



RHODE ISLAND NATIONAL GUARD
JOINT FORCE HEADQUARTERS
CAMP FOGARTY, BLDG #330
2841 SOUTH COUNTY TRAIL
EAST GREENWICH, RHODE ISLAND 02818-1728

S: 15 January 2025

NGRI-MPO (600-8-19d)

10 October 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 2025 Command Sergeant Major (CSM) and First Sergeant (1SG) "Best-Qualified" Leadership Consideration Panel Announcement Memorandum of Instruction (PAMOI)

1. References. See **enclosure 1**.
2. General. This memorandum provides instructions and guidance for the CSM and 1SG "Best Qualified" Leadership Consideration Panel for the FY25 Enlisted Promotion System (EPS) cycle scheduled to convene in February 2025.
3. Purpose. To consider the records of Sergeants Major (SGM) who accept consideration to Command Sergeant Major (CSM) and Master Sergeants (MSG) who are eligible for promotion consideration. To also consider the records of Master Sergeants (MSG) who accept consideration to 1SG and Sergeants First Class (SFC) who are eligible for promotion consideration. The panel results are used to create the CSM and 1SG "Best Qualified" List (BQL) in alphabetical order by military occupational specialty.
4. Panel Composition. The panel is comprised of the State Command Sergeant Major serving as the President, four Command Sergeants Major/Sergeants Major (Members), one or two Adjutant General Corps NCOs (Recorders), and an IT support person. Board member criteria is in accordance with AR 600-8-19, Chapter 6, paragraph 6-33.
5. Eligibility Criteria. The roster of Soldiers eligible for consideration is in **enclosure 2**. Soldiers must meet the criteria set forth in AR 600-8-19, Chapter 6, paragraph 6-33 and this PAMOI. A digital copy of eligible Soldiers can be found on the Personnel Eligibility Report (PER).
 - a. Panel Eligibility Criteria Date (ECD): **1 February 2025**
 - b. Required Rank.
 - (1) **For CSM consideration:** SGMs not previously selected by an NGB/HQDA DA CSM Selection Board and MSGs who are eligible for promotion consideration. Meet

NGRI-MPO (600-8-19d)

SUBJECT: 2025 Command Sergeant Major (CSM) and First Sergeant (1SG) "Best-Qualified" Leadership Consideration Panel Announcement Memorandum of Instruction (PAMOI)

nominee prerequisite criteria outlined in NGR 600-200, Chapter 7, paragraph 7-3, listed below:

(a) Eligible to attend and complete the Sergeants Major Academy (SGM-A). First Sergeants and Master Sergeants that attended but did not complete the course for any reason other than hardship, are not eligible for subsequent attendance and are ineligible for promotion consideration to SGM. Waivers and exceptions to policy are not authorized.

(b) Eligible for immediate reenlistment or extension without regard to time remaining to ETS. Soldiers must be appointed **prior** to their **fifty-seventh** birthday. Waivers or exceptions to the age requirement are not authorized.

(c) In a paid drill status or Active/Guard Reserve (AGR) status.

(d) Professional leaders with the qualities to perform CSM duties per DA Pamphlet 611-21, Chapter 10.

(e) Must have a current Periodic Health Assessment (PHA) within 12 months on file in MEDPROS. All nominees with one or more physical profile series of 3 or 4 for limiting physical condition(s) are required to complete an MOS Administrative Retention Review (MAR2). The date on 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.

(f) Meet the service remaining obligations upon completion of the SGM-A, two years after completion of the resident Sergeants Major Course (SMC); twelve months for all Soldiers after completion of the non-resident SMC; or three years after promotion to SGM, whichever is later. These requirements run concurrently; do not add them. Nominees must be able to meet the service remaining requirements.

(g) Traditional and Active Guard Reserves must have passed the record Army Combat Fitness Test (ACFT) and height/weight requirements. Current ACFT is considered within 14 months for M-Day Soldiers, and eight months for Active Guard Reserve Soldiers. Current height/weight is considered within 8 months. All Soldiers selected for command positions and CSM designees, must have a Cardiovascular Screening Program (CVSP). A CVSP granted during the Soldier's last periodic health assessment is sufficient to meet the CVSP requirement.

(h) Are subject to a mandatory Personnel Suitability Screening (PSS) IAW NGR 600-200.

NGRI-MPO (600-8-19d)

SUBJECT: 2025 Command Sergeant Major (CSM) and First Sergeant (1SG) "Best-Qualified" Leadership Consideration Panel Announcement Memorandum of Instruction (PAMOI)

(2) **For 1SG consideration:** Current MSGs and SFCs who are eligible for promotion consideration. Soldiers who decline or are denied promotion consideration are subsequently ineligible for consideration during the "Best Qualified" Leadership Consideration Panel.

6. Distribution. This PAMOI is electronically distributed via email to each Major Subordinate Command (MSC) and Direct Report Unit (DRU). **MSCs/DRUs are responsible for further distribution of this PAMOI to the lowest level.** This will also be placed in the files tab within FY25 EPS Teams Channel.

7. Soldier Preparations and Leadership Consideration. The panel is an electronic board. Eligible Soldiers must review their Army Military Human Resource Record (AMHRR) through iPERMS (<https://iperms.hrc.army.mil/>) for accuracy prior to the ECD. **Enclosure 3** is the RIARNG Form BQL Checklist-1 which provides Soldiers and their 1SG or CSM instructions on key areas for review prior to the suspense date.

a. Evaluation Reports. The Noncommissioned Officer Evaluation Report (NCOER) is a key document reviewed by the panel. It is crucial that every Soldier has a current NCOER by the ECD. Evaluation reports must be processed by the suspense date to ensure availability in the Soldier's electronic board file.

b. Correspondence with the Panel. Soldiers should write a letter to the panel to call attention to any matter concerning their record as prescribed in AR 600-8-19, Chapter 6, paragraph 6-31. Although written communication is authorized, it is encouraged only in situations where missing information in the Soldiers iPERMS would affect the panel's deliberation. Soldiers must follow the sample memorandum provided in **enclosure 4**.

c. Consideration Memorandum. All Soldiers will submit a Consideration Memorandum, **enclosure 5**, requesting leadership consideration to their respective Chain of Command. This memorandum must capture relative leadership experience, such as time served as a platoon sergeant, 1SG, or SGM. The Commanders in the Chain-of-Command/Directorates will utilize the Soldier's Consideration Memorandum and make their recommendation on page 2 (Addendum) of the DA Form 4187, **enclosure 6**. The leadership consideration panel reviews all comments found on the DA Form 4187 along with other performance documents found in the Soldier's AMHRR. Commanders or Directorates **will** provide comments recommending approval and or disapproval for "Best Qualified" consideration. **The Soldier's Consideration Memorandum will ONLY be utilized by the Commander or Directorates and will remain at the MACOM/DRU level.**

NGRI- MPO (600-8-19d)

SUBJECT: 2025 Command Sergeant Major (CSM) and First Sergeant (1SG) "Best-Qualified" Leadership Consideration Panel Announcement Memorandum of Instruction (PAMOI)

8. Leadership Consideration Requests.

a. All Soldiers listed on the eligibility roster must accept or decline leadership consideration by utilizing the DA Form 4187. Samples are located in **enclosure 6**.

b. All DA Form 4187s must be signed digitally, no exceptions. All other signed version will not be accepted.

c. All referenced **enclosures** can be found in the FY24 EPS/Best Qualified List (BQL)/PAMOI Enclosures Teams page under the files tab.

c. MSCs/DRUs **will upload** the completed Best Qualified Leadership Consideration Packet into the appropriate BQL folder within their private Teams channel no later than the suspense date. Packet includes:

- RIARNG Form BQL Checklist-1
- DA Form 4187(s)
- any correspondence with the board

9. Panel Results. The list of Soldiers found "Best Qualified" will be published by CPMOS and alphabetically.

10. Tasks to Subordinates. The following actions must be completed **NLT 15 January 2025**:

a. MSC actions-

(1) Ensure this PAMOI is widely disseminated and conspicuously posted on the unit's bulletin board to afford eligible Soldiers enough time to prepare for this panel.

(2) Delete ineligible Soldiers and add eligible Soldiers to the Board Roster as applicable and in coordination with the G1, Enlisted Personnel Section.

(3) Validate all Soldiers listed on the Board Roster have a current NCOER.

(4) Verify all annual iPERMS PRRs/FRRs are completed.

(5) Verify **Selection Board Record Briefs** have been validated and certified in the ARNG G1 Portal Record Brief application. (<https://arngg1.ngb.army.mil/>).

NGRI-MPO (600-8-19d)

SUBJECT: 2025 Command Sergeant Major (CSM) and First Sergeant (1SG) "Best-Qualified" Leadership Consideration Panel Announcement Memorandum of Instruction (PAMOI)

(6) Receive, endorse, and submit 1SG and CSM BQL packets in accordance with paragraph 8 of this PAMOI.

b. Unit/Battalion actions-

(1) Ensure this PAMOI is widely disseminated and conspicuously posted on the unit's bulletin board to afford eligible Soldiers enough time to prepare for this panel.

(2) Ensure current NCOER is completed and submitted to EES (if applicable) and processed into the Soldier's iPERMS prior to the suspense.

(3) Initiate and complete the Soldier's annual iPERMS PRRs.

(4) Ensure the Soldier has validated their **Selection Board Record Brief (SBRB)**. The G1 will pull each Soldier's SBRB on **15 January 2025**.

(5) Initiate and route DA 4187 CSM and 1SG Consideration Requests in accordance with paragraph 7 of this PAMOI.

11. Proponent. The proponent for this PAMOI is the G1, Enlisted Personnel Section (NGRI-MPO-EPM). Please direct questions to the G1 SGM, SGM Amy A. Slater at 275-4137 or email at amy.a.slater.mil@army.mil.

FOR THE COMMANDER:

6 Encls

1. References
2. Panel Eligibility Roster
3. CSM/1SG Best Qualified Checklist
4. Correspondence to the Panel
5. Sample Consideration Memorandum
6. Sample 1SG BQL DA 4187
7. Sample CSM BQL DA 4187

DENNIS N. PINEAULT

LTC, GS

G1

DISTRIBUTION:

(A)-