



Texas Army National Guard

INSTRUCTION

NUMBER 1320.01
19 November 2018

NGTX-AZ

SUBJECT: First Sergeant (1SG) and Command Sergeant Major (CSM) Selections

Reference. Army Regulation (AR) 600-8-19, Enlisted Promotions and Reductions, dated 25 April 2017

1. PURPOSE. Provide guidance on board selection to fill 1SG and CSM vacancies. The board process will provide best-qualified leadership by identifying 1SGs and CSMs, who desire to fill slots, preclude promoting a soldier who is not productive, thus providing an equitable system.

2. APPLICABILITY AND SCOPE. This issuance applies to all TXARNG enlisted personnel eligible for selection as First Sergeant (1SG) and Command Sergeant Major (CSM).

3. DEFINITIONS. Not applicable.

4. POLICY.

a. All current serving Master Sergeants (MSG) that meet Professional Military Education (PME) and basic eligibility requirements will have the opportunity to compete for 1SG. Sergeant First Class' (SFC) on the promotion list (TPL) that meet all eligibility requirements will compete to fill 1SG vacancies.

(1) Soldiers will serve a minimum time of 24 months in their assigned 1SG position NTE 36 months' time in position. The maximum total time to serve as 1SG is 72 months.

(2) First Sergeant selectees must be qualified in a career progression military occupational specialty (CPMOS) for the first term as 1SG. A second 1SG term with a non-qualified CPMOS may serve based on recommendations from the command and Command Sergeant Major Council (CSMC) approval.

(3) Master Sergeants identified for leadership positions will be considered first before selecting a SFC (regardless of their list standing on the SFC to MSG list) for promotion and lateral appointment to 1SG.

(4) First Sergeant positions will not be filled by a promotion solely because of the Soldier's sequence number on the SFC to MSG promotion list.

b. Staff Sergeants Major that meet Professional Military Education (PME) and basic eligibility requirements will have the opportunity to compete for CSM.

(1) Command Sergeant Major selectees must be qualified in a CPMOS for first term of CSM. A CSM may serve a second term in a non-qualified CPMOS based on recommendations from the command with CSMC approval.

c. Position announcements. Positions will be advertised for 30 days utilizing the Texas Military Department (TMD) site on the extended Lone Star Portal (eLSP) and TMD APP.

(1) TMD Site is available through the eLSP home page AGD: TXMF Jobs link at the bottom of the page or the following link <https://tmd.texas.gov/tmd-jobs>.

(2) TMD APP is available at the following link <https://tmd.texas.gov/texas-military-department-app> for registration. Once registered download the TMD APP to your personal or government phone using your mail.mil email address.

d. Announcements. Announcements will provide position description and eligibility criteria. Newly promoted traditional Soldiers in the rank of MSG/SGM must have 12 months' time in grade prior to leadership assignment consideration. Newly promoted Active Guard Reservists (AGR) MSG/SGM must have 24 months' time in grade prior to leadership assignment consideration.

(1) Selectees will receive a DA Form 4187 (encl 2) for acceptance or declination to a 1SG assignment. The signed DA Form 4187 must be returned to the TXARNG G1 within 30 days of receipt. Selectees may submit a memorandum for record with the DA Form 4187 for declination of board appearance.

(2) In accordance with AR 600-8-19, paragraph 7-42 (c) Soldiers who decline assignments for which they are fully eligible and available will be administratively removed from the promotion list. They will not be reinstated on the list under any circumstances and will not be eligible for consideration until the next scheduled annual promotion board.

(3) Soldiers may decline consideration for promotion in writing prior to the annual promotion board convening. Soldiers will provide a memorandum to the President of the Board through their Commander declining consideration to the promotion board. Declinations must be received no later than the date established in the board announcement message. Soldiers will not be reinstated on the list under any circumstances and will not be eligible for consideration until the next scheduled annual promotion board.

5. RESPONSIBILITIES. All Command Sergeants Major will ensure information is disseminated to all senior noncommissioned officer in his or her respective Company/BN/BDE.
6. INFORMATION REQUIREMENTS. See enclosure
7. RELEASABILITY. Unlimited.
8. EFFECTIVE DATE. This directive is effective immediately and will expire two years from the date of publication unless withdrawn or superseded.
9. POINT OF CONTACT. Texas Army National Guard Senior Enlisted Advisor at 512-782-5027.

- 2 Encls
1. Information Requirements
2. DA Form 4187


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DISTRIBUTION:

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J5 - Issuance



Enclosure 1.

Information Requirements. Command Sergeant Major Council (CSMC) is comprised of the Senior Enlisted Advisor (SEA), Division (DIV) CSM, Troop Command (TC) CSM, and Brigade (BDE) CSM and meets quarterly. Membership of the council is as follows:

- a. Approving Authority.
 - (1) The SEA will serve as the tiebreaker for the council.
 - (2) The DIV CSM
 - (3) TC CSM
- b. Recommending Authority.
 - (a) 136 Maneuver Enhancement Brigade
 - (b) 176 Engineer Brigade
 - (c) 56 Infantry Brigade Combat Team
 - (d) 72 Infantry Brigade Combat Team
 - (e) 36 Combat Aviation Brigade
 - (f) 36 Sustainment Brigade
 - (h) 71 Expeditionary Military Intelligence Brigade
 - (i) 71 Theater Information Operations Group
 - (j) 136 Regional Training Institute (RTI)
- c. The CSMC will board selections for BN CSM, SGM to CSM, and BDE or higher echelon staff positions.
- d. The BDE CSMs will board selections for all First Sergeants. Board membership will consists of the board president and three battalion command sergeants major.

Enclosure 2.

PERSONNEL ACTION		
For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8. ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system. DISCLOSURE: Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.		
1. THRU (Include ZIP Code) SGM, TXARNG-G1	2. TO (Include ZIP Code) CSM, MACOM CSM, BDE CSM, BN	3. FROM (Include ZIP Code) Army G1 Enlisted Personnel Management NGTX-AHE
SECTION I - PERSONAL IDENTIFICATION		
4. NAME (Last, First, MI)	5. GRADE OR RANK/PMOS/AOC	6. SOCIAL SECURITY NUMBER 000-00-0000
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)		
7. The above Soldier's duty status is changed from _____ to _____ _____ effective _____ hours, _____		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting In Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify) FY19 ELB Appearance
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER (When required)	10. DATE (YYYYMMDD)	
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)		
<p>1. I acknowledge that I have been selected to appear before the Enlisted Leadership Board for possible placement on the ISG / CSM OML.</p> <p>2. I accept / decline board appearance (circle one).</p> <p>3. Suspend date for reply: 30 DATE OUT (INSERT DATE)</p> <p>4. I understand that IAW AR 600-8-19, paragraph 7-42c, Declinations will be made in the form prescribed by the State or CNGB. However, declination of an assignment for which eligible and available, (including commuting distance), or refusal of training under this program will be in writing. Soldiers who decline assignments or required training for which they are fully eligible and available will be administratively removed from the promotion list. They will not be reinstated on the list under any circumstances and will not be eligible for consideration until the next scheduled annual promotion board.</p> <p>5. Sign block #9, make a selection and email DA 4187 to: NG.TX.TXARNG.MBX.EPS@MAIL.MIL</p>		
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein - <input checked="" type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER/AUTHORIZED REPRESENTATIVE NAME, RANK, Enlisted Career MGR	13. SIGNATURE	14. DATE (YYYYMMDD)