



DEPARTMENT OF THE ARMY
HEADQUARTERS, 104TH DIVISION (INSTITUTIONAL TRAINING)
987 MCCLELLAN ROAD
VANCOUVER, WASHINGTON 98661-3815

REPLY TO
ATTENTION OF:

S: 1 January 2004

AFRC-TWA-PR (135)

16 October 2003

MEMORANDUM FOR

Commanders, All USARC Major Subordinate Commands, ATTN: 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: DARP-EPA-SM, 1 Reserve Way
St Louis, MO 63132-5200

SUBJECT: Announcement of Non-Nominative Command Sergeant Major (CSM) Vacancies

1. This memorandum announces the non-nominative CSM positions indicated below. Only current CSMs and SGMs with reappointment rights may apply. Request dissemination of this announcement to battalion level. The 6th Brigade position is currently vacant and the 5th Brigade position will be available 1 February 2004

HQs, 6th Brigade (PD) 104th Division (IT) (W71JAA), 2320 Ursula Street, Aurora, CO 80010-7436

HQs 5th Brigade (HS) 104th Division (IT) (W71GAA) SADAFRC, Salt Lake City, UT 84113-5007

2. The following qualifications are desired:

- a. Excellent management, leadership and communication skills.
- b. Graduate of the Sergeants Major Academy.
- c. Physically fit and able to promote the Army Physical Fitness Test and Training Program.
- d. Demonstrate exemplary military bearing; meet height/weight standards IAW AR 600-9.
- e. Possess a broad technical and operational knowledge of Enlisted Personnel Management, Army Training Management System, Army Training Requirements and Resources System (ATTRS), Enlisted Advancement and Promotion System, Retention and Incentive Programs,

AFRC-TWA-PR (135)

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Noncommissioned Officer Evaluation System (NCOER), Noncommissioned Officer Education System (NCOES), Army Reserve Qualitative Retention Program, and Command Sergeants Major Selection and Management Program.

4. The applicant packet will consist of the following:

- a. Current official photo IAW AR 640-30 Certified copies of DA Form 2A and 2-1.
- b. A letter of interest.
- c. A biographical summary.
- d. Certified copies of last five NCOERs.
- e. Certified copies of DA Form 2A and 2-1.

f. Unit commanders certification that applicant meets height/weight standards in accordance with AR 600-9 and DA Form 5500-R or DA Form 5501, if applicable.

g. Statement of acceptance signed by the applicant that states "I am within reasonable commuting distance of the position or that I am willing to travel at no expense to the government to Aurora, Colorado or Salt Lake City, Utah. I understand that if I accept the selected assignment, I must complete a four year tenure unless reassigned sooner for the benefit of the USAR, unit relocation or inactivation."

5. All applications must be submitted directly to Headquarters, 104th Division (IT), ATTN: AFRC-TWA-PR (Mr. Elliott), 987 McClellan Road, Vancouver, WA 98661-3815 NLT 1 January 2004.

6. Any questions can be directed to Mr. Elliott, at (800) 517-8379 x4186.

FOR THE COMMANDER:

//original signed//
MARIO M.S.B. FEUSIER
COL, GS, USAR
Deputy Chief of Staff, G-1

AFRC-TWA-IM (25)
SUBJECT: Letterhead