



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 108th DIVISION (INSTITUTIONAL TRAINING)  
1330 WESTOVER STREET  
CHARLOTTE, NC 28205-5124

S: 30 June 2004

AFRC-TNC-PR (135)

26 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: DARP-EPA-SM, 1 Reserve Way  
St. Louis, MO 63132-5200

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

1. This memorandum announces the non-nominative CSM position vacancy indicated below. Only current CSMs and SGMs with reappointment rights may apply. Request widest dissemination down to battalion level.

2d BN, 323<sup>st</sup> Regt, 2 Bde 108<sup>th</sup> Div (IT) (W724AA), 1400 Carthage Road, Lumberton, NC  
28358-3410

2. The following qualifications are desired:

- a. Excellent management, leadership and communication skills.
- b. Graduate of the Sergeants Major Academy.
- c. Be physically fit and able to promote the Army Physical Fitness Testing and training program.
- d. Demonstrate exemplary military bearing; meet height/weight standards IAW AR 600-9.
- e. Possess broad technical and operational knowledge of Enlisted Personnel Management, Army Training Management System, Army Training Requirements and Resources System (ATRRS), Enlisted Advancement and Promotion System, Retention and Incentive Programs, Noncommissioned Officer Evaluation System (NCOER), Noncommissioned Officer Education System (NCOES), Army Reserve Qualitative Retention Program and Command Sergeants Major Selection and Management Program.

AFRC-TNC-PRE

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

4. The application packet will consist of the following:

- a. Current official photo IAW AR 640-30.
- b. A letter of interest.
- c. A biographical summary.
- d. Certified true copies of DA Form 2A and DA Form 2-1.
- e. Certified true copies of the last five (5) Noncommissioned Officer Evaluation Reports (NCOERs).
- f. Unit commander's 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 (enclosure), which indicates position(s), that the soldier is applying for, with preference noted in "choice" column. Distance from HOR should be noted on form.

5. All applications will be submitted through Headquarters, 108th Division (IT), ATTN: AFRC-TNC-PR (CW2 Hinkson), 1330 Westover Street, Charlotte, NC 28205-5124, to the Command Group, to arrive NLT 30 June 2004.

6. For additional information contact CW2 Hinkson 704.342.5116.

7. BEFORE THERE IS A WARFIGHTER, THERE IS A TRAINER.

FOR THE COMMANDER:

Encl  
as

//s//

RICHARD. E. CORNELLIER  
Human Resources Officer

## STATEMENT OF ACCEPTANCE

Name	SSN	Date

If selected I accept assignment to the following Command Sergeant Major position(s):

<i>Unit</i>	<i>Geographical Location(s)</i>	<i>Distance from HOR</i>
2d BN, 323 <sup>st</sup> Regt, 2 Bde, 108 <sup>th</sup> Div (IT)	Lumberton, NC	

I certify that I am within reasonable travel distance of the position(s) for which I have applied or that I am willing to travel at no expense to the government. Additional travel at no expense to the government may also be required if units subordinate to the unit for which I am selected are located in a different city than the headquarters units shown above. I understand that if I accept the selected assignment that I must complete a four-year tenure unless reassigned sooner for the benefit of the USAR, unit relocation or inactivation.

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CSM, USAR