



DEPARTMENT OF THE ARMY AND AIR FORCE
JOINT FORCE HEADQUARTERS, MISSISSIPPI NATIONAL GUARD
THE ADJUTANT GENERAL'S OFFICE
POST OFFICE BOX 5027
JACKSON MS 39296-5027

JFH-MS-J1

1 July 2014

MEMORANDUM FOR All Enlisted Personnel

SUBJECT: Policy 14-13 – First Sergeant (1SG) and Command Sergeant Major (CSM) Leadership Selection Process

1. Reference: AR 600-8-19, Enlisted Promotions and Reductions, 27 December 2011.
2. Purpose. This memorandum provides the guidance and clarification of the regulatory requirements for the proper selection and appointment of Soldiers to First Sergeant (1SG) and Command Sergeant Major (CSM) leadership positions. In accordance with paragraph 7-41 of reference AR 600-8-19, and effective immediately, the Mississippi Army National Guard (MSARNG) will enforce the regulatory guidance regarding this selection and appointment process.
3. 1SG and CSM positions will be filled through an interview process as outlined below. This process will ensure the best qualified Soldiers are promoted and/or appointed to Senior Non-Commissioned (NCO) Leadership vacancies.
4. Responsibilities for filling 1SG vacancies.
 - a. Colonel/O6-level commander. Colonel/O6-level commanders will first consider qualified serving Master Sergeants (MSGs) excess personnel and lateral transfers who are approved for appointment to 1SG within their Major Subordinate Command (MSC)/Overhead for reassignment into the current vacancy prior to submitting for request to fill. All recommendations for reassignments must be submitted to the MSC CSM for consideration. MSC CSMs will then forward to the MSC Commander with a recommendation for approval/disapproval. Overhead units will submit reassignment recommendations to the State Command Sergeant Major (SCSM) for consideration. The State CSM will forward to The Adjutant General (TAG) with a recommendation for approval/disapproval. Once the lateral/excess option is exhausted, the unit will submit a request for fill to the Enlisted Personnel Management (EPM) section (JFH-MS-J1), utilizing the enclosed Leadership Position Announcement Form.
 - b. EPM. Will announce the position through the **careers** tab located on the MSARNG home page, for a minimum of fifteen days and publish via the weekly FRAGO. All current MSGs approved for appointment to 1SG and current 1SGs

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who meet the eligibility requirements listed in the vacancy announcement are eligible to submit their packet for interview board consideration, tenure applies. The unit commander, with projected vacancy, may advise the president of the board, qualities and qualifications desired before the board makes its' recommendation. EPM will scrub the applications and provide the list of qualified applicants to the president of the board, annotating the current status.

c. MSC CSM. The unit's respective MSC CSM will prepare and conduct a formal selection board utilizing the board process outlined in AR 600-8-19.

d. Overhead. The SCSM will prepare and conduct a formal selection board utilizing the board process outlined in AR 600-8-19.

5. 1SG Board Composition. The interview board process for 1SG will be a decentralized interview process conducted at the Overhead/MSC level that has the vacant position, appointed by TAG/MSC commander. The interview process is a formal sitting board for all 1SG positions. The interview process will coincide as close as possible to the unit's scheduled Inactive Duty Training (IDT) period to help reduce the cost of the formal board process. Any Soldier interviewing for a position will be placed in an IDT status with IDT travel authorized as necessary.

a. The 1SG panel will consist of the SCSM (Overhead)/MSC CSM (MSCs) serving as the president of the board. President of the board will appoint three current serving CSMs to serve as board members, and a recorder IAW AR 600-8-19, Para 7-34.

b. The uniform required for the 1SG interview board process will be the Army Service Uniform.

c. The interview process will be based off of the individual's leadership qualities, qualifications as outlined in the position announcement and the total/whole Soldier concept.

d. The board's recommendations will be forwarded to The Adjutant General for the Overhead or MSC commander for the respected MSC for consideration. If approved, recommendations will be forwarded to the EPM, who will publish the promotion and/or lateral appointment order.

e. If no applicant is selected by the board, the first Sergeant First Class (SFC) in the respective Career Progression Military Occupational Specialty (CPMOS) on the promotion list who is approved for appointment to 1SG for the vacancy will be selected for promotion.

6. Responsibilities for filling CSM vacancies.

a. TAG. Will first consider qualified serving Sergeant Majors (SGMs)/CSMs, existing excess personnel and lateral transfers for consideration of lateral appointment to CSM prior to announcing the vacancy. If no one is selected, the unit will submit a request for fill to the EPM section (JFH-MS-J1) utilizing the enclosed Leadership Position Announcement form.

b. EPM. Will announce the position through the *careers* tab located on the MSARNG home page, for a minimum of fifteen days and publish via the weekly FRAGO. All current SGMs approved for appointment to CSM and current CSMs who meet the eligibility requirement listed in the vacancy announcement are eligible to submit their packet for interview board consideration, tenure applies. The unit commander, with projected vacancy, may advise the president of the board, qualities and qualifications desired before the board makes its' recommendation. EPM will scrub the applications and provide the list of qualified applicants to the president of the board, annotating the current status.

c. For entry-level (Lieutenant Colonel command), any qualified SGM on the CSM "best qualified" list or current CSMs who meet the eligibility requirements listed in the vacancy announcement are eligible to submit their packet for interview board consideration.

d. For intermediate-level (Colonel command), any qualified current on-board CSMs who meet the eligibility requirements listed in the vacancy announcement are eligible to submit their packet for interview board consideration.

e. For MSC level, the SCSM, in coordination with the MSC commander, will interview and submit recommendation from current on-board CSMs for consideration to TAG for approval/disapproval. Special consideration will be given to intermediate-level CSM, but not required.

f. If no applicant is selected by the board, vacancy will be filled through the Enlisted Promotion System (EPS). Vacancy will be filled first from the CSM 1 list then by the CSM 2 list based on points in the respective CPMOS and approved for appointment to CSM.

g. State CSM. Will prepare and conduct a formal selection board utilizing the board process outlined in AR 600-8-19. The State CSM will be the president of the board and will appoint three voting board members (CSMs) and a recorder.

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7. CSM Board Composition. The interview process for CSMs will be a centralized interview board process conducted at Joint Force Headquarters, Mississippi Army National Guard, 1410 Riverside Drive, Jackson, MS 39202, appointed by TAG. The interview process is a formal sitting board for all CSM positions. The interview process will coincide as close as possible to the unit's scheduled IDT period to help reduce the cost of the formal board process. Any Soldier interviewing for a position will be placed in an IDT status with IDT travel authorized as necessary.

a. The CSM panel will consist of the SCSM, serving as the president of the board. President of the board will appoint three current serving CSMs to serve as board members, and a recorder IAW AR 600-8-19, Para 7-34.

b. The uniform required for the CSM interview board process will be the Army Service Uniform.

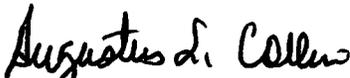
c. The interview process will be based off the individual's leadership qualities, qualifications as outlined in the position announcement and the total/whole Soldier concept.

d. The board's recommendations will be forwarded to TAG for consideration. If approved, the SCSM will nominate the Soldier to the next scheduled National Guard Bureau Department of the Army (DA) CSM Selection Board, provided the Soldier has not already been approved by that board.

8. The documents required for the application will be listed in the job announcement. Each Soldier submitting an application is responsible for his/her packet and ensuring the information is accurate and certified (i.e., Service Record Brief).

9. Questions regarding this policy can be addressed by CPT Marilyn Upton at marilyn.m.upton.mil@mail.mil or 601-313-6125.

Encl


AUGUSTUS L. COLLINS
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The Adjutant General of Mississippi