

IOWA ARMY NATIONAL GUARD

COMMAND SERGEANT MAJOR VACANCY ANNOUNCEMENT

POSITION VACANCY NUMBER: **26-005**

CLOSING DATE: **12 February 2026**

UNIT/DUTY LOCATION: **334 BSB / Cedar Rapids**

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

DUTY MOS: **00L60**

SELECTING OFFICIAL: **CSM Christopher Casey**

Phone: **402-689-4529**

SECURITY CLEARANCE: **SECRET**

ELIGIBILITY REQUIREMENTS TO BE CONSIDERED FOR THIS POSITION

GENERAL REQUIREMENTS:

1. Current serving SGM or 1SG/MSG on a "Best Qualified" list.
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: 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 senior leader on inspections, visits and ceremonies.
- 3) Assists in inspection of command/organization activities, facilities and personnel as prescribed by their senior leader.
- 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 conducting 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 senior leader.

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. A letter to the President of the board detailing who you are, your vision if selected for this position, and your goals in standard memorandum format
8. Non-Flagging Action memo
9. DA Form 7424 (Sensitive Duty Assignment Eligibility Questionnaire)

Application Instructions

***Submit documents in the order listed above electronically as one PDF. Do not scan documents individually. Packets not in this format will be returned without action.**

Where to forward application:

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

Email: Email applications to nq.ia.iaarnq.list.per-epm@army.mil.

Annotate "Application Packet for CSM Vacancy # 24-007" in the subject line.

Packets must be labeled correctly in the following format "24-007_Lastname"

EPM must receive applications no later than 1630 hours day of closing. Applicants will receive email confirmation upon receipt of packet. EPM will return incomplete or late packets without action.

Notification Instructions

EPM will email 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, SGM Joshua O. Eberly, G1 SGM, telephone CML: (515) 252-4322, Cell: (515)518-7131, or Email at joshua.o.eberly.mil@army.mil