

Sergeant Major of the Army

COMMAND SERGEANT MAJOR & SERGEANT MAJOR

NOMINATIVE PROCESS

STANDARD OPERATING PROCEDURES (SOP)

28 July 2011

TABLE OF CONTENTS

<u>PARAGRAPH</u>	<u>TITLE</u>	<u>PAGE</u>
1	Disclaimer	3
2	Purpose	3
3	Scope	3
4	Authority	3
5	Terms	3
6	Responsibilities	3
7	Policy	4
8	Eligibility	6
9	Closing	7

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 Active Component (AC) CSM and SGM identified for appointment/assignment to an authorized Nominative CSM/SGM position.

4. Authority. The Sergeant Major of the Army or the Director, Military Personnel Management (DMPM), 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 Senior Executive Agent (SES). The position must be a validated one on an MTOE or TDA or a provisional organization approved by HQDA.

b. Projected Change of Responsibility Date. The Projected Change of Responsibility Date (PCORD) is an e-MILPO data code used to establish the projected ending year/month of an assignment. This date facilitates the process to identify replacements. Previously, Nominative CSM/SGM's did not have PCORDs. This policy establishes tour lengths for Nominative positions.

c. Retention Control Point. Established in AR 601-280, the retention control point (RCP) is the maximum number of active federal service (AFS) authorized based on the level of assignment a CSM/SGM is slated against.

d. Slate. A listing of qualified (to include background screenings) CSM/SGM recommended by the appropriate level command for consideration to a valid position.

e. 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 CSM/SGM process and serves, concurrent with the CSA, as the approval authority for CSM/SGM slates. The SMA serves as the Executive Agent of the CSM/SMA Nominative Program.

(2) Approves recommended slates for release to selecting GO/SES. Publish the Nominative Vacancy announcements upon approval. Distribution list for vacancy announcements is the nominative population.

(3) Publishes the open slate report twice monthly. Distribution list for the open slate report will be to ACOM/ASCC/DRU/BOD members only.

(4) Serves as the exception to policy authority for requests to serve longer than the prescribed tour length for all Nominative CSM/SGM.

(5) Interfaces with Senior-level CSM (appropriate level of command) and the CSM/SGM community to effectively manage and control the program.

(6) Coordinates with the Command to ensure qualifications for the required position are established; adopting and supporting the capability to develop broadly-skilled NCOs in support of the principles established in the Army Leader Development Strategy.

(7) Ensures management processes exist to establish and manage tour lengths for all Nominative CSM/SGM in accordance with this SOP.

(8) Initiates background screening checks for all nominated CSM/SGM in accordance with the Army's Personnel Suitability Screening Policy, dated 4 Feb 08.

(9) In conjunction with HRC, develop a pool of eligible CSM/SGMs for all vacancies. This pool will be used to solicit candidates within the ACOM/ASCC/DRUs during the open slate process.

b. The DCS, G-1 (or his designee, the DMPM) exercises general staff supervision over the CSM/SGM Nominative process and policies (see AR 614-200).

c. ACOM/ASCC/DRU CSM. (includes USASOC)

(1) Serves as nominating officials for all vacancy announcements; enforcing the development of broadly-skilled NCO as outlined in the Army Leader Development Strategy.

(2) Submits nomination endorsement checklist with all nomination packets within their command.

(3) Forwards and makes recommendations to the SMA on tour length extensions.

(3) Enforces discipline in the CSM/SGM Nominative process across their respective commands.

(4) Communicates with OSMA on retirements within their commands. All retirements are required to foster the 7 month time line outlined in this SOP

(5) Serves as advisors to the SMA on the procedures/processes as outlined in this SOP.

d. Sergeants Major Branch, AHRC.

(1) Initiates Assignment Instructions (AI) in Enlisted Distribution and Assignment System (EDAS).

(2) Reviews Official Military Personnel File (OMPF) for derogatory information.

7. Policy.

a. The goal of the Nominative CSM/SGM process is to facilitate development of broadly-skilled Senior NCO Leaders; grooming a future SMA in accordance with applicable regulations and the Army Leader Development Strategy. There are no direct appointments to a Nominative Position. All positions will be slated IAW all applicable regulations and this SOP.

b. Nominative tour lengths.

(1) All CONUS/OCONUS based One Star/Two Star positions are 24 months with an option to extend one additional year.

SOP – CSM/SGM NOMINATIVE PROCESS (AS OF 28 July 2011)

- a. Extension requests of up to 12 months must be submitted no later than then 17 month mark in position.
 - b. Requests will be submitted on a DA form 4187 and requested to the SMA. A request submitted does not guarantee approval.
- (2) All CONUS/OCONUS based Three Star/Four Star positions are 36 months.
- (3) The authorized grade structure on the MTOE/TDA (or provisional document) will be used as the basis to apply (1) and (2) above.
- (4) All JOINT nominative position tour lengths will be determined at time of announcement by the joint agency or command. These tour lengths will not exceed the current policy of 24/36 month as outlined in this SOP.

c. Initial Selection/Assignment.

(1) Once selected and assigned to an initial (One/two-Star) CSM position, the CSM will be reclassified to MOS "00Z" and the Soldier's RCP is extended to 35 years (AFS).

(2) Nominative SGM retains their functional PMOS and their RCP is extended to 35 years (AFS).

d. Retention Control Points (RCPs)

(1) The 35-year RCP is not a "guarantee" of 35 years AFS – but an extension of time to serve in authorized, nominative-level CSM/SGM positions in order to foster the developmental process.

(2) Once a Nominative CSM/SGM with 31 years, 3 months of AFS reaches his or her projected end of tour date and they have not secured selection to another Nominative CSM/SGM assignment – they will submit a request for retirement by the end of their prescribed tour. The retirement application is to be effective 180 days beyond their existing end of tour date plus any leave/PTDY they are otherwise entitled to. 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 at the needs of the Army.

e. Vacancy Announcements.

(1) Vacancy announcements (slates) will be finalized and released by the Office of the Sergeant Major of the Army no later than seven months prior to the incumbent's end of tour date.

(2) Vacancy Announcements will be released through a Nominative population message. All eligible NCOs will be considered if recommended/endorsed by their ACOM/ASCC/DRU CSMs. Special Operations Forces (SOF) position announcements will be managed within the USASOC community and coordinated directly with the OSMA throughout the selection process.

(3) The slating process will be accomplished within 90 days; providing for a minimum 120-day PCS notification for the CSM/SGM selected for the assignment. The SMA is the approving authority for any waivers to the timeline.

f. In all cases, when a CSM leaves the nominative program they are required to be laterally appointed to SGM and Special Duty Assignment Pay (SDAP) will be terminated upon completion of a prescribed tour.

g. WIAS Taskings for Nominative CSM/SGM.

- (1) Office of the Sergeant Major of the Army will initiate a nominative vacancy announcement (slate) to fill only those positions validated by Operations Directorate, G-3/5/7 as CSM/SGM nominative requirements. Tour length will be based on the WIAS position.

- (2) There are no requirements for background checks to fill WIAS positions.
- (3) Unless associated specifically with a US General Officer, the SMA will conduct nominee interviews and make the selection on Nominative WIAS positions.
- (4) Unless associated specifically with an authorized nominative CSM position, CSM/SGM selected for WIAS assignments will be deployed as SGM (laterally appointed to SGM). SDAP will be terminated.
- (4) Upon completion of WIAS tour the CSM/SGM will be afforded the opportunity to compete for follow on nominative assignment or submit a request for retirement. If CSM/SGM is not selected for a follow on nominative assignment and they are not over 31 years, 3 months AFS, CSM/SGM will be assigned IAW the needs of the Army.
- (5) WIAS Extensions are highly discouraged and will be approved on a case by case basis. An extension request must be submitted prior to completing 5 months in position.

h. Joint Position Nominative CSM/SGM selection.

- (1) Office of the Sergeant Major of the Army will initiate a Joint nominative vacancy announcement (slate) to fill Joint positions as they are announced through the Joint staff. Tour lengths for Joint positions will not exceed the 24/36 months policy established in this SOP.
- (2) Upon slate closing, the SMA will screen all the Army nominations and select one to compete against the other services.
- (3) Upon completion of a Joint assignment the CSM/SGM will be afforded the opportunity to compete for follow on nominative assignment or submit a request for retirement. If CSM/SGM is not selected for a follow on nominative assignment and they are not over 31 years, 3 months AFS, CSM/SGM will be assigned IAW the needs of the Army.

i. Special Operations Nominative positions.

- (1) Office of the Sergeant Major of the Army will initiate a vacancy announcement for nominative SOF positions. These announcements will be coordinated directly between USASOC and the OSMA.
- (2) All SOF nomination packets will go through USASOC for endorsement. USASOC will forward the packets to the OSMA upon slate closing.

8. Eligibility.

a. Eligibility criteria for selection as a Nominative CSM/SGM is as follows: All CSM/SGM must:

- (1) Meet the minimum established qualifications as established in the announcement slate;
- (2) Otherwise be available for assignment consistent with the position requirement,
- (3) Have successfully completed 17 months in position.
- (4) Be recommended by their ACOM/ASSCC/DRU CSM.
- (5) If selected to serve as a Nominative CSM/SGM, sign the Letter of Commitment.

SOP – CSM/SGM NOMINATIVE PROCESS (AS OF 28 July 2011)

b. The following Soldiers are not eligible for initial Nominative-level consideration:

- (1) Any CSM/SGM with 31 years, 3 months or more of AFS at time of slate closure.
- (2) Any CSM/SGM with an approved retirement.

c. The following Soldiers are not eligible for any Nominative-level CSM/SGM consideration:

- (1) Have an RCP that prohibits completion of the prescribed tour length.
- (2) Have an approved retirement.
- (3) Have not been recommended by their ACOM/ASCC/DRU CSM.

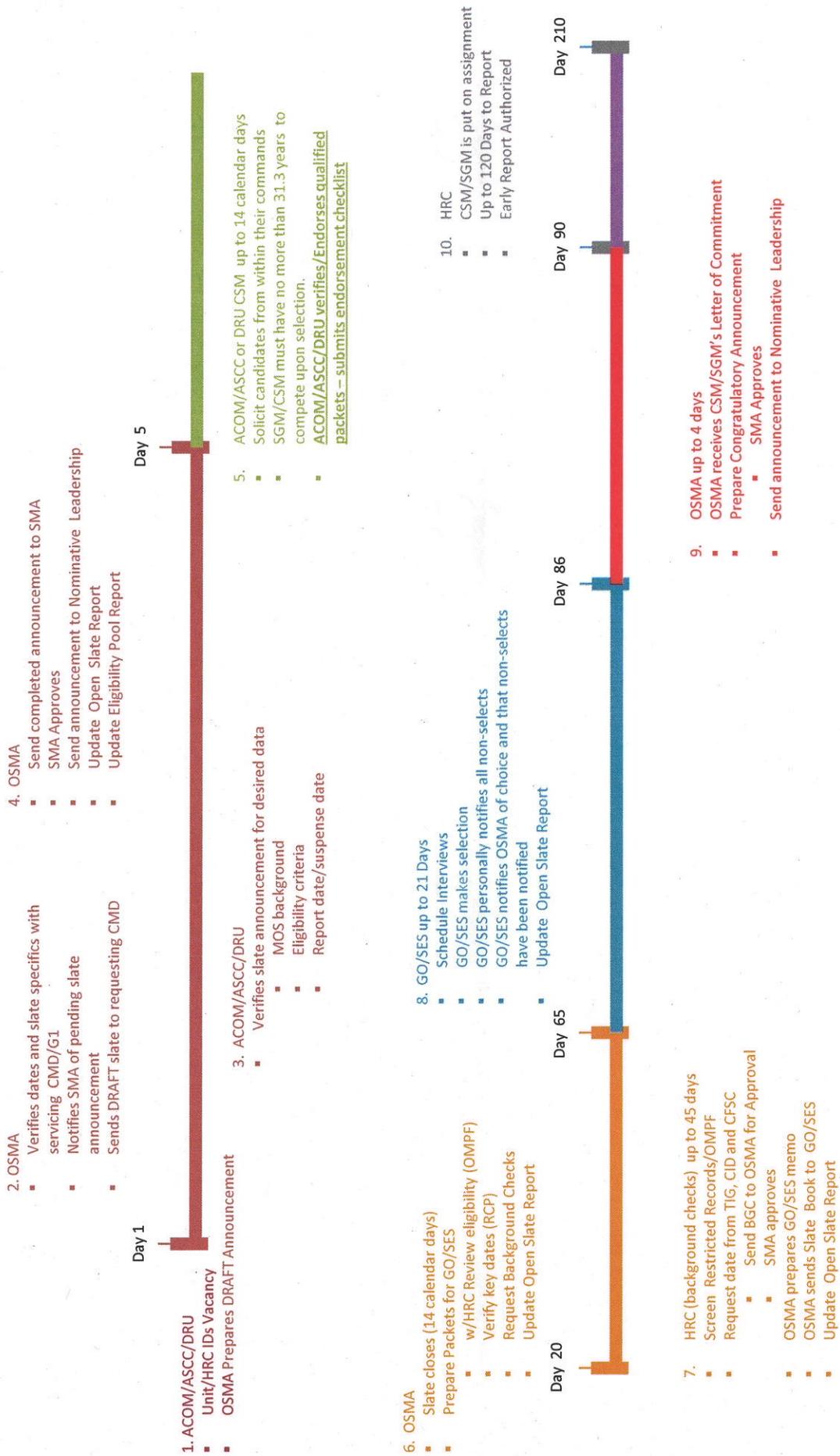
9. Closing.

- a. This SOP serves as the official policy that governs the CSM/SGM nominative process.
- b. Questions or concerns should be addressed directly to the Office of Sergeant Major of the Army.

RAYMOND F. CHANDLER III
Sergeant Major of the Army

- 3 Encls
1. 7 Month Time Line
 2. Nomination Packet Endorsement Letter
 3. Letter of Commitment

Nominative Process 7 Month Time Line



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)
 - Endorsed by ACOM, ASCC or DRU CSM (this cover sheet)
2. Point of contact is the undersigned at (xxx) xxx-xxxx

ACOM/ASCC/DRU CSM
I.M. CORRECT
CSM, USA



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

REPLY TO
ATTENTION OF

DACS-SM

31 May 2011

MEMORANDUM FOR CSM/SGM XYZ

Dear Command Sergeant Major:

Congratulations on your selection and assignment as the Command Sergeant Major, XXX. 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/SGM 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 Sergeant Major position or you are past 31 years, 3 months of AFS or you reach your projected end of tour length; 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 plus any leave/PTDY you are otherwise entitled to. 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. This policy is essential if the Army is to assure appropriate upward mobility and breadth of experience in its senior leadership. Your projected end of tour will be calculated by the report date plus tour length and 6 months.

Your assignment as the Command Sergeant Major, does not guarantee successive appointments. This job 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 revert back to a Sergeant Major IAW AR 601-280, 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 encouraged to attend the Keystone Course within the next two years if you have not already attended. The Keystone course is managed by the OSMA.

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

I accept this commitment:

Sign: _____

Print: _____