

# IG NCO VACANCY ANNOUNCEMENT 35<sup>TH</sup> IN DIV

35 <sup>TH</sup> INFANTRY DIVISION #2 SHERMAN AVE FT LEAVENWORTH, KS 66027	<b>DATE:</b>  06/22/2018	<b>CONTROL NUMBERS:</b> 2018-SWVA-028 2018-SWVA-029 2018-SWVA-030 2018-SWVA-031
<b>OPEN TO:</b> Current E-7 or promotable E-6 members of KSARNG	<b>Applications will be accepted until the positions are filled</b>	
<b>POSITION TITLE, SERIES, GRADE, PARA/LINE:</b> INSPECTOR GENERAL NCO, 00D, E7, 109/04 (4 Positions)	<b>APPOINTMENT FACTORS:</b> See Paragraphs Below	
<b>LOCATION OF POSITION:</b> HQ (-) 35 <sup>th</sup> Infantry Division, Fort Leavenworth, KS	<b>MINIMUM GRADE:</b> Promotable SSG (E6)	<b>MAXIMUM GRADE:</b> SFC (E7)

**BACKGROUND:**

(1) Background: Inspector General NCO positions are 3 year tours which are not filled by utilizing the Enlisted Promotion System (EPS) but are filled by a nomination process that requires approval by the 35<sup>th</sup> ID Commander and Department of Army Inspector General (DAIG). Thus, this announcement has been issued to identify and assign the best qualified Soldiers to voluntarily fill a Traditional IG NCO vacancy.

(2) **These are Traditional “M-Day” positions. These are NOT full-time positions. AGRs and Technicians cannot apply.**

**SOLDIER INCENTIVES:** Soldiers who are accepted into the IG program will attend a 3 week school and gain valuable skills that will enhance their career in the future. Applicants should contact the KSARNG Incentive Manager at 785-646-0155 to determine any possible incentive termination and/or recoupment actions that may result from accepting this position.

**DUTIES:**

As an Inspector General NCO, you will:

- Conduct assistance, inquiries, investigations and inspections as directed by regulatory guidance, the State Inspector General, the 35<sup>th</sup> ID Commander, and/or the Adjutant General.
- Conduct formal and informal interviews of complainants, subjects, and/or suspects to determine facts, circumstantial evidence, hearsay or other matters of importance.
- Conduct general, special or follow-up Inspector General Inspections to ascertain compliance with regulations and policies, identify systemic problems and determine root causes.
- Use automated systems in daily work, and implements the Inspector General Action Request System (IGARS).
- Research regulations, policies, laws, etc to resolve issues and allegations presented in Inspector General Action Requests and inspections.
- Develop solutions and recommends assignment of responsibility to correct problems.

**SPECIFICATIONS:**

- (1) Applicants must currently be an E7 or a promotable E6 on the EPS list.
- (2) Must be available to attend a 3 week IG course at Ft. Belvoir, VA.
- (3) Individual must have a current, passing APFT and must meet height/weight standards prescribed in AR 600-9 to be selected for this position.
- (4) Applicants flagged in SIDPERS for any reason will not be selected for this position.
- (5) This position requires a Secret Security Clearance.
- (6) Any falsification of the eligibility requirements will result in immediate disqualification and release from the position.
- (7) Upon selection and subsequent acceptance, the selected Soldiers will be assigned to the vacancy.
- (8) Upon completion of the 3 year IG NCO tour, Soldiers will be reassigned to a position commensurate with their grade and qualifications.

**POC for duty description: SGM Jodi Melby-HQ 35TH IN DIV (BDE) Senior Human Resources NCO at (913)758-5012**  
**Selecting Supervisor: MG Victor Braden**  
**Approval Authority: DA IG**

**APPLICATION INSTRUCTIONS:**

All applications must be submitted via email to: [jodi.k.melby.mil@mail.mil](mailto:jodi.k.melby.mil@mail.mil)

- a. DA photo within last 2 years
- b. Current/validated Enlisted Record Brief (ERB)
- c. Current DA Form 705 certified by unit commander (within the past year)
- d. Certified Height/Weight or DA 5500 or 5501 if exceed Screening Table Weight (within the last 15 days)
- e. NCOERs for the past 5 years.
- f. Physical Profile (DA 3349) if applicable
- g. Current MEDPROS Printout
- h. A memorandum signed by the Soldier's Commander acknowledging his or her application for the position