



DEPARTMENT OF THE ARMY
U.S. ARMY CENTER OF MILITARY HISTORY
102 4TH AVENUE, BUILDING #35
FORT LESLEY J. McNAIR, DC 20319-6050

AAMH-MD

24 January 2019

MEMORANDUM OF INSTRUCTION

SUBJECT: U.S. Army Artist-in-Residence Selection Board Process

1. **PURPOSE:** This MOI assigns responsibilities and procedures for selecting the U.S. Army Artist-in-Residence.
2. **ELIGIBILITY:** All Career Management Fields SSG through MSG are eligible for the Artist-in-Residence Position.
3. **RESPONSIBILITIES:**
 - a. The Office of the Sergeant Major of the Army will serve as the proponent to approve the selected individual, and in coordination with the Office of the Chief of Public Affairs (OCPA), will promote the Army Art Program Artist selection process.
 - b. The U.S. Army Center of Military History (CMH), Museum Division, Fort McNair, DC, administers the Army Art Program Artist selection process, and in coordination with the Office of the Administrative Assistant to the Secretary of the Army (OAA) Human Resources Management Division (HRMD), will submit a By-Name Request (BNR) of the selected individual to United States Army Human Resources Command for assignment.
 - c. OCPA will utilize its social media platforms to advertise this opportunity to reach the largest pool of qualified candidates.
4. **SELECTION BOARD:**
 - a. The selection board for the Army Art Program, U.S. Army Artist-in-Residence will consist of the following members:
 - (1) Museums Director (President)
 - (2) Chief Art Curator
 - (3) Current Artist-in-Residence
 - (4) Former Artist-in-Residence

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(5) Local civilian art expert

(6) Board Secretary (no vote)

5. PROCEDURES:

a. Qualified applicants will submit selection packets in accordance with criteria as provided as Enclosure 1 NLT 1 April 2019 to the address below. Electronic scanning and e-mail is preferred. Please ensure selection packets are clearly scanned for board consideration. Incomplete nomination packets will not be considered and will be disqualified.

Museum Director
US Army Center of Military History Museums Directorate
ATTN: Cherry Johnson
9955 Tracy Loop BLDG 765
Fort Belvoir, VA 22060

E-mail scanned nomination packets to:

Primary: Ms. Cherrie L. Johnson, 703-805-9770, cherrie.l.johnson2.civ@mail.mil

Secondary: MSG Juan Munoz, 703-805-7577, juan.c.munoz.mil@mail.mil

b. Nomination packets must be endorsed through the chain of command by the first Lieutenant Colonel (or civilian equivalent) level command authority.

c. The individual selected as the U.S. Army Artist-in-Residence Select should be available for TDY to the National Capital Region to attend the official presentation ceremony during the U.S. Army Birthday Week scheduled on or around 14 June 2019. TDY funding for travel, food and lodging will be coordinated through the Center of Military History.

6. Any questions concerning the U.S. Army Artist-in-Residence Selection Process should be directed to the Army Artist in Residence Selection Board Secretary, Ms. Cherrie Johnson, 703-805-9770, cherrie.l.johnson2.civ@mail.mil.

GREGORY A. BAKER
COL, USA
Director, Museums Directorate
U.S. Army Center of Military History

U.S. ARMY ARTIST-IN-RESIDENCE SELECTION PROCESS

Board Submissions Due 1 April 19

1. Minimum Requirements:

a. At time of packet submission candidate **MUST** be world-wide deployable IAW Secretary of the Army, Army Directive 2018-22 (Retention Policy for Non-Deployable Soldiers)

b. At time of selection candidate must have a min of 24 months on current duty station.

c. Rank: Non-Commissioned Officer (SSG-MSG)

d. APFT: obtained a passing score on record APFT within 12 months of selection packet submission date. Soldiers who cannot take certain APFT events due to permanent profiles are not be excluded from competing (see Army Directive 2018-22).

e. Must meet Army Body Composition Program standards

f. Weapons Qualification within 12 months of board packet submission date (see "Additional Information" below)

g. No UCMJ, Suspension of Favorable Actions or disciplinary action (e.g., letter of reprimand, etc.) (Company Commander's verification required)

h. Must be on Active Duty and with 36 months remaining in service as of 14 June 2019

2. Nomination Packets will include and will be sequenced as follows:

a. One page biography, which includes candidate's full name, rank, current duty position, unit of assignment, unit mailing address, and duty telephone numbers (commercial and DSN), home address, home telephone, and e-mail address

b. Art Portfolio (do not send original art if sending hard copies) which includes 10-20 pieces of art with captions (title, year, medium, size) which clearly demonstrate the ability to do the following:

- (1) Draw and illustrate proper human form
- (2) Technical ability to develop artwork in traditional art mediums (ex: Oils, Acrylics, Watercolor, Sculpture, etc.)

c. One (1) page statement of purpose from the individual nominee demonstrating their understanding of the history of the U.S. Army Art Program, why they should be selected, and how they will continue to improve the current program.

d. One official (3/4 length) color photo in ASU uniform without headgear (ACUs are acceptable if deployed, but require a Company Commander's statement)

e. Recommendation memo from the candidate's chain of command (requires a minimum of LTC Commander endorsement), not to exceed 1 page

f. Additional letters of recommendation (optional), not to exceed 1 page each

g. Company Commander's statement verifying nominee has no unfavorable actions or flagging action current or pending (e.g., no UCMJ, not flagged for being overweight)

h. Updated Soldier Record Brief (ORB/SRB)

i. APFT, DA Form 705; if no APFT, a Commander's memo explaining why

j. Body Fat Content Worksheet (if required) (DA Form 5500/5501)

k. Weapons Scorecard (DA Form 3595-R); if no weapon qualification, a Commander's memo explaining why

3. Additional Information:

a. Selection Packets must be received NLT 1 April 2019.

b. The individual selected as the U.S. Army Artist-in-Residence should be available for TDY to the National Capital Region to attend the official presentation ceremony during the U.S. Army Birthday Week scheduled on or around 14 June 2019. TDY funding for travel, food and lodging will be arranged through coordination with the Center of Military History.

c. Selected Candidate will be assigned to the Center of Military History and will serve as the U.S. Army Artist-in-Residence for a period no less than 36 months.

d. Due to support of deployed operations, some candidates may not have taken the APFT or qualified with an assigned weapon within 12 months of selection packet submission date. Submit a Company Commander's memorandum explaining these circumstances and provide date and score of the last test and qualification within the preceding 12 months.

e. If possible, submit the entire packet electronically - scanned color photo, memorandums with signatures, scorecards, narratives, etc. Ensure nomination packets are clearly scanned and readable for board consideration

f. Personal Identifiable Information (PII) must be eliminated on the SRB; PII is SSN, Date of Birth, Birthplace, Marital Status, Home Mailing Address, Number of

Dependents, Spouse Birthplace, Security Clearance.

4. The point of contact for all submissions is Ms. Cherrie Johnson, 703-805-9770, cherrie.l.johnson2.civ@mail.mil.