



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 21ST THEATER SUPPORT COMMAND
UNIT 23203
APO AE 09263

AERPE-SM

15 September 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 21st Theater Support Command Policy Letter 12, First Sergeant Management Procedures

1. References:

- a. AR 614-200, Enlisted Assignments and Utilization Management, 12 July 2001.
- b. AE Regulation 614-3, Enlisted Distribution Policy, 7 March 2003.
- c. Army in Europe Policy Letter 5, USAREUR Officer (Army Competitive Category) and Noncommissioned Officer Professional Development, 4 May 2003.
- d. Army in Europe Command Letter 14, Company Commander/First Sergeant Course, 14 March 2003.

2. My goal is to have the best qualified noncommissioned officers (NCOs) serving as First Sergeants and Detachment Sergeants in the 21st Theater Support Command. It is also my goal to develop our NCOs by providing them with the opportunity to serve in challenging leadership assignments.

3. Accordingly, the following policies and procedures are established:

a. The unit first sergeant will be the most senior and experienced NCO in the unit. He or she will assume this position voluntarily and will normally perform in the position for a minimum of 18 months and a maximum of 24 months. Most first sergeants will be appointed from the rank of master sergeant, but if a master sergeant is not available, a senior sergeant first class may serve. The brigade commander, with input from the 21st TSC Command Sergeant Major (CSM), is the approval authority for selection of first sergeants.

b. Noncommissioned officers selected for first sergeant positions should possess the MOS of the authorized duty position. Noncommissioned officers will only be assigned to a first sergeant position outside of their Career Management Field (CMF) when there are no other NCOs in the CMF available. Requests to assign NCOs outside of their CMF will be forwarded to the 21st TSC G1 for submission to Department of the Army for approval.

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4. Prior to assuming duties as first sergeant, NCOs should:

a. Attend the First Sergeant Course at Fort Bliss, Texas. This course is mandatory for all first time first sergeants prior to assuming the position and a prerequisite for award of SQI "M." The gaining unit will request, through the 21st TSC G3, a reservation at the FSC. In the event a training seat cannot be obtained prior to assumption of duties, the gaining unit will submit a request for exception through the 21st TSC CSM to the Deputy Commanding General for approval. When an exception is granted, the NCO must attend the next available course.

b. Attend the USAREUR 1SG Course. In the event a training seat cannot be obtained 2 to 4 months prior to assumption of duties, the gaining unit will submit a request for exception through the 21st TSC CSM to the Deputy Commanding General for approval. When an exception is granted, the NCO must attend the next available course.

5. The point of contact is the G1, Strength Management Division, 484-8249.

6. FIRST IN SUPPORT!



BENNIE E. WILLIAMS
Major General, USA
Commanding

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A (21st TSC Cir 25-30)