



J. SOLDIERS NOT ELIGIBLE FOR PROMOTION CONSIDERATION:

- 1) ON A CURRENT PROMOTION RECOMMENDED LIST.
- 2) HAVE AN APPROVED LOCAL OR HQDA BAR TO REENLIST IAW REF B.
- 3) DENIED CONTINUATION OR RETENTION IN AN AGR STATUS AS THE RESULT OF BOARD ACTION.
- 4) HAVE AN APPROVED RETIREMENT AND DATE OF APPROVAL IS PRIOR TO 7 OCT 03. WITHDRAWAL OF RETIREMENT PRIOR TO BOARD CONVENE DATE WILL NOT AUTHORIZE PROMOTION CONSIDERATION.
- 5) SOLDIERS WITHIN 6 MONTHS OF RETENTION CONTROL POINT (RCP) AS OF THE CONVENE DATE WILL NOT BE CONSIDERED FOR PROMOTION.
- 6) SOLDIERS WITHIN 24 MONTHS OF RETENTION CONTROL POINT (RCP) OR WITHIN 12 MONTHS OF MANDATORY REMOVAL DATE (MRD)/(AGE 60) AS OF THE CONVENE DATE WILL NOT BE CONSIDERED FOR QMP.

L. SOLDIERS UNDER SUSPENSION OF FAVORABLE PERSONNEL ACTION ARE ELIGIBLE FOR PROMOTION CONSIDERATION.

M. IAW REFERENCE H:

- 1) 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 UNITED STATES ARMY SERGEANT MAJOR COURSE (USASMC).
- 2) UNLESS A DECLINATION MEMORANDUM IS SIGNED BY THE SOLDIER AND ACCEPTED BY PERSCOM PRIOR TO THE BOARD CONVENING DATE, CONSIDERATION FOR SGM/USASMC IS AUTOMATIC. THIS MEMORANDUM WILL NOT BE FILED IN THE SOLDIER'S OMPF AND WILL NOT BE REVIEWED BY THE BOARD MEMBERS. IT WILL BE USED FOR ADMINISTRATIVE PURPOSE ONLY.

N. 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/USASMC. 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 (PAYROLL SIGNATURE) (DATE)

O. THOSE MSG/1SG DECLINING CONSIDERATION MUST BE COUNSELED BY THEIR CHAIN OF COMMAND AS TO THE RISK TO THEIR FUTURE PROMOTIONS.

P. ALL AGR MSG/1SG WHO DECLINE CONSIDERATION FOR PROMOTION TO SGM CONTINUE TO BE ELIGIBLE FOR QMP CONSIDERATION.

Q. MSG/1SG NOT IN THE PROMOTION ZONE AND WITH A DOR OF 1 OCT 01 THROUGH 30 SEP 02 MAY BE CONSIDERED FOR ENROLLMENT IN THE NONRESIDENT USASMC, SUBJECT TO THE FOLLOWING ELIGIBILITY CRITERIA:

- 1) MUST BE AN ANCOG GRADUATE.
- 2) MUST HAVE A BASD OF 1 APR 83 OR LATER.
- 3) MUST HAVE A DOB OF 1 APR 51 OR LATER
- 4) MUST NOT HAVE AN APPROVED DA OR LOCAL BAR TO REENLISTMENT.
- 5) MUST SEND INFORMAL MEMORANDUM REQUESTING CONSIDERATION FOR ENROLLMENT IN NONRESIDENT USASMC, ALONG WITH PHOTOGRAPH (REQUIRED) TO FTSMO. THESE SOLDIERS ARE NOT ALTERNATES FOR ATTENDANCE AT THE RESIDENT USASMC.

**3. THE FOLLOWING APPLIES TO APPLICATION FOR APPOINTMENT AS TPU/IRR/IMA CSM:**

A. CDRS ARE RESPONSIBLE FOR DETERMINING ELIGIBILITY IAW REF A, AND FORWARD THIS MESSAGE TO ALL TPU/IRR/IMA SOLDIERS DESIRING CONSIDERATION. CONSIDERATION PACKETS MUST BE PREPARED IAW PARA 6-15 REF A; TABLE 2-1, REF C; AND THIS MSG. FORWARDING OF DOCUMENTS OTHER THAN THOSE AUTHORIZED WILL NOT BE PRESENTED TO THE BOARD. ELIGIBLE NCOS MAY SUBMIT PACKETS IAW REF A, PARA 6-12, TO INCLUDE SGM WITH A DOB OF 1 OCT 48 AND LATER AND A PEBD OF **1 MAR 72** AND LATER. 1SG/MSG WITH A PEBD OF **1 MAR 72** AND LATER AND WITH A DOR OF **1 MAR 01** AND EARLIER, MUST HAVE A DOB OF 1 OCT 48 AND LATER.

B. SERGEANT MAJORS, FIRST SERGEANTS AND MASTER SERGEANTS WHO ARE NOT CURRENTLY ENROLLED IN, OR HAVE NOT COMPLETED THE SERGEANTS MAJOR COURSE WILL BE CONSIDERED FOR ENROLLMENT IN THE SMC. IF SELECTED AS A CSM DESIGNEE BY THE BOARD, THE MSG/1SG WILL BE PROMOTED CONDITIONALLY TO SGM UPON ACCEPTANCE OF A CSM BILLET BY THE PROMOTION AUTHORITY AND MUST BE ENROLLED IN THE SMC. THE APPOINTMENT WILL BE AWARDED ON THE CONDITION THE CSM IS ENROLLED IN AND SUCCESSFULLY COMPLETES THE SMC WITHIN 18 MONTHS OF THE DATE OF PROMOTION FOR RESIDENCE COURSE OR 36 MONTHS FOR CORRESPONDENCE STUDIES COURSE. FAILURE TO DO SO WILL RESULT IN REDUCTION TO THE GRADE AND RANK PREVIOUSLY HELD.

C. SUBMISSION OF A PACKET IS ONLY REQUIRED FOR THOSE NCOS WHO SIGN AN ACCEPTANCE STATEMENT AGREEING TO BE CONSIDERED. THE ACCEPTANCE STATEMENT IS AN IMPORTANT PART OF THE CONSIDERATION PACKET AND MUST BE IAW PARA 6-14, REF A, AND THIS MESSAGE. THE REQUIREMENT FOR CONSIDERATION FOR UNIT VACANCY PER PARA 6-14 IS RESCINDED. THE BOARD WILL BE CONVENED BY THE DA SECRETARIAT AT PERSCOM TO SELECT SOLDIERS AS CSM DESIGNEES WITHOUT REGARDS TO VACANCIES. **PACKETS MUST BE RECEIVED BY AR-PERSCOM, ATTN: ARPC-EPH-B(MSG FREED) BY 15 AUGUST 2003.**

D. WHEN A TPU OR IMA CSM POSITION CANNOT BE FILLED WITH A CSM, THE COMMAND AUTHORITY WILL REPORT THE VACANCY TO AR-PERSCOM (ARPC-EPH-B) FOR FILL FROM ORDER OF MERIT LIST. THE APPROPRIATE CSM DESIGNEE WILL BE ASSIGNED TO THE CSM POSITION.

E. THE PROMOTION/APPOINTMENT LIST (S) WILL EXPIRE AT ADJOURNMENT OF THE SECOND SUBSEQUENT USAR CSM SELECTION BOARD.

**4. THE FOLLOWING APPLIES TO APPLICATION FOR APPOINTMENT AS AGR CSM:**

A. THE RCSM PROGRAM IS A VOLUNTARY PROGRAM, THEREFORE, ALL ACTIVE GUARD/RESERVE 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.

B. SOLDIERS NOT ELIGIBLE FOR CONSIDERATION TO CSM:

- 1) DOB OF 30 SEP 47 AND EARLIER
- 2) SELECTED FOR CSM ON PREVIOUS BOARD WITH SUBSEQUENT DECLINATION
- 3) PREVIOUSLY APPOINTED CSM IAW REF A, PARA 6-29
- 4) RCP OF **1 NOV 2006** OR EARLIER

C. AN AGR CSM DESIGNEE WILL BE ASSIGNED TO AN AGR CSM POSITION WHEN AVAILABLE, BY OCAR (DAAR-ZDB) UNDER THE AGR MANAGEMENT PROCESS.

**5. THE FOLLOWING APPLIES TO AGR CSM/SGM QMP SCREENING: (IF CONDUCTED)**

A. ONLY SOLDIERS IN THE ZONE OF CONSIDERATION FOR PROMOTION WILL BE CONSIDERED FOR QMP. SOLDIERS WITH AN APPROVED RETIREMENT PRIOR TO 7 OCT 03 WILL NOT BE CONSIDERED.

B. PQRS (DA FORMS 2A/2-1) ARE REQUIRED TO BE FURNISHED ON ALL SOLDIERS ELIGIBLE FOR QMP CONSIDERATION.

C. SGM - PEBD OF 890930 OR EARLIER, 10 YEARS MUST BE CUMULATIVE ENLISTED SERVICE.

**6. THE FOLLOWING APPLIES TO ALL CSM SELECT APPLICANTS (TPU/IRR/IMA):**

A. OUTLINE OF QUALIFICATIONS MUST FOLLOW THE FORMAT AS INDICATED IN FIGURE 6-1, REF A, MINUS THE SUPPORTING DOCUMENTS INDICATED BY THE FORMAT INSTRUCTIONS AND UNIT INFORMATION WHICH IS RESCINDED (SEE 2C).

B. STATEMENT OF HEIGHT AND WEIGHT MUST BE VERIFIED BY THE SOLDIER'S COMMANDER. IF THE SOLDIER EXCEEDS THE WEIGHT CONTROL TABLE IAW AR 600-9, A COPY OF DA FORM 5500-R/5501-R, AS APPROPRIATE, MUST BE ENCLOSED WITH THE COMMANDER'S STATEMENT.

C. THE FIVE NCOERS THAT ARE INCLUDED IN THE PACKET MUST BE THE LAST FIVE RATED PERIODS AS LISTED IN THE RECORD OF ASSIGNMENT, ITEM 35 DA FORM 2-1, AND MUST BE CERTIFIED AS TRUE COPIES BY EITHER THE COMMANDER, RATING CHAIN, UNIT ADMINISTRATOR, PSNCO OR PAC SUPERVISOR. IF THERE IS A GAP IN RATING PERIODS THE SOLDIER MUST INCLUDE A MEMORANDUM FOR THAT PERIOD. NO THIRD PARTY STATEMENTS ACCEPTED.

D. DISCIPLINARY INFORMATION FILED ON THE RESTRICTED FICHE WILL BE PROVIDED TO THE SELECTION BOARD IAW PARA 2-6D, REF C.

E. INCOMPLETE PACKETS WILL BE RETURNED. PACKETS WILL BE STAPLED IN THE UPPER LEFT HAND CORNER AND WILL ONLY INCLUDE THOSE DOCUMENTS AUTHORIZED BY REF A, C, AND THIS MESSAGE. AS AN EXCEPTION, SF 88 AND 93 (PHYSICALS) AND DA FORM 873 (SECURITY CLEARANCE) NEED NOT BE FORWARDED. COMMANDERS ARE RESPONSIBLE FOR VERIFYING SOLDIER'S SECURITY CLEARANCE AND ENSURING THEIR PHYSICAL IS UP TO DATE. PACKETS WILL NOT BE FORWARDED IN ANY SPECIAL BINDER, FOLDER, NOTEBOOK, PROTECTOR, ETC.

F. COPIES OF REQUIRED DOCUMENTS, EXCEPT FOR THE OFFICIAL PHOTOGRAPH, WILL BE SUBMITTED IN LIEU OF ORIGINAL.

**7. THE FOLLOWING APPLIES TO ALL AGR'S:**

FULL TIME SUPPORT MANAGEMENT DIRECTORATE (FTSMD) WILL PROVIDE PERSCOM, ENLISTED PROMOTIONS A PERSONNEL QUALIFICATION RECORD (PQR) DA 2A & DA 2-1 (OR ERB, ENLISTED RECORD BRIEF), FOR ELIGIBLE SOLDIERS.

8. PHOTOGRAPHS MUST BE SUBMITTED IAW AR 640-30 (REF E). PHOTOGRAPHS TAKEN AT ARMY INSTALLATIONS OFFICIAL PHOTOGRAPH FACILITIES ON AND AFTER 1 OCTOBER 2002 WILL BE ABLE TO BE RETRIEVED ELECTRONICALLY AND INCLUDED IN THE ELECTRONIC PCF. PHOTOS TAKEN PRIOR TO SAID DATE OR AT OTHER THAN ARMY INSTALLATION OFFICIAL PHOTOGRAPH FACILITIES MUST BE MAILED TO PERSCOM PROMOTIONS.

9. IAW REFERENCE I, ALL NCOERS WILL BE FORWARDED TO COMMANDER, AR-PERSCOM, ATTN: ARPC-PSV-E/2003R BOARD, 1 RESERVE WAY, ST LOUIS, MO 63132-5200. PERSONNEL AUTHORIZED TO CERTIFY NCOERS ARE: UNIT COMMANDER, UNIT ADMINISTRATOR (UA), PERSONNEL STAFF NCO (PSNCO), AND THE SOLDIERS RATING CHAIN.

10. COMPLETE-THE-RECORD EVALUATION REPORTS ARE OPTIONAL IAW 623-205 (REF D). ALLOW 90 DAYS AFTER THE ENDING MONTH OF THE REPORT, NLT 30 JUN 03 FOR PROCESSING. NCOERS MUST BE PROCESSED THROUGH THE EVALUATION BRANCH AT AR-PERSCOM IN ORDER TO BE FILED IN THE PROMOTION CONSIDERATION FILE PRIOR TO BOARD CONVENE DATE.

11. SOLDIERS MAY WRITE AN INFORMAL MEMORANDUM TO THE PRESIDENT OF THE BOARD CALLING ATTENTION TO ANY MATTER CONCERNING THEM SELVES THAT THEY CONSIDER IMPORTANT. THIS MEMORANDUM SHOULD ONLY ADDRESS ISSUES NOT INCLUDED IN THE PROMOTION CONSIDERATION FILE. THE FORMAT FOR INFORMAL MEMORANDUM WILL BE IAW AR 25-50 (REF F), ADDRESSED TO: PRESIDENT, 2003 AGR SGM/USAR CSM SELECTION, MSG/SGM/CSM QMP BOARD, ATTN: TAPC-MSL-E, 9700 PAGE AVE, ST LOUIS MO 63132-5200. THIRD PARTY LETTERS OR LETTERS CONTAINING CRITICISM OR REFLECTING UPON THE CHARACTER, CONDUCT OR MOTIVES OF ANY INDIVIDUAL WILL NOT BE PROVIDED TO THE BOARD.

12. AGR MSG/SGM/CSM WILL SEND A DA 2A/2-1, MISSING DOCUMENTATION, OFFICIAL PHOTOGRAPHS AND LETTERS TO THE PRESIDENT OF THE BOARD, MUST BE MAILED TO: CDR, PERSCOM, ATTN: TAPC-MSL-E (2003R BOARD), 9700 PAGE AVENUE, ST. LOUIS, MO 63132-5200. MAIL DOCUMENTATION IN TIME FOR PROCESSING, NO LATER THAN 16 SEP 03. CORRESPONDENCE RECEIVED AFTER 16 SEP 03 WILL BE CONSIDERED LATE AND ONLY STABABLE DOCUMENTS WILL BE SCANNED.

13. APPROXIMATELY 90 DAYS BEFORE THE CONVENE DATE OF THE BOARD YOU WILL BE ABLE TO REVIEW YOUR ACTUAL PROMOTION CONSIDERATION FILE (PCF) THROUGH THE ARMY RESRVE PERSONNEL COMMAND (AR-PERSCOM) WEBSITE. GO TO [HTTPS://WWW.2XCITIZEN.USAR.ARMY.MIL/PORTAL/](https://www.2xcitizen.usar.army.mil/portal/). LOG IN WITH YOUR AKO USERID AND PASSWORD. CLICK "MY BOARD FILE," UNDER THE "NAVIGATION" MENU (WHICH APPEARS ON THE LEFT SIDE OF YOUR MY "2XCITIZEN" WEBSITE. FOLLOW THE INSTRUCTIONS ON THIS PAGE TO REVIEW YOUR BOARD FILE. IT IS A REQUIREMENT THAT ALL U.S. ARMY PERSONNEL HAVE AN AKO ACCOUNT. IF YOU DO NOT HAVE AN AKO ACCOUNT, GO TO [HTTPS://http://WWW.US.ARMY.MIL/PORTAL/PORTAL\\_HOME.JHTML](https://http://www.us.army.mil/portal/portal_home.jhtml) TO RECEIVE ONE. YOU MAY ALSO CONTACT THE AKO HELP DESK VIA [http://WWW.US.ARMY.MIL](http://www.us.army.mil) OR BY CALLING 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 DOCUMENTS ARRIVE FROM THE FIELD. DOCUMENTS FROM THE FIELD AND THOSE YOU PERSONALLY SEND WILL BE SCANNED AND ADDED TO THE PCF. SOLDIERS WHO DO NOT HAVE ACCESS TO THE INTERNET MUST NOTIFY PERSCOM (RC) IMMEDIATELY. YOU CAN SCAN YOUR DOCUMENTS AND EMAIL THEM TO [ENLISTED.PROMOTIONS@ARPSTL.ARMY.MIL](mailto:ENLISTED.PROMOTIONS@ARPSTL.ARMY.MIL) OR FAX: 314-592-1207. DO NOT SEND DUPLICATE PACKETS IT WILL ONLY CAUSE A DELAY IN THE SCANNING PROCESS. SCANNING IS A LONG AND TEDIOUS PROCESS AND TAKES TIME. CHECK BACK AND REVIEW YOUR FILE ONLINE 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 15 SEPTEMBER 2003.

14. TPU/IMA/IRR CONSIDERATION PACKETS WILL BE FORWARDED THRU THE PROPER CHANNELS TO CDR, AR-PERSCOM, ATTN: ARPC-EPH-B (MSG FREED), 1 RESERVE WAY, ST LOUIS, MO 63132-5200. AGR CONSIDERATION PACKETS WILL BE FORWARDED TO CDR, PERSCOM, ATTN: TAPC-MSL-E, 1 RESERVE WAY, ST LOUIS, MO 63132-5200. **PACKETS MUST BE RECEIVED BY AR-PERSCOM, ATTN: ARPC-EPH-B(MSG FREED) BY 15 AUGUST 2003.**

15. POC AT AR-PERSCOM FOR TPU/IMA/IRR APPLICANTS IS MSG FREED AT (800) 325-4754 (OPTION 1), AND AGR APPLICANTS IS SGM SHANKS (703) 601-3484.

16. PERSCOM POC FOR THE AGR SGM/USAR CSM SELECT, MSG/SGM/CSM QMP BOARD IS SSG CUMMINGS, ANDREW, ENLISTED PROMOTION BRANCH, 877 215-9834 DSN 892-1212, EMAIL: ENLISTED.PROMOTIONS@ARPSTL.ARMY.MIL.