



NATIONAL GUARD BUREAU

111 SOUTH GEORGE MASON DRIVE
ARLINGTON, VA 22204-1373

ARNG-TR

01 October 2023

MEMORANDUM FOR the States, Territories, and District of Columbia

SUBJECT: Sergeants Major Academy (SGM-A) FY24 Enrollment Criteria for Resident (SGM-A R) and Distributed Learning (SGM-A DL)

1. References:

- a. Army Regulation 135-18 (The Active Guard Reserve Program).
- b. Army Regulation 135-200 (Active Duty for Missions, Projects, and Training for Reserve Component Soldiers).
- c. Army Regulation 135-91 (Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures).
- d. Army Regulation 350-1 (Army Training and Leader Development).
- e. Army Regulation 600-8-19 (Enlisted Promotions and Reductions).
- f. Army Regulation 600-9 (The Army Body Composition Program).
- g. Department of Defense Instruction 1215.06 (Uniform Reserve, Training, and Retirement Categories for the Reserve Components), 11 March 2014 Incorporating Change 1, Effective 19 May 2015.
- h. National Guard Bureau, ARNG-HRH memorandum (Service Obligations for Training Requirements, Army National Guard Personnel (ARNG-HRH Policy Memorandum#13-XXX (PPOM #13-023)), 29 May 2013.
- i. National Guard Bureau, ARNG-HRH memorandum, (Title 10 Army National Guard Active Guard Reserve Life Cycle Management (LCM) Strategy Plan (PPOM #21-011), 02 May 22.
- j. National Guard Regulation 600-200 (Enlisted Personnel Management).
- k. Army Regulation 25-50 (Preparing and Managing Correspondence).
- l. Army Directive 2020-06 (Army Combat Fitness Test).

ARNG-TR

SUBJECT: Sergeants Major Academy (SGM-A) FY24 Enrollment Criteria for Resident (SGM-A R) and Distributed Learning (SGM-A DL)

m. ATP 7-22.01 (Holistic Health and Fitness Testing).

2. This Memorandum of Instruction (MOI) clarifies the procedures for submission of SGM-A packets, eligibility requirements, allocation distribution, and key suspense dates. For brevity, throughout this memorandum, the 54 States, Territories, and the District of Columbia shall be referred to as the "States."

3. The SGM-A provides the U.S. Army with self-aware and adaptive senior noncommissioned officers (NCO) of character and competence with the skills to shape the joint operational environment, overcome the friction created by uncertainty, and operate in ambiguity. The course involves two formats specifically for the ARNG.

a. Orientation is mandatory. Dates for orientation are available in a follow-on MOI at a later date. The ARNG Training Division Sergeant Major is the approval authority for exemptions to attend the orientation.

b. Resident. Consists of nine months of instruction at the Noncommissioned Officer Leadership Center of Excellence (NCOLCOE) requiring a Permanent Change of Station (PCS).

c. Distributed Learning (DL). Consists of 18 months of electronics-based learning with a two-week final phase (Resident).

4. Eligibility Requirements.

a. Soldiers applying for enrollment in SGM-A must be in the pay grade of E-8, meet service remaining obligations (SRO) requirements, and start SGM-A before age 53. Those not meet the age requirement may request a waiver upto age 56, (Enclosures 1 and 2), no later than (NLT) 12 January 2024. The SRO after graduation of SGM-A is 12 months for DL and 24 months for Resident.

b. Soldiers must be complete with Distributed Leader Course (DLC) V or Structured Self Development (SSD) 4.

1) Master Sergeants who completed SSD 4 prior to 30 August 2020 are not required to complete DLC V and are fully qualified to attend the SGM-A, pending completion of Master Leader Course (MLC).

2) Master Sergeants enrolled in SSD 4 who failed to complete the course by 30 August 2020 must be disenrolled from SSD 4 and enrolled into DLC V. Full qualification for SGM-A attendance must be attained upon completion of DLC V.

5. All applicants must undergo a Personnel Suitability Screening (PSS) conducted by NGB. The PSS must be current within 12 months of the course start date. The PSS

ARNG-TR

SUBJECT: Sergeants Major Academy (SGM-A) FY24 Enrollment Criteria for Resident (SGM-A R) and Distributed Learning (SGM-A DL)

includes reviewing the restricted personnel file, Department of the Army (DA) Inspector General records, Criminal Investigation records, and Directors Personnel Readiness Overview (DPRO). State-level flagging actions or open investigations can prevent a Soldier from moving forward in the PSS process. Should the PSS find derogatory information, a Senior Enlisted Review Board (SERB) must convene to review the information. A potential SGM-A student not cleared during the PSS or SERB is forwarded to a Standby Advisory Board (STAB) and contacted by the ARNG Personnel Policy Division, Enlisted Policy Branch (ARNG-HRH-E) for follow-on actions. The Director, ARNG (DARNG), is the final decision authority for attendance to SGM-A. A cleared PSS, SERB, and, if necessary, a result of a STAB reservation for the SGM-A (Enclosure 7).

6. The State is responsible for planning to meet all suspensions outlined in this MOI. TR is not granting extensions to States. Submit the required documents before the deadlines to avoid a loss of quota(s) (Enclosure 4).

a. Effective the date of this memorandum, open enrollment to submit Resident and Distributed Learning SGM-A Order of Merit List (OML) applicant names and social security numbers (SSN) begins, to include those considered as alternates for PSS (utilize SGM-A template for OML submission template).

b. NLT 8 December 2023 all names/SSNs for Resident and Distributed Learning SGM-A OML submitted to NGB.

c. NLT 12 January 2024 age waiver request submitted to NGB.

d. NLT 19 January 2024 Resident SGM-A packets submitted to NGB.

e. NLT 5 April 2024 Distributed Learning SGM-A packets submitted to NGB.

f. NLT 10 May 2024 NGB notifies States of SGM-A packet approvals.

g. NLT 7 June 2024 Army Training Requirements and Resources System (ATRRS) A1 application due to Action Officer Identification (AOID) 017.

7. Submission Guidelines.

a. States. State Operations/Training (G3) SGMs or appointed representative must submit packets by electronic-mail (e-mail) only to the ARNG Training Divisions (ARNG-TR's) USASMA enrollment e-mail address at NG.NCR.NGB-ARNG.MBX.USASMA-ENROLLMENT@army.mil. If you cannot email the address due to encryption errors, notify the TRADOC Team POC listed on the announcement memo to correct the error. The States must submit two separate emails to ARNG-TR.

ARNG-TR

SUBJECT: Sergeants Major Academy (SGM-A) FY24 Enrollment Criteria for Resident (SGM-A R) and Distributed Learning (SGM-A DL)

1) The first e-mail contains your primary candidate's packets with alternate packets and the OML in the second email.

2) Additional e-mails can be sent if Microsoft Outlook does not support all packets sent in one e-mail. Packets received from individual Soldiers must be returned with direction to coordinate packet submission with their State G3 SGM.

3) The ARNG-TR must reply to the State with a confirmation e-mail after receiving, reviewing, and accepting the packet. The confirmation e-mail serves as the authority for State Quota Source Manager (QSM) to submit the application for enrollment to AOID 017 using the ATRRS Automated Training Application Module (AATAM).

b. Title 10 (T10) Active Guard Reserve (AGR). Soldiers must receive notification and instruction from their Assignments NCO. The ARNG Human Capital Management Division, Enlisted Management Branch (ARNG-HCM-E) must validate the packet and submit the packet to the ARNG Command Sergeant Major (CSM) for final approval. Approved packets must be submitted by ARNG-HCM-E to ARNG-TR. A notification email must be sent back to the ARNG-HCM-E point of contact (POC) and the enrolling Soldier.

8. Packet Requirements. All packets must include the documents listed below (as applicable). Forms must be the most recent version (located on ARNG G3/5/7 GKN page) <https://armyeitaas.sharepoint-mil.us/sites/ARNG-G357>, properly completed, and digitally signed (as applicable). States must submit individual packets as one scrolling .pdf file per Soldier containing all required enrollment documents. Format each packet file name as follows; Last, First, MI_State ARNG (Example: Doe, John J_XXARNG or Doe, John J_T10). Do not submit additional documents not listed on the checklist (example: current DA705-TEST is required, do not send two years of DA705s). No packets accepted after the suspense date. Incomplete packets must be returned to the originator. All fillable portable document format (PDF) documents are located at the provided link above. Type "SGM-C Source Documents" in the "Search" box. The link will also be in the email sent out to the States.

a. SGM-A R or SGM-A DL Packet Checklist.

b. DA705-TEST (Army Combat Fitness Test Scorecard) within 12 months of submission date; 1 April 2022; IAW with applicable regulation, reference i and m.

c. DA Form 1059 (Service School Academic Evaluation Report), final phase of Senior Leader Course (SLC), or Master Leader Course (MLC), as applicable.

d. DA Form 3349 (Physical Profile) (if applicable); Soldiers with permanent profiles with a code "3" without a code "W" to retain Soldier must require proof of Military Medical

ARNG-TR

SUBJECT: Sergeants Major Academy (SGM-A) FY24 Enrollment Criteria for Resident (SGM-A R) and Distributed Learning (SGM-A DL)

Review Board (MMRB) evaluation.

e. DA Form 4187 (Personnel Action), Dec 22; Soldiers must utilize the correct form to attend SGM-A R or SGM-A DL (Enclosure 3 or Enclosure 3b).

f. DA Form 4836 (Oath of Extension of Enlistment or Reenlistment or Department of Defense (DD) Form 4; ensures the Soldier must meet SRO upon graduation from SGM-A, extension should cover the Soldier to June 2028.

g. DA Form 5500 (Body Fat Content Worksheet (Male)), June 23, DA Form 5501 (Body Fat Content Worksheet (Female)), June 23, or memorandum verifying Soldier meets Army screening table weight (if applicable) within 12 months of submission date. Per AR 600-9, paragraph 3-4d, height and weight data care no longer required entries on the DA Form 705-TEST. However, if the Soldier's height and weight are not annotated on the DA Form 705-TEST, a DA Form 5500/5501 or memorandum verifying the Soldier meets the Army screening table weight must be submitted with the packet IAW reference n and o.

h. DA Form 7432 (Sergeants Major Course Administrative Data Sheet) must be signed by the Soldier, Subordinate Command/G-Staff, and State CSM. The block "FOR ARNG USE ONLY" must be used for two purposes. First, the approving authority must identify applicant's duty status as Traditional, AGR Title 32, or AGR Title 10. Second, it must show subordinate command, CSM (Title 32) concurrence or the appropriate General Staff (G-Staff) (Title 10) concurrence and State CSM concurrence to ensure there is an audit trail of approval.

i. The SGM-A Statement of Agreement and Certification (SOA); all blocks must be initialed and the bottom of the second page must be signed by both the Soldier and the SCSM for Title 32 Soldiers, or the ARNG CSM for Title 10 Soldiers. Note there are two separate forms: one for SGM-A Resident and one for SGM-A Distance Learning.

j. Memorandum of Intent signed by the Soldier; written by the applicant describing how they think attending SGM-A benefits their career personally and professionally and how it would also benefit the organization using AR 25-50 format.

k. DLC V/SSD 4 Completion Certificate IAW Para 4.b.

l. Optional Letter to the Board (Resident Only) to explain packet discrepancies or omissions.

m. Letter of recommendation of the applicant by the respective State CSM/SEL for all M-Day and Title 32 AGR, G-Staff SGM to ARNG CSM for Title 0 AGR (Resident Only). Recommendation must verify that the applicant has demonstrated a high probability for future advancement and is an appropriate candidate.

ARNG-TR

SUBJECT: Sergeants Major Academy (SGM-A) FY24 Enrollment Criteria for Resident (SGM-A R) and Distributed Learning (SGM-A DL)

- n. Soldier's last 5 NCOERs (Resident only) required by Selection board.
- o. Soldier's current Soldier Record Brief (Resident only) required by Selection board.
- p. Soldier's award certificates (ARCOM or higher) received from the rank of E7 and higher (Resident only); required by Selection board.
- q. Soldier's DA1059s for ALC, SLC, MLC (if applicable), and certificates over 40 hours (Resident only) required by Selection board.

9. Allocations (See Enclosure 4).

a. Primaries. Each State must submit packets IAW their OMLs. All Resident candidates must be submitted as a Primary selection on the State OML. The State allocation represents applicants for Distributed Learning only. For example, if a State has ten quotas and submits one Soldier for the Resident Course, and the Soldier is offered and then accepts a seat to attend, the State still has ten remaining quotas. Soldiers not selected or declining their selection for the Resident course are auto enroll into the DL course if their state has remaining quotas to support it.

b. Alternates. States are encouraged to submit all eligible applicants for the SGM-A course and the alternate list serves as an OML.

10. Additional Allocations. ARNG-TR takes advantage of every opportunity to gain additional allocations to both the Resident and Distributed Learning courses. Additional allocations or "shortfalls" are defined as any unprogrammed, or additional quota obtained above a State's allocation for the current FY. The shortfall roster (Enclosure 5) lists each of the States in alphabetical order. Shortfall seats must be offered to the next State until they are exhausted. No more than one additional shortfall quota can be allocated per State. States accepting an additional allocation from another State are not eligible for an additional allocation from the shortfall list. States donating allocations to other States are not eligible for additional allocations from the shortfall list. The next organization listed on the roster at the end of the current FY becomes the start point for the next year.

11. The ATRRS application suspense. States need to receive an e-mail confirmation of selection prior to ATRRS application suspense. Upon packet approval, States must submit an ATRRS application to AOID 017 no later than 7 June 2024. If a Soldier is pending adjudication from the PSS, SERB, or STAB; ATRRS applications cannot be submitted. The ATRRS applications should reflect the following course information.

ARNG-TR

SUBJECT: Sergeants Major Academy (SGM-A) FY24 Enrollment Criteria for Resident (SGM-A R) and Distributed Learning (SGM-A DL)

- a. FY 24.
- b. SC 400.
- c. CN 1-250-C5 (DL) (R1).
- d. CN 1-250-C5 (Resident).
- e. Phase 1 (DL application only).
- f. Class 001.
- g. 5 July 2024 last date for substitutions (from pre-approved packets only) and/or cancellations.

12. Withdraw Process: Requests to withdraw from the SGM-A must be submitted in accordance with the approved process, (Enclosure 6).

a. Dis-enrollment or Deferment. May be granted based on medical, operational, or compassionate; if approved, Soldier may re-enter the SGM-A the first available year. States do not receive additional quota(s) for dis-enrollment(s).

b. Dismissal. Not eligible for reentry into the SGM-A, requires reduction to MSG.

13. The POCs are SGM Cameron Mitchell (primary), at 703-604-8220 or cameron.a.mitchell3.mil@army.mil and Mr. Timothy Huggins (alternate), at 703-607-7344 or timothy.e.huggins.ctr@army.mil.

7 Encls

1. SGM-A Age Waiver Process
2. TAG/CSM Age Waiver Endorsement
3. DA Form 4187
4. Quota Allocation
5. Shortfall Roster
6. Withdraw Process
7. SGM-A Board Process Map

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CF:
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