

Sergeant Major of the Army

COMMAND SERGEANT MAJOR & SERGEANT MAJOR

NOMINATIVE PROCESS

STANDARD OPERATING PROCEDURES (SOP)

JAN 2013

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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 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 (SMA) 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 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 an e-MILPO data code used to establish the projected ending year/month of an assignment. This date facilitates the process to identify replacements. All Nominative CSM/SGMs will now have PCORDs.

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

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

e. Open Slate Report. A listing of qualified (to include background screenings) CSM/SGM's 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 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/SGM Nominative Program.

(2) Hosts a quarterly panel to review all eligible CSM/SGMs.

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

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

SOP – CSM/SGM NOMINATIVE PROCESS (AS OF JAN 2013)

b. The DCS, G-1. In conjunction with the Sergeants Major Management Office (SMMO) exercises general staff supervision over the CSM/SGM Nominative process and policies (see AR 614-200).

c. ACOM/ASCC/DRU CSM.

(1) Serves as nominating officials for all slate announcements; enforcing the development of broadly-skilled NCO's as provided for in the Army Leader Development Strategy (ALDS).

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

(3) As required, verifies all nomination packets for eligibility and provides an endorsement checklist for each approved nomination packet submitted. (Enclosure 2)

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

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

(6) Provide a status on retirements for nominative CSM/SGMs 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 CSM/SGM Nominative Program.

(2) Interfaces with the Sergeants Majors branch at Human Resources Command (HRC), Senior-level CSM's (appropriate level of command) and the CSM/SGM community to effectively manage and provide discipline within the program.

(3) Coordinates with the Commands to ensure qualifications/prerequisites for the required position are established; adopting and supporting the capability to develop broadly-skilled NCOs in support of the principles established in the ALDS.

(4) Provide proponent guidance for the DA level nominative selection board.

(5) Execution of the nominative CSM/SGM quarterly panel.

(6) As required, manages vacancy announcements and open slate reports. Provides feedback through the ACOM/ASCC/DRU CSM's on nomination packet acceptance and additions to the open slate reports.

(7) Initiates background screening checks for all nominated CSM/SGM in accordance with the HQDA Personnel Suitability Screening Policy dated 04 Feb 2008.

(8) Initiates Exceptional Family Member Program (EFMP) screening for all nominated CSM/SGM's.

(9) Coordinates for additional educational opportunities to include; CSM/SGM Force Management Course, CSM/SGM legal orientation course, and the Keystone Course.

(10) Ensures management processes exist to effectively establish and manage PCORDs for all Nominative CSM/SGM in accordance with this SOP.

e. Sergeants Major Branch, HRC

(1) Provides administrative oversight for nominative CSM/SGM assignment instructions upon selection to a nominative position.

(2) Provide assignment instructions for CSM/SGMs that opt out of or are removed from the nominative program.

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.

b. Nominative tour lengths.

(1) One/Two Star positions are generally 24 months in length. Extension requests will be taken on a case by basis but will not be the standard. Any request for extension must be submitted through the ACOM/ASCC/DRU CSMs prior to the 17th month mark in position but not earlier than 12 months in position. An example extension request can be found in Enclosure 6.

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

(3) 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.

(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) Once selected and assigned to an initial (One/Two-Star) CSM position, the NCO will be reclassified to MOS "00Z" and the Soldier's RCP is extended to meet the authorized tour length. You will not be automatically extended to 35 years (AFS). Those with a PCORD plus six date less than their 32 year MRD will have a 32 year MRD.

(2) Nominative SGM's 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. You will not be automatically extended to 35 years (AFS). Those with a PCORD plus six 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 will be applied: 8S – one star; 8T – two star; 8U – three star; 8V – four star.

e. 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. All nominative CSM/SGMs will have their RCP/ETS date adjusted to reflect their PCORD plus six months. Those with a PCORD plus six date less than their 32 year MRD will have a 32 year MRD.

(2) Once a Nominative CSM/SGM with 31 years, 3 months of AFS reaches their PCORD and 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 date is to be effective 180 days from their existing PCORD. This is the PCORD plus six rule IAW AR 601-208 Army Retention Program.

(3) The only exceptions to the PCORD plus six rule are the following:

a. Any nominative CSM/SGM with less than 31 years, 3 months service – may otherwise be assigned to a SGM billet and be reassigned based on needs of the Army.

b. Any nominative CSM/SGM assigned on a WIAS tasking will be coordinated prior to assignment to the WIAS tasking.

8. Nominative CSM/SGM process. The Nominative process is a deliberate process that aligns the management of the nominative CSM/SGMs 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 CSM/SGM population.

a. DA Level Board: An annual DA Level selection board will be held for all eligible CSM/SGMs.

(1) The board will screen all eligible CSM/SGMs and determine their potential to serve at the one and/or two star level. The board will not select by position, only to determine if they are eligible to be considered to compete for future vacancies.

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

(3) Only CSM/SGMs that are coded 7C (BDE CSM) or 7S (06 level SGM) are eligible to compete for nominative positions. This includes previous assignments at the 7C/7S level.

(4) The board results will be published and those selected will be eligible to compete throughout the fiscal year based on projected vacancies.

(5) Being eligible to compete does not guarantee placement into a nominative position or being considered for a nominative position. The board provides an eligible pool or "bench" of personnel to compete throughout the fiscal year.

(6) All eligible CSM/SGMs are considered unless they opt out through the CPD.

(7) All eligible CSM/SGMs will submit a Letter of Recommendation (LoR) prior to the first panel following the board. The SMMO office will coordinate the requirement for the letter. The LoR will be from the nominee's current commander and in the standard format. Enclosure 5 is the standard format for the letter of recommendation.

b. Quarterly Panel: The SMA will host a quarterly panel that will review and assess all eligible CSM/SGMs to determine who will be selected to interview for specific vacancies.

(1) All current nominative CSM/SGMs will be assessed.

(2) All CSM/SGMs selected by the DA level board will be assessed.

(3) The panel will assess all nominees and select the top candidates based on the fiscal year vacancies. Upon completion of the assessments and subsequent selection of the top nominees, the SMMO will contact those selected for further instructions and interview requirements.

(4) Any CSM/SGM declining selection to interview for a specific position will be removed from the eligible pool/bench and notified of their terminal assignment and potential for continued service.

(5) Nomination packet: The nomination packets will be pulled from the same database used by the DA secretariat. It is the individual CSM/SGMs responsibility to ensure their records are up to date.

(6) Enclosure 7 contains the details of the panel process. **Releasable to panel members only.**

c. Eligibility Criteria:

(1) In order to compete for One/Two star level positions, CSM/SGMs must meet the following:

- a. Minimum established qualifications as established in the MILPER message.
- b. Possess a Professional Development Proficiency Code (PDPC) of 7C/7S or higher.
- c. Must have 17 months in their current position to compete for a vacancy.
- d. Be physically capable of performing duties for the specified position.
- e. Be selected by the panel to interview for a specific position.
- f. Current one and two star CSM/SGMs are eligible to compete for 1/2 star positions.

(2) In order to compete for Three/Four star level positions, CSM/SGMs must meet the following:

- a. Possess a PDPC code of 8C/8S or higher.
- b. Must have 17 months in their current position to compete for a vacancy.
- c. Be physically capable of performing duties for the position requirements.
- d. Be selected by the panel to interview for a specific position.
- e. One star CSM/SGMs are eligible to compete for Three star positions.
- f. Two star CSM/SGMs are eligible to compete for Three/Four star positions.

(3) The following CSM/SGMs are not eligible for **initial Nominative-level consideration**:

- a. Any CSM/SGM with 31 years, 3 months or more of AFS.
- b. Any CSM/SGM with an approved retirement.
- c. Any CSM/SGM who is currently under a 15-6 investigation or IG investigation.
- d. Any CSM/SGM without a valid/approved EFMP.
- e. Any CSM/SGM that declines consideration for a specific Nominative position.

(4) The following CSM/SGMs are not eligible for any Nominative-level CSM/SGM consideration:

- a. Have an RCP that prohibits completion of the prescribed tour length.
- b. Have an approved retirement.
- c. Any CSM/SGM who is currently under a 15-6 investigation or IG investigation.
- d. Any CSM/SGM without a valid/approved EFMP.
- e. Any CSM/SGM that declines consideration for a specific Nominative position.

d. Out of cycle (non-projected) Vacancy Announcements. Although the board/panel process will remove the need for vacancy announcements, there may be requirements to have limited vacancy announcements based on mission requirements. This may include Special Operations positions, WIAS taskings and Joint positions. The standard timeline for the out of cycle process is laid out in Enclosure 1.

(1) The FY14 SGM vacancies will all be conducted through the vacancy announcement process. This will be corrected for FY15 vacancies as they will be reviewed through a DA level board.

(2) 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.

(3) 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.

(4) Nomination Packets.

a. The SMMO will only accept nomination packets through the ACOM/ASCC/DRU's. An endorsement checklist (Enclosure 2) from the ACOM/ASCC/DRU CSM must be attached. .

b. Nomination packets will contain the following:

1. DA photo
2. ERB
3. LoR
4. Last five NCOERs

e. WIAS Taskings for Nominative CSM/SGM.

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

(2) Unless associated specifically with a command element, CSM/SGM's selected for WIAS taskings will be deployed as an SGM (no wreath) and Special Duty Assignment (SDAP) pay will be terminated.

(3) During the WIAS tasking, CSM/SGM's 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 either be reassigned based on the needs of the Army as a SGM if they have less than 31 years 3 months AFS or submit a retirement.

9. Special Duty Assignment Pay (SDAP)

a. SDAP is authorized for nominative CSMs IAW AR 614-200. CSMs are authorized SDAP level based on the level of their rater not the MTOE/TDA/JMD authorized position. SDAP is requested and approved IAW AR 614-200, para 3-21 and is approved through your local finance office.

GO Rank	Authorized SDAP level
Brigadier General	SDAP 1
Major General	SDAP 2
Lieutenant General	SDAP 3
General	SDAP 4

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

10. Closing.

a. This SOP serves as the official policy that governs the CSM/SGM nominative process.

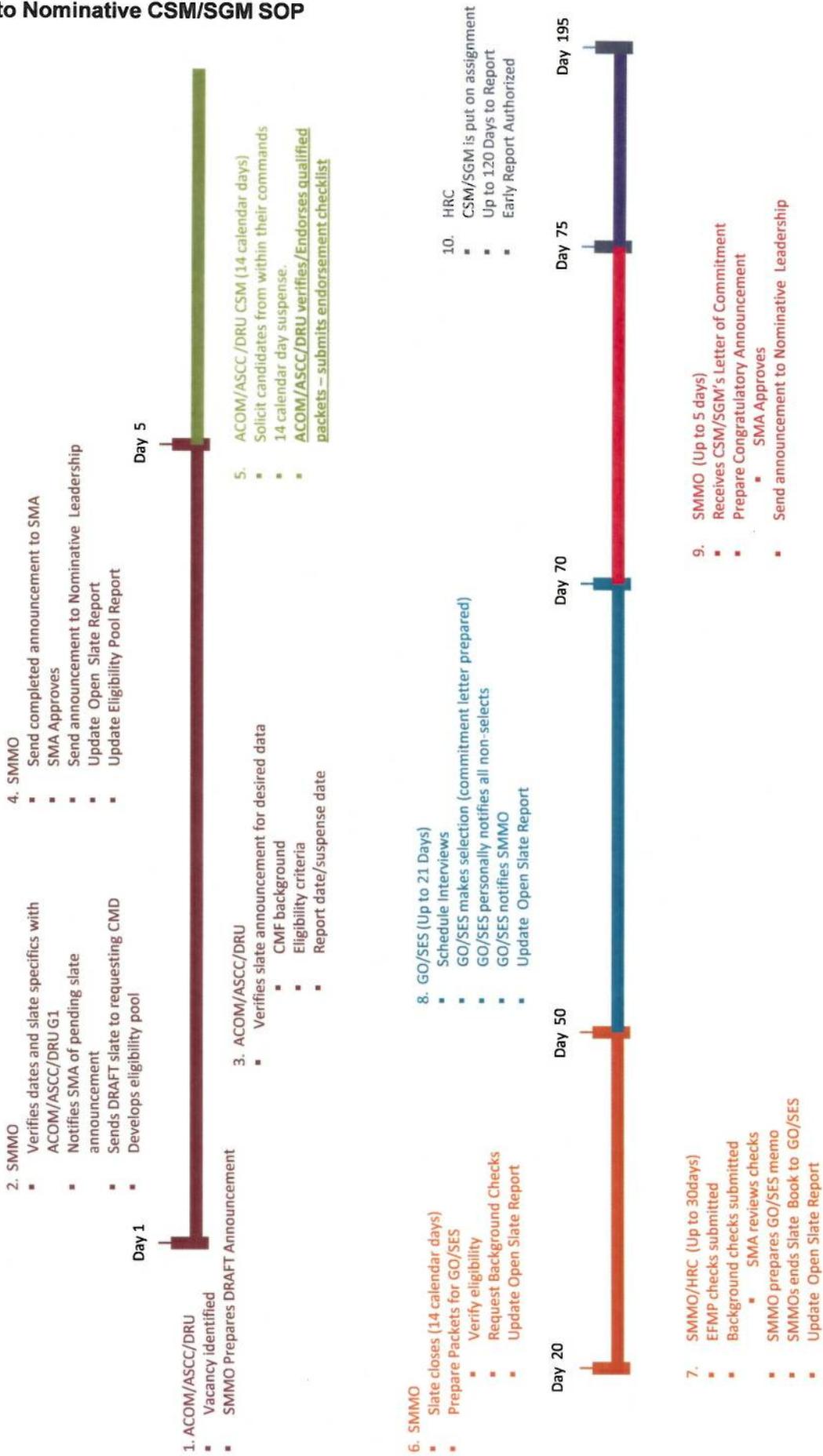
b. Questions or concerns should be addressed directly to the SMMO at:
usarmy.pentagon.hqda-sma.mbx.smmo-admin@mail.mil


RAYMOND F. CHANDLER III
Sergeant Major of the Army

7 Encls

1. 7 month time line
2. Nomination packet endorsement checklist
3. Letter of commitment (Example)
4. Acceptance letter (Example)
5. Standard Letter of Recommendation (LoR)
6. DA Form 4187 (Extension example)
7. Panel process (Only releasable to panel members)

Nominative Process 6/7 Month Time Line Un-forecasted Vacancies



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
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

24 Oct 2012

MEMORANDUM FOR CSM/SGM I am Correct

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

INSERT YOUR LETTER HEAD

OFFICE SYMBOL

XX XXX 2013

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

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)

Service School (Enl only)	Special Forces Training/Assignment	Identification Card
ROTC or Reserve Component Duty	On-the-Job Training (Enl only)	Identification Tags
Volunteering For Oversea Service	Retesting in Army Personnel Tests	Separate Rations
Ranger Training	Reassignment Married Army Couples	Leave - Excess/Advance/Outside CONUS
Reassignment Extreme Family Problems	Reclassification	Change of Name/SSN/DOB
Exchange Reassignment (Enl only)	Officer Candidate School	Other (Specify)
Airborne Training	Asgmt of Pers with Exceptional Family Members	Extend PCORD (1-Year)

9. SIGNATURE OF SOLDIER (When required)	10. DATE (YYYYMMDD)
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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)
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