

**UNITED STATES ARMY  
SERGEANTS MAJOR COURSE  
STUDENT GUIDE**



As of 13 February 2020

**SMC STUDENT GUIDE  
TABLE OF CONTENTS**

| <b>SUBJECT</b>  | <b>PARA</b> | <b>PAGE</b> |
|---|-------------|-------------|
| <b>Chapter 1 – Course Summary</b>                         |             | <b>3</b>    |
| Mission.....  | 1-1         | 3           |
| Vision.....   | 1-2         | 3           |
| Sergeants Major Course Description .....                  | 1-3         | 3           |
| Purpose.....  | 1-4         | 3           |
| Higher Education Opportunities.....                       | 1-5         | 4           |
| International Military Student Sponsor Opportunities..... | 1-6         | 4           |
| <b>Chapter 2 – Pre-Arrival Requirements</b>               |             | <b>5</b>    |
| Purpose.....  | 2-1         | 5           |
| Pre-Arrival Tasks and Documentation.....                  | 2-2         | 5           |
| <b>Chapter 3 – Arrival and In-Processing</b>              |             | <b>9</b>    |
| Purpose.....  | 3-1         | 9           |
| Permanent Change of Station .....                         | 3-2         | 9           |
| Initial Reporting.....                                    | 3-3         | 9           |
| Sister Service Initial Reporting.....                     | 3-4         | 10          |
| In-Processing USASMA.....                                 | 3-5         | 10          |
| Security Clearance.....                                   | 3-6         | 11          |
| Sponsorship Program.....                                  | 3-7         | 12          |
| Uniforms .....  | 3-8         | 12          |
| Local Schools Information.....                            | 3-9         | 13          |
| Household Goods.....                                      | 3-10        | 14          |
| Quarters .....  | 3-11        | 14          |
| Finance.....  | 3-12        | 14          |
| Vehicle and Weapons Registration.....                     | 3-13        | 15          |
| Bicycles.....   | 3-14        | 15          |
| Pets.....   | 3-15        | 15          |
| Family Care Plan.....                                     | 3-16        | 15          |
| <b>Chapter 4 – General Administration</b>                 |             | <b>17</b>   |
| Purpose.....  | 4-1         | 17          |
| Standards of Conduct.....                                 | 4-2         | 17          |
| Chain of Command .....                                    | 4-3         | 17          |
| Student/Instructor Relationship.....                      | 4-4         | 17          |
| Student Participation.....                                | 4-5         | 17          |
| Protocol.....   | 4-6         | 17          |
| Uniform Policy.....                                       | 4-7         | 18          |
| Pass and Leave Policy .....                               | 4-8         | 18          |
| Off-Limits Areas.....                                     | 4-9         | 18          |
| Travel to Mexico.....                                     | 4-10        | 18          |

**SMC STUDENT GUIDE**  
**TABLE OF CONTENTS (CONTINUED)**

Appendix A: Student Committees .....19  
Appendix B: Student Leadership Positions.....20

## **CHAPTER 1**

### **COURSE SUMMARY**

**1-1 MISSION.** The United States Army Sergeants Major Academy (USASMA) provides the Army with adaptive senior enlisted leaders of character and competence prepared to be effective leaders. These leaders, grounded in Army and Joint doctrine, exploit opportunities by leveraging and applying Army resources.

**1-2 VISION.** The USASMA is the premier professional military education (PME) institution focused on providing the Army with agile and adaptive senior leaders.

**1-3. SERGEANTS MAJOR COURSE DESCRIPTION.** 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

**1-4. PURPOSE.** The SMC prepares master sergeants and sergeants major to elevate from a tactical level of thinking to an operational and strategic perspective thus preparing them for leadership positions in organizations executing unified land operations. What Soldiers learn prepares them for leadership positions in joint, interagency, intergovernmental, multinational organizations (JIIM) as well as battalion, brigade, and division through echelons-above-corps (EAC) staff sergeants major command levels.

### **1-5. HIGHER EDUCATION OPPORTUNITIES.**

- a. On 17 January 2019, the Higher Learning Commission, a regionally accredited body, granted the Command and General Staff College (CGSC) authority to confer a BA-LWD degree at the USASMA (as a branch campus of the CGSC) for qualified students attending the SMC-R. Information regarding the LWD program can be found on the World Campus website at <https://www.ncolcoeworldcampus.army.mil/Academics/Sergeants-Major-Course/Resident-Students/>.
- b. Prospective students are encouraged to contact the USASMA Education Program Analyst as soon as possible, who can provide more details on the BA-LWD degree program and help in developing a degree completion plan tailored to each student's level of education: Contact the USASMA Education Program Analyst to get started.
- c. Regionally accredited institutions provide college-level courses designed to enable you to achieve individual self-development and supports the Department of the Army noncommissioned officer educational goals (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 Program Analyst during in-processing for more information.

Mr. Shawn P. Conrad (USASMA Education Program Analyst)

Email: [shawn.p.conrad.civ@mail.mil](mailto:shawn.p.conrad.civ@mail.mil).

Work: 915-744-8243

- d. If you wish to attend college courses while at the USASMA, you need to enroll in the GoArmyEd program or see your Education Counselor. We recommend that you enroll in the GoArmyEd prior to your PCS.

Ensure you contact the USASMA Education Program Analyst upon enrollment.

### **1-6. INTERNATIONAL MILITARY STUDENT SPONSOR OPPORTUNITIES.**

- a. 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 the International Military Student Office (IMSO) website at <http://ncolcoe.armylive.dodlive.mil/imso/>, or email the following IMSO staff members for information on the IMS sponsor program: [freddy.escamilla.civ@mail.mil](mailto:freddy.escamilla.civ@mail.mil) ; [wallace.e.doss2.mil@mail.mil](mailto:wallace.e.doss2.mil@mail.mil) ; [quentin.j.cormier.civ@mail.mil](mailto:quentin.j.cormier.civ@mail.mil).

## CHAPTER 2

### **PRE-ARRIVAL REQUIREMENTS**

**2-1. PURPOSE.** The student guide contains prerequisite and administrative information for the SMC. Additionally, it provides guidance that will make your arrival and transition to the Academy easier. You may contact the USASMA S1 at 915-744-9422, 11291 SGT E. Churchill St., Fort Bliss, Texas 79918-8002 if you have any questions/concerns regarding your PCS.

#### **2-2. PRE-ARRIVAL TASKS AND DOCUMENTATION.**

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

##### **b. Pre-arrival Tasks:**

1) You must read the student guide and comply with the SMC requirements. The link for the SMC web page is <https://www.ncolcoeworldcampus.army.mil/Academics/Sergeants-Major-Course/Resident-Students/>

2) Bring all military uniforms (ASU, ACU, APFU, etc.) for the start of the course. You will wear your Army Service Uniform within the first two weeks of arrival. **DO NOT PACK YOUR UNIFORMS IN YOUR HOUSEHOLD GOODS SHIPMENT.**

3) Upon arrival, you must meet the Army's height and weight standards and be able to pass the physical assessment; see AR 350-1 (Army Training and Leader Development). Failure to meet the standard will result in course dismissal.

4) 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 SMC 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.

5) You must update your TRICARE Prime enrollment for the (Western) region for your medical care; you should choose **MENDOZA CLINIC** as your medical treatment facility (MTF). You can transfer enrollment via the internet at [www.triwest.com](http://www.triwest.com) by completing the online enrollment form. Failure to complete this enrollment may hinder access to prompt medical care. You must ensure that your family members' DEERS records are also up-to-date.

Fort Bliss EFMP Website: [www.bliss.armymwr.com/us/bliss/programs/exceptional-family-member-program-efmp/](http://www.bliss.armymwr.com/us/bliss/programs/exceptional-family-member-program-efmp/)

Commercial: 915-742-3715 (option 5)

William Beaumont Website: <http://www.wbamc.amedd.army.mil/Departments/OtherServices/efmp.aspx>

6) If your current assignment is as a First Sergeant or Command Sergeant Major, you must provide a DA Form 4187 showing a lateral appointment 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 your report date.

7) If you are active duty, 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 email a scanned copy of extension/reenlistment documentation and a signed service statement to the Sergeants Major Branch at HRC and to the USASMA Registrar NLT 1 April 2020. National Guard service members incur a 6-month service obligation upon graduation from the SMC. Sister Service personnel should check their service regulations for any service obligation incurred by graduation from this course.

HRC Sergeants Major Branch

Email: [usarmy.knox.hrc.mbx.epmd-sgm-branch@mail.mil](mailto:usarmy.knox.hrc.mbx.epmd-sgm-branch@mail.mil)

Commercial: 502-613-5874

Ms. Amanda Serna (USASMA Registrar)

Email: [amanda.l.serna2.civ@mail.mil](mailto:amanda.l.serna2.civ@mail.mil)

Commercial: 915-744-8633

8) Any Special Duty Assignment Pay Program (SDAP) entitlement must terminate the day **PRIOR** to departing from your losing station. It is your responsibility to terminate your SDAP to prevent overpayment and unnecessary financial hardship resulting from future collection.

9) 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 four additional requirements 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 Common Access Card (CAC) only system. Failure to register will result in denial of Outlook access. You will have access to your certificates alleviating the need for hard copies. 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. The ATCTS website is <https://atc.us.army.mil/iastar/index.php>.

10) 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. **YOU MUST DELETE** your home station accounts in order to establish an account upon arriving to the SMC.

11) If you have issues using your government travel charge card during your PCS contact the USASMA A/OPC. If you require TDY while attending the SMC, Resource Management and Logistics (G4) will assist with your account.

Mr. Carlos Teranmorales (USASMA Agency/Organization Program Coordinator (A/OPC) and G-4 Training Support Assistant) Email:

[carlos.a.teranmorales.civ@mail.mil](mailto:carlos.a.teranmorales.civ@mail.mil)

Work: 915-744-8367

12) 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 basic allowance for housing (BAH) at the Fort Bliss rate IAW Chapter 23, AR 37-104-3. Current BAH rates can be found at <https://www.defensetravel.dod.mil/>. If you are currently on a CONUS assignment, you are eligible for the PME waiver while at the Academy but **you must apply for the waiver PRIOR to your arrival**; process the waiver through your losing station G1. 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. The approved waiver must be on the PCS orders or orders amendments to include the BAH PME approval statement. OCONUS assignments are not authorized the PME waiver. See MILPER Message 14-174

13) The Medical Protection System (MEDPROS) and the Periodic Health Assessment (PHA) status must be green within 90 days of starting the course.

14) Complete the USASMA Registrar academic prerequisites and AR 350-1 pre-arrival tasks NLT 31 July; refer to the SMC Pre-Arrival Task List on the SMC world campus website for more information.

**c. Hand-carry the following administrative documents to the Academy:**

- 1) PCS Orders with any Amendments (x 10 copies)
- 2) SRB
- 3) Joint Service Transcript (JST)
- 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 (if applicable)
- 6) Lateral appointment 4187
- 7) DA Form 31 (original w/ 10 copies)
- 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. (needed to recertify BAH and complete annual Finance Records Review/ Personnel Records Review)
- 12) All finance paperwork (vehicle weight tickets, receipts, advance pay, etc.)
- 13) Vehicle registration paperwork and vehicle insurance
- 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)
- 16) Army Training Requirements Certificates as per AR 350-1 and the Pre-Arrival Task List:



17) Additional documents required at in-processing for M-Day/TPU/IRR/IMA Soldiers and does not apply to AGRs. This action starts the process of acquiring DD 214s given as part of the graduation packet.

- a) DA Form 2A or DA Form 2-1
- b) SGLV Form 8286
- c) DD Form 93
- d) All previous DD Form 214s
- e) All DD Form 4/1s and 4/2s
- f) All DA Form 4836s and the DD Form 4. The DD Form 4 needs to be the one that the DA Form 4836s are based on
- g) All DD Form 4/3s for any Reserve Soldier who has been on Active Duty
- h) Promotion orders for the current rank held
- i) All awards that were not included on previous DD Form 214s
- j) Have a valid CAC card

18) Additional documents for AGR: Please note that AGRs bring the following:

- a) SGLV Form 8286 and DD Form 93

## **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 for Army personnel. The USASMA controls and administers the second phase. Adherence to the guidance in Chapter 2, Pre-Arrival Tasks and Documentation will minimize delays upon arrival to Fort Bliss, the NCOLCoE and the USASMA.

### **3-2. PERMANENT CHANGE OF STATION.**

a. Assignment to the 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 at 2954 Carrington Road, Ft Bliss, TX 915-742-3303 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 travel on orders and do not need a DA Form 31 for in-processing.

c. The USASMA S-1 will accept and hold mail for 90 days upon your arrival. The address is 11291 SGT E. Churchill Road, Fort Bliss, TX 79918.

### **3-3. INITIAL REPORTING.**

a. You will report to the USASMA, East Auditorium, building 11291, starting at 0700 on your report date for information and instructions from the 1SG. The uniform is ACU or duty uniform for Sister Service and international students. If you report after 1600, report to Staff Duty (Figure 1, pg. 11) 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 USASMA S1.

b. The USASMA allows early reporting. It is **HIGHLY** recommended that you arrive early July to settle into housing, have transportation delivered, and get acclimatized and oriented to the area prior to the start of the course.

c. If arriving before 3 August 2020 all Army personnel with report to Fort Bliss Welcome Center, Building 505 Pershing Rd, 915-568-3035/1756 to in-process the installation. If you arrive on/after 3 August, you will report directly to USASMA, SMC S1 in Building 11293, Rm 503 (Figure 1, pg. 11) and complete the installation in-processing at the academy during the first three days after the report date. Once you complete the Fort Bliss and the USASMA in-processing, you will report to the 1SG or interim Class Leader daily.

d. 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 <https://www.ihg.com/armyhotels/hotels/us/en/fort-bliss/mfblc/hoteldetail> or call 915-565-7777 (extension "0" for the front desk). IHG Army Hotels allow up to two pets. The pet fee is \$75.00 (non-refundable) for both pets, which covers the first seven 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 East Fort Bliss also allow pets. For any other special

needs, please call 915-565-7777 extension 44367.

e. Your losing station may grant Permissive TDY (PTDY) en-route to Fort Bliss. If you intend to use PTDY, call the Fort Bliss Housing Office to see how your PTDY DA 31 is validated at 915-568-2898/2538.

### **3-4. SISTER SERVICE INITIAL REPORTING.**

a. All Sister Service personnel will report directly to the USASMA East Auditorium (Figure 1, pg. 11) on their report date for the 0900 formation. **DO NOT** report to the FortBliss Welcome Center.

b. Marines will coordinate with personnel records management through the Marine Unit Administrative Section at 915-568-3127.

c. Navy: the PSD, El Centro, CA maintains Navy personnel records. Personnel will coordinate their personnel records management through the local Navy support activity: El Paso Navy Reserve Center 4810 Pollard Street El Paso, TX 79930, 915-565-3993.

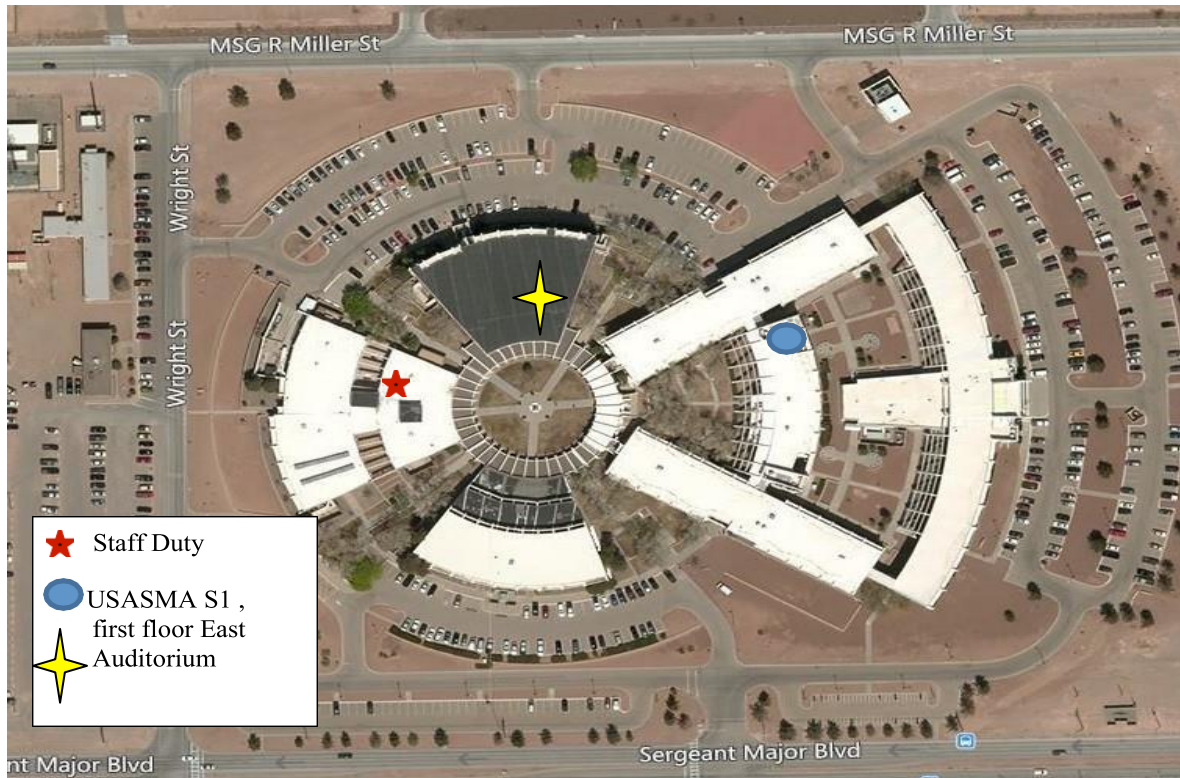
d. Air Force personnel will coordinate records management, finance, and promotion testing through the 49 FSS, Holloman AFB, and NM. If staffed, the SMC's resident Air Force instructor will assist you in coordinating records management with the 49 FSS. Immediately submit your travel voucher through the PCS In-Processing System (PIPS) on Air Force Portal. Contact the 49 FSS WAPS Testing Center at 575-572-5970 or DSN 572-5970 to schedule your promotion test. Contact 49 FSS at 575-572-7277/7278 or DSN 572-7277/7278 for any questions/concerns regarding your PCS.

e. Coast Guard will coordinate records management with the Office of Leadership, COMDT (CG-12C), Enlisted Professional Military Education Program Manager, 2703 Martin Luther King Blvd, SE, Stop 7907, Washington D. C. 20593-7907, work number: (202) 475-5511.

### **3-5. IN-PROCESSING THE USASMA.**

a. 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. Unaccompanied or single parents are advised to report early enough to settle their household.

b. The 1SG or interim Class Leader will hold a daily 0900 morning formation at the USASMA East Auditorium (Figure 1, pg. 11) for those who arrive prior to the course start date (after in-processing the welcome center). The 1SG will advise and assist you if you have questions or issues. After the 0900 formation, the 1SG will usually release you to continue to settle your home and prepare for the course.



**Figure 1 – USASMA Key Locations**

c. The 1SG will provide an in-processing schedule and cover initial in-processing guidance to the class. You will receive the initial briefings from the 1SG and the USASMA Deputy Director.

d. Family members will not attend the initial in-processing briefing.

**3-6. 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, the USASMA will initiate that investigation.

c. All Periodic Reinvestigations that come due up to 30 days prior to the reporting date 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 Non-disclosure Agreement (NDA) 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 NCOLCoE G-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.

MSG Saffron Fletcher (NCOLCoE G2)

Email: [saffron.m.fletcher.mil@mail.mil](mailto:saffron.m.fletcher.mil@mail.mil)

Work: 915-744-8211

### **3-7. SPONSORSHIP PROGRAM.**

a. This student guide meets the sponsorship requirement IAW Chapter 2 of AR 600-8-8. The USASMA Deputy Director acts as the Commander for students attending the SMC. The USASMA Deputy Director and 1SG are the primary points of contact for all students during in-processing. Once the class begins, the student’s instructor is the first leader in your Chain of Command. The USASMA Reserve Component (RC) and Army National Guard (ARNG) Faculty Advisors are available to assist with specific RC and ARNG issues.

Ms. Lisa Roberson

Email: [usarmy.knox.hrc.mbx.epmd-ncoes-smc@mail.mil](mailto:usarmy.knox.hrc.mbx.epmd-ncoes-smc@mail.mil)

Work: (502) 613-5528

DSN: (312) 983-5528

USA Sergeants Major Academy (RC)/Pre-Command Course (RC) Military Schools Branch

ATTN: KNOX-HRC-EPF-S

1600 Spearhead Division Avenue

U.S. Army Human Resources Command of Excellence Fort Knox, KY 40122

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Email: [wayne.f.baker.mil@mail.mil](mailto:wayne.f.baker.mil@mail.mil)

Work: 915-744-8304

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SGM Tracy F. Cartwright (ARNG LNO)

Email: [tracy.f.cartwright.mil@mail.mil](mailto:tracy.f.cartwright.mil@mail.mil)

Work: 915-744-2783

### **3-8. UNIFORMS.**

a. Arrive at the Academy with all initial issue-clothing items. 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 the first month of the course. You may be required to wear the Tropical ASU. Prior to arrival, uniforms must reflect either MSG or SGM rank. **Be advised that the Military Clothing Sales are often low on the MSG/SGM ranks for the uniforms.**

b. You must also have appropriate business casual clothing for the duty day and 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 closed-toe shoes.
- 3) Shorts, sandals, jeans, tank tops and running shoes **ARE NOT** business casual civilian attire.

c. Headgear - Special Forces (SF) qualified students may wear the Green Beret with the SF unassigned flash and the USASMA crest. All other students will wear the black beret with the blue flash and ULTIMA crest to include students coming from Ranger and Airborne units when wearing the ASU/dress uniform. The duty uniform headgear is the ACU patrol cap.

d. Distinctive Items Authorized for Infantry Personnel - the wear of the Infantry shoulder cord (commonly referred to as the "blue cord") is not authorized while assigned to the USASMA IAW AR 670-1 para 19-30.

### **3-9. 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://bliss.armymwr.com/us/bliss/programs/school-support-services/>

b. Be prepared to provide the following records for your child's registration in any local school:

- 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

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 examinations 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.

### **3-10. HOUSEHOLD GOODS.**

a. 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.

### **3-11. QUARTERS.**

a. There is a shortage of housing units for SMC 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 <http://www.fortblissfamilyhomes.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 housing office and Balfour Beatty are your POCs for housing assignments.

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 number is 915-568-2898. The link to their website is <https://www.bliss.army.mil/dpw/Housing/index.html>.

c. In the case of assignment as permanent party personnel at Fort Bliss, Balfour Beatty may not allow you to move from on-post housing, assigned to you while in a student status, into another housing 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.

d. Fort Bliss has an RV park that is open to students. You may stay there for the entire length of the SMC. The park also allows up to three pets. For more information call 915-568-4693/0106 or go to <http://bliss.armymwr.com/us/bliss/programs/rv-park-and-family-campground/>

### **3-12. FINANCE.**

a. Keep all financial documents available for in-processing. All finance in-processing will be done during the Fort Bliss in-processing or the USASMA in-processing. Initiate all actions through the USASMA S1. Ensure you bring any relevant BAH documentation (marriage decree, divorce decree, etc.) for recertification.

b. APME BAH waiver must be submitted before your arrival to Fort Bliss. See MILPER message 14-174 for more information.

### **3-13. VEHICLE & WEAPONS REGISTRATION.**

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 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 and family members who reside permanently, or temporarily, in Fort Bliss family quarters, government owned or leased, **will register** all privately owned firearms. Incoming students residing on Fort Bliss must obtain the firearms registration form from the Provost Marshal Office (PMO) at Buffalo Soldier Gate. Fill out the appropriate information and submit it to the USASMA S1. 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 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 USASMA has an active Motorcycle Mentorship Program and Mentor. For more information on the USASMA-Resident Motorcycle Mentorship Program, please contact the USASMA Motorcycle Mentor at 915-744-8657 or the 1SG at 915-744-2254.

### **3-14. BICYCLES.**

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

### **3-15. 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, Rottweiler's (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, and Failure to Obey a Lawful Order.

b. Fort Bliss policy restricts the number of pets allowed in family quarters (except fish). Registration and annual rabies vaccinations are required on post. Additional information can be obtained from <http://bliss.armymwr.com/us/bliss/programs/veterinary-services/> to include registration packets. Contact the Fort Bliss Veterinary Activity, Building 6077, Carter Road, 915-742-2266, for further information.

### **3-16. FAMILY CARE PLAN (FCP).**

a. 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 to the USASMA. The USASMA S1 will assist in certifying the FCP. Family members enrolled in Exceptional Family Member Program (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) expire prior to arrival, 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, West Fort Bliss, Mon-Fri, 0730-1630.

## **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 instructor, the Department Vice-Chair, the 1SG, the USASMA Deputy Director, the USASMA 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. STUDENT PARTICIPATION.**

- a. While attending the SMC, students will be encouraged to sign up for at least one committee. Signing-up for committees will occur within the first two weeks of SMC. The committees are listed in Appendix A.
- b. Students will also be able to submit their names for student leadership positions. These leadership positions will act as liaisons between the USASMA staff and the student body. The positions are listed in Appendix B.

**4-6. PROTOCOL.**

- a. The USASMA is the home of the Sergeant Major. The staff, faculty, and fellow students at the SMC will address students based on their rank as either Sergeant/Sergeant Major or by their equivalent Sister Service or national title for international students. 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. Additionally, the Commandant is the only person authorized to invite guest speakers to address the SMC students. At no time will any student invite anyone to address the class.

#### **4-7. 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; wear of U.S. Army uniform/clothing is **NOT AUTHORIZED.**

#### **4-8. PASS AND LEAVE POLICY.**

a. The SMC students may take ordinary leave while assigned to the course during designated times. The 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 USASMA will not grant passes during the course except for approved holidays.

c. You will submit pass requests to your instructor 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 and leave.

d. Holiday, Spring Break, and Emergency Leaves are the only authorized leave periods. The USASMA Deputy Director will address all other leaves on a case-by-case basis. Leave requests will be routed through the Instructor, the Vice-Chair, and the USASMA Deputy Director. Your instructor will track the number of hours missed and keep their Vice-Chair, and the USASMA Deputy Director informed of total hours missed. Leave requests must be turned into the USASMA S1 through your department NLT 21 working days prior to the start of your leave; untimely requests could be denied.

e. Students will physically (in-person) sign in and out during periods of passes or leave at the SDNCO or USASMA S1.

#### **4-9. OFF LIMITS AREAS.**

a. The Fort Bliss Commanding General has established several areas as off-limits to Soldiers. You will receive a briefing on off-limits areas and establishments upon arrival to Fort Bliss. Off-limits information is available at [https://home.army.mil/bliss/application/files/4815/5965/7490/AFDCB\\_Off-Limits\\_2019.pdf](https://home.army.mil/bliss/application/files/4815/5965/7490/AFDCB_Off-Limits_2019.pdf)

#### **4-10. TRAVEL TO MEXICO.**

a. 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: Student Committee*

a. While attending the SMC, students will be encouraged to sign up for at least one committee. Sign up for the committees will occur within the first two weeks of the SMC. The committees are:

- 1) "Days of Remembrance" of Victims of the Holocaust (one week incorporating Ha'Shoah)
- 2) Class Coin Committee
- 3) Class PAO
- 4) Class Project Committee (Legacy)
- 5) Commander Cup Committee
- 6) Dining-Out Committee
- 7) Halloween (Trunk or Treat)
- 8) JROTC Committee
- 9) Martin Luther King, Jr Observance
- 10) Protocol Committee
- 11) ULTIMA Day Committee
- 12) Women's Equality Day Committee
- 13) Yearbook Committee
- 14) Christmas Tree Lighting Committee

*Appendix B: Student Leadership*

Students will also be able to submit their names for Student leadership positions. These leadership positions will act as liaisons between SMC Staff and the student body. The positions are:

- 1) President
- 2) Vice President
- 3) S-3
- 4) S-1
- 5) Treasurer/Assistant Treasurer
- 6) Readiness Coordinator

