

IG NCO VACANCY ANNOUNCEMENT 35TH IN DIV

35 TH INFANTRY DIVISION #2 SHERMAN AVE FT LEAVENWORTH, KS 66027	DATE: 06/22/2018	CONTROL NUMBER: 2018-SWVA-033
OPEN TO: Current E-8 members of KSARNG	Applications will be accepted until the position is filled	
POSITION TITLE, SERIES, GRADE, PARA/LINE: INSPECTOR GENERAL NCO, 00D, E8, 109/03 (1 Position)	APPOINTMENT FACTORS: See Paragraphs Below	
LOCATION OF POSITION: HQ (-) 35 th Infantry Division, Fort Leavenworth, KS	MINIMUM GRADE: Promotable SFC (E7)	MAXIMUM GRADE: MSG/1SG (E8)

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 35th 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. Technicians and AGRs 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 785-274-0155 to determine any possible incentive termination and/or recoupment actions that may result from accepting this position.

DUTIES:

As an Assistant Inspector General, you will:

- Conduct assistance, inquiries, investigations and inspections as directed by regulatory guidance, the State Inspector General 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 E8.
- (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

- 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