

Process for selecting a MilTech or AGR Soldier for 1SG or CSM Under Command, Leadership and Staff Assignment Policy (CLASP)

The normal Request for Fill (RFF) procedure is followed: RFF sent to State, 1SG or CSM Certificate is generated, signed, and returned to MACOM, and interviews occur. When the selection is made and the Soldier is MilTech or AGR, the CLASP process is also followed in addition to the normal selection process.

1. Soldier is counseled (see CLASP counseling example).
2. Selecting unit generates a CLASP Plan (see CLASP Plan memo example).
3. All documents, including normal selection documents, are sent forward AGR or Tech branch.
4. Human Resources will review and deem if necessary. **ALL** AGRs must have CLASP approval, but only the MilTechs that HR deems necessary have to have CLASP approval.
5. After CLASP approval memo is signed, all documents are forwarded to Actions Branch for processing.