

## MEMORANDUM FOR Each Non-Commissioned Officer in and above the Zone of Consideration

SUBJECT: CY 2004 USAR SGM/CSM Selection Board (AGR – SGM/CSM/) (TPU – CSM)

1. A Department of the Army Reserve Components Selection Board will convene on **18 October 2004** at the Secretariat for Department of the Army Selection Boards, Reserve Components, St. Louis, Missouri. It will consider eligible AGR Soldiers for promotion to SGM, selection for attendance to the United States Army Sergeant Major Course (SMC) and to consider eligible USAR NCO's for appointment as CSM under the provisions of Chapter 6, AR 135-205.

2. AGR MSG/1SG who meet the qualifications for selection consideration, but do not desire to serve as an AGR SGM, may decline consideration. These AGR MSG/1SG are also declining consideration for selection as a Primary/Alternate attendee to the SMC. The declination will be submitted in basic memorandum format and must contain the following information:

“I, \_\_\_\_\_ (Full Name, Rank and SSN), decline consideration for promotion to Sergeant Major/SMC. I understand that this declination will not preclude me from being considered by subsequent boards for which I remain eligible. This memorandum will not be seen by the selection board and will not become part of my OMPF.” Signature Block and date.

3. Army Regulation 140-158, Chapter 8 gives the military education requirements for promotion to SGM/E9. The following applies to AGR MSG's: DOR 18 October 2001 or earlier – Primary Zone, 19 October 2001 to 18 October 2002 – Secondary Zone. **Evidence that you completed the required military education must be in your Promotion Consideration File (PCF), if not, send a hard copy to Office of Promotions (RC). To view all other criteria for promotion to SGM you can view the Official Message On-line at <https://www.2xcitizen.usar.army.mil/soldierservices/pb/zoneconsideration.asp>**

4. The Reserve Component Command Sergeant Major Program (RCCSM) is a voluntary program; therefore, all AGR MSG/1SG/SGM who meet the selection criteria for appointment to CSM must accept consideration. Failure to submit an acceptance statement for appointment to CSM will be construed, as a declination for consideration and those records will not be provided to the board for consideration. See Official message on-line, same link as is listed in paragraph three for the specific criteria.

“I accept consideration for Command Sergeant Major. I understand that if selected I may not decline or voluntarily withdraw from the program before appointment unless extreme hardship or compassionate reasons are cited.” (Insert Signature Block)

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5. MSG/1SG not in the promotion zone and with a DOR of 19 OCT 2002 through 18 October 2003 may be considered for enrollment in the nonresident SMC subject to the criteria:

- a. Must be an ANCOC graduate.
- b. Must have a BASD of 18 April 84 or later.
- c. Must have a DOB of 18 April 1952 or later.
- d. Must not have an approved DA or local bar to reenlistment
- e. Must send informal memorandum requesting consideration for enrollment in nonresident SMC, along with photograph (Required) to Office of Promotions (RC), ATTN: AHRC-MSL-E, 1 Reserve Way, St. Louis, MO 63132-5200. These soldiers are not alternates for attendance at the resident SMC. (Note. If photo is on DAPMIS hardcopy is not required)

6. Approximately 60 days prior to the board, you will be able to review your PCF on-line through the HRC-STL website. Go to <https://www.hrc.army.mil> click on the HRC-St. Louis Link. Then click “My Record” use your Army Knowledge On-line (AKO) login and password and click “My Board File,” under the “Navigation” menu. Follow the instructions on this page to review your board file. If you do not have an AKO account go to <https://www.us.army.mil/portal/portal/home.jhtml> to receive one. It is a requirement that all U.S. Army personnel have an AKO account. There is also an AKO help desk, which can be contacted via email, [help@us.army.mil](mailto:help@us.army.mil) or **1-877-256-8737**. Prior to the PCF being put on-line you can review your Official Military Personnel File (OMPF) through the 2Xcitizen website. Your PCF will be created using the OMPF, plus whatever authorized documents arrive from the field and Army Reserve Active Duty Management Directorate (ARADMD) records, formerly FTSMO. Documents from ARADMD and those you personally send in will be scanned and added to the PCF. ARADMD will forward Enlisted Promotions an Enlisted Record Brief (ERB) for eligible Soldiers.

7. The key documents of your PCF are Non-Commissioned Officer Evaluation Reports (NCOER), DA Form 1059 Academic Evaluation Reports (AER), Awards, Official Photo, and accredited college transcripts. To verify if the college is accredited go to: <http://www.chea.org/index.htm> or visit your local Army education office.

8. You may write an informal memorandum to the president of the board to present specific matters concerning your military service that you deem important, but are not otherwise contained in your PCF. Memorandums communicating criticism or reflection upon the character, conduct, or motives of any individual will not be provided to the board. Memorandums should arrive at this office **NLT 1 October 2004**.

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9. Missing Evaluation Reports.

a. Check your evaluation history and actual NCOERs through the 2Xcitizen portal. If a report is missing and/or discrepancies are present, contact the Army Reserve Evaluations Support Branch at **1-800-648-5484, option #3**.

b. NCOER (s) must be processed through HRC-STL Evaluation Section in order to be filed in the PCF. Copies of evaluation reports must contain the signatures of all rating officials and be certified as “A True Copy” by the Commander, Unit Administrator, PSNCO or PAC Supervisor. Uncertified reports will not be grounds for Standby Advisory Board reconsideration. NCOER’s must arrive no later than 3 September 2004.

10. The ERB can be updated by lining through and neatly writing in the correct information. The only areas authorized to be changed are; Awards and Decorations, Civilian Education, Military Education, HT/WT, APFT and assignment history. You must provide supporting documentation for each change. If the documents are already in your Board File or PERMS File you do not need to send in the documents again. If changes are made to the ERB you must sign and date on the bottom right hand side.

11. Official photographs/DA 5500-R, 5501-R.

a. Photographs must be less than five years old, as of the convene date of the board and be in accordance with AR 640-30. Photographs taken at an Army Installation since 1 October 2002 and stored on DAPMIS will be imported directly into the PCF. Photographs taken at other installations must be mailed in for scanning into the PCF (See paragraph 12 for address).

b. Non-Commissioned Officers who exceed the screening weight should submit a DA Form 5500-R (male) or DA Form 5501-R (female), Body Fat Content Worksheet (address in para 12).

12. Documents sent to the board will be scanned into your on-line PCF. Hard copy documents will become part of the board record and will not be returned.

**MAIL BOARD MEMO(s), NCOER’s, AWARD CERTIFICATES, TRAINING DOCUMENTS, PHOTOS, OFFICIAL COLLEGE TRANSCRIPTS, AND DA 5500-R/5501-R DIRECTLY TO:**

COMMANDER, HRC-STL  
ATTN: AHRC-MSL-E (2004 AGR SGM/CSM)  
1 RESERVE WAY  
ST. LOUIS, MO 63132-5200

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13. Mobilized Soldiers who do not have access to the Internet must contact this office through the number listed below (see paragraph 14). A Technician will review the PCF over the phone with the Soldier to make sure the packet is complete. This option is only available to mobilized Soldiers not having access to the Internet.

14. Once again, within approximately 60 days of the convene date of the board (18 August 2004) your PCF will be available to view on-line. **The on-line file is the exact file the promotion board will review.** Check your on-line PCF at that time to confirm that mailed documents have arrived. If further assistance is needed call our toll free number, **1-877-215-9834**, enter your SSN and wait until you hear the option to speak with the Board Technician.

15. You may also scan your missing documents and email them to [Enlisted.Promotions@arpstl.army.mil](mailto:Enlisted.Promotions@arpstl.army.mil) or Fax to 314-592-1207. Do not send duplicate packets to Promotions and Army Reserve Active Duty Management Directorate, it will only cause a delay in the scanning process. All college transcripts must be original and clearly marked "OFFICIAL" copy. No certified true copies, faxed or scanned copies will be accepted. If you can see your Official Photo on DAPMIS do not send in a hard copy. Scanning is a long and tedious process. Check back and review your file on-line as often as you like, but remember that it takes time to screen and scan each Promotion Consideration File. All documents received will be scanned NLT 8 October 2004.

2 Encls

1. Sample Letter to President
2. Missing Documents

// Original signed//

GERALD T. MAYER

LTC, GS

Chief, Office of Promotions,  
Reserve Components

SAMPLE

MEMORANDUM FOR President, CY 2004 USAR SGM/CSM Selection Board, ATTN:  
AHRC-MSL-E, 1 Reserve Way, St. Louis, MO 63132-5200

SUBJECT: U.S. Army Reserve (AGR)SGM/CSM Board Consideration

1. Include anything here that is not reflected in your PCF. Example – Non-Rated Time, Enrolled in College (no transcripts), volunteer community service etc.

JOHN Q. PUBLIC  
Rank, SSN

NOTE: Memorandum to Board must be on white bond paper, without letterhead.

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## KEY DOCUMENTS

1. The following list is an example of documents that may be sent.

- Diplomas – Military – Must be for 40 hours or more or DA Form 1059 (Service School EVAL Report)
- Diplomas – Civilian – Official Transcripts for 30 Semester Hours or more. **(To verify if the college is accredited go to: <http://www.chea.org/index.htm> or visit your local Army education office) Enlisted Promotions can only accept “Official” original copies of college transcripts for inclusion into the PCF. This document must be mailed in hard copy for inclusion into your board file.**
- Award orders, certificates, DA Form 638 (Recommendation for Award) if downgraded.
- Body Fat Content Worksheet (DA Form 5500-R or DA Form 5501-R) **if applicable**
- Enlisted Record Brief (ERB) – Provided from Army Reserve Active Duty Management Directorate. Corrections will be made by soldiers and sent back to Enlisted Promotions.
- NCOER’s Certified “True Copy” Send scanned to [Enlisted.Promotions@arpstl.army.mil](mailto:Enlisted.Promotions@arpstl.army.mil) or mail in hard copy.
- Correspondence course completion notices ONLY – DO NOT SEND SUB COURSE COMPLETIONS.
- \*\*\* Official Photograph – Must be mailed in hard copy or pulled from DAPMIS, will not accept scanned photo sent via Email. Will not accept Official Photographs in BDU/DCU’s. Do not send in a hard copy photo if it is located on DAPMIS.

2. **DO NOT** send the following documents; they are irrelevant and will not be part of the promotion consideration file, **unless used to verify changes to the ERB.**

- **Sub course completion certificates/sub course completion grades**
- Mobilization Orders (Oversea Assignment Data)/APFT Card (DA 705)
- Individual reassignment orders
- Promotion orders
- Physical Examination forms or panoramic dental X-Ray
- Student Copy of college transcripts
- Letters of Commendation/Appreciation (unless signed by official listed in AR 600-8-104)
- Third Party Correspondence

\*\*\* To access DAPMIS and approve your photo go to: Use your AKO Logon ID/Password.

<https://isdrad15.hoffman.army.mil/dapmis/execute/ImageAcceptProlog>

TIP 1: ONLY SEND IN ONE COPY OF YOUR PACKET TO THE ADDRESS LISTED IN PARAGRAPH 12. IF YOU SEND A PACKET VIA EMAIL OR FAX DO NOT MAIL IN A HARD COPY AND VICE VERSA. SEND EVERYTHING TO ENLISTED PROMOTIONS WE WILL DISTRIBUTE MISSING NCOER’S TO THE EVALUATION BRANCH.

**TIP 2: IF ORIGINAL NCOER HAS BEEN PROCESSED AND SENT TO HRC-STL EVALUATIONS BRANCH DO NOT SEND US A COPY. CALL 800-648-5484 TO TRACK AND FOLLOW UP. DUPLICATE NCOER’S SENT UP COULD CAUSE A DELAY IN PROCESSING.**

**MOST IMPORTANT TIP: DO NOT WAIT UNTIL THE LAST MINUTE TO SEND YOUR MISSING DOCUMENTS. IF YOU MISS THE CUT OFF DATE YOUR BOARD FILE WILL NOT BE UP TO DATE. YOUR NCOERS NEED TO BE COMPLETED AND SENT UP NLT 30 DAYS PRIOR TO THE BOARD. DON’T WAIT UNTIL THE LAST MINUTE. ANY EVALUATIONS THAT ARE MISSING FROM YOUR “MY RECORDS” SECTION WILL ALSO BE MISSING FROM YOUR “MY BOARD FILE” SO YOU WILL NEED TO GET THEM UP FOR PROFILING RIGHT AWAY.**

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