



RHODE ISLAND NATIONAL GUARD
JOINT FORCE HEADQUARTERS
COMMAND READINESS CENTER
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CRANSTON, RHODE ISLAND 02920-3097

NGRI-MPO

29 January 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: First Sergeant (1SG) and Command Sergeant Major (CSM) Leadership Selection Process (NGRI-MPO Policy # 19-01)

1. References.

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

b. Memorandum, ARNG-HRZ, 7 February 2018, New Implementation Guidance for the ARNG Enlisted Promotion System, PPOM #18-001.

2. Purpose: This policy provides clarification and 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 considers 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 in the subparagraphs below 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**).

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a. MSC level commands. All recommendations for reassignments must be submitted to the MSC CSM for consideration. MSC CSM forwards recommendation 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 recommendation to the first General Officer in the chain of command for approval/disapproval. If approved, the recommendation is forwarded to 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 the qualified serving SGMs, excess, overgrade and lateral transfer option 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 CSM Leadership Position (**enclosure 2**).

6. EPM announces the vacancy via three methods; the RIARNG G1 EPM page <https://states.gkoportal.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 or 45 days for announcements sent out regionally. EPM conducts the formal centralized selection board utilizing the process outlined in AR 600-8-19.

a. 1SG Board. All current MSGs and SFC 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 SGM 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 with qualities and qualifications desired before the board convenes.

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7. 1SG and CSM Board Composition: The Adjutant General/Designee appoints the panel that is comprised of one CSM President and four current serving CSMs to serve as board members and a recorder IAW AR 600-8-19, paragraph 7-34. Board members and individuals interviewing for a position are placed on military status.

a. The interview process is a formal sitting board; the uniform required is Army Service Uniform for board members and applicants. If the rare instance where only one application is received, the interview process can be waived and the G1 will decide to select the individual or repost the advertisement.

b. 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. The documents required for the application are listed on the vacancy announcement. Soldiers submitting an application are responsible for his/her packet completion, accuracy and certification of required documents.

10. Prior service Soldiers gained after the Best Qualified List is published to include interstate transfers, and applicants from regionally announced vacancies are considered "Best Qualified" eligible and can be considered for leadership positions in accordance with this policy. These individuals are still required to meet the promotion criteria to apply for higher graded positions.

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11. This policy supersedes NGRI-MPO Policy #16-08, dated 27 March 2018.

12. 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.

FOR THE COMMANDER:

2 Encls

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



LISA MERIWETHER

COL, GS

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