

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



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SERGEANTS MAJOR COURSE (SMC) STUDENT GUIDE
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CHAPTER 1

COURSE SUMMARY

1-1. COURSE SUMMARY. The Sergeants Major Course (SMC) is the Army's pinnacle enlisted Professional Military Education (PME) institution. This course provides tools to develop critical reasoning, creative thinking and decision-making skills. The course provides Soldiers with 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 1,484.7 instructional hours, and is also offered as a nonresident course which culminates with two weeks of resident instruction at the academy.

1-2. 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 demanding SMC curriculum should be your primary focus, but we encourage you to pursue and complete a degree during non-duty hours. Contact the USASMA Education Counselor, Ms. Roxanna Taylor during in-processing for more information. You can reach Ms. Taylor at 915-744-8243 or via e-mail at roxanna.m.taylor.civ@mail.mil.

1-3. INTERNATIONAL MILITARY STUDENT SPONSOR OPPORTUNITIES. All students can apply to be an International Military Student Sponsor. Military sponsors establish relationships with the international student throughout the course from reception to graduation. Military Sponsors also help the International Student in their Academic Learning throughout the course. 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.

CHAPTER 2

PRE-ARRIVAL REQUIREMENTS

2-1. PURPOSE. The Sergeants Major Course (SMC) student guide contains prerequisite and administrative information for the SMC. Additionally, it provides guidance that will make your arrival and transition to the Academy structure easier.

2-2. REQUIRED DOCUMENTATION. You must report to the Academy with all required documentation and pre-arrival tasks completed. You must work with the SMC-Resident 1SG during the pre-arrival period to alleviate any issues or problems. If you have concerns, contact the Course 1SG at 915-744-2254.

a. Pre-arrival Tasks:

1) You must 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) The Army Training and Learning Assessment System (ATLAS) is a database that tracks a student's progress throughout the course. 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-March. The ATLAS link will come from the ATLAS Administrator. If you do not receive the e-mail, contact the ATLAS Administrator at 915-744-2446 or email George.a.snyder14.civ@mail.mil to have the e-mail and link resent.

3) 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 of arrival.
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). Failure to meet the standard will result in course failure.

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. Personnel on Temporary Profile who cannot take an alternate APFT event are ineligible to enroll in the SMC.

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 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 your current assignment is 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, at betty.l.bradford@us.army.mil or faxed to commercial: 915-744-8484 or DSN 621-8484 NLT 1 April 2013. At the end of this guide is a sample of this service statement. Sister services personnel should check their service regulations for any service obligation incurred by graduation from this course.

10) Any Special Duty Assignment Pay (SDAP) Program entitlement must terminate the day **PRIOR** to departing on a permanent change of station to USASMA. It is your responsibility to terminate your SDAP 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 ensures the completion of training on Information Awareness (IA), and the four 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 receive notification by ATCTS when your training and certificates are due. You will have access to your certificates 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 complete 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, ensure you clear your Outlook/NEC 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.

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. We recommend that you enroll in the Go Army Ed prior to your PCS. You can reach the USASMA education counselor, Ms. Taylor, at 915-744-8243 or via e-mail at roxanna.m.taylor.civ@mail.mil.

15) It is highly recommended that your family PCS with you. The SMC will not support requests to change your follow-on assignment based on you leaving your family at your previous duty station. 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 information is available 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 you do not apply for the PME waiver **PRIOR** to your arrival, you will draw the Fort Bliss rate for BAH until

the waiver is submitted and approved. Process the waiver through your losing station G1. The approved waiver must be 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 SMC Registrar academic prerequisites and AR 350-1 pre-arrival tasks NLT 31 July, refer to the SMC-Resident Course website for more information:
<https://usasma.bliss.army.mil/page.asp?id=65>

18) Complete and email the service statements (Appendix A) to the USASMA Registrar at betty.l.bradford@us.army.mil and HRC at USARMY.KNOX.HRC.MBX.EPMD-AC-NCOES-MANAGER@MAIL.MIL

b. Hand Carry the following administrative documents 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) Information Awareness Certificates (if Student could not enroll in ACTCS)

CHAPTER 3

Arrival and In-Processing

3-1. PURPOSE. In-processing is a two-phase operation. The installation controls and administers the first phase through the Fort Bliss Welcome Center. The SMC controls and administers the second phase. Adherence to the guidance in Chapter 1, Pre-Arrival Tasks will minimize delays upon arrival at Fort Bliss and USASMA.

3-2. 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 Chambers Dental clinic 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. ARNG (MDAY and TECH) and USAR (TPU, IRR, and IMA) students do not need 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.

3-3. INITIAL REPORTING.

a. The SMC allows early reporting. It is recommended that you arrive as early as possible to get settled in housing, have transportation delivered, and 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. If arriving before 1 August, report to Fort Bliss Welcome Center to in-process post, if you arrive after 1 August you will report directly to USASMA and complete the post in-processing at the academy during the first three days after report date. Once you complete the Fort Bliss and USASMA in-processing, you will work with the SMC-Resident First Sergeant.

c. The TLE entitlement for Fort Bliss is 10 days; ensure you plan accordingly. Make temporary lodging arrangements through the IHG Army Hotels found online at: 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 an 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.

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 Trailer 0070 on Pleasanton and Carter Road on the date stated on the DA 31 for the start of PTDY. PTDY is unauthorized if government quarters are available. You may remain on PTDY status until 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. 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, 49th Mission Support Squadron, Alamogordo, NM 88330. SBPO is DSN 867/7373/7506. Finance is DSN 867-7016

(2) The PSD, El Centro, CA maintains Navy personnel records. 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.

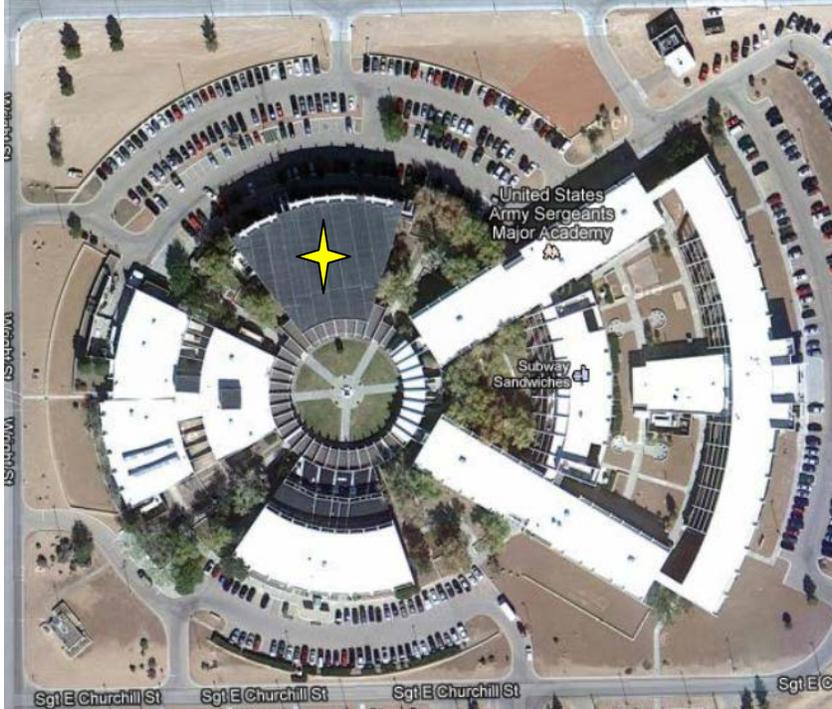
(3) Coast Guard, you will maintain your own records.

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

3-4. 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 the first week of the course start date. If you are unaccompanied or single parent it is advised that you report in early enough to settle your household.

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

b. You will report to the East Auditorium, building 11291, starting at 0900 on the course start date for information and guidance from the Company 1SG. The uniform is ACU, or duty uniform for sister service or international Students. If you report after 1600, report to Staff Duty for instructions. In-processing will start the following day and Students are required to bring all records and documents required to in-process. The 1SG will post the in-processing timeline in the hall area outside of the Student Company offices.



c. The SMC-Resident 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-Resident Deputy Director.

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

3-5. 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 signed SF 312.

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

e. 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

3-6. SPONSORSHIP PROGRAM. This student guide meets the sponsorship requirement IAW Chapter 2 of AR 600-8-8. The SMC-Resident Deputy Director acts as the commander for Students attending the SMC. The Deputy Director and ISG 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

3-7. 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. Several SMC activities 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. Tropical ASU is the uniform at the beginning of class and for graduation, in lieu of the Army Service Uniform. The Tropical uniform requires center rack ribbons, not offset ribbons. 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 business casual civilian attire.

c. Special Forces qualified students may 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.

3-8. 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 participating in a 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 (checklist provided 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. If your children plan to participate in school athletics, having them undergo physical exams at your current duty station will expedite their acceptance for participation. Many schools have cut-off dates that may delay or prevent the child from participating in athletic programs.

3-9. 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. You may use temporary storage for a maximum of 90 days from the date your HHG 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.

3-10. QUARTERS.

a. There is a shortage of housing units for SMC-Resident Students. An offer of on-post housing depends on 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. The housing office will not process unsigned forms. Balfour Beatty Property Management issues and assigns all government housing. If you choose to live in on-post housing, be mindful that there may be challenges associated with clearing housing as it pertains to your timeline to vacate. The SMC-Resident 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 T-0070 on the corner of Pleasanton and Carter Road. Their phone # is 915-568-8309. The link to their website is <https://www.bliss.army.mil/dpw/Housing/index.html>

c. Currently, in the case of assignment as permanent party personnel at Fort Bliss, Balfour Beatty will not allow you to move from on-post housing, assigned to you while in a Student status, into another unit. Balfour Beatty ranks all housing set aside as Student housing as senior

enlisted quarters and therefore deemed suitable upon completion of the course. You can still apply for on-post housing after graduation if you reside off-post; all application consideration is subject to housing availability and your priority status.

3-11. FINANCE. Keep all financial documents available to in-process. All finance in-processing will either be done during the Fort Bliss in-processing or the USASMA in-processing. Initiate all actions using the USASMA S-1.

3-12. VEHICLE & WEAPONS

a. Vehicles newer than 2 years and older than 25 years and all government vehicles receive safety tests only and do not require emissions inspections. Vehicle between 2 and 25 years will receive both safety and emissions tests. Fort Bliss requires a current state safety inspection decal and Texas emission certificate. 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, will register all privately owned firearms. Register 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.

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. For more information on SMC-Resident Motorcycle Mentorship Program, please contact 1SG at 915-744-2254.

3-13. BICYCLES. Fort Bliss regulations require all bicycle operators to wear a helmet, reflective gear, and have head and taillights during hours of limited visibility.

3-14. PETS.

a. In accordance with USAG Regulation 190-4, Fort Bliss bans dangerous breeds of dogs 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.

3-15. FAMILY CARE PLAN (FCP). Single parents or dual military that 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 4

GENERAL ADMINISTRATION

4-1. PURPOSE. This chapter describes general student administration.

4-2. STANDARDS OF CONDUCT. The Academy educates and enforces the standards of the United States Army as prescribed by appropriate regulations, traditions, directives and Course Management Plan (CMP). 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.

4-3. CHAIN OF COMMAND. The Chain of Command consists of the Staff Group Advisor, the Chief Instructor, the SMC-Resident Deputy Director, SMC Director, the Deputy Commandant, and the Commandant.

4-4. 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. You will address them as Sergeant Major, Mister, or Miss, as appropriate.

4-5. PROTOCOL. USASMA is the home of the Sergeant Major. The staff, faculty, and fellow students at the Sergeants Major Course will address Students based on their rank as either Sergeant/Sergeant Major or by their equivalent sister service or national title. During your time at the Academy, you will receive professional lectures from all military services and Major Army Commands; you will address those presenting the material by their appropriate rank.

4-6. 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.

4-7. ABSENTEEISM.

a. AR 600-8-10, Leaves and Passes Regulation governs absences and applicable military leave regulations. The SMC may consider Students who miss more than 20 hours of instruction for dismissal as dictated by the SMC CMP. 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, the Department Chief Instructor (CI), and the SMC-Resident Deputy Director. 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 the Student makes up missed course hours and material, with the execution of Study Hall.

4-8. 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 7 days may affect your ability to complete the course. Non-emergency leaves process as ordinary leave.

b. The SMC will not grant passes during the course except for mileage passes on approved holidays.

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>. Submit the following for each leave or pass:

(1) DA Form 31

(2) Online Risk Assessment (TRIPS)

(3) Vehicle Inspection

(4) Safety Pledge (from the SGA)

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 Deputy Director.

e. Christmas, Spring Break, Emergency Leaves are the only authorized leave periods. The SMC-

Resident Deputy Director 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-Resident Deputy Director. Staff Group Advisors will track the number of hours missed and keep their Chief Instructor, and SMC-Resident Deputy Director informed on total hours missed. Turn in leave requests to the SMC-Resident Administrative section NLT 21 working days prior to the start of the requested leave. All other requests are untimely and possibly denied.

f. Students will physically sign in and out during periods of leave at the SDNCO or USASMA S1.

4-9. OFF LIMITS AREAS. The Fort Bliss Commanding General Several has established several areas as off-limits to Soldiers. You will receive a briefing on off-limits areas and establishments. Off-limit areas information is available at <https://www.bliss.army.mil/Leaders/CommandDirectives.html>

4-10. TRAVEL TO MEXICO. Military personnel will not travel to Mexico, by order of the installation commanding general. DA civilians and family members are strongly discouraged from traveling to Mexico.

Appendix A: 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: USARMY.KNOX.HRC.MBX.EPMD-AC-NCOES-MANAGER@MAIL.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 must arrive NLT 31 May 2014.

Appendix A: 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: USARMY.KNOX.HRC.MBX.EPMD-AC-NCOES-MANAGER@MAIL.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 which must arrive NLT 31 May 2014.

Appendix A 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 [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 + 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 or faxed to commercial: 915-744-8484 or DSN 621-8484 must arrive NLT 31 May 2014.