



**NATIONAL GUARD BUREAU**  
111 SOUTH GEORGE MASON DRIVE  
ARLINGTON, VA 22204-1373

**S: 30 October 2015**

ARNG-HCM

28 September 2015

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Army National Guard (ARNG) Announcement for the ARNG Warrior Training Center (WTC), Command Sergeant Major (CSM), Fort Benning, GA 31905**

**1. References:**

a. AR 135-18, The Active Guard Reserve (AGR) Program, 1 November 2004.

b. Memorandum, National Guard Bureau, ARNG-HRH, 12 December 2013, subject: Title 10 (T10) Army National Guard Active Guard Reserve Life Cycle Management Strategy and Plan (ARNG-HRH Policy Memorandum #13-041).

2. The ARNG is seeking applications from highly qualified Sergeants Major to serve as the CSM for the WTC, Fort Benning, GA 31905. Vacancy expected to be filled in second quarter FY16.

3. Eligibility: Current ARNG Traditional M-Day, T10 AGR Soldiers, and Title 32 (T32) ARNG AGR in the grade of Sergeant Major (SGM/E9), are eligible to apply.

4. The selected Noncommissioned Officer (NCO) will be processed as outlined below dependent upon their current duty status.

a. T32 AGR NCO – will be accessed into the T10 AGR program for a duration of two years on a One Time Occasional Tour (OTOT). Upon completion of the tour, the NCO will be separated from the T10 AGR program and returned to the T32 AGR program or to traditional duty status.

b. Traditional (M-Day) NCO – will be accessed into the T10 AGR program for duration of two years on a One Time Occasional Tour (OTOT). Upon completion of the tour, the NCO will be separated from the T10 AGR program and returned to traditional duty status.

c. T10 AGR NCO – will remain in the T10 AGR program and will receive Permanent Change in Station (PCS), or reassignment orders.

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5. Brief Duty Description. This position serves as the Senior Enlisted Advisor to the WTC Commander. Responsible for the execution of 11 Programs of Instruction (POI's), daily supervision, training, administrative support, logistical support, discipline, health / welfare, and morale of four First Sergeants, 125 full-time Instructors (both Title-10 AGR and ADOS), support personnel and staff, provides direct leadership to over 5,500 Soldiers annually, maintains the Warrior Training Center (Camp Butler) facilities and a 45 acre camp worth in excess of \$16M. Assist the WTC Commander in enforcing current policies, and standards of performance of assigned Soldiers and students attending WTC. Provide guidance to WTC Staff in the review of promotion packets, recommendations for awards, and flagging actions. Establish, maintain, and monitor changes of the Staff Duty Roster. Implement and monitor Army Warrior Training/Testing and NCOBP. Coordinate Weapons Qualification, APFT/Weigh-in, and maintain records. Communicates and coordinates directly with the CSM of the ARNG, State CSMs, the Fort Benning CSM, MACOM CSMs, Installation CSMs and numerous ARNG BCT and AC CSMs on the courses conducted at the WTC and other training initiatives.

6. Prerequisites.

- a. Applicants must meet AGR eligibility requirements IAW AR 135-18.
- b. Rank: Sergeant Major/E-9 (PARA/LN: W39LAA / 357 / 07).
- c. Applicants must be HQDA CSM Board Selected.
- d. MOS: 11Series MOS experience preferred but not required; must hold at least one or more of the following ASI/SQIs: 2B, F7, V, P, J3, A8, and K8.
- e. Military Education: Graduate of Sergeants Major Course preferred or enrolled in the course.
- f. Civilian Education: Associates degree preferred but not required.
- g. Experience: Preferred but not required, a successful completion of a Company First Sergeant assignment, preferably with a deployment.
- h. Security Clearance: Must possess a current secret security clearance or higher at the time of application.
- i. 8 months or less remaining on approved High School Stabilization (T10 only).

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- j. 18 months or more time in current position (T10 only).

7. Application.

a. Application procedures and required forms are available on the ARNG GKO website: <https://gkoportal.ng.mil/jobs/SitePages/Home.aspx>. Additionally, applicants need to submit both a military biography (see Optional Bio example on GKO) and a letter to the board. The letter should detail your unique qualifications and how you would benefit the organization in this position.

b. Title 10 AGR Solders are required to submit the following (see ARNG GKO for examples, <https://gkoportal.ng.mil/jobs/SitePages/Home.aspx>):

- (1) DA 4187 (see GKO for T-10 DA 4187 example)
- (2) Military Bio (see GKO for Optional Bio example)
- (3) Enlisted Record Brief (color copy)
- (4) DA Photo
- (5) Last three (3) years of DA Form 705's
- (6) Last three years of 5500/5501's (if required)
- (7) Letter to the Board (The letter should detail your unique qualifications and how you would benefit the organization in this position)
- (8) Security Clearance Verification Memorandum (Dated within 1 year from this announcement)
- (9) Last three (3) years consecutive NCOER's
- (10) Last PME DA 1059

c. Application packets should be sent to the National Guard Bureau Readiness Center, ARNG-HCM-E, 111 South George Mason Drive, Arlington, VA 22204-1373 or e-mailed to the POC listed below. All packets must be in accordance with the application process and be received no later than **30 October 2015**.

d. Applications received with postage funded by the US Government for "personal" mail will be destroyed. Applications received with (TAG, MILPO, etc.) endorsements are authorized US Government funded postage. Use of US Government funded overnight or express mail is not authorized.

e. This announcement will close at **1700 EST on 30 October 2015**. Packets received after this time or packets that are not complete IAW the T10 AGR NCO application checklist will be returned without action.

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8. The point of contact for information about this position is SGM Charles Brown, Chief, Enlisted Management Branch, Human Capital Management Division (ARNG-HCM-E), DSN: 329-7539, 703-601-7539, or [charles.e.brown.mil@mail.mil](mailto:charles.e.brown.mil@mail.mil).

9. Point of contact for packet submission is SFC Allen McGarry, Accessions NCO, Enlisted Management Branch, Human Capital Management Division (ARNG-HCM-E), DSN: 329-7534, 703-601-7534, or [allen.d.mcgarry.mil@mail.mil](mailto:allen.d.mcgarry.mil@mail.mil).



ROBERTA NIEDT

COL, AG

Chief, Human Capital Management Division

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