

# CSM VACANCY ANNOUNCEMENT 35TH IN DIV

G1 ENLISTED PERSONNEL KANSAS NATIONAL GUARD 2800 SW TOPEKA BLVD TOPEKA, KS 66611-1287	<b>DATE:</b>  6/22/2018	<b>CONTROL NUMBER:</b>  2018-SWVA-036
<b>OPEN TO:</b> Current members of KSARNG	<b>Applications will be accepted until:</b> 7/26/2018	
<b>POSITION TITLE, SERIES, AND GRADE:</b> COMMAND SERGEANT MAJOR	<b>APPOINTMENT FACTORS:</b> See Paragraphs Below	
<b>LOCATION OF POSITION:</b> HQ (-) 35TH IN DIV, FORT LEAVENWORTH KS	<b>MINIMUM GRADE:</b> SGM (E9)	<b>MAXIMUM GRADE:</b> CSM (E9)

**DUTIES:**

- (1) Serves as the senior enlisted person for the command.
- (2) Serves as the standard bearer in all things in the command including fitness and appearance.
- (3) Provides guidance and expertise to the command on the Army's Professional Ethic.
- (4) Serves as the expert on Army and organizational history, traditions, customs and courtesies.
- (5) Leads all enlisted talent management within the command.
- (6) Serves as the principal enlisted advisor to the Commanding General.
- (7) Provides advice and makes recommendations to senior leaders and staff on all matters pertaining to enlisted soldiers and their families.
- (8) Manages enlisted professional development across the command.).
- (9) Serves as the lead agent in the development of subordinate personnel.
- (10) Disseminates information, command/organization policies, objectives and guidance to subordinate NCO Support Chain to ensure successful completion of missions.
- (11) Develops and recommends courses of action for policy development and critical senior leader decisions.
- (12) Provides guidance to create efficiencies and streamline processes.
- (13) Develops methods to improve readiness.
- (14) Performs other duties prescribed by their senior leader.

**SPECIFICATIONS:**

- (1) Applicant must have BDE level CSM experience.
- (2) Individual must have a current, passing APFT and must meet height/weight standards prescribed in AR 600-9 to be selected for this position.
- (3) Applicants flagged in SIDPERS for any reason will not be selected for this position.
- (4) This position requires a Secret Security Clearance
- (5) Any falsification of the eligibility requirements will result in immediate disqualification and release from the position.
- (6) Upon selection and subsequent acceptance, the selected Soldiers will be assigned to the valid vacancy. Soldiers accepting positions outside the normal driving distance will be counseled prior to issuing transfer orders. Once selected and assigned under this SWVA, the following requirements must be met prior to executing promotion orders for Soldiers who are non-duty MOS qualified, fail to have the requisite NCOES, and/or fail to meet the zone of consideration (TIG/TIS/CES) criteria. Promotion orders will not be issued until all regulatory requirements are completed per AR 600-8-19, Chapter 7

**POC for duty description: CMSgt Maurice Williams-Command Senior Enlisted Leader at (758)646-1006**

**Selecting Authority: 35TH ID Counsel**

**APPLICATION INSTRUCTIONS:**

All applications must be submitted via email to: [ng.ks.ksarng.list.enlisted-personnel@mail.mil](mailto:ng.ks.ksarng.list.enlisted-personnel@mail.mil)

- a. Biographical Sketch
- b. Enlisted Record Brief (ERB). All data on the ERB to include deployment information, military education, awards and decorations, and assignment history must be current and validated.
- c. NCOERs for last five years. (Gaps, overlaps, or non-rated periods must be explained in memorandum format)
- d. Current DA Form 705 certified by current unit commander.
- e. Certified Height/Weight or DA 5500 or 5501 if exceed Screening Table Weight.
- f. Current MEDPROS Printout

**SOLDIER INCENTIVES:** Kansas National Guard personnel who are SRIP participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped if selected for the position. Applicants should contact the KSARNG Incentive Manager at 785-646-0155 to determine any possible termination and/or recoupment actions that may result from accepting this position