


# TEXAS ARMY NATIONAL GUARD ENLISTED (M-DAY) VACANCY ANNOUNCEMENT

**\*\*Nationwide Announcement\*\***

	<b>Texas Military Department Texas Army National Guard Post Office Box 5218 Austin, TX 78763-5218</b>	<b>Announcement #</b>	<b>NW 25-001</b>
		<b>Opening Date</b>	<b>15 April 2025</b>
		<b>Closing Date</b>	<b>14 May 2025</b>
<b>Position Title:</b> Command Sergeant Major		<b>Duty Location:</b> 36th Infantry Division Artillery Camp Mabry, Bldg. 75 Austin, Texas 78703	
<b>DMOS/Branch:</b> 13Z6O		<b>Open to:</b> Nationwide Army National Guard Servicemembers 13Z / M-DAY Assignment Only	
<b>Grade:</b> E-9			
<b>Minimum Grade to apply:</b> E-9			

## REQUIRED DOCUMENTS TO BE SUBMITTED INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

1. **Cover Page** - Vacancy announcement with Personal Contact Information listed below.
2. **NGB Form 34-1** - Traditional Soldiers (M-Day and Techs must fill this out).
3. **Memorandum of Consideration** – Memorandum not to exceed two pages (IAW AR 25-50); requesting consideration for the position with reasons why you should be considered for the 36TH Infantry Division Artillery (DIVARTY) Command Sergeant Major (CSM) position, to include your career ambitions and how you hope to contribute as a leader in the organization.
4. **Military Biography** - IAW NGR 600-200, Figure G-3.
5. **Selection Board version of Enlisted Record Brief (ERB)** - dated within 30 days of announcement closing date.
6. **Last five years of NCOERs.**
7. **Individual Medical Readiness (IMR) from MEDPROS** – dated within the last 12 months. Include any PROFILES, as necessary.
8. **Statement of Security Verification** - from Unit Security Manager.
9. **DA 1059** – Indicating highest military education completed.
10. **DA Form 705 (ACFT)** - must have successfully completed & passed most recent ACFT within 12 MONTHS of announcement Closing Date. Ensure DA 705 is filled out properly with HT and WT. If applicable must include DA Form 5500-R or DA Form 5501-R (Body Fat Content Worksheet).
11. **Current Retirement Points Statement (NGB 23B RPAM)**.
12. **Letter of Input for President of Board** - If applicable list any discrepancies or missing items on this checklist. This is NOT a requirement.

## APPLICATE CONTACT INFORMATION

RANK:	PHONE:
NAME:	EMAIL:

## POSITION DESCRIPTION

### **36th Infantry Division Artillery Command Sergeant Major:**

Serves as the Senior Enlisted Advisor to the DIVARTY Commander and staff on all matters pertaining to enlisted Soldiers, and their families. Responsible for enforcing established policies and standards for enlisted Soldiers pertaining to performance, care, conduct, appearance, effective personnel utilization, management and training. Ensures that subordinate NCOs provide outstanding leadership, guidance on NCOES and NCODP, assess training at all levels and provides feedback to appropriate commanders and leaders. On order the CSM is prepared to assist in the planning, coordination and execution of federal missions and state emergencies as directed.

## CONDITIONS OF EMPLOYMENT

1. Must be able to communicate effectively and efficiently in both verbal and written communication.
2. Must be able to Interstate Transfer to the Texas Army National Guard.
3. Must be able to attend monthly IDT, 2 weeks of Annual Training, Quarterly Enlisted Talent Management Advisory Committee, and all other training exercises (as required).
4. Must be able to Deploy and maintain a "Deployable Status" through the entirety of the tour.
5. Must meet medical readiness standards.
6. Must possess a Secret clearance and be eligible for a Top-Secret Clearance.
7. Must possess a minimum of 1 year as a laterally appointed Brigade CSM (2 years preferred).
8. Must be able to complete a minimum of 2 years in the assignment (3 years preferred).
9. Bachelor's degree preferred but not required.
10. Must not have a permanent profile that would prevent successful completion of a retention physical.
11. Must not have any unfavorable actions of any kind; must not be flagged.

## APPLICATION SUBMISSION INSTRUCTIONS

**Please submit all applications in PDF format w/all required documents in one attachment.**

E-mail Subject Line should only contain Announcement # - Rank, Last Name, First Name (Example: NW XX-XX – SGT Snuffy, Joe).

All applications must be received by midnight (CST) on the closing date of the announcement.

### **Email Packets to both POCs:**

**Texas Military Department Senior Leader Management Office:**

**SGM Kenton L. Lee at (512)782-5402 or [kenton.l.lee.mil@army.mil](mailto:kenton.l.lee.mil@army.mil)**

**Mr. Shannon W. Northup at (512) 782-6807 or [shannon.w.northup.civ@army.mil](mailto:shannon.w.northup.civ@army.mil)**

Please allow up to 48 business hours following the closure of the announcement to receive EMAIL confirmation of receipt. Applicants may contact the above listed POCs at any time to verify their application has been received and / or to correct any deficiencies **prior** to the announcement closing date.

### **Board Considerations:**

- All applications will receive consideration for this position without regard to race, religion, color, national origin, sex, age, political affiliation, or other non-merit factors.
- All applicants must be able to attend an appearance board if required.
- All applicants require a background check prior to selection notification.