

NATIONAL GUARD REGULATION

No. 351-10

HEADQUARTERS
DEPARTMENT OF THE ARMY
Washington, DC 20310, 30 December 1980

Schools

COMMAND AND GENERAL STAFF COLLEGE

This regulation outlines the procedures for the nomination, selection, and enrollment of Army National Guard officers in the resident courses of instruction of the Command and General Staff Officers course at the U.S. Army Command and General Staff College. Interim changes are not official unless authenticated by the Executive, NGB. Interim changes will be destroyed on their expiration date unless sooner superseded or rescinded.

1. U.S. Army Command and General Staff College (USACGSC). a. Location. The U.S. Army Command and General Staff College is located at Ft Leavenworth, Kansas.

b. Jurisdiction. The USACGSC operates under the control and supervision of the Commander, U.S. Army Training and Doctrine Command (TRADOC).

c. Mission. The mission of the CGSC is to provide instruction for officers of the Active Army and Reserve components worldwide to prepare them for duty as field grade commanders and principal staff officers at brigade and higher echelons.

d. Functions. The USACGSC—

(1) Prepares officers to:

(a) Command battalions, brigades, and equivalent sized units in peace or war.

(b) Train these units to accomplish their assigned missions.

(c) Employ and sustain weapon systems in combined arms operations.

(d) Serve as principal staff officers from brigade through division, including support commands, and as staff officers of higher echelons, including major Army, joint, unified, or combined headquarters.

(e) Efficiently manage manpower, equipment, money, and time.

(2) Assists the Combined Arms Combat Development Activity to develop tactical concepts and to promote effective battle doctrine throughout the U.S. Army.

(3) Assists the Combined Arms Training Development Activity to develop training and training management concepts, literature, and devices.

2. Prerequisites. The following eligibility criteria have been developed for attendance at the resident Command and General Staff Officers course:

a. Must be in grade of captain, major,

or lieutenant colonel.

b. Must have completed a minimum of 8 years commissioned service as of course starting date.

c. Must have completed a branch officer's advanced course or have equivalent credit.

d. Must have final secret clearance.

e. Must meet the weight standards prescribed by NGR 600-9.

f. Must have at least 2 years of service remaining prior to removal by mandatory removal date. A longer period of service is desirable.

g. Be physically qualified for general service.

h. Have indicated by actual performance of duty a potentiality for command and/or staff positions.

3. The Selection Process: a. Nomination. Nomination for the Command and General Staff Officers course will be forwarded to the Military Education Branch, ARNG Operating Activity Center, Edgewood Area, Aberdeen Proving Ground, Maryland 21010. The nomination should consist of the following:

(1) A letter of nomination from the State Adjutant General.

(2) NGB Form 64.

(3) A biographical outline (see suggested format at appendix A).

(4) A recent full length photo 5" X 7" of the nominee in green service uniform without cap.

(5) A final type medical examination, administered at a Federal installation; i.e., active military installation, AFEES station, National Guard medical examining station, VA hospital, or U.S. Public Health Service facility.

b. Selection board. A selection board will be convened to consider those officers nominated for participation in the course of

instruction. The board will prepare a list of selectees based on their review of supporting documents submitted by the State Adjutant General in conjunction with other pertinent records (official military personnel files, NGB 201 files, etc.).

c. Selection board procedures. The selection board procedures will include but are not limited to the following:

(1) The board will be comprised of at least five members who are CGSC graduates and a nonvoting recorder. An ARNG colonel will be appointed as president of the board, and the remaining members will be in the grade of colonel, lieutenant colonel, or major. Every effort will be made to encourage minority membership.

(2) The Chief, National Guard Bureau, or representative, will brief the board members and will publish a letter of instruction prescribing the oath to be taken by the board members, format of the final board report, and other administrative requirements.

(3) Appearance before the board by any officer being considered is not authorized. However, officers may write a letter to the selection board inviting attention to any matter of record that they feel may be of importance to the board in considering their nomination; for example, newly acquired diplomas, degrees, or professional stature, or information pertaining to civilian occupation may be sent directly to the selection board. Documents submitted to the

board will not be returned to the sender, therefore, it is requested that either photostatic or certified true copies be provided.

d. Approved findings. When the findings of the selection board have been approved by the Chief, National Guard Bureau, the names of those officers selected to attend the Command and General Staff Officers course of instruction will be released to the State Adjutant General concerned. The State Adjutant General will notify the officers of their selection and obtain from them their acceptance or declination of selection. The Adjutant General will communicate the declination of any officer to the Chief, National Guard Bureau.

e. Selection/nonselection. Officers who have been selected for attendance in the Command and General Staff Officers course of instruction will be so notified by the issuance of a letter of authority by the National Guard Bureau. Those officers not selected will be notified by appropriate means. Nonselection will not preclude application for subsequent classes.

f. Command and General Staff College notification. When the findings of the selection board have been approved by the Chief, National Guard Bureau, a listing will be provided the School Commandant with name, grade, mailing address, and social security number of each officer selected.

g. Funding. Funds for nominees will be from funds available to the State in their budget program (BP 3130).

APPENDIX A

The biographical sketch of ARNG officers nominated to participate in the Command and General Staff Officers course will be in the following format:

1. Date.
2. Name (last name, first, middle initial).
3. Home address (include ZIP code).
4. Present grade.
5. Branch.
6. Social security account number.
7. Unit of assignment.
8. Date of Federal recognition-present grade.
9. Security clearance.
10. Present duty assignment and date assigned.
11. Specialty skill identifier (SSI).
12. Additional skill identifier (ASI).
13. Total length of commissioned service.
14. Marital status (if married, give name of spouse and show number of children).
15. Place of birth.
16. Date of birth.
17. Mandatory removal date in present grade.
18. Business address (include name of firm, if applicable).
19. Civilian occupation (if technician, identify position).
20. Civilian education (degree and year).
21. Civilian experience for past 10 years (chronological record of position, duties).
22. All military education (name of school, course, and date).
23. Decorations, awards, and citations.
24. Military service (briefly record chronologically date of initial entry into service, Reserve component and Active duty assignments, promotions, and campaigns).
25. Civilian affiliations (include professional and educational societies, military societies, and civil activities).

30 December 1980

Users of this regulation are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to OAC-ARO-ME, Washington, DC 20310.

BY ORDER OF THE SECRETARY OF THE ARMY:

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Chief, National Guard Bureau

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