

## IOWA ARMY NATIONAL GUARD

### COMMAND SERGEANT MAJOR VACANCY ANNOUNCEMENT

POSITION VACANCY NUMBER: **26-002**

CLOSING DATE: **15 January 2026**

UNIT/DUTY LOCATION: **671<sup>st</sup> Troop Command / Johnston, IA**

RANK/GRADE: **CSM / E-9**

DUTY MOS: **00F60**

SELECTING OFFICIAL: **CSM Matthew Strasser**

Phone: **(515) 252-4410**

SECURITY CLEARANCE: **SECRET**

#### **ELIGIBILITY REQUIREMENTS TO BE CONSIDERED FOR THIS POSITION**

#### **GENERAL REQUIREMENTS:**

1. Current serving CSM or SGM with a minimum of 12 months 6C (BN) rated time.
2. Not currently "Flagged from Favorable Personnel Actions" or under a "Bar to Reenlistment"
3. Possess the minimum required security clearance for selection for the position.
4. Review of derogatory information.

**SUMMARY OF DUTIES:** The position of Command Sergeant Major designates the principal senior NCO at battalion, squadron, regiment, brigade, or group. The Command Sergeant Major will:

- 1) Provides advice and makes recommendations to their senior leaders and staff on all matters pertaining to enlisted soldiers and their families.
- 2) Accompanies their Commander on inspections, visits, and ceremonies.
- 3) Assists in inspection of command/organization activities, facilities, and personnel as prescribed by their Commander.
- 4) Ensures adherence to command/organization policies.
- 5) Disseminates command/organization policies, objectives, and guidance to subordinate NCO Support Chain to ensure successful completion of missions.
- 6) Responsible for monitoring training or conducts training of enlisted soldiers. Assesses training at all levels and provides feedback to their senior leaders and appropriate subordinate commanders and leaders.
- 7) Provides counsel and guidance to NCOs and other enlisted soldiers in the command/organization.
- 8) Responsible for and provides guidance on Non-Commissioned Officer Education System (NCOES) and Non-Commissioned Officer Development Program (NCODP).
- 9) Sits as chairperson or member of a command/organization's "Military Member of the Quarter/Year" competition for enlisted soldiers or NCOs, as directed by local regulations.
- 10) Serves as president or member of command/organization promotion board or removal board for NCOs, as authorized by regulations.
- 11) Responsible for quality, control and training of noncommissioned officer evaluation reports (NCOER) while ensuring timely submissions. Reviews evaluation reports to determine compliance with policies and procedures and recommends corrective actions on deficiencies to commanders, other leaders and rating officials.

12) Performs other duties prescribed by their Commander.

## **Application Documentation**

A complete application packet consists of the following documents:

1. Vacancy announcement
2. Current Biographical Sketch (Template located on Sharepoint)
3. Enlisted Record Brief
4. Last 3 NCOERs or 36 months rated time, whichever is greater
5. ~~AFT/ACFT and Weigh Control History (ITRs are currently unavailable in ATIS)~~
6. MEDPROS Printout
7. Statement of Good Standing memo
8. DA Form 7424 (Sensitive Duty Assignment Eligibility Questionnaire)

Packets must be labeled correctly in the following format "26-003\_Lastname"

## **Application Instructions**

Documents need to be scanned as one PDF labeled as Vacancy# Last name i.e. **26-001\_Snuffy**. Do not scan documents individually.

Where to forward application:

Mail: The Adjutant General of Iowa, ATTN: NGIA-PER-EPM, 7105 NW 70<sup>th</sup> Ave, Johnston, Iowa 50131-1824

Email: Email applications to [ng.ia.iaarnng.list.per-epm@army.mil](mailto:ng.ia.iaarnng.list.per-epm@army.mil).

Annotate "Application Packet for CSM Vacancy # 26-001" in the subject line.

Applications must be received no later than 1630 hours or close of business on the closing date. Applicants will receive email confirmation upon receipt of packet. Incomplete or late packets will not be accepted.

## **Notification Instructions**

Notifications of selection/non-selection/non-consider to the Soldier's enterprise e-mail address.

Questions concerning the contents of this notice may be directed to NGIA-PER-EPM section, telephone CML: (515) 252-4275, DSN 431-4275; (515)252-4448, DSN 431-4448.