



**RHODE ISLAND NATIONAL GUARD**  
JOINT FORCE HEADQUARTERS  
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NGRI-MPO

11 March 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: First Sergeant (1SG) and Command Sergeant Major (CSM) Leadership Selection Process (NGRI-MPO Policy # 21-01)

1. References.

a. Army Regulation 600-8-19, Enlisted Promotions and Reductions, 25 April 2017.

b. Memorandum, NGRI-MPO, 27 March 2018, Update to the First Sergeant (1SG) and Command Sergeant Major (CSM) Leadership Selection Process (NGRI-MPO Policy # 19-01)

2. Purpose: This policy provides clarification and updated guidance on the regulatory requirements for 1SG and CSM leadership position selection and appointment process in accordance with above reference.

3. 1SG and CSM positions are filled either by their respective Major Subordinate Commands (MSCs) or Direct Reporting Units (DRUs) as outlined in paragraph 4 or through a request to fill process as outlined in paragraph 6. This process provides commanders the latitude to ensure the best qualified Soldiers are promoted and/or appointed to senior noncommissioned officer leadership vacancies. The Adjutant General has the authority to appoint any qualified Soldier in the Rhode Island Army National Guard to any vacant 1SG and CSM position prior to utilizing the procedures outlined in paragraphs 4 and 6. The Adjutant General is authorized to advertise vacant 1SG and CSM positions regionally and or nationally if the current population does not support a fair and equitable selection process.

4. Responsibilities for filling 1SG vacancies: MSC commanders and DRU State level commanders must first consider qualified serving Master Sergeants (MSGs), excess/overgrade personnel, and lateral transfers who are listed on the Best Qualified List (BQL) for appointment to 1SG prior to submitting a request to fill to select from the SFC list. Listed below in the subparagraphs is the process to reassign current MSGs from within their respective MSC/DRU commands. Once this selection priority is exhausted, the unit submits a request to fill to the Enlisted Personnel Manager (EPM) section (NGRI-MPO-EPM) utilizing the enclosed Request to Fill 1SG Leadership Position (**enclosure 1**).

NGRI-MPO

SUBJECT: First Sergeant (1SG) and Command Sergeant Major (CSM) Leadership Selection Process (NGRI-MPO Policy # 21-01)

a. MSC level commands: All recommendations for reassignments must be submitted to the MSC CSM for consideration. The MSC CSM forwards recommendations to MSC commander for approval/disapproval. If approved, the recommendation is forwarded to EPM for reassignment and lateral appointment order publication.

b. DRU State level commands: All recommendations for reassignment must be submitted to the State Command Sergeant Major (SCSM) for consideration. The SCSM forwards recommendations to the State level commander for approval/disapproval. If approved, the recommendation is forwarded to the EPM for reassignment and lateral appointment order publication.

5. Responsibilities for filling CSM vacancies: The Adjutant General first considers qualified serving Sergeants Major (SGM); excess/overgrade personnel; and lateral transfers who are listed on the Best Qualified List (BQL) for appointment to CSM (prior to submitting a request to fill to select from the MSG list). Once all qualified serving SGMs, excess/overgrade, and lateral transfer options are exhausted, the unit submits a request to fill to the Enlisted Personnel Manager (EPM) section (NGRI-MPO-EPM) utilizing the enclosed Request to Fill CSM Leadership Position (**enclosure 2**). This process does not apply to the State Command Sergeant Major position.

6. NGRI-MPO-EPM announces the vacancy via three methods; the RIARNG G1 EPM page <https://gko.portal.ng.mil/states/RI/JSS/J1/EPM/SitePages/Home.aspx> ; email notification, and the weekly FRAGO. The announcement is advertised for a minimum of 30 days. The G1 has the authority to close an advertisement within the 30 days in certain cases. The EPM conducts the formal centralized selection board utilizing the process outlined in AR 600-8-19.

a. 1SG Board: All current MSGs and SFCs approved for appointment to 1SG, and serving 1SGs who meet the eligibility requirements listed on the vacancy announcement, are eligible to submit their packets for interview board consideration.

b. CSM Board: All current SGMs and MSGs approved for appointment to CSM and serving CSM, who meet the eligibility requirements listed on the vacancy announcement are eligible to submit their packets for interview board consideration.

c. The unit commander with the vacancy or projected vacancy may advise the president of the board what qualities and qualifications are desired before the board convenes.

NGRI-MPO

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7. 1SG and CSM Board Composition: The Adjutant General/Designee appoints the panel which is comprised of one CSM (President) and either two or four current serving CSMs to serve as board members and a recorder IAW AR 600-8-19, paragraph 7-34. A SGM can serve as a board member if they have been previously approved for CSM by the National Guard CSM board. Board members and individuals interviewing for a position are placed on military status. The interview process is a formal, sitting board, or, in rare cases, a telephonic board may be authorized; the uniform required will be set by the President of the board. The interview is based on the individual's leadership abilities, qualifications (as outlined in the position announcement), and the total/whole Soldier concept.

8. Board Results.

a. 1SG Board: The board's recommendation is forwarded to the Adjutant General/Designee for consideration. If approved, the recommendation is forwarded to EPM for promotion and/or lateral appointment order publication.

b. CSM Board: The board's recommendation is forwarded to The Adjutant General/Designee for consideration. If approved, the SCSM and TAG nominates the Soldier to the next scheduled HQDA (NGB) ARNG CSM selection board, provided the Soldier has not already been approved by a previous board.

9. Soldier Responsibilities: Soldiers submitting an application are responsible for their packet completion, accuracy and certification of required documents.

10. This policy supersedes Memorandum, NGRI-MPO, 27 March 2018, Update to the First Sergeant (1SG) and Command Sergeant Major (CSM) Leadership Selection Process (NGRI-MPO Policy # 19-01).

11. Any questions regarding this policy may be addressed to SGM Joseph F. Jenkins, G1 SGM at 401-275-4137 or via email at [joseph.f.jenkins3.mil@mail.mil](mailto:joseph.f.jenkins3.mil@mail.mil).

FOR THE COMMANDER:

2 Encls

1. Sample 1SG Request to Fill
2. Sample CSM Request to Fill

MICHAEL F. COTE  
COL, GS  
G1

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