

**HEADQUARTERS**  
**HAWAII ARMY NATIONAL GUARD**  
**91-1227 ENTERPRISE AVENUE**  
**KAPOLEI, HAWAII 96707-2150**

NGHI-PER-ENL (135)

25 April 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Hawaii Army National Guard (HIARNG) Fiscal Year 2026 (FY26) Sergeants Major Academy (SGM-A) Selection Board Memorandum of Instruction (MOI)

1. References.

- a. Army Regulation 135-91 (Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures).
- b. Army Regulation 350-1 (Army Training and Leader Development).
- c. Army Regulation 600-8-19 (Enlisted Promotions and Demotions).
- d. National Guard Regulation 600-200 (Enlisted Personnel Management).

2. General. The SGM-A provides institutional training for self-aware and adaptive Senior Noncommissioned Officers (NCOs) of character and competence with the skills to shape the joint operational environment while simultaneously working with uncertainty and ambiguity. The course involves two formats.

- a. Resident. SGM-A R consists of nine months of instructions at the Noncommissioned Officer Leadership Center of Excellence (NCOLCoE), requiring a permanent change of station (PCS).
- b. Distributed Learning. SGM-A DL consists of 18 months of electronics-based learning with a two-week final phase (Resident).

3. Purpose. The selection process aims to identify and recommend Senior NCOs in the pay grade of E-8 for enrollment into SGM-A, enhancing their professional development and meeting HIARNG's leadership and management needs.

4. Eligibility Requirements. NCOs applying for SGM-A enrollment consideration must meet the following basic criteria.

- a. Must be eligible for promotion consideration to SGM / CSM for the FY26 Enlisted Promotion System cycle, per reference 1e.
- b. Must have a current security clearance.

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c. There is no current suspension of favorable personnel actions (Flags), and they are not the subject of an investigation.

5. Timelines. Complete packets are due by the suspense date. Submitted packets will be boarded as-is, and no extensions will be granted.

a. NLT 16 July 2025, submit packets using the following links.

MS Teams: [https://armyeitaas.sharepoint-mil.us/:f:/r/teams/G1189/Shared%20Documents/02-G1%20EPM/1\\_FY26%20MOI%20\(600-8-19b1\)/4\\_SGM-A\\_PACKET\\_DROP\\_BOX?csf=1&web=1&e=rswvlq](https://armyeitaas.sharepoint-mil.us/:f:/r/teams/G1189/Shared%20Documents/02-G1%20EPM/1_FY26%20MOI%20(600-8-19b1)/4_SGM-A_PACKET_DROP_BOX?csf=1&web=1&e=rswvlq)

SharePoint: [https://armyeitaas.sharepoint-mil.us/:f:/r/teams/G1189/Shared%20Documents/02-G1%20EPM/1\\_FY26%20MOI%20\(600-8-19b1\)/4\\_SGM-A\\_PACKET\\_DROP\\_BOX?csf=1&web=1&e=NLaRsf](https://armyeitaas.sharepoint-mil.us/:f:/r/teams/G1189/Shared%20Documents/02-G1%20EPM/1_FY26%20MOI%20(600-8-19b1)/4_SGM-A_PACKET_DROP_BOX?csf=1&web=1&e=NLaRsf)

b. NLT 15 August 2025 SGM-A enrollment selection board convenes.

c. NLT 1 October 2025 results are published.

6. Packet Requirements. All packets must include the documents listed below (as applicable) as one scrolling .pdf file per NCO, arranged in order following the checklist. Format each packet file name as SGM-A\_Last\_First\_UIC (Example: SGM-A\_Delacruz\_Juan\_8APAA).

a. HIARNG SGM-A Enrollment Consideration Board Checklist (Encl 1).

b. SGM-A Memorandum of Intent (Encl 2).

c. Selection Board Record Brief (validated no earlier than 28 February 2025).

d. The last three (3) NCOERs.

e. DA Form 705-TEST (Army Combat Fitness Test Scorecard) within 8 months (AGR) or 14 months (IDT) of the board convening date.

f. DA Form 5500 or 5501 (Body Fat Content Worksheet) or DTMS Height / Weight Individual Training Report within 8 months (AGR) or 14 months (IDT) of board convening date.

g. Local Agency Check (LAC).

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h. Security Clearance Verification Memorandum.

i. Drug Testing Verification Memorandum with DAMIS report.

j. MEDPROS Individual Medical Readiness (IMR) report. PHA (completed by the provider) within 15 months of board convening date.

k. DA Form 3349 (Physical Profile Record), if applicable.

l. MSC CSM or Separate Unit 1SG Certification Memorandum (Encl 3).

7. MSC CSMs and Separate Units 1SGs will submit a memorandum for record certifying that all eligible NCOs in their respective MSCs/units were informed about this MOI.

8. The overall goal of the SGM-A selection board is to afford the maximum opportunity for professional development, maintain transparency and communication, encourage Senior NCOs to seek challenging roles as SGM or CSM, and select the organization's future leaders.

9. The point of contact for this memorandum is the G1 Sergeant Major, SGM Cesar A. Ramirez II, at 808-844-6202 or [cesar.a.ramirez3.mil@army.mil](mailto:cesar.a.ramirez3.mil@army.mil).

Encls

1 – SGM-A Board Checklist  
2 – Memorandum of Intent  
3 – MSC CSM / Sep Unit 1SG  
Memorandum for Record

PHOEBE P. INIGO  
COL, GS, HIARNG  
Personnel Officer

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