applicant's handwriting)

(7) Request for time in service (TIS) waiver, if required.

(8) Biographical sketch (format at appendix A).

(9) Checklist (appendix B) completed and signed by the State CSM.

(10) A letter of nomination/recommendation signed by the State CSM, with the concurrence of the State Adjutant General, will accompany the application.

b. To be considered for selection to attend the USASMA resident course beginning in February or August each year, nominations must arrive at NGB-ARO-ME NLT 1 August of the year preceding the course start dates. The same procedure applies for the USASMA corresponding studies program course, which has a single enrollment date of 1 April of each year.

Chapter 4

USASMA Corresponding Studies Program Course

4-1. Location

The USASMA corresponding studies program course, 2-week resident phase, is located at Fort Bliss, TX.

4-2. Mission of course

To provide a comprehensive corresponding studies program of instruction for NCOs whose circumstances preclude attendance at the resident course.

4-3. Scope

The program closely parallels the resident course. It is designed to be completed in 2 years or less depending on the ability of the individual to accelerate the pace. The course includes four corresponding studies program phases consisting of resource management, military studies, leadership, and national security affairs. In addition to the corresponding studies program phases, it includes a 2-week resident phase at the USASMA. Graduates of the corresponding studies program are given equal consideration with resident course graduates in all personnel management actions. In addition, the course is designed to--

a. Prepare students to assist commanders in solving management, leadership, human relations, and training problems.

b. Instruct students in the tactical and administrative operations of divisions.

c. Update students on contemporary Army problems.

d. Improve communications skills.

e. Develop intellectual depth and analytical ability.

f. Enable the senior NCO to understand the United States involvement in world affairs and international relations.

4-4. Prerequisites

The following eligibility criteria have been developed for the USASMA corresponding studies program course.

a. Grades E7, E8, or E9 at time of selection. Grade E7 personnel may apply when assigned to an E8 position.

b. Associate's degree or equivalent preferred; high school graduate or GED equivalency mandatory.

c. Not more than 23 years of service (waiver may be granted by CNGB).

d. Security clearance of SECRET or higher.

e. Meet the standards of AR 600-9.

f. Must have successfully completed RCNCOES senior or RCNCOES first sergeants course or active component equivalent course.

4-5. Application procedures

a. NGB Form 64 is used when applying for the course. The documents to accompany the application are the same as those in paragraph 3-5a(1) through (10).

b. To be considered for selection to the USASMA corresponding studies program course beginning in April each year, the applications must arrive at NGB-ARO-ME NLT 1 August of the year preceding course start date.

Chapter 5

US Army First Sergeants Course

5-1. Location

The US Army First Sergeants Course is located at the USASMA, Ft Bliss, TX.

5-2. Mission of course

Prepare first sergeant designees, incumbent E8, and designated E7 in the performance of first sergeant duties.

5-3. Scope

The first sergeants course is a resident course, 8 weeks long. The program of instruction includes administration, logistics, security, training, field operations, discipline and esprit, personnel actions, communications, and solving the soldier's problem. It is a performance oriented, competency-based course with emphasis throughout the course on the inherent and assigned duties of first sergeant.

5-4. Prerequisites

The following eligibility criteria have been developed for the first sergeants course.

a. First sergeant designees, incumbent first sergeants, and designated E7s assigned to first sergeant duty positions. (No exception)

b. High school graduate or GED equivalency.

c. Not more than 21 years of service as of class start date. (Waiver may be granted by CNGB)

d. Must have successfully completed an AC/RCNCOES advanced course or RCNCOES first sergeants course.

e. Meet the standards of AR 600-9.

5-5. Application Procedures

a. NGB Form 64 is used when applying for the first sergeants course. Quotas and class dates will be announced by NGB-ARO-ME. Applications will be submitted NLT 60 days before course start date.

b. The following documents will accompany the NGB Form 64 for nominees to the first sergeants course as enclosures:

(1) A certified, legible, and true copy of the current DA Form 2-1 audited for accuracy and completeness.

(2) One copy of SF 88 nd SF 93 completed within one year of course start date (over 40 medical screening, if applicable).

(3) Copy of the three most recent EERs placed in a sealed envelope and addressed to the President, NGB USASMA Selection Board, and accompany nomination documents.

(4) One black and white photograph of the individual conforming to the following information extracted from AR 135-205 and AR 640-30:

(a) Photograph will be full length, with individual standing, body turned to his/her right approximately 30 degrees, head facing camera, feet slightly apart, with hand as sides.

(b) Uniform will be Army greens with all authorized insignia, ribbons, and badges, without headgear.

(c) Finished prints will be on 4 x 10-inch vertical paper with the individual's full name, SSN, date of the photograph, height, weight, and date of verification; entered as a permanent entry on the front or reverse side of the photograph.

(5) Commander's endorsement stating why the applicant should be selected to attend the course.

(6) Biographical sketch (format at appendix A).

(7) Request for TIS waiver, if required.

(8) Checklist (appendix C) completed by the battalion (or equivalent) command sergeant major before submitting the application through the State CSM.

Chapter 6

US Army Operations and Intelligence Course

6-1. Location

The US Army Operations and Intelligence Course is located at the USASMA, Fort Bliss, TX.

6-2. Mission

Prepare senior NCOs in grades E7, E8, and E9 for assignment to duty positions as operations and intelligence NCOs.

6-3. Scope

The course is a resident course, 10 weeks long. The program of instruction (POI) includes production of intelligence, counterintelligence, intelligence training, operations, organization, and training, as well as instruction on how to operate in an automated battlefield environment.

6-4. Prerequisites

The following eligibility criteria have been developed for the course.

a. Grades E7, E8, or E9 assigned to an operations and intelligence duty position (no exceptions).

b. Graduates of an AC/RCNCOES advanced or higher level NCO course.

c. Meet the standards of AR 600-9.

d. Security clearance of SECRET or higher.

e. High school graduate or GED equivalency.

f. Must be recommended by CSM or commander.

6-5. Application procedures

a. NGB Form 64 is used when applying for the course. Quotas and class dates will be announced by NGB-ARO-ME. Applications will be submitted NLT 60 days before course start date.

b. The following documents will accompany the NGB Form 64:

(1) A certified, legible, and true copy of the current DA Form 2-1 audited for accuracy an completeness.

(2) One copy each of SF 88 and SF 93 completed within one year of course start date (over 40 medical screening, if applicable).

(3) Copy of the three most recent EERs will be placed in a sealed envelope addressed to the President, NGB USASMA Selection Board, and accompany nomination documents.

(4) One black and white photograph of the individual conforming to the information extracted from AR 135-205 and AR 640-30. (See para 3-5a(4)(a)).

(5) Commander's endorsement stating why the applicant should be selected to attend.

(6) Biographical sketch (format at appendix A).

(7) Request for TIS waiver, if required.

(8) Checklist (appendix C) completed by the battalion (or equivalent) CSM before submitting application through the State CSM.

Appendix A

Biographical Sketch

The biographical sketch of Army National Guard NCOs nominated to participate in the USASMA courses will be double spaced in the following format:

1. Date
2. Name (last, first, MI)
3. SSN
4. Primary MOS
5. Duty MOS
6. Present grade
7. Date of rank
8. Years of active service
9. Total years service
10. Date of birth
11. Place of birth
12. Marital status
13. Home address
14. Home telephone number
15. Business telephone number
16. Civilian education
17. Military education
18. Decorations, awards, and citations
19. Civilian affiliations (include professional and educational societies, military societies, and civilian activities)

Appendix B

Checklist

Application for US Army Sergeants Major Academy Resident or Corresponding Studies Program Course

(Check appropriate box)

	YES	NO
1. Does the applicant have a cover letter by the State CSM with AG concurrence?	( )	( )
2. Is NGB Form 64 completed properly, with all pertinent information listed?	( )	( )
3. Is a certified true copy of the current DA Form 2-1 enclosed?	( )	( )
4. Is a copy of the current SF 88 and SF 93 enclosed?	( )	( )
5. Are copies of the three most recent EERs included?	( )	( )
6. Is the photograph IAW the specific instructions and is it attached?	( )	( )
7. Are recommendations of intermediate commanders attached?	( )	( )
8. Is 250-word essay attached?	( )	( )
9. Does applicant require a waiver of maximum years service (more than 23 years)?	( )	( )
10. Is the biographical sketch (format at appendix A) attached?	( )	( )
11. Is applicant a high school graduate or GED equivalency?	( )	( )
12. Does applicant's ETS extend beyond graduation date by at least 2 years?	( )	( )
13. Has the State CSM reviewed this application and signed the statement below?	( )	( )

STATEMENT BY STATE CSM

I have reviewed the application and records of_____and find that he/she meets the criteria to be nominated for selection to attend the US Army Sergeants Major Academy Resident and/or Corresponding Studies Program Course.

Signed_____

Typed_____

State_____

Appendix C

Checklist

US Army Sergeants Major Academy First Sergeants Course and/or the Operations and Intelligence Course

(Check appropriate box)

	YES	NO
1. Is the commander's recommendation attached?	( )	( )
2. Is NGB Form 64 completed properly, with all pertinent information listed?	( )	( )
3. Is a certifed true copy of the current DA Form 2-1 attached?	( )	( )
4. Is a copy of SF 88 and SF 93 accomplished within 1 year of course start date attached?	( )	( )
5. Is medical screening for individuals over 40 years of age attached?	( )	( )
6. Are copies of the three most recent EERs attached?	( )	( )
7. Is the photograph IAW the specific instructions and is it attached?	( )	( )
8. Does applicant require a waiver of examined years of service?	( )	( )
9. Is the applicant a high school graduate or GED equivalent?	( )	( )
10. Does applicant's ETS extend beyond graduation date by at least 2 years?	( )	( )
11. Has the battalion CSM (or equivalent) reviewed this application and signed the statement below?	( )	( )

Statement by Battalion or Equivalent Command Sergeant Major

I have reviewed the application and records of_____and find that he/she meets the criteria to be nominated for selection to attend the US Army First Sergeants Course and/or the operations and Intelligence Course.

Signed_____

Typed_____

Organization_____

State CSM Signature_____

NGR 351-15

18 November 1986

By Order of the Secertary of the Army:

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