



DEPARTMENT OF THE ARMY  
VIRGINIA ARMY NATIONAL GUARD  
BUILDING 316, FORT PICKETT  
BLACKSTONE, VIRGINIA 23824-6316

S: 21 May 2021

NGVA-PEO-SM

26 April 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Enlisted Traditional (M-day) Vacancy Announcement – HHD, 124<sup>TH</sup> Cyber Protection Battalion Command Sergeant Major (CSM)

1. This vacancy announcement is for the position of Command Sergeant Major (CSM)
  - a. Projected fill date: On or about 12 June 2021.
  - b. Unit where vacancy exists: Headquarters, HHD, 124<sup>th</sup> Cyber Protection Battalion (Fairfax, VA) (W97TAA).
  - c. Female assignment eligibility: Yes
  - d. Position Military Occupational Specialty: 17C6O (25/35 series encouraged to apply)
2. Eligibility Criteria:
  - a. Applicant must hold the grade of E8 (previous First Sergeant experience preferred) and be listed on the current Sergeant Major OML or currently hold the rank of Sergeant Major (SGM). Also, it is preferred that applicants have completed at least Phase 1 of the non-residence course of the United States Army Sergeants Major Course (USASMA) as this is a requirement in order to pin.
  - b. Security Clearance: Must possess a Secret clearance at time of application. A Special background investigation within the last 5-years will be conducted. Upgrade to TS-SCI will be required upon arrival.
  - c. Military Technicians may apply. Virginia Army National Guard (VAARNG) Active Guard Reserve (AGR) Command Sergeants Major and Sergeants Major currently assigned in E9 positions within the 91st Cyber Brigade or Table of Distance Allowance (TDA) unit are eligible to apply. VAARNG AGR Command Sergeants Major/ Sergeants Major if selected will have to attain The Adjutant General (TAG) approved Command Leadership Waiver before being assigned to the position. Any AGR application must also include a signed memo of understanding from the full time OIC.

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3. How to apply: Interested candidates must submit the documents (no staples) listed below no later than **21 May 2021** to The Adjutant General, **ATTN: NGVA-PEO-EP (Enlisted Promotions Manager)**, Building 316, Fort Pickett, Blackstone, Virginia 23824-6316. (packets may be emailed to the POC)

a. Memorandum requesting consideration from Soldier applying with reason why the Soldier wants to be considered for HHD, 124<sup>th</sup> Cyber Protection Battalion Command Sergeant Major.

b. APFT results for the last five years (DA Form 705) or Digital Training Management System (DTMS) printout.

c. Height/ weight certificate (within the last thirty days) from immediate commander. DA Form 5500-R/ 5501-R, Body Fat worksheet within 30 days.

d. MEDPROS printout reflecting Periodic Health Assessment is current.

e. Last five DA Form 2166-8 (NCOERS)

f. Verification of Security Clearance from the VaARNG State Security Manager.

g. A copy of the Soldier's ERB/ SRB.

h. Biographical sketch per NGR 600-200, Figure G-3.

i. Most recent DA Form 1059 indicating highest military education completed.

j. Letter of recommendation from chain of command. (Optional)

4. This vacancy announcement is being advertised in all States that contain units with a Command relationship or aligned for training relationship with the 91st Cyber Brigade. These include: Virginia (123rd CPB and 124th CPB), South Carolina (125th CPB), Massachusetts (126th CPB), and Indiana (127th CPB). Appointment requires assignment to the Virginia Army National Guard. Candidates from other States may be required to do an Interstate Transfer upon selection.

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5. Point of contact is 1SG Jerry Witcher at (434) 298-6369 or [jerry.t.witcher.mil@mail.mil](mailto:jerry.t.witcher.mil@mail.mil).

FOR THE ADJUTANT GENERAL:

JENNIFER R. MARTIN  
LTC, AG, VaARNG  
Director Chief of Staff for Personnel (G1)

DISTRIBUTION:

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