

**SERGEANTS MAJOR COURSE
STUDENT GUIDE**



**SMC STUDENT GUIDE
TABLE OF CONTENTS**

<u>SUBJECT</u>	<u>PARA</u>	<u>PAGE</u>
Chapter 1 – Course Summary		3
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
Chapter 2 – Pre-Arrival Requirements		5
Purpose.....	2-1	5
Pre-Arrival Tasks and Documentation.....	2-2	5
Chapter 3 – Arrival and In-Processing		9
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 SGM-A.....	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
Chapter 4 – General Administration		17
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 Sergeants Major Academy (SGM-A) 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 SGM-A 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. Students 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 problemsolving. 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 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 (JIIMO) 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 SGM-A (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.ncoworldwide.army.mil/Academics/Sergeants-Major-Academy/Resident-Students/>.
- b. Prospective students are encouraged to contact the SGM-A 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 SGM-A 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 SGM-A Education Program Analyst during in-processing for more information.

Mr. Shawn P. Conrad (SGM-A Education Program Analyst)

Email: shawn.p.conrad.civ@army.mil.

Work: 915-744-8243

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

Ensure you contact the SGM-A Education Program Analyst upon enrollment.

1-6. INTERNATIONAL MILITARY STUDENT SPONSOR OPPORTUNITIES.

- a. Any student may apply to be an International Military Student Sponsor. Military sponsors establish relationships with the international students 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 Military Student Sponsor, please check the NCO Worldwide Website, Sergeants Major Course (Resident Students), at <https://www.ncoworldwide.army.mil/Academics/Sergeants-Major-Academy/Resident-Students/> or email the following IMSO staff members for information on the IMS sponsorship program quentin.j.cormier.civ@army.mil or carlita.r.anderson.civ@army.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 SGM-A First Sergeant at 915-744-8657, 11293 SGT E. Churchill St., Fort Bliss, Texas 79918-8002, M-F, 0930-1630 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:

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

1) Bring all military uniforms (ASU, AGSU, ACU, complete 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.**

2) Upon arrival, you must meet the Army's height and weight standards, IAW AR 600-9. Failure to meet the standard will result in course dismissal.

3) If you have a 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.

4) You must update your TRICARE Prime enrollment for the (Western) region for your medical care; you should choose **MENDOZA CLINIC** 915-742-2273 as your medical treatment facility (MTF). 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 members' DEERS records are also up-to-date.

Fort Bliss EFMP Website: <https://william-beaumont.tricare.mil/Clinics/Mendoza-Center/Exceptional-Family-Member-Program>

Commercial: 915-742-3715 (option 5)

Dental Clinic 3: 915-742-3303 Website: <https://william-beaumont.tricare.mil/Clinics/McAfee-Health-Dental-Clinic>

5) 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.

6) Service School Obligation: Soldiers will incur a 24-month service obligation upon graduation from the SMC. All Soldiers are required to complete acknowledgement of the Service Remaining Requirement (SRR) by signing the statement located at the link <https://www.hrc.army.mil/asset/19531>. Scan and email the completed copy to usarmy.knox.hrc.mbx.epmd-sgm-branch@army.mil Commercial: 502-613-5874

7) 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.

8) You must be enrolled in the Army Training & Certification Tracking System (ATCTS) PRIOR to departing your losing station. This system ensures the completion of training on DOD Cyber Awareness and that you have digitally signed the Mandated Army IT User Agreement within the last year. You must enroll in this system and then complete the required training PRIOR to arriving to Fort Bliss (DOD Cyber Awareness Training and Mandated Army IT User Agreement, both located at <https://cs.signal.army.mil> The ATCTS is a Common Access Card (CAC) only system. Failure to register will result in denial of NIPR computer access. 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>

9) MilConnect MIL address and information must be updated prior to arrival to reflect the correct duty sub organization as “TRADOC Sergeants Major Academy” and location “Fort Bliss”. Please fill out all the other blocks as well to ensure you receive your Army 365 license and account. TRADOC units no longer use @mail.mil, we only operate on @army.mil. Sister services ensure you have the appropriate 365 account prior to arrival, you will not receive an Army 365 account. If you already have an Army 365 account you will be pulled under TRADOC upon in processing. If you have not had your e-mail accounts migrated to a @army.mil account, ensure you clear your Outlook/NEC accounts from your losing station. YOU MUST DELETE your home station local NIPR account in order to establish an account upon arriving to the SMC. This does not apply to ARNG students. Foreign Military students will receive their guidance when they are on ground at the SMC to get an Army 365 account and local NIPR account. **This does not apply to ARNG and USAR Students.**

10) If you have issues using your government travel charge card during your PCS contact the SGM-A A/OPC. If you require TDY while attending the SMC, Resource Management and Logistics (G4) will assist with your account SGM-A Agency/Organization Program Coordinator (A/OPC) and G-4 Training Support Assistant) Email: carlos.a.teranmorales.civ@army.mil
Work: 915-744-8367

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

c. Hand-carry the following administrative documents during in processing:

- 1) PCS Orders with any Amendments (x 10 copies)
- 2) PME BAH Waiver (if applicable)
- 3) Drafted Family Care Plan for processing (if applicable)
- 4) SRB (**ARNG-ERB**)
- 5) Joint Service Transcript (JST)
- 6) College Transcript(s). Bring a student copy and an official copy, if you intend to attend college while **IN** the course
- 7) X-Rays, MRI's, CT Scans, Medical Records, Dental Records (if applicable)
- 8) DA Form 31 (original w/ 10 copies), ARNG MDAY and USAR TPU may not be required to have
- 9) All appropriate S-2 paperwork (EPSQ, Security Clearance, etc.)
- 10) DD 1561 (Family Separation) (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) School enrollment paperwork, children's medical test results, children's shot records, birth certificates, and last report card
- 14) Information Awareness Certificates (if student could not enroll in ATCS)
- 15) Training Requirements Certificates as per AR 350-1 and the Pre-Arrival Task List.
- 16) Additional documents required at in-processing for MDAY/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
 - k) All components need to complete PRR prior to arrival (**Active, ARNG, USAR**)
- 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. The purpose of this chapter is to provide guidance to students on the arrival and in-processing procedures. Adherence to the guidance in Chapter 2, Pre-Arrival Tasks, and Documentation will minimize delays upon arrival to Fort Bliss, the NCOLCoE and the SGM-A.

3-2. PERMANENT CHANGE OF STATION.

a. "Assignment to the SGM-A 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 AGR 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 NCOLCoE G1 will accept and hold mail for 90 days upon your arrival. The address is 11291 SGT E. Churchill Street, Fort Bliss, TX 79918.

3-3. INITIAL REPORTING.

a. Please be aware that the following reporting procedures are subject to change based on the operational environment. To ensure receipt of the most up to date information call Staff Duty at 915-744-8081/8355.

b. Upon your arrival to Ft. Bliss, DO NOT report directly to the SGM-A. You must first report to Reception Bldg. 1006 Carter Rd. Ft. Bliss, TX 79906, between the hours of 0800-1700, where you will be instructed to in-process installation. Upon completion at Bldg. 1006, you must report to Bldg. 505 for installation arrival transaction and DD-93 update. Only report to the NCOLCoE G1 AFTER you complete in-processing at Bldg. 1006 and Bldg 505.

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 <https://www.ihg.com/armyhotels/hotels/us/en/fort-bliss/mfblc/hoteldetail> or call 915-565-7777 (extension "0" for the front desk). 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.

f. Your losing station may grant Permissive TDY (PTDY) en-route to Fort Bliss.

3-4. SISTER SERVICE INITIAL REPORTING.

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

b. 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.

c. Air Force personnel will need to inprocess with the 49 FSS, Holloman AFB, NM, which is about a 1-1.5 hours away from Fort Bliss. Please also contact the Holloman AFB Finance office to schedule your appointment to file your travel voucher while you are up there. The SMC's resident Air Force instructor, CMSgt Christopher Murphy will serve as your rater/supervisor while you are in student status. He can be reached at Comm: (915) 744-8677 / DSN (312) 621-8677 or via email at: christopher.c.murphy6.mil@mail.mil and is in DJIIMO, Rm #108. Please contact the 49 FSS for any questions/concerns regarding your PCS: Holloman AFB MPF Assignments: (575) 572-1316; Holloman AFB MPF Evals/Duty Position Updates: (575) 572-1103; Holloman AFB MPF ID Cards/Awards/Decs: (575) 572-7277; Holloman AFB MPF Reenlistment/Extensions: (575) 572-1107, and the Holloman AFB Dental Clinic: (575) 572-2778 and Holloman AFB Finance: (575) 572-0784. Additionally, the Air Force First Sergeant is stationed at the Barnes Center at Maxwell AFB, Gunter Annex, Alabama and can be reached at (334) 416-174. If needed, the Barnes Center CSS can be reached at (334) 416-1830 / DSN: 596-1830. Further issues/concerns should be addressed as they arise to CMSgt Murphy who can steer you in the right direction

d. 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.

a. POC FOR ARNG/USAR ADVISORS/LNO:

SGM John P. Salazar (ARNG LNO)
Email: john.p.salazar6.mil@army.mil
Work: 915-744-2783
Mobile: 928-522-3182

SGM Michael Waskewich(USAR Senior Advisor)
Email: Michael.a.waskewich.mil@army.mil
Work: 915-744-2783
Mobile: 765-265-0764



Figure 1 – SGM-A Key Locations

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 SGM-A will initiate that investigation.
- c. All Periodic Re-investigations that come due up to 30 days prior to the reporting date and during the course will be initiated at SGM-A. 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. Please be aware The U.S. government intends to transition from the Joint Personnel Adjudication System (JPAS) to the Defense Information System for Security (DISS) for its security clearance and public trust determinations on August 1, 2019. Once DISS is fully deployed, it will replace JPAS. Until that time 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 SGM-A Security Assistant, as the USCG does not use JPAS.

Ms. Marylou Novak (NCOLCoE G2)
Email: Marylou.novak.civ@army.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 SGM-A Deputy Director acts as the Commander for students attending the SMC. The SGM-A 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 SGM-A 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@army.mil
Work: (502) 613-5528
DSN: (312) 983-5528
USANCOLCoE SGM-C (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

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 ASU/AGSU uniform could be worn during the first month of the course. 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.**

c. Headgear - Special Forces (SF) qualified students may wear the Green Beret with the SGM-A 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/AGSU dress uniform. The duty uniform headgear is the patrol caps.

* Infantry cords and jump boots are prohibit for wear while assigned to the SMC.

3-9. LOCAL SCHOOLS INFORMATION.

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

https://bliss.armymwr.com/directory?ccm_paging_p=7&ccm_order_by=ak=location_name&ccm_order_by_direction

a. 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 PersonalProcurementMove(PPM) move options.

More information can be found on: <https://my.move.mil/sign-in>

3-11. PRIVATIZED QUARTERS.

a. 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 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://home.army.mil/bliss/index.php/about/Garrison/directorate-public-works/housing-division>

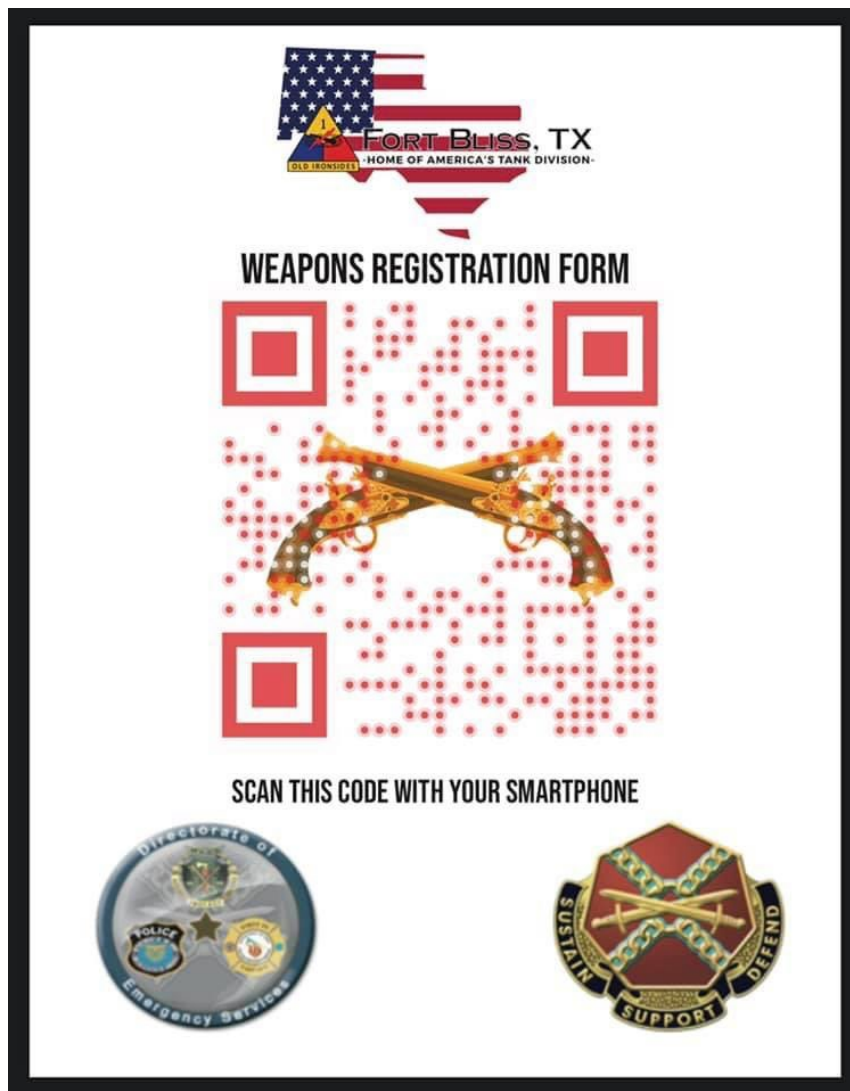
c. Fort Bliss has an RV park that is open to students. You may stay there for the entire length of the SMC. The park also allows up to three pets. For more information call 915-568-4693/0106 or go to <https://bliss.armymwr.com/programs/rv-park-and-family-campground>.

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 brief. Ensure you bring any relevant BAH documentation (marriage decree, divorce decree, etc.) for recertification.

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 SGM-A 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. The weapons registration form can be found at the link below:
https://home.army.mil/bliss/application/files/4315/9078/7593/FortBliss_Firearms_Registration_FB_FO_RM_0023-R2-E.pdf



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 SGM-A has an active Motorcycle Mentorship Program and Mentor. For more information on the SGM-A-Resident Motorcycle Mentorship Program, please contact the SGM-A 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 SGM-A. The SGM-A 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, 0730-1600. Website: <https://william-beaumont.tricare.mil/Clinics/Mendoza-Center/Exceptional-Family-Member-Program>

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 the 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 department leadership, 1SG, SGM-A Deputy Director, SGM-A Director, 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 SGM-A staff and faculty. The SGM-A 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 the student leadership positions. These leadership positions will act as liaisons between the SGM-A staff and the student body. The positions are listed in Appendix B.

4-6. PROTOCOL.

- a. 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/DA PAM 670-1.

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 SGM-A 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 SGM-A will not grant passes during the course except for approved federal and training holidays. 

c. You will submit pass requests through your department chain of command. 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 SGM-A Deputy Director will address all other leaves on a case-by-case basis. Please be aware that requirements may be changed at any time due to the operational environment.

e. **Students will physically (in-person) sign in and out during periods of passes or leave at the SDNCO or SGM-A S1. Be aware these requirements may change based on the operational environment. Students may be required to sign in and out telephonically or in person, based off the guidance from higher.** Students will call or go to the SD desk with the SDNCO or S1  to conduct this process.

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.

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

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) Class Coin Committee
- 2) Class PAO
- 3) Class Project Committee (Legacy)
- 4) Military Ball Committee
- 5) Halloween (Trunk or Treat)
- 6) JROTC Volunteer Group
- 7) Protocol Committee
- 8) ULTIMA Day Committee
- 9) Yearbook Committee
- 10) Christmas/Holidays Committee
- 11) Volunteer Group
- 12) CMF Coordination Group

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
- 7) KMR (Knowledge
Management)

