DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY RESERVE COMMAND
1401 DESHLER STREET SW
FORT MCPHERSON, GA 30330-2000

REPLY TO ATTENTION OF

ARRC-PRP-E

MAY 19 2011

MEMORANDUM FOR Commanders, USAR Major Subordinate Commands

SUBJECT: Army Reserve Troop Program Unit (TPU) Sergeant Major (SGM) Tenure

1. Effective immediately all Army Reserve TPU SGM assignments, regardless of the Soldier's active duty status, are considered tenured. Tenure policy is as follows:

a. SGM tenure is 3 years. Extensions may be granted up to 2 years for a maximum of 5 years, when requested and the justification warrants approval. Soldiers may be reassigned or relieved earlier as authorized by regulation, applicable policy, or at the discretion of the first General Officer in the chain of command.

b. SGMs who fail to elect a voluntary assignment upon completion of their tenure (or approved extension) will be subject to involuntary reassignment to a SGM position for which they qualify within commuting distance, if available, or the Individual Ready Reserve, unless they voluntarily elect reassignment to the Retired Reserve (if eligible).

c. SGMs will be rotated between operational and institutional assignments based on availability of positions for which SGMs qualify. Exceptions will be considered should no positions be available to rotate between these type assignments.

2. Soldiers must understand the cultural change happening within the Army Reserve. Retention to mandatory removal dates (MRD) or maximum age is not a right, it is an opportunity based on the needs of the Army. Soldiers can no longer expect to remain in the Selected Reserve until their MRD or maximum age. Additionally, Soldiers can no longer assume or plan to "grow up" in the same unit or command throughout their careers. As an operational force, the Army Reserve must exercise personnel management tools similar to the Active Army to best utilize our force to meet mission requirements. Establishing tenure and moving SGMs between operational and institutional assignments ensures they expand their experience and knowledge as a senior leader. At the same time, it provides the Army Reserve a larger pool of highly qualified senior enlisted Soldiers who are better equipped to lead and care for our Soldiers.

3. Specific guidance, responsibilities, and form samples are at enclosures 1-3.

3 Encls

JACK C. STULTZ
Lieutenant General, US Army
Commanding

CF:
Commander, 7th Civil Support Command, Unit 29238, APO AE 09102
Commander, 9th Mission Support Command, 1557 Pass Street, Fort Shafter Flats, Honolulu, HI 96819-2135

Sergeant Major (SGM) Tenure Policy

1. Responsibilities:

a. Army Reserve G-1:

(1) In coordination with the Senior Enlisted Management Office (SEMO) develop Army Reserve TPU SGM Tenure Policy.

(2) Develop or coordinate personnel system controls to support SGM tenure.

b. SEMO:

(1) Provide overall management of TPU SGMs in coordination with the USARC MSCs and Regional Support Commands (RSCs).

(2) Track and monitor tenured SGMs.

(3) Establish procedures to support SGM tenure.

(4) Prepare and provide periodic status reports on SGM tenure.

(5) Maintain Army Knowledge On-line Command Sergeant Major (CSM)/SGM Management Knowledge Center web-site to post guidance, announcements and positions as a one-stop shop for the SGMs, MSCs and RSCs.

(6) Coordinate with the USARC G1, USARC MSCs, and other applicable offices to provide clarification, guidance, and support.

(7) Process exceptions to policy (ETPs) for tenure extension beyond 5 years in position from the MSCs to the Army Reserve CSM for final determination.

c. RSCs:

(1) Assist commands with assignments of SGMs.

(2) Publish assignment orders for all SGMs. Orders will include the tenure date in the additional instructions.

d. MSCs:

(1) Develop and maintain a rotation plan for SGMs assigned to their command. Plan will be updated semi-annually and submitted to SEMO on 15 Jan (for period ending 31 Dec) and 15 Jul (for period ending 30 Jun).

(2) NLT 120 days from a SGM's tenure end-date:

(a) The position information, to include the Unit Identification Code, Position Number, Position Paragraph, and Line Number will be forwarded to SEMO to post on the web-site. Positions that cannot be filled may be submitted to the RSC for fill off the Permanent Promotion Recommended List.

(b) Coordinate with SGM and unit for submission of DA Form 4651 for issuance of reassignment orders.

(3) Serve as approval authority for extensions up to 2 years (no more than 5 years total). Provide copies of approval documents to SEMO and the RSCs.

(4) Ensure SGMs are counseled on SGM tenure and responsibilities upon assignment and NLT 120 days prior to tenure end date.

e. Commanders/CSMs:

(1) Counsel SGMs upon assignment to their SGM position and NLT 120 days prior to their tenure end day (using same counseling form). Sample DA Form 4856 (Developmental Counseling Form) is at enclosure 2.

(2) Submit required documents to reassign or extend SGMs through their chain of command to the approval authority.

(3) Maintain copies of counseling statements in Soldier's Military Personnel File.

f. SGMs:

(1) Comply with the established tenure policy by locating and applying for SGM positions within established tenure deadlines. Failure to do so will subject them to involuntary reassignment.

(2) Submit extension requests NLT 120 days prior to their tenure end date. Sample DA Form 4187 (Personnel Action) is at enclosure 3.

(3) Should also apply for the CSM program to expand opportunities for assignment and career progression.

2. Execution:

a. As of the effective date of this memorandum, all SGM positions will be tenured for 3 years.

b. All SGMs who have been assigned to their SGM position for 2.5 or more years as of the date of this memorandum, will be granted no more than 180 days to find a new SGM assignment (or request an extension within 90 days).

c. All SGMs who have been assigned to their SGM position for less than 2.5 years as of the date of this memorandum will have a tenure date established based on their position assigned date. (For example, assigned to the position 15 Jan 09, tenure end date will be 14 Jan 12.)

3. Exceptions:

a. SGMs who are assigned to an alerted or mobilized units whose tenure will expire prior to or during mobilization will not be reassigned until after completion of their mobilization, plus 90 days. If the unit is released from its mobilization mission, the SGM will be reassigned within 90 days.

b. Dual Status Military Technicians (DSMTs). SGMs who are DSMTs are granted a 1-year extension from the effective date of this memorandum before they are tenured. After 1 year, DSMTs will be tenured based on their conditions of employment (COE); however, they do not have priority of positions and will compete for positions the same as regular TPU SGMs. It will be the responsibility of the MSC, in coordination with the USARC Civilian Personnel Management Office (CPMO) and SEMO, to verify the DSMT's COE, and establish tenure as appropriate based on the assignment limitations within the DSMT's COE.

(1) DSMTs whose COE allows assignment anywhere within the Selected Reserves or within a MSC structure or RSC geographical region will be tenured for 3 years the same as other regular TPU SGMs.

(2) DSMTs with limited assignment opportunities (e.g., support BN and below) will be tenured for 5 years. DSMTs must request an extension to occupy a SGM position more than 5 years. The request will be submitted through their chain of command to SEMO NLT 120 days from their tenure end date. They may be granted an extension up to 2 years (7 years total).

c. SGMs who lose their position due to unit inactivation, reorganization or relocation, may be reassigned overstrength (Special Category 9995) for no more than 1 year from the date of the unit inactivation, reorganization or relocation. Thereafter, they will be reassigned (involuntarily or voluntarily) to either a valid SGM position for which they qualify or the Individual Ready Reserve, unless they voluntarily elect assignment to the Retired Reserves (if eligible).

DEVELOPMENTAL COUNSELING FORM

For use of this form, see FM 6-22; the proponent agency is TRADOC .

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY:	5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army and E.O. 9397 (SSN)
PRINCIPAL PURPOSE:	To assist leaders in conducting and recording counseling data pertaining to subordinates.
ROUTINE USES:	For subordinate leader development IAW FM 6-22. Leaders should use this form as necessary.
DISCLOSURE:	Disclosure is voluntary.

PART I - ADMINISTRATIVE DATA

Name *(Last, First, MI)*	Rank/Grade	Social Security No.	Date of Counseling

Organization	Name and Title of Counselor

PART II - BACKGROUND INFORMATION

Purpose of Counseling: *(Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling, and includes the leader's facts and observations prior to the counseling.)*

Advise Soldiers on US Army Reserve Command (USARC) Sergeant Major (SGM) tenure policy. Effectively immediately, SGM positions are tenured for 3 years. Tenure may be extended by the MSC Commander for up to 2 years, for a maximum of 5 years. Soldiers may be reassigned or relieved earlier as authorized by regulation, applicable policy, or at the discretion of the first General Officer in the Soldier's chain of command.

For Dual Status Military Technicians (DSMTs) who can ONLY be assigned to the unit they support (or subordinate units) based on their conditions of employment (COE), SGM tenure is 5 years. Tenure may be extended by USARC Senior Enlisted Management Office, in coordination with USARC Civilian Personnel Management Office, for up to 2 years, for a maximum of 7 years. Otherwise DSMTs who can be assigned anywhere in the Selected Reserve (SELRES), tenure is 3 years (same as regular TPU SGMs).

PART III - SUMMARY OF COUNSELING

Complete this section during or immediately subsequent to counseling.

Key Points of Discussion:

Soldier is advised that he/she is currently or will be assigned to a SGM position; therefore, tenured IAW USARC Policy (copy provided to Soldier). Soldier will initial by each point acknowledging their understanding.

1. _____ My assignment date to the below SGM position was/is _____:

UIC_____, Unit _____, para/line #_____, position #_____,

position title _____, MOS/AOC_____

2. _____ Yes _____ No I am a DSMT. If Yes, answer statement below.

_____ Yes _____ No My COE allows me to be assigned to any position within the SELRES.

3. _____ My tenure end date is _____.

4. _____ I understand I must make one of the elections on the reverse side NLT 120 days prior to my tenure end date or I will be reassigned involuntarily to either a position for which I qualify (rank and skill) within my commuting distance or the IRR. I also understand that my reassignment (voluntary or involuntary) will be effective NLT than my tenure end date unless I am approved for an extension.

5. _____ I understand I must rotate between institutional and operational assignments. Exceptions may be considered if there are no available positions for which I qualify.

OTHER INSTRUCTIONS

This form will be destroyed upon: reassignment *(other than rehabilitative transfers)* , separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.

Plan of Action *(Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment (Part IV below)*

Soldier end of tenure election (to be completed NLT 120 days prior to tenure end date):

_____ I request reassignment and/or reclassification (to an MOS I currently hold) to the following vacant unit/position (DA Form 4651 required):

UIC_____, Unit _____, para/line #_____, position #_____,

Position Title _____, MOS_____, Rank _____

_____ I have 20 qualifying years of service towards retirement and request reassignment to the Retired Reserves (DA Form 4651 required).

_____ I request reassignment to the IRR (DA Form 4651 required).

_____ I am requesting an extension of my tenure IAW USARC Policy (DA Form 4187 required). I understand that if it is not approved, I will be reassigned NLT my tenure end date either voluntarily or involuntarily as stated above (and reverse).

_____ Yes _____ No I am currently mobilized with my unit. I understand I must be reassigned NLT 90 days after my release from active duty on my current mobilization order.

Session Closing: *(The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate.)*

Individual counseled: ☐ I agree ☐ disagree with the information above.
Individual counseled remarks:

Signature of Individual Counseled: _____ Date: _____

Leader Responsibilities: *(Leader's responsibilities in implementing the plan of action.)*

Signature of Counselor: _____ Date: _____

PART IV - ASSESSMENT OF THE PLAN OF ACTION

Assessment: *(Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling.)*

Counselor: _____ Individual Counseled: _____ Date of Assessment: _____

Note: Both the counselor and the individual counseled should retain a record of the counseling.

Circle the appropriate copy designator

Copy 1 Copy 2 Copy 3 Copy 4

PERSONNEL ACTION

For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 5, Section 3012; Title 10, USC, E.O. 9397.

PRINCIPAL PURPOSE: Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf *(Section III)*.

ROUTINE USES: To initiate the processing of a personnel action being requested by the soldier.

DISCLOSURE: Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.

1. THRU *(Include ZIP Code)*	2. TO *(Include ZIP Code)*	3. FROM *(Include ZIP Code)*
Cdr, 76th Trans Bde 104 Center City Rd Salt Lake City, UT 84113	109th TSC 454 Wilson Rd Fort Matten, CA 90700	HHD, 76th Trans Bn 104 Center City Rd Salt Lake City, UT 84113

SECTION I - PERSONAL IDENTIFICATION

4. NAME *(Last, First, MI)*	5. GRADE OR RANK/PMOS/AOC	6. SOCIAL SECURITY NUMBER
Stewart, Jimmy A.	SGM 92Z50	123-45-6789

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)*

	Service School *(Enl only)*		Special Forces Training/Assignment		Identification Card
	ROTC or Reserve Component Duty		On-the-Job Training *(Enl only)*		Identification Tags
	Volunteering For Oversea Service		Retesting in Army Personnel Tests		Separate Rations
	Ranger Training		Reassignment Married Army Couples		Leave - Excess/Advance/Outside CONUS
	Reassignment Extreme Family Problems		Reclassification		Change of Name/SSN/DOB
	Exchange Reassignment *(Enl only)*		Officer Candidate School	X	Other *(Specify)* ETP to Extend SGM Tenure
	Airborne Training		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)*

1. Request an exception to policy to be extended beyond my 3-year tenure. My tenure is [DDMMMYY]. I request to be extended until [DDMMMYY].

2. Justification: [Provide mission specific or personal reasons to be allowed to extend.]

Enclosure(s)
DA Form 4856 (Counseling Stmt establishing Tenure)
[Any other supporting documents.]

[Use DA Form 4187-1 for chain of command recommendations and approval.]

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 -

☐ HAS BEEN VERIFIED ☒ RECOMMEND APPROVAL ☐ RECOMMEND DISAPPROVAL ☐ IS APPROVED ☐ IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE	13. SIGNATURE	14. DATE *(YYYYMMDD)*
Robert Young, LTC, Bn Commander		