



**DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY  
CIVIL AFFAIRS AND PSYCHOLOGICAL OPERATIONS COMMAND  
FORT BRAGG, NORTH CAROLINA 28310**

**REPLY TO  
ATTENTION OF:**

AOCP-PE

**Suspense: 23 January 2004**  
30 September 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Announcement of Nominative Command Sergeant Major (CSM) Position Vacancy

1. The purpose of this memorandum is to announce a nominative Command Sergeant Major (CSM) position, identified below. Only current CSMs and Sergeants Major (SGMs) with reappointment rights may apply. **Interested CSMs must ensure that their command will approve a transfer request prior to submitting an application for consideration and that their transfer request has been approved prior to submission.**

The 351st Civil Affairs Command (351st CACOM), UIC WYBKAA. The selected CSM will begin duties on or about 1 March 2004. The command is located in Mountain View, California.

2. The incumbent serves as the Command Sergeant Major for the Commander, 351st Civil Affairs Command. Serves as the principle advisor to the Commanding General and members of the Staff on all enlisted issues to include personnel, training and readiness posture. Must be able to work at the level of General and above. Maintains liaison with the senior enlisted leadership throughout the Command, with higher headquarters and subordinate commands and professional military associations.

3. The commander desires the following qualifications:

- a. Excellent management, leadership and communications skills.
- b. Physical fitness and able to promote the Army Physical Fitness Testing and Training programs. Must possess no P-3 profile that would prohibit mobilizing and deploying OCONUS.
- c. Must meet height and weight standards of AR 600-9.
- d. Possess broad technical and operational knowledge of the Enlisted Personnel Management System; Army Training Management System; Enlisted Advancement and Promotion System; Retention and Incentive Programs; Non-commissioned Officer Evaluation Report (NCO-ER) and Education Systems (NCOES); Army Reserve Qualitative Retention Program and Command Sergeant Major Selection and Management Program.
- e. Must be available and willing to perform extensive duty and travel above the regularly scheduled Inactive Duty for Training (IDT) and Annual Training (AT).

AOCP-CAA-PR

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- f. Should have served as a CSM at the Brigade level or higher.
  - g. Must have completed the U.S. Sergeants Major Academy.
  - h. Deployment experience as a CSM of a Special Operations Forces (SOF) unit.
  - i. Airborne qualified.
4. Submit an application packet containing the following documents. Assemble the documents in a manila folder with tabs (A through E).
- a. Current official military photo (less than one year old).
  - b. Biographical Summary. Utilize format shown in AR 135-205, figure 6-1. Do not include supporting documentation.
  - c. Certified copies of DA Forms 2A and 2-1. The following comment will be entered in Item 35 of DA Form 2-1 and will be completed by the soldier: "I have reviewed the information contained herein and it is correct and complete", soldier's signature and date.
  - d. Certified copies of the last five NCO-ERs.
  - e. Certified copy of DA Form 705, APFT Scorecard, with results of the last three APFTs.
5. Submit applications to: Commander, 351st Civil Affairs Command, ATTN: AOCP-CAA-PR, 1776 Old Middlefield Way, Mountain View, CA 94043-1809, to arrive NLT 23 January 2004.
6. If you need further assistance, please contact MSG Rietta Cortes, (650) 396-2413, e-mail [Rietta.Cortes@soc.mil](mailto:Rietta.Cortes@soc.mil). You may also contact Mr. Leo Martinez, (650) 396-2412, e-mail [MartinezLeo@soc.mil](mailto:MartinezLeo@soc.mil).

FOR THE COMMANDER:

WILLIAM G. STOREY II  
LTC, GS, USAR  
Assistant Deputy Chief of Staff, G-1

DISTRIBUTION:  
A, B, C