

# **Sergeant Major of the Army**

## **COMMAND SERGEANT MAJOR & SERGEANT MAJOR**

### **NOMINATIVE PROCESS**

### **STANDING OPERATING PROCEDURES**

**Nov 2011**

## TABLE OF CONTENTS

<b><u>PARAGRAPH</u></b>	<b><u>TITLE</u></b>	<b><u>PAGE</u></b>
1	Disclaimer	3
2	Purpose	3
3	Scope	3
4	Authority	3
5	Terms	3
6	Responsibilities	3
7	Policy	4
8	Eligibility	5

1. Disclaimer. This Standing Operating Procedures (SOP) is intended to serve as guidance in the establishment of internal procedures. It is not intended to create any right or benefit, substantive or procedural, enforceable at law by a party against the United States, its agencies, its members, or any person. It is not intended to be binding or to preclude deviations as required or appropriate given the circumstances.
2. Purpose. This SOP delineates responsibilities and procedures regarding selection, assignment, utilization, eligibility, and other related aspects pertaining to the nominative process applicable to Command Sergeants Major (CSM) and Sergeants Major (SGM).
3. Scope. This SOP applies to all Active Component (AC) CSM and SGM identified for appointment/assignment to an authorized Nominative CSM/SGM position.
4. Authority. The Sergeant Major of the Army or the Director, Military Personnel Management (DMPM), Deputy Chief of Staff (DCS), G-1, have the authority to approve exceptions or waivers to this SOP that are consistent with controlling regulations.
5. Terms. These definitions are provided solely for the purpose of interpreting this SOP (and the actions addressed therein).
  - a. Nominative Position. Any authorized CSM or SGM billet where the rated CSM/SGM is rated by a General Officer (GO) or Senior Executive Agent (SES). The position must be validated on an MTOE, TDA or a provisional organization approved by HQDA.
  - b. Projected Change of Responsibility Date. The Projected Change of Responsibility Date (PCORD) is an e-MILPO data code used to establish the projected ending year/month of an assignment. This date facilitates the process to identify replacements. All Nominative CSM/SGMs will now have PCORDs.
  - c. Retention Control Point. Established in AR 601-280, the retention control point (RCP) is the maximum number of active federal service (AFS) authorized based on the level of assignment a CSM/SGM is slated against.
  - d. Vacancy Announcement. An announcement sent out to the nominative population when a valid position is coming open. This announcement generates the slate report and nomination submission.
  - e. Slate Report. A listing of qualified (to include background screenings) CSM/SGM recommended by the appropriate level command for consideration to a valid position.
  - f. Tour Length. The established period of time determined for specified nominative CSM/SGM assignments.

6. Responsibilities.

- a. Sergeant Major of the Army (SMA).
  - (1) The SMA has a direct role in the nominative CSM/SGM process and serves, concurrent with the CSA, as the approval authority for CSM/SGM slates. The SMA serves as the Executive Agent of the CSM/SGM Nominative Program.
  - (2) Approves recommended slates for release to selecting officials (General Officer / SES).
  - (3) Serves as the exception authority for requests to serve longer than the prescribed tour length for all Nominative CSM/SGM.
- b. The DCS, G-1 (or his designee, the DMPM) exercises general staff supervision over the CSM/SGM Nominative process and policies (see AR 614-200).

c. ACOM/ASCC/DRU CSM.

- (1) Serves as nominating officials for all slate announcements; enforcing the development of broadly-skilled NCO's as provided for in the Army Leader Development Strategy.
- (2) Forwards and makes recommendations to the SMA on tour length extensions.
- (3) Provides an endorsement checklist for each approved nomination packet submitted.
- (4) Enforces discipline in the CSM/SGM Nominative process across their respective commands.
- (5) Serves as advisors to the SMA on the procedures/processes as outlined in this SOP.

d. Sergeants Major Management Office, SMMO.

- (1) Serves as the Administrative Agent of the CSM/SGM Nominative Program.
- (2) Interfaces with the Sergeants Majors branch at HRC, Senior-level CSM (appropriate level of command) and the CSM/SGM community to effectively manage and provide discipline within the program.
- (3) Coordinates with the Commands to ensure qualifications for the required position are established; adopting and supporting the capability to develop broadly-skilled NCOs in support of the principles established in the Army Leader Development Strategy.
- (4) Initiates background screening checks for all nominated CSM/SGM in accordance with the HQs DA Personnel Suitability Screening Policy dated 04 Feb 2008.

e. Sergeants Major Branch, AHRC

- (1) Ensures management processes exist to effectively establish and manage PCORDs for all Nominative CSM/SGM in accordance with this SOP.
- (2) Provides administrative oversight for nominative CSM/SGM assignment instructions upon selection to a nominative position.
- (3) Provide assignment instructions for nominative CSM/SGMs that opt out of or are removed from the nominative program.

7. Policy.

a. The goal of the Nominative CSM/SGM process is to facilitate development of broadly-skilled Senior NCO Leaders; grooming a future SMA.

b. Nominative tour lengths.

(1) All CONUS/OCONUS based One Star/Two Star positions are 24 months with an option to extend one additional year. The CSM/SGM's Commander is to request the 12 month extension. This request will be a standard 4187 addressed to the SMA through the SMMO office. All requests for extension must be submitted prior to the 17<sup>th</sup> month mark in position.

(2) All CONUS/OCONUS based Three Star/Four Star position tour lengths are 36 months

(3) The authorized grade structure on the MTOE/TDA (or provisional document) will be used as the basis to apply (1) and (2) above.

c. Initial Selection/Assignment.

(1) Once selected and assigned to an initial (One/two-Star) CSM position, the NCO will be reclassified to MOS "00Z" and the Soldier's RCP is extended to meet the authorized tour length. You will no longer automatically be extended to 35 years (AFS).

(2) Nominative SGM's who are selected to an initial nominative position will be reclassified to MOS "00Z" and their RCP is extended to meet the authorized tour length.

d. PDPC Codes.

(1) CSM PDPC codes will be applied to all Nominative CSMs to identify their position. The following codes apply: 8C – one star; 8D – two star; 8E – three star; 8F – four star.

(2) SGM PDPC codes will be applied to all Nominative SGMs to identify their position level. The following codes will be applied: 8S – one star; 8T – two star; 8U – three star; 8V – four star.

e. Retention Control Points (RCPs).

(1) The 35-year RCP is not a "guarantee" of 35 years AFS – but an extension of time to serve in authorized, nominative-level CSM/SGM positions in order to foster the developmental process.

(2) Once Nominative CSM/SGM with 31 years, 3 months of AFS reach their PCORD and they have not secured selection to another Nominative CSM/SGM assignment – they will submit a request for retirement by the end of their prescribed tour. The retirement application is to be effective 180 days beyond their existing PCORD plus any leave/PTDY they are otherwise entitled to. The exception to this is for CSM/SGM with less than 31 years, 3 months service – who may otherwise be assigned to a traditional SGM billet.

f. Vacancy Announcements.

(1) Vacancy announcements will be finalized and released by the Sergeants Major Management Office no later than seven months prior to the incumbent's PCORD. Vacancy announcements will be reviewed with the ACOM/ASCC/DRU prior to release.

(2) Vacancy announcement will be released by the SMMO through a Nominative worldwide message. All eligible NCOs will be considered if recommended by their ACOM/ASCC/DRU CSMs.

(3) The slating process will be accomplished within 90 days; providing for a minimum 120-day PCS notification for the CSM/SGM selected for the assignment.

(4) Slates will be open for 14 calendar days. Extensions to the 14 day timeframe will be done through the SMMO office and approved by the SMA.

g. Nomination Packets.

(1) The SMMO office will only accept nomination packets through the ACOM/ASCC/DRU CSMs.

(2) All nomination packets must be endorsed by the ACOM/ASCC/DRU CSM.

(3) Nomination packets will contain the following:

a. Official DA photo (large photo)

- b. ERB
- c. Letter of Recommendation (LOR). Only one LOR from the nominees commander is authorized in the packet.

h. Joint Nominative positions.

(1) The SMMO office will initiate a Joint nominative vacancy announcement to fill Joint positions as they are announced through the Joint staff. Tour lengths for Joint positions will not exceed the 24/36 month policy established in this policy.

(2) Upon slate closure, the SMA will select the Army candidate for all Joint positions.

i. Special Operations Nominative positions.

(1) The SMMO will initiate a vacancy announcement for nominative SOF positions. These announcements will be coordinated directly between the SMMO and USASOC.

(2) All SOF nomination packets will go through USASOC for endorsement prior to being submitted to the SMMO.

j. WIAS Taskings for Nominative CSM/SGM.

(1) Sergeants Major Management Office will initiate a nominative slate to fill only those positions validated by the DCS, G-3/5/7 as CSM/SGM nominative requirements.

(2) In all cases, Nominative CSMs are required to remove their wreath and Special Duty Assignment Pay (SDAP) will be terminated upon completion of a prescribed tour.

(3) Unless associated specifically with a command element, CSM/SGM selected for WIAS assignments will be deployed as SGM (no wreath). SDAP will be terminated.

(4) During the WIAS tour, CSM/SGM will be afforded the opportunity to compete for follow on nominative assignment. If CSM/SGM is not selected for a follow on nominative assignment by the end of their WIAS tour, they will either be reassigned based on the needs of the Army as SGM if they have less than 31 years 3 months AFS or submit a retirement - the retirement application is to be effective 180 days from the end of the WIAS tour completion plus any leave/PTDY they are otherwise entitled to.

8. Eligibility.

a. Eligibility criteria for selection as a Nominative CSM/SGM is as follows: All CSM/SGM must:

- (1) Be awarded a Professional Development Proficiency Code (PDPC) of 7C/7S or higher.
- (2) Meet the minimum established qualifications as established in the vacancy announcement.
- (3) Otherwise be available for assignment consistent with the position requirement.
- (4) Be within 7 months of their currently established PCORD.
- (5) Be endorsed by their ACOM/ASCC/DRU CSM.

b. The following Soldiers are not eligible for initial Nominative-level consideration:

- (1) Any CSM/SGM with 31 years, 3 months or more of AFS.
- (2) Any CSM/SGM with an approved retirement.

SOP – CSM/SGM NOMINATIVE PROCESS (AS OF November 2011)

(3) Any CSM/SGM who is currently under a 15-6 investigation.

(4) Any CSM/SGM without a valid/approved EFMP.

(5) Any CSM/SGM not endorsed by the ACOM/ASCC/DRU CSM.

c. The following Soldiers are not eligible for any Nominative-level CSM/SGM consideration:

(1) Have an RCP that prohibits completion of the prescribed tour length.

(2) Have an approved retirement.

(3) Have not been endorsed by their ACOM/ASCC/DRU CSM.

(4) Any CSM/SGM who is currently under a 15-6 investigation.

(5) Any CSM/SGM without a valid/approved EFMP.

9. Closing.

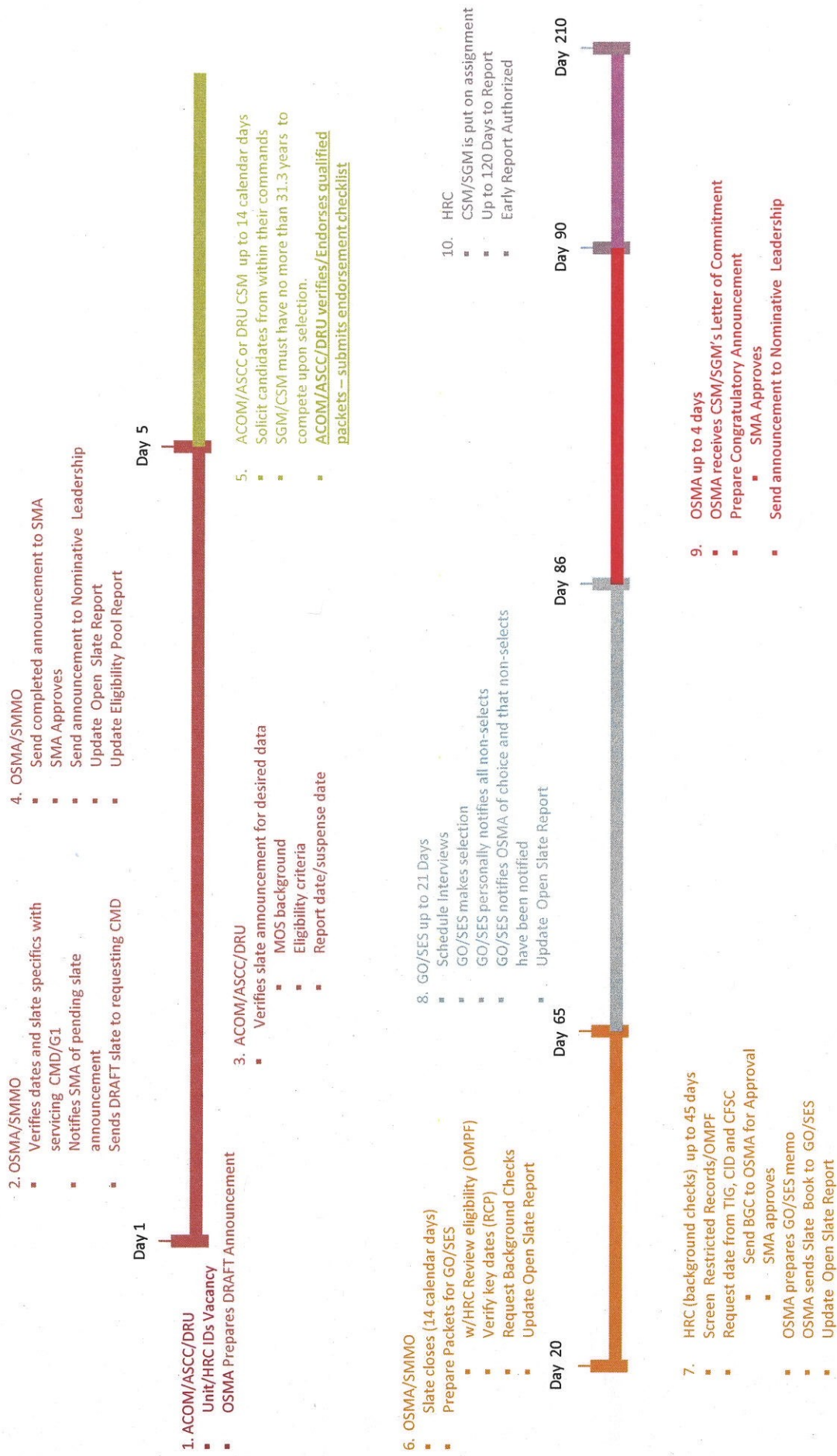
- a. This SOP serves as the official policy that governs the CSM/SGM nominative process.
- b. Questions or concerns should be addressed directly to the Sergeants Major Management Office (SMMO).

Sergeant Major of the Army

3 Encls

- 1. 7 month time line
- 2. Nomination packet endorsement letter
- 3. Letter of commitment

# Nominative Process 7 Month Time Line





## LETTERHEAD

OFFICE SYMBOL

DATE

MEMORANDUM FOR Office of the Sergeant Major of the Army

SUBJECT: Nominative Position Checklist

1. The following CSM Doe, John has been screened by the ACOM, ASCC or DRU CSM and is fully qualified to compete for the Nominative Vacancy in           Name of position          .

Nominative Packet Checklist

- ☐ ERB
- ☐ DA Photo
- ☐ Letter of Recommendation from Commander
- ☐ In compliance with AR 600-9/Current PT Score (both can be included in the LOR)
- ☐ In compliance with Retention Control Point (RCP) standards of MRD
- ☐ Has appropriate Security Clearance required for the position (if part of prerequisites)
- ☐ Endorsed by ACOM, ASCC or DRU CSM (this cover sheet)

2. Point of contact is the undersigned at (xxx) xxx-xxxx

ACOM/ASCC/DRU CSM  
I.M. CORRECT  
CSM, USA



DEPARTMENT OF THE ARMY  
OFFICE OF THE SERGEANT MAJOR  
203 ARMY PENTAGON  
WASHINGTON DC 20310-0203

REPLY TO  
ATTENTION OF

DACS-SM

XX XXX 2011

MEMORANDUM FOR CSM/SGM XYZ

Dear Command Sergeant Major:

Congratulations on your selection and assignment as the Command Sergeant Major, XXX. Since your assignment is final, I would like to delineate the current policy on appointment to this nominative position and how it could affect your retirement.

Under the Nominative SOP from the Office of the Sergeant Major of the Army, Nominative CSM/SGM are only assigned to positions that are rated by a General Officer or SES. At the completion of this 2/3 year assignment, if you have not been selected to another a Nominative Sergeant Major position or you are past 31 years, 3 months of AFS or you reach your projected end of tour length; you will submit a request for retirement by the end of your prescribed tour. The retirement application is to be effective 180 days beyond your existing end of tour date plus any leave/PTDY you are otherwise entitled to. The exception to this is for CSM/SGM with less than 31 years, 3 months service – who may otherwise be assigned to a traditional SGM billet. This policy is essential if the Army is to assure appropriate upward mobility and breadth of experience in its senior leadership. Your projected end of tour will be calculated by the report date plus tour length and 6 months.

Your assignment as the Command Sergeant Major, does not guarantee successive appointments. This job is 2 or 3 years in duration. If you are not nominated for a follow-on nominative position, you will be expected to submit your application for voluntary retirement or revert back to a Sergeant Major IAW AR 601-280, revert to that retention control point (RCP) of 32 years. It is my intention that all serving Nominative Sergeants Major receive timely notification of any decision concerning their continued service. Additionally, you are encouraged to attend the Keystone Course within the next two years if you have not already attended. The Keystone course is managed by the OSMA.

Please notify me of your acceptance of this assignment and your understanding of its associated tenure. I ask this of all Nominative Sergeants Major; you are not being singled-out regarding commitment of service. Best wishes to you in your new assignment.

Sincerely,

Sergeant Major of the Army

I accept this commitment:

Sign: \_\_\_\_\_

Print: \_\_\_\_\_