

Proponent ----- AHRC-PDV-PE

Title - FY17 Regular Army (RA)/United States Army Reserve (USAR) Active Guard Reserve (AGR) SGM Training and Selection Board Announcement Message ...Issued:[24-Apr-2017]...

- A. AR 350-1 (Army Training and Leader Development), 19 Aug 14.
- B. AR 600-8-2 (Suspension of Favorable Personnel Actions (FLAG)), 11 May 16.
- C. AR 600-8-19 (Enlisted Promotions and Reductions), 14 Sep 16.
- D. AR 600-8-104 (Army Military Human Resources Records Management), 7 Apr 14.
- E. AR 601-280 (Army Retention Program), 1 Apr 16.
- F. AR 614-200 (Enlisted Assignments and Utilization Management), 26 Feb 09 (*RAR 002, 11 Oct 11).
- G. AR 623-3 (Evaluation Reporting System), 4 Nov 15.
- H. AR 635-200 (Active Duty Enlisted Administrative Separations), 19 Dec 16.
- I. AR 640-30 (Photographs For Military Human Resource Records), 29 Mar 17.
- K. Army Directive 2016-19 (Retaining a Quality Noncommissioned Officer Corps), 26 May 16.
- K. DA Pam 623-3 (Evaluation Reporting System), 10 Nov 15.
- L. MILPER Message 16-251, AHRC-EPF-M, 7 Sep 16, subject: Procedures for the FY17 Qualitative Management Program (QMP).
 - 1. This MILPER Message will expire NLT 30 Apr 18.
 - 2. Suspense dates are as follows:

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| NCOER | NLT 1700 EDT 4 Aug 17 |
| Letter to the President of the Board | NLT 1700 EST/EDT 3 Aug 17 |
| AMHRR updates | NLT 1700 EST/EDT 4 Aug 17 |
| Photo accepted in DAPMIS | 7 Aug 17 |
| My Board File (MBF) availability timeline | 15 Jun 17 – 7 Aug 17 |
| Soldier Record Brief (SRB) updates for AGR NCOs | NLT 1700 EST/EDT 21 Jul 17 |
| Soldier Record Brief (SRB) updates for AC NCOs | NLT 1700 EST/EDT 9 Aug 17 |

3. Policy: Close attention must be given to specific eligibility criteria and other requirements contained in this message.

a. This announcement contains instructions regarding selection to attend the United States Army Sergeants Major Course (USASMC) for the purpose of promotion to SGM in the Regular Army (RA) and United States Army Reserve AGR (USAR AGR) program. IAW reference C, a HQDA selection board will convene at the DA Secretariat (DAS), Fort Knox, KY on 14 Aug 17. This board will consider eligible Soldiers and select the best qualified 1SG/MSG to attend the USASMC for the purpose of promotion to SGM. Selected Soldiers will be scheduled to attend the resident course, class 69 (Aug 18). Soldiers who are previous graduates of the USASMC, if otherwise selected as best-qualified by this board, will be grand-fathered and awarded promotion sequence numbers consistent with the guidance established in this message (para 4a). Additionally, this board will consider Soldiers for possible Department of the Army denial of continued service and subsequent separation under the Qualitative Management Program (QMP) reference K and L and Standby Advisory Board (STAB) as needed.

b. Soldiers seeking consideration and selection for ultimate promotion to SGM should be aware that following graduation of the USASMC, the Army will assign and utilize NCOs consistent with how they have been groomed and developed over the course of their career. Individual knowledge, skills, and attributes will be synchronized with a unit requirement. This calls for selfless service; placing Army needs and requirements above your own - an important aspect of serving at the highest enlisted ranks. Additionally, considering the number of requirements, selection as a SGM includes a high probability of later selection to serve as a Command Sergeant Major (CSM). In that regard, NCOs who are not willing to serve as the Army requires of them, or who are not placing the Army mission above their own personal goals and desires, should decline consideration for selection (para 4d).

c. This board is designed to ensure all eligible Soldiers have sufficient remaining service to complete the 36-month promotion service obligation prior to achieving a maximum of 30 years AFS or age 60 (whichever comes first) as established in reference K. Consequently, only those NCOs with 24 years or less AFS and who are age 54 or younger (as of the board convene date) will be otherwise eligible for selection consideration to attend the USASMC for the purpose of promotion to SGM.

d. Soldiers selected for training should expect to attend the resident USASMC. Use of the non-resident training path will be limited, supporting readiness and/or compassionate instances only.

4. Selection to attend the USASMC for the purpose of promotion to SGM.

a. Eligibility criteria for consideration is as follows:

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|----------------|---|
| RA / AGR | 1SG/MSG |
| RA / AGR | SLC graduate |
| RA / AGR | SSD level 4 graduate |
| RA / AGR DOR | 18 Aug 15 and earlier |
| Primary Zone | 8 Sep 14 and earlier |
| Secondary Zone | 9 Sep 14 through 18 Aug 15 (Inclusive) |
| RA BASD | 18 Aug 93 through 18 Aug 07 (Inclusive) |
| AGR BASD | 18 Aug 93 and later |
| AGR PEBD | 18 Aug 07 and earlier |
| RA / AGR DOB | 18 Aug 63 and later |

b. Structured Self Development (SSD 4) and Senior Leaders Course (SLC) is a firm eligibility requirement for consideration by this board reference C. Failure to complete SSD 4 and SLC does not constitute a basis for a Standby Advisory Board (STAB).

5. The FY17 SGM Training and Selection List.

a. The published list will identify all Soldiers selected for attendance to the USASMC, class 69. Additionally, all Soldiers who are previous graduates of the USASMC selected for promotion to SGM by this board will be integrated into the FY17 Sergeant Major Academy Sequence List.

b. The FY17 SGM Academy Sequence List identifies all MSGs previously selected to attend the USASMC on the FY15 SGM Training and Selection list who are graduates of the resident USASMC class 67 and Soldiers otherwise making satisfactory progress in the non-resident or JSOFSEA course, this list should be released sometime in July 2017.

c. Because NCOs are afforded an avenue to decline consideration by this board, release of the selection list constitutes official notification of assignment instructions to attend the USASMC. Consequently, if a retirement eligible Soldier declines attendance, the provisions of reference H, paragraph 12-9 applies. All requests for retirement ILO assignment will be submitted through command channels to HRC, Enlisted Personnel Management, Force Alignment Division, Transition Branch.

d. Declination of consideration. Soldiers in the zone of consideration to attend the USASMC (for the purpose of promotion to SGM) may take action to decline consideration using "MBF".

e. All Soldiers erroneously included in the zones of consideration, if selected, will be administratively removed from the list.

f. Selection to attend the USASMC requires clearance by means of a suitability screening process. All Soldiers selected by this board (SMC attendance and SGM promotion) are also subject to post-board screening IAW the Army's Personnel Suitability Screening Policy reference C. Soldiers found to have possible disqualifying

derogatory information as a result of this screening will receive separate written notification from AHRC. The notification will include copies of all derogatory information and will outline the rebuttal process for submission to a STAB. The STAB, complete with the Soldier's rebuttal, should one be rendered, will then consider the Soldier's eligibility for attendance to the USASMC. The STAB will make a recommendation to the Director of Military Personnel Management (DMPM) for final decision on the suitability of the affected Soldier to serve as otherwise selected. Soldiers found unsuitable by the STAB to attend the USASMC will receive formal notification by the Enlisted Promotions Branch (AHRC-PDV-PE), AHRC.

g. Attendance to the USASMC requires an interim secret clearance or higher.

6. Evaluation Reports:

a. In order to be considered by the board, all mandatory or optional Non-Commissioned Officer Evaluation Reports (NCOER) / Academic Evaluation Reports (AER) must be received, error free, by the HRC Evaluations Branch NLT 4 Aug 17. To ensure reports are received at HRC by this date, commanders at all levels must ensure any applicable evaluation reports for eligible NCOs are expeditiously processed.

b. NCOERs will be prepared on the appropriate DA Form 2166-9 series NCOER form within the Evaluation Entry System (EES) and submitted to HRC via EES. If unable to access and submit evaluations within EES, hard copy DA Form 2166 series NCOERs can be prepared and mailed to: Commander, USA HRC, ATTN: AHRC-PDV-ER, 1600 Spearhead Division Ave, Dept. #470, Fort Knox KY 40122-5407. Access to EES is available at the following link: <https://evaluations.hrc.army.mil>. If unable to access EES, DA Form 2166-9 series NCOERs can be obtained from the Army Publishing Directorate's webpage at the following link: <http://www.apd.army.mil>.

(1) Sending NCOERs by email is only for deployed units or deployed rating officials and should only be used for deployed units who created .PDF-F evaluations outside of EES. A standard operating procedure covering process for scanning and emailing NCOERs from deployed units is available upon request.

(2) All non-deployed units or rating officials with ink-signed or older version forms not useable in EES must mail printed NCOERs to Commander, USA HRC, ATTN: AHRC-PDV-ER, 1600 Spearhead Division Ave, Dept. #470, Fort Knox, KY 40122-5407.

c. Code 09, Complete-the-Record Report.

(1) A code 09, Complete-the-Record NCOER, is "optional" for NCOs who meet the criteria pursuant to AR 623-3, paragraph 3-56.

(2) The required "Thru Date" for Complete-the-Record Reports (Code 09) is 6 May 17. All Complete-the-Record NCOERs for this board will be required to be prepared and submitted on the appropriate DA Form 2166-9 within EES or found on the Army

Publishing Directorate's webpage.

(3) Refer to AR 623-3, paragraph 3-56, to determine eligibility for submitting a Complete-the-Record report; all criteria must be met to receive this report.

(4) All other reports (mandatory or optional), excluding Complete-the-Record Reports (Code 09), will have "Thru Dates" that reflect the date of the event that is the reason for the report.

d. Reports which are received by HRC Evaluations Branch for processing by close of business on 4 Aug 17 will be placed in the NCO's Army Military Human Resource Record (AMHRR) and their board file prior to board voting, assuming the evaluation is relatively free of errors. This suspense date is for receipt of evaluations by HRC Evaluations Branch, not for submission to AMHRR. If an evaluation is seen as working in the Evaluation Reporting System (ERS) with a received by date of 4 Aug 17 or earlier and the evaluation is free of errors, it will be completed in time for the selection board.

e. NCOs with missing NCOERs from their board file or AMHRR should first check the online application EES. This will identify any evaluations not completed (either on hold or rejected) due to errors. NCOs with questions about NCOER policy or procedural matters can contact an Evaluations Branch point of contact (POC) for resolution at either commercial (502) 613-9019, DSN 983-9019 or: usarmy.knox.hrc.mbx.tagd-eval-policy@mail.mil.

f. For resolution of duplicate, inverted, or misfiled evaluation reports, submit request to: usarmy.knox.hrc.mbx.tagd-eval-appeals@mail.mil.

g. Hard copy AER will be mailed to Commander, USA HRC, ATTN: AHRC-PDV-ER, 1600 Spearhead Division Ave, Dept. #470, Fort Knox, KY 40122-5407.

h. Career managers, board support personnel and Interactive Personnel Electronic Records Management System (iPERMS) support personnel are not authorized to place any evaluations directly into the AMHRR. All evaluations must process through the HRC Evaluations Branch using normal processing channels into the AMHRR and then into the NCO's board file.

7. This board will utilize the "MBF" application.

a. Only those NCOs who are eligible for consideration by this board are authorized to access MBF. MBF opens on 15 Jun 17 and closes on 7 Aug 17.

b. NCOs must review and certify their board files electronically through the RA or AGR MBF application at <https://www.hrc.army.mil>, under Soldier Services click on "self-service", under Promotions click on the "MBF" for Active Soldiers (RA) or Reserve Soldiers (AGR) icon.

c. NCOs needing assistance updating their AMHRR, SRB or Photo should contact their S1/MPD/MIL HR office. Leadership should ensure that all eligible NCOs access, thoroughly review and certify their board file.

d. NCOs are responsible for reviewing and updating their board file. HRC Career Managers will not review individual board files since this is a responsibility for each individual NCO. Failure to update the MBF does not constitute a basis for a STAB.

8. Communications to the Board. Properly prepared and signed memorandums may be scanned and emailed to usarmy.knox.hrc.mbx.das-board-select@mail.mil. Memorandums must arrive at the DA Secretariat by close of business 1700 EST on 3 Aug 17. Do not send these documents to iPERMS.

9. Viewing and updating the Army Military Human Resource Record (AMHRR): NCOs may view their AMHRR online at <https://iperms.hrc.army.mil/rms/>. All AMHRR update submissions must be received by 1700 EST on 4 Aug 17 to allow for sufficient processing time. Ensure S-1/UA/MPD and MIL HR offices type the word "Board" in the container field of the batch for priority processing. Write down the batch number for future reference. A listing of all authorized AMHRR document is available at the following HRC website <https://www.hrc.army.mil/Default.aspx?ID=14900>. All updates to the Performance folder of the AMHRR will populate your MBF application, but there is typically a delay involved. This is normal; plan accordingly. For resolution of duplicate, inverted or misfiled documents, submit request to usarmy.knox.hrc.mbx.iperms-board-support@mail.mil. Correctly filed authorized documents will not be removed. For additional information on updating board, documents in iPERMS refer to <https://www.hrc.army.mil/tagd/updating%20board%20documents> or visit us at Facebook at <https://facebook.com/iPERMS>.

10. Official photographs. In view of the emphasis on official photographs, NCOs are encouraged to review their official photograph IAW the guidelines in AR 640-30. If needed, go to <http://www.vios.army.mil>, to find your nearest DAPMIS photographic facility location. If unable to see your DA photo in DAPMIS within three duty days after the photo was taken, contact the Installation Photographic Facility for assistance. Photographs must be accepted in DAPMIS NLT 7 Aug 17 to allow for sufficient processing time. Additional DA Photo information can be viewed at <https://www.hrc.army.mil/tagd/da%20photo%20-%20dapmis>.

11. Updating the Soldier Record Brief (SRB):

a. RA SRBs for all NCOs are automatically updated in the MBF. There is a three (3) duty day delay from when the update is made in eMILPO until the SRB change is reflected in the MBF.

b. AGR SRBs for all NCOs will be refreshed in the MBF on 03 Aug 17. Ensure any updates to your SRB are complete NLT 21 Jul 17.

12. Points of Contact:

- a. Board Eligibility (not My Board File): Regular Army at usarmy.knox.hrc.mbx.tagd-sr-enlisted-promotions@mail.mil USAR AGR at usarmy.knox.hrc.mbx.tagd-agr-enlisted-promotions@mail.mil or 502-613-9015/9014 (DSN 983).
- b. Board Support (My Board File): usarmy.knox.hrc.mbx.das-board-select@mail.mil.
- c. NCOER Policy: usarmy.knox.hrc.mbx.tagd-eval-policy@mail.mil, 502-613-9019 (DSN 983).
- d. Military Schools Branch: usarmy.knox.hrc.mbx.epmd-ncoes-senior-promotions@mail.mil or 502-613-5916.
- e. AMHRR/iPERMS inquiries: usarmy.knox.hrc.mbx.iperms-board-support@mail.mil or 502-613-9990, press 2 (DSN 983). Do not send AMHRR update documents to this email. For additional information on updating board documents in iPERMS refer to <https://www.hrc.army.mil/tagd/updating%20board%20documents> or visit us at Facebook at <https://facebook.com/iPERMS>.
- f. SMU managed Soldier information: 502-613-6822.
- g. AC SRB Updates: local S1/MPD.
AGR SRB Updates: local S1/MPD (if below the line unit), if above the line unit go to the PAB POC listed below.
- h. PAB POC for AGR Soldiers: ARED (Army Reserve Enlisted Division) AGR PAB usarmy.knox.hrc.mbx.epmd-pab-agr@mail.mil. 502-613-5964.
- i. Photo submission: local S1/MPD.