



**DEPARTMENT OF THE ARMY  
U.S. ARMY HUMAN RESOURCES COMMAND  
1 RESERVE WAY  
ST. LOUIS, MO 63132-5200**

S: 5 April 2004

AHRC-EPH (135)

6 March 2004

**MEMORANDUM FOR**

Commanders, All USARC Major Subordinate Commands, ATTN: DCSPER/G1/ACSPER/ACSPA  
Commander, U.S. Army Europe and Seventh Army, ATTN: AEAGC-RC-AR, APO AE 09007  
Commander, U.S. Army Pacific, ATTN: ARPC-AR, Fort Shafter, HI 96858-5100  
Commander, U.S. Army Special Operations Command, ATTN: AOPE-RPB, Fort Bragg, NC 28307-5200  
Commander, U.S. Army Reserve Personnel Command ATTN: ARPC-EPH-B, 1 Reserve Way St. Louis, MO 63132-5200

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

1. Applications are being accepted for the position of Command Sergeant Major, HQ, 416<sup>th</sup> Engineer Command, Darien, IL. Request widest possible dissemination of this announcement to ensure, that eligible CSM's have the opportunity to request consideration for selection.
2. **SUMMARY OF DUTIES:** The incumbent will serve as the Command Sergeant Major for the Commander, 416<sup>th</sup> Engineer Command. Serves as the principal advisor to the Commanding General and members of the staff on all enlisted issues to include personnel, training and readiness posture. Maintains liaison with the senior enlisted leadership throughout the Command, with higher headquarters and professional military associations.
3. **ELIGIBILITY CRITERIA.** Only current CSM's and SGM's may apply.
4. The Commander desires the following qualifications:
  - a. Must have excellent management, leadership and communication skills.
  - b. Possess broad technical and operational knowledge of Enlisted Personnel Management, Army Training Management System, Enlisted Advancement and Promotion System, Retention and Incentive Programs, Non-Commissioned Officer Evaluation Reports (NCOER) and Education System (NCOES), Arm Reserve Qualitative Retention Program, and Command Sergeant Major Selection and Management Program.
  - c. Must be physically fit and able to promote the Army Physical Fitness Program and meet height/weight Standards of AR 600-9.
  - d. Have served as a CSM at the Brigade level or higher.

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e. Must have completed the Sergeants Major Academy.

f. Must be available and willing to perform extensive periods of duty and travel above the regular scheduled IDT and AT.

g. An engineering or construction background, military or civilian, is preferred.

5. APPLICATION PROCEDURES: Submit applications directly to HQ, 416<sup>th</sup> Engineer Command, ATTN: AFRC-ENIL-PR (MAJ Sharpe), 10 S 100 South Frontage Road, Darien, IL 60561-1780. Applications must be postmarked prior to 2 April 2004. All applications received after that date will be returned without action.

6. All application packets will consist of the following:

a. Current DA Photo IAW AR 640-30 (Must be within 12 months).

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 will be entered in item 35, DA Form 2-1 and will be completed by the soldier: "I have reviewed the information contained herein and it is correct and complete", signature and date.

d. Certified copies of the last five (5) NCOERs.

e. Current DA Form 705, Army Physical Fitness Test (must be within 12 months).

f. DA Form 1059, Certificate of Completion from Sergeants Major Course.

g. Letter to the board (**Optional**).

h. DA Form 5500-R or DA Form 5501-R, if applicable.

7. A screening board will be held at HQ, 416<sup>th</sup> ENCOM to select the candidates. Interviews of the finalists will be scheduled in April 2004. For additional information contact the POC at (630) 910-3213 ext 211.

FOR THE COMMANDER:

//original Signed//  
COL, AG