

**UNITED STATES ARMY  
SERGEANTS MAJOR ACADEMY (USASMA)  
SERGEANTS MAJOR COURSE (SMC)  
STUDENT GUIDE**



**SERGEANTS MAJOR COURSE (SMC) STUDENT GUIDE  
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AS OF 8 FEB 13

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## CHAPTER 1

### PRE-ARRIVAL REQUIREMENTS

**1-1. PURPOSE.** This Sergeants Major Course (SMC) student guide contains information on prerequisites for the SMC. Additionally, it provides guidance which will make your arrival and transition to the Academy structure easier.

**1-2. REQUIRED DOCUMENTATION.** You must report to the Academy with all required documentation and pre-arrival tasks completed. You must work with the SMC Student Company 1SG during the pre-arrival time period to alleviate any issues or problems.

#### a. Pre-arrival Tasks:

1) You will read the Student Guide and comply with the SMC Resident Course requirements. The link for the SMC Resident Course web-page is: <https://usasma.bliss.army.mil/page.asp?id=65>

2) You must submit the requested information in ATLAS from SMC Resident Course web-site. The ATLAS administrator will generate the instructional e-mail for the next year's course NLT mid February. The ATLAS link will come from the ATLAS Administrator. If the e-mail is not received, you should contact the ATLAS Administrator at 915-744-2446 or email [George.a.snyder14.civ@mail.mil](mailto:George.a.snyder14.civ@mail.mil) to have the e-mail and link resent.

3) You will bring all military uniforms (ASU/Class As, ACUs, APFTs, etc.) to Fort Bliss for the start of the course. You will wear your Army Service Uniform (ASU) or equivalent within the first two weeks you are here. **DO NOT PACK YOUR UNIFORMS IN YOUR HOUSEHOLD GOODS (HHGs) SHIPMENT.**

4) Upon arrival you must meet the Army's Height and Weight Standards and be able to pass the APFT. See ALARACT Message 267/2012 DTG: R281929Z SEP 12 and Army Directive 2012-20 (Physical Fitness and height and Weight Requirements for Professional Military Education)

5) If you have a P2/P3 profile and have appeared before a Medical Board, a copy of the results finding you fit for duty must be hand carried to the USASMA in-processing. Your profile(s) must be up to date and in the E-PROFILE system.

6) You must update your TRICARE Prime enrollment for the (Western) region for your medical care. You can transfer enrollment via the internet at [www.triwest.com](http://www.triwest.com) by completing the on-line enrollment form. Failure to complete this enrollment may hinder access to prompt medical care. You must ensure that your family member DEERS records are also up to date.

7) Family members enrolled in EFMP whose validation date will expire during the course must update their EFMP **before** departing your losing unit. The EFMP date is valid for 3 years unless there are changes to the enrollment. If your family's validation date(s) will expire prior to this, the EFMP office where your family is located is the office that needs to update the information. Upon arrival, you must register your family members at the Fort Bliss Army Community Service, Building 2494, Ricker Road, Monday through Friday 0730-1630. The following Website contains post specific guidance at: <http://www.blissmwr.com/efmp/>

8) If you are assigned as a First Sergeant or Command Sergeant Major, you must submit a DA Form 4187 appointing you to the rank of Master Sergeant or Sergeant Major prior to departure from the losing station. You will change the rank on your uniform prior to the report date.

9) You will incur a 24-month service obligation upon graduation from the SMC. You must extend or reenlist to meet this obligation prior to arrival. All active duty Soldiers must fax or email a scanned copy of extension/reenlistment documentation and a signed service statement to the Sergeants Major Branch at HRC (Fax: (502) 613-5526, DSN 221-5526) and another copy digitally sent to the USASMA Registrar (Ms. Bradford) [betty.l.bradford@us.army.mil](mailto:betty.l.bradford@us.army.mil) or faxed to commercial: 915-744-8484 or DSN 621-8484 NLT 1 April 2013. A sample of this service statement is posted at the end of this guide. Sister services personnel should check their service regulations for any service obligation incurred by their graduation from this course.

10) The Special Duty Assignment Pay (SDAP) Program must be terminated the day **prior** to departing on a permanent change of station to USASMA. It is your responsibility to ensure your SDAP is terminated to prevent overpayment and unnecessary financial hardship resulting from future collection.

11) You must enroll in the Army Training & Certification Tracking System (ATCTS) prior to departing your losing station. This system is designed to ensure the completion of training on Information Awareness (IA), and the 4 additional courses needed for an Army e-mail account. You must enroll in this system and then complete the required training prior to arriving to Fort Bliss. Ensure your IA certificate will not expire prior to your arrival to Fort Bliss. The ATCTS is a CAC only system. Failure to register will result in denial of Outlook access. Bring the paper copies of these five certificates of training to the SMC in-processing if you have issues with the system. Once enrolled, you will be notified by ATCTS when your training and certificates are due. You will have access to your certificates as needed alleviating the need for hard copies. The link for ATCTS website is <https://atc.us.army.mil/iastar/index.php>. The SMC Resident Course website contains screen shot instructions on how to properly fill out the ATCTS enrollment forms. The link for the instructions is <https://usasma.bliss.army.mil/faculty/downloads/ATCTS.pdf>

12) If you have not had your e-mail accounts migrated to a .mil@mail.mil account you must ensure you clear your Outlook/DOIM accounts from your losing station. If you fail to delete your home station accounts you will have problems establishing an account upon arriving to USASMA.

13) You must contact the USASMA A/OPC if you intend to use your travel card for your PCS. If you require TDY during the SMC, Resource Management and Logistics (S4) will reactivate your account and deactivate it once the TDY is complete. The USASMA A/OPC is Mr. Robert Bindley at (915) 744-8367. You can e-mail Mr. Bindley at [robert.j.bindley.civ@mail.mil](mailto:robert.j.bindley.civ@mail.mil).

14) If you wish to attend college courses while at the SMC, you need to enroll in the Go Army Ed program or see your Education Counselor. It is recommended that you enroll in the Go Army Ed prior to your PCS.

15) If you elect to leave your family at the home duty station, you will draw BAH at the Fort Bliss rate IAW Chapter 23, AR 37-104-3. Current rates are found at <https://www.defensetravel.dod.mil/>. If you are currently on CONUS assignment you are eligible for the Professional Military Education (PME) waiver while at the Academy but **you must apply for the waiver prior to your arrival**. If the PME waiver is not applied for prior to your arrival, you will draw the Fort Bliss rate for BAH until the waiver is submitted and approved. The waiver is processed through the G1 that issued the orders from your home/losing station. The approved waiver must be included on the PCS orders or orders amendments to

include the BAH PME approval statement. Previous OCONUS assignments are not authorized the PME waiver.

16) MEDPROS PHA status must be green within 90 days of starting the course.

17) Complete the Sergeants Major Course Academic Prerequisites at:  
<https://usasma.bliss.army.mil/page.asp?id=108>

**b. Hand Carry the following items to the Academy:**

- 1) PCS Orders with any Amendments (x 15 copies)
- 2) ERB
- 3) AARTS Transcripts
- 4) College Transcript(s). Bring a Student copy and an Official Copy if you intend to attend College while at the course.
- 5) X-Rays, MRI's, CT Scans, Medical Records, Dental Records
- 6) Lateral Appointment Paperwork
- 7) DA Form 31
- 8) All appropriate S-2 paperwork (EPSQ, Security Clearance, etc.)
- 9) DD 1561 (Family Separation) if applicable
- 10) Termination of Quarters Form (if applicable)
- 11) Marriage Decree, Divorce Decree, Birth Certificates, etc. (if needed to update records)
- 12) All finance paperwork (vehicle weight tickets, receipts, advance pay, etc.)
- 13) Vehicle Registration paperwork
- 14) School enrollment paperwork, children's medical test results, children's shot records, birth certificates, and last report card
- 15) Medical and Dental Records
- 16) Information Awareness Certificates (if Student couldn't enroll in ACTCS)

## CHAPTER 2

### Arrival and In-Processing

**2-1. PURPOSE.** In-processing is a two-phase operation. The first phase is controlled and administered by the installation through the Fort Bliss Welcome Center. The second phase is controlled and administered by SMC Resident Course. Adherence to the guidance in Chapter 1, Pre-Arrival Tasks will minimize delays upon arrival at Fort Bliss and USASMA.

### 2-2. INITIAL REPORTING.

a. Early reporting is authorized. It is recommended that you arrive as early as possible to get settled in housing, have transportation delivered, get acclimatized and oriented to the area prior to the start of the course. Report to the Fort Bliss Welcome Center, Building 500, (915) 568-3035/1756.

b. Upon completion of the Installation in-processing, report to USASMA and complete the Academy in-processing. Once you complete the Fort Bliss and USASMA in-processing, you will work with the Student Company First Sergeant. If you desire to take a pass or leave until the course start date, the First Sergeant will guide you through that process.

c. The TLE entitlement for Fort Bliss is 10 days, ensure you plan accordingly. Temporary lodging arrangements are made through the IHG Army Hotels found online at: [IHGArmyHotels.com](http://IHGArmyHotels.com) or call (915) 565-7777 (extension "0" for the front desk). IHG Army Hotels does allow up to two pets. The pet fee is \$75.00 (non-refundable) for both pets which covers the first six days. On the seventh day, the pet fee becomes \$7.00 per day (one fee per day for all pets). The Armed Services YMCA Residence Inn and several other commercial establishments close to Biggs AAF also allow pets. For any other special needs, please call (915) 565-7777 extension 44367.

d. Fort Bliss has a RV park that is open to students. You may stay there for the entire length of the Sergeants Major Course. The park also allows up to three pets. For more information call 915-568-4693/0106 or go to [www.blissmwr.com/rvpark](http://www.blissmwr.com/rvpark).

e. Your losing station may grant Permissive TDY (PTDY) en route to Fort Bliss. If you intend to use PTDY DO NOT sign in at the Welcome Center. Report to the Fort Bliss Housing Office at Building 1991 on Marshall Road on the date stated on the DA 31 for the start of PTDY. PTDY will not be authorized if government quarters are available. You may remain on PTDY status up to the report date (PTDY will not exceed 10 calendar days) on the PCS orders, at which time you must sign in at the Welcome Center. PTDY will terminate the day you report to the Welcome Center.

f. If interested in becoming an International Sponsor please check out the International Military Student Office (IMSO) website at <https://usasma.bliss.army.mil/page.asp?id=41>. Or email [freddy.escamilla.civ@mail.mil](mailto:freddy.escamilla.civ@mail.mil).

g. Sister Service Personnel Records Management.

(1) Air Force personnel will coordinate personnel records management through Holloman AFB, NM Central Base Personnel Office: Holloman AFB Central Base Personnel Office, Accounting and Finance Office, 49<sup>th</sup> Mission Support Squadron, Alamogordo, NM 88330. SBPO is DSN 867/7373/7506. Finance is DSN 867-7016

(2) Navy personnel records are maintained at PSD, El Centro, CA. Personnel will coordinate their personnel records management through the support local Navy activity: El Paso Navy Reserve Center 4810 Pollard Street El Paso, TX 79930 and phone number is: (915) 565-3993.

(3) Coast Guard, you will maintain your own records.

(4) Marines, you will coordinate with your personnel records management through the Marine Unit Administrative Section at 915-568-3127.

**2-3. IN-PROCESSING USASMA.** In-processing is designed to prepare you for classes and settling your families. The process takes several days to complete. **DO NOT** schedule any appointments or HHG deliveries during this time frame.

a. The SMC Student Company 1SG will hold a 0900 morning formation for those who arrive prior to the course start date. The SMC Student Company 1SG will advise and assist you if you have questions or issues. After the 0900 formation, you will usually be released to continue to settle your homes and personal issues.

b. You will report to the chevrons in the courtyard in front of building 11291 (East Auditorium) NLT 0700 for accountability and in-processing formation on course start date. The uniform is the ACU or duty uniform for sister service or international Students. Bring all records and documents required to in-process to this briefing (see checklist listed in paragraph 1-2(b))



above).

c. The SMC Student Company 1SG will provide an in-processing schedule, and cover initial in-processing guidance to the class. You will receive the initial briefings from the First Sergeant and SMC CSM, and then rotate through the registrar's station. Upon completion, you will be given time to handle personal affairs.

d. Family members do not attend the initial in-processing briefing. USASMA will conduct a separate spouse orientation during orientation week.

#### **2-4. PERMANENT CHANGE OF STATION.**

a. Assignment to USASMA is a permanent change of station. You will submit a request to the losing medical facility's record section to transfer individual and family medical and dental records. Turn in your Dental records to Dental Clinic #3 as part of in-processing.

b. All Army, ARNG (Title 10 and Title 32), and USAR (AGR) must arrive with a hard copy DA Form 31. All ARNG (MDAY and TECH) and USAR (TPU, IRR, and IMA) are not required to have a DA Form 31 completed upon departure from home station for the Academy.

c. The USASMA S-1 will accept and hold mail for you until you get a permanent address. The address is: 11291 SGT E. Churchill Road, Fort Bliss, TX 79918

#### **2-5. SECURITY CLEARANCE.**

a. You must possess at least a SECRET clearance. A requirement for promotion to Sergeant Major is a minimum of a SECRET clearance with a security investigation conducted within the last 10 years.

b. Contact your departing unit Security Manager or S-2 regarding clearance status. If you possess a SECRET clearance and need a TOP SECRET for your next assignment, USASMA will initiate that investigation.

c. All Periodic Reinvestigations (PRs) that come due up to 30 days prior to the reporting date (please arrive early) and during the course will be initiated at USASMA. Visual proof of Citizenship (Birth Certificate, Passport or Naturalization Certificate) is required to process any investigation. If you require an investigation you must bring one of these documents with you.

d. You should ensure your information in the Joint Personnel Adjudication System (JPAS) is correct and current. You will have your records checked in JPAS. At a minimum the record should include:

(1) An entry of "Yes", next to Nda (Non-disclosure Agreement) showing a SF 312 has been signed.

(2) An entry under Adjudication Summary showing the date of the last investigation and clearance eligibility level.

e. You should make sure your current S-2 releases you in JPAS when out-processing. The USASMA S-2 must "own" you in JPAS before any investigation can be initiated.

f. Students from other branches of service must meet the same minimum access security clearance requirements stated above. U.S. Coast Guard (USCG) will email a clearance verification memo to the USASMA Security Assistant as the USCG does not use JPAS.

g. Contact the USASMA Security Assistant regarding any security clearance questions at (915) 744-8211, or [Kerry.a.bowden.civ@mail.mil](mailto:Kerry.a.bowden.civ@mail.mil)

**2-6. SPONSORSHIP PROGRAM.** This student guide meets the sponsorship requirement IAW Chapter 2 of AR 600-8-8. Students attending the course are commanded by the SMC Resident Course CSM. The SMC CSM and 1SG are the primary points of contact for all students during in-processing. Once the class begins, the Staff Group Advisor is the first leader in your Chain of Command. The USASMA Reserve Component (RC) Advisors are available to assist with specific RC issues at (915) 744-8313/8304

### **2-7. UNIFORMS.**

a. Arrive at the Academy with all initial issue clothing items. Initial Issue Clothing items will NOT be stored or shipped in HHG's. Upon arrival, ensure that all uniforms are ready to wear. The duty uniform is the ACU. Sister Service and International Students will wear their duty uniform equivalent. There are a number of activities which require the wear of the formal dress uniform. The Fort Bliss Military Clothing Sales Store does not stock items for any other branches of military service. The ASU and ACU uniforms will both be worn during week one of the course. Prior to arrival, uniforms must reflect either MSG or SGM rank. **Be advised that the Military Clothing and Sales are always low on the MSG/SGM ranks for the uniforms.**

b. You must also have appropriate casual civilian clothing for social functions. The civilian dress code while on USASMA grounds or while attending the college courses is as follows:

- 1) Males – Business casual equates to collared shirts, trousers, and closed-toe shoes.
- 2) Females – Business casual equates to dress or blouse with skirt/pants, and appropriate shoes.
- 3) Shorts, sandals, jeans, tank tops and running shoes are not considered business casual civilian attire.

c. Special Forces qualified students are authorized to wear the green beret with the Special Forces unassigned flash and the USASMA crest. All Soldiers will wear the black beret with the blue flash and ULTIMA crest to include students coming from Ranger and Airborne units when wearing their dress uniform. The duty uniform (ACU) headgear is the ACU patrol cap.

### **2-8. LOCAL SCHOOLS INFORMATION.**

a. School volunteerism and parental support are outstanding between the community and families on Fort Bliss. Parental involvement in your child's education and support will continue to promote the growth of the area schools. All children entering district schools from OCONUS locations must provide evidence that they are free of tuberculosis prior to enrollment. Acceptable evidence is the results from a TB skin test (TB Tine), a chest x-ray, or a written physician's statement that the child is free of any signs/symptoms of TB. Additionally, Texas state law requires immunizations prior to admission into any Texas public school system. If your child/children are currently enrolled in the gifted and talented program, bring test results to expedite the process for entrance into the local gifted and talented programs.

Contact the Fort Bliss school liaison office at (915) 569-5064/5065. The Fort Bliss School Liaison web-page is: <http://www.blissmwr.com/sts/>

b. Be prepared to provide the following records for your child's registration in any local school (Information included within checklist on page 22):

- (1) Birth certificate, baptismal certificate, or individual passport
- (2) Health and immunization record
- (3) Proof of residency (quarters assignment), utility bill (electric, water, etc.)
- (4) Report card from school last attended
- (5) Social Security card
- (6) Valid ID of person enrolling the student
- (7) Proof of income
- (8) IEP if applicable

c. Texas public school children must have a complete physical examination before they can participate in school athletics. It is recommended that children undergo physical exams at your current duty station if they plan to participate in school athletics to expedite their participation. Many schools have cut-off dates that could delay or prevent the child from participating in athletic programs.

**2-9. HOUSEHOLD GOODS (HHG).** Expect delays in delivery of HHGs due to the volume of students and permanent party in-processing. Once HHGs arrive at Fort Bliss, the need for temporary storage may arise. Temporary storage is authorized for a maximum of 90 days from the date the shipment arrives. You are authorized one partial delivery from your HHG shipment. Unaccompanied baggage shipments are not authorized partial deliveries unless you are in a temporary housing situation. Visit your local transportation offices for information and assistance, especially on storage and Do-It-Yourself (DITY) move options.

#### **2-10. QUARTERS.**

a. There is a shortage of housing units for resident SMC Students. On-post housing will be offered based upon availability and priority placement. You must fill out, print, sign, and fax or mail a DD Form 1746 (Application for Housing). You can locate this form at [www.ftblissfamilyhousing.com](http://www.ftblissfamilyhousing.com). The housing office will not process unsigned forms. All government housing is issued and assigned by Balfour Beatty Property Management. If you choose to live in post housing, be mindful that there may be challenges associated with clearing housing as it pertains to your timeline to vacate. The SMC Student Company 1SG and SMC CSM will assist you with all housing management issues.

b. There is a high possibility that you will have to live off-post. The Fort Bliss Housing Services Office (HSO) can assist with off-post housing options. The HSO is located in Building 503. Their phone # is 915-568-8309. The link to their website is: <https://www.bliss.army.mil/dpw/Housing/index.html>

**2-11. FINANCE.** Keep all financial documents available to in-process. All finance in-processing will either be done during the Fort Bliss in-processing (recommended) or the USASMA in-processing. All actions can be initiated using the USASMA S-1 shop.

## **2-12. VEHICLE & WEAPONS**

a. Vehicles less than 2 years and more than 25 years, and all government vehicles receive safety tests only; emissions inspections are not required. Vehicles more than 2 and less than 25 years, will receive both safety and emissions tests. Fort Bliss requires a current state safety inspection decal and Texas emission certification. Any facility that performs Texas vehicle inspections can do both safety and emission inspections. If your vehicle will remain registered in a different state this requirement does not apply.

b. Service Members and family members who reside permanently or temporarily, in Fort Bliss family quarters (Government owned or leased), bachelor officer quarters (BOQs) and bachelor enlisted quarters (BEQs) will register all privately owned firearms with the Directorate of Emergency Services, Vehicle Registration Section, Building 5400 REL Pass Office (915) 568-3215, or building 2616 Chaffee Pass Office (915) 568-6853 within 72 hours of arriving to the installation or within 72 hours after acquiring, purchasing or receiving the firearm. **Pending registration, individuals will store all privately owned firearms in their unit arms room.**

c. Motorcyclists must possess the Basic Riders Course (current within one year) or Advanced/Experienced Motorcycle Safety Course/Motorcycle Sport Rider Course (MSRC) cards (must be within three years) and a state driver's license with the motorcycle endorsement before being allowed to operate a motorcycle on post. All motorcycle safety courses must be from a Motorcycle Safety Foundation (MSF) accredited course. Military personnel will wear all required personal protective equipment both on and off post regardless of state law. The SMC has an active Motorcycle Mentorship Program and Mentor. The motorcycle mentor is the 1SG at 915-744-2254.

**2-13. BICYCLES.** Fort Bliss regulations require all bicycle operators to wear a helmet, reflective gear, and have head and tail lights during hours of limited visibility.

## **2-14. PETS.**

a. In accordance with USAG Regulation 190-4, dangerous breeds of dogs are banned from Fort Bliss and Installation housing. Dangerous breeds are defined as, "Pit-bulls, American Staffordshire Bull Terriers, English Staffordshire Bull Terriers, Rottweilers (full or mixed breed), wolf hybrids, or any other breed with dominant traits geared toward aggression." In cases of mixed breed disputes, the post veterinarian will make a final determination. Violators of this policy are subject to action under Article 92, UCMJ, Failure to Obey a Lawful Order.

b. Fort Bliss policy restricts the number of pets allowed in family quarters to no more than three (except fish). Registration and annual rabies vaccinations are required on post. Contact the Fort Bliss Veterinary Activity, Building 6077, Carter Road, (915) 569-2266, for further information.

**2-15. FAMILY CARE PLAN (FCP).** Single parents or dual military who have family members under the age of 18 must have a valid family care plan on file within 60 days of arrival at the USASMA. The SMC Resident Course Orderly room will assist in certifying the FCP.

## CHAPTER 3

### GENERAL ADMINISTRATION

**3-1. PURPOSE.** This chapter describes general student administration.

**3-2. STANDARDS OF CONDUCT.** The Academy educates and enforces the standards of the United States Army as prescribed by appropriate regulations, traditions, and directives. Misconduct of any type, no matter how small, may result in dismissal from the course. You will:

- a. Be professional at all times.
- b. Be on time, in the designated uniform, with the designated resources.
- c. Perform all work individually, unless otherwise instructed.
- d. Strive to successfully progress academically.
- e. Demonstrate motivation and a positive attitude.
- f. Understand and meet course graduation requirements.

**3-3. CHAIN OF COMMAND.** The Company Chain of Command consists of the Staff Group Advisor, the Chief Instructor, the SMC Resident Course CSM, SMC Director, the Deputy Commandant, and the Commandant.

**3-4. STUDENT / INSTRUCTOR RELATIONSHIP.** One relationship that falls outside the bounds of normal military courtesy is the relationship between you and classroom instructors, and the USASMA staff and faculty. The USASMA has both military and civilian instructors (most are retired Sergeants Major). Regardless of their military or civilian status or rank, they are in charge of their class, even if teaching more senior enlisted members. They will be addressed as Sergeant Major, Mister, or Miss.

**3-5. PROTOCOL.** USASMA is the home of the Sergeant Major. All attending the Sergeants Major Course regardless of rank will be addressed by staff, faculty, and fellow students as Sergeant/Sergeant Major or by their equivalent sister service or national title.

**3-6. UNIFORM POLICY.**

a. General.

(1) You will adhere to AR 670-1 and the uniform guidance given in the training schedule.

(2) Sister services and international students must follow their respective uniform regulatory guidance.

b. Abide by the civilian clothes guidance previously addressed in earlier chapters of this guide. Staff Group Advisors (SGA) will address any additional questions during in-processing.

### **3-7. ABSENTEEISM.**

a. AR 600-8-10, Leaves and Passes Regulation governs absences and applicable military leave regulations. The SMC CMP dictates that Students who miss more than 20 hours of instruction may be considered for dismissal. Absences fall into three categories--urgent, routine, and other:

(1) Urgent absences are those of a time-sensitive nature. They include, but are not limited to, family emergencies, sickness, injury, or any situation that normally requires emergency leave. Students who receive approval for urgent leaves/absences remain responsible for completing all assignments, projects, assessments and examinations. You will retain your grade point standing and average as of the time of the approved absence and will coordinate with your SGA in completing all requirements during their absence.

(2) Routine absences are those planned absences that are not of a time-sensitive nature. These include TDYs, Permissive TDYs, as well as absences from class for local appointments.

(3) Other absences include early release, unscheduled TDY.

b. All absences require approval through the SGA, Department Chief Instructor and processed through the SMC Resident Course CSM. The 20 hours rule for absences, for circumstances other than stated above do not apply. All absences are subject to approval and occur on a case by case basis only. You will not miss academic hours for passes or normal leaves. SGAs and CIs will ensure that missed course hours and material are made up with the execution of Study Hall.

### **3-8. PASS AND LEAVE POLICY.**

a. SMC students may take ordinary leave while assigned to the course during designated times. USASMA will process emergency leave requests at any time. Emergency leave for more than 10 days may impact your ability to complete the course. Non-emergency leaves are processed as ordinary leave.

b. Passes and regular leave will not be granted to SMC students who are Dental Category IV, Dental Category III or Red in MEDPROS. A student who is categorized as a Dental Category III or MEDPROS Red but has appointments scheduled may be authorized to take leave or a pass.

c. Maximum travel distance by motor vehicle is 350 miles per day (e.g. 4-day pass must not exceed 1,400 total roundtrip miles). All eligible for leave or pass will complete an online risk assessment and submit it with their leave or pass requests. The web address is: <https://crc.army.mil/home>. The following will be submitted for each leave or pass:

- (1) Online Risk Assessment (TRIPS)
- (2) Safety Pledge (from the SGA)
- (3) DA Form 31

d. You will submit pass requests to your SGA with the location and phone number for emergency notification if you are traveling more than 250 miles from Fort Bliss. You will also submit a pass request if you are traveling to locations where you will remain overnight for two consecutive nights from your primary (local) residence. The SDNCO duty roster will take precedence over passes unless otherwise approved by the SMC CSM.

e. Christmas, Spring Break, Emergency Leaves and HS/College Graduations are the only authorized leave periods. The SMC CSM will address all other leaves on a case-by-case basis. Leave requests will be routed through the Staff Group Advisor, the Chief Instructor and then the SMC CSM. Staff Group Advisors will track the number of hours missed and keep their Chief Instructor, and SMC Resident Course CSM informed on total hours missed. Leave requests must be turned into the SMC CSM's AKO My Forms in-box NLT 10 working days prior to the start of the requested leave. All other requests will be considered untimely and possibly denied.

f. Students who sign in early during periods of leave must physically report to the SMC Resident Course Orderly room (weekdays) or SDNCO (weekends).

**3-9. OFF LIMITS AREAS.** There are several areas that have been established by the Fort Bliss Commanding General as off-limits. You will be briefed on off-limits areas and establishments. Off-limit areas are posted at: <https://www.bliss.army.mil/Leaders/CommandDirectives.html>

**3-10. TRAVEL TO MEXICO.** Military personnel are prohibited from travelling to Mexico. DA civilians and family members are strongly discouraged from traveling to Mexico.

## CHAPTER 4

### COURSE SUMMARY

**4-1. COURSE SUMMARY.** The Army's culminating enlisted Professional Military Education (PME) institution is the Sergeants Major Course. This course provides tools to develop critical reasoning, creative thinking and decision-making skills. Soldiers are provided an education that teaches them to enhance their character, self-expression, and strengthen teamwork abilities. The course assists in the development of logical, practical and original reasoning abilities necessary for problem solving. Students analyze problems based on available information, arrive at logical solutions and decisions with reasonable speed, communicate reasoning and decisions orally and in writing, and supervise to ensure proper execution. Intellectual honesty, integrity, and professional values and standards are highly stressed. The SMC contains a total of 1,484.7 instructional hours, and is also offered as a nonresident course which culminates with two weeks of resident instruction at the academy.

**4-2. HIGHER EDUCATION OPPORTUNITIES.** Regionally accredited institutions provide college-level courses designed to enable you to meet the Department of the Army educational goals for Noncommissioned officers (AR 621-5). The Sergeants Major Course curriculum is demanding and should be your primary focus, but you are encouraged to pursue and complete a degree during non-duty hours. Contact the USASMA Education Counselor during in-processing for more information. Ms. Roxanne Taylor can be reached at 915-744-8243 or via e-mail at [Roxanna.m.taylor.civ@mail.mil](mailto:Roxanna.m.taylor.civ@mail.mil).

*SAMPLE SERVICE STATEMENT FOR USASMC RESIDENT COURSE (ACTIVE COMPONENT ONLY)*

Headquarters  
Command  
City, State Zip

MEMORANDUM FOR HRC, Military Schools Branch (Mr. Mosley) and USASMA Registrar (Ms. Bradford)

SUBJECT: USASMC Required Service Statement

In accordance with AR 350-1 and AR 614-200, I agree to meet the remaining requirements to attend the Resident US Army Sergeants Major Academy (USASMC) Class [redacted]. I understand that once enrolled in the USASMC I will automatically incur a 24 month service obligation from the date of graduation and that my expiration term of service must be 1 July + 2 years or later. I understand that by signing this statement, I am acknowledging that if I become eligible to retire under section 3914 or 3917, Title 10, United States Code (USC) my voluntary retirement will not be approved until the required service is completed.

Signature / Date:

Printed Name and SSN:

Phone Number (Comm / DSN):

AKO Email Address:

Note: Service Statement must be signed, dated and emailed to HRC-Fort Knox Military Schools Branch email address: [HRC-EPMD-NCOES-OPERATIONS@CONUS.ARMY.MIL](mailto:HRC-EPMD-NCOES-OPERATIONS@CONUS.ARMY.MIL) and faxed to USASMA Registrar (Ms. Bradford) COM: 915-744-8484 or DSN 621-8484 or digitally sent to [betty.l.bradford@us.army.mil](mailto:betty.l.bradford@us.army.mil) must arrive NLT 1 April 2012.

*SAMPLE SERVICE STATEMENT FOR USASMC RESIDENT COURSE (USAR COMPONENT ONLY)*

Headquarters  
Command  
City, State Zip

MEMORANDUM FOR HRC, Military Schools Branch (Ms. Abrams) and USASMA Registrar (Ms. Bradford)

SUBJECT: USASMC Required Service Statement

In accordance with AR 350-1, AR 614-200, and AR 135-200 I agree to meet the remaining requirements to attend the Resident US Army Sergeants Major Academy (USASMC) Class . I understand that once enrolled in the USASMC I will automatically incur a 24 month service obligation from the date of graduation and that my expiration term of service must be 1 July + 2 years or later. I understand that by signing this statement, I am acknowledging that if I become eligible to retire under section 3914 or 3917, Title 10, United States Code (USC) my voluntary retirement will not be approved until the required service is completed.

Signature / Date:

Printed Name and SSN:

Phone Number (Comm / DSN):

AKO Email Address:

Note: Service Statement must be signed, dated and emailed to HRC-Fort Knox Military Schools Branch email address: [HRC-EPMD-NCOES-OPERATIONS@CONUS.ARMY.MIL](mailto:HRC-EPMD-NCOES-OPERATIONS@CONUS.ARMY.MIL) and faxed to USASMA Registrar (Ms. Bradford) COM: 915-744-8484 or DSN 621-8484 or digitally sent to the USASMA Registrar (Ms. Bradford) [betty.l.bradford@us.army.mil](mailto:betty.l.bradford@us.army.mil) which must arrive NLT 1 April 2012.

*SAMPLE SERVICE STATEMENT FOR USASMC RESIDENT COURSE (ARNG COMPONENT ONLY)*

Headquarters  
Command  
City, State Zip

MEMORANDUM FOR USASMA Registrar (Ms. Bradford)

SUBJECT: USASMC Required Service Statement

In accordance with AR 350-1, AR 614-200, and AR 135-200 I agree to meet the remaining requirements to attend the Resident US Army Sergeants Major Academy (USASMC) Class . I understand that once enrolled in the USASMC I will automatically incur a 24 month service obligation from the date of graduation and that my expiration term of service must be 1 July + 2years or later. I understand that by signing this statement, I am acknowledging that if I become eligible to retire under section 3914 or 3917, Title 10, United States Code (USC) my voluntary retirement will not be approved until the required service is completed.

Signature / Date:

Printed Name and SSN:

Phone Number (Comm / DSN):

AKO Email Address:

Note: Service Statement must be signed, dated and emailed to USASMA Registrar (Ms. Bradford) [betty.l.bradford@us.army.mil](mailto:betty.l.bradford@us.army.mil) or faxed to commercial: 915-744-8484 or DSN 621-8484 must arrive NLT 1 April 2012.