

ILLINOIS ARMY NATIONAL GUARD
FIRST SERGEANT
VACANCY ANNOUNCEMENT

Military Personnel Office - Boards Branch ILLINOIS NATIONAL GUARD 1301 N. MACARTHUR BLVD. SPRINGFIELD, IL 62702-2317	<u>ANNOUNCEMENT NUMBER:</u> 13023F	<u>OPEN FOR FILL:</u> <input checked="" type="checkbox"/> Open to E7/E8 on 1SG Best Qualified List <input type="checkbox"/> Open same grade lateral ONLY	
<u>POSITION TITLE / GRADE:</u> First Sergeant / E8	<u>MOS(s):</u> 92A5M	<u>OPENING DATE:</u> 10 April 2014	<u>CLOSING DATE:</u> 12 May 2014
<u>ASSIGNMENT AND DUTY LOCATION:</u> Co A 405th BSB, Streator, IL	<u>PARA / LIN:</u> 201 / 03	<u>MSC POC:</u> MSG Michael Wood	<u>CONTACT INFO:</u> (309) 824-5927
<u>SELECTING OFFICIAL:</u> COL Troy Phillips		<u>CLEARANCE LEVEL REQUIRED:</u> Secret	
<u>GENERAL REQUIREMENTS:</u> - On 2013 or 2014 1SG Best Qualified list or Current 1SG. - AGR Soldiers must be able to obtain a leadership waiver - Not currently flagged or under Bar to Re-Enlistment. - NON-DMOSQ able to acquire MOS within 12 months of assignment. - Must be able to attain the SQI of M. (See DA PAM 611-21)		<u>PACKET SUBMISSION INSTRUCTIONS:</u> Scan completed applicant packet at unit of assignment, then forward through S1 channels to MILPO-Boards Branch via IGO MSC folders. Late or incomplete packets will not be considered.	

APPLICATION DOCUMENTS:

A complete application packet consists of the following documents:

(Packets will be in the following order and scanned into one PDF or TIFF document)

1. Summary of Qualifications (sample attached)
2. Current Biographical Sketch
3. Current Enlisted Record Brief (ERB)
4. Copy of latest DA 705 (must be less than 12 months Old) Profiles (DA 3349) must be attached if applicable.
5. DA FM 5500/5501, if over table screening weight IAW AR 600-9
6. Height/Weight certification memorandum from Commander (must be within the last 6 months)
7. Security Clearance letter from state security manager's office to verify interim or final secret clearance
8. Photo copy of last 5 NCOERs
9. Official DA Photo in iPERMS

SUMMARY OF DUTIES:

Principal NCO (First Sergeant) position in company, battery, troop, or similar sized unit:

1. Assist the commander in planning, coordinating, and supervising all activities that support the unit mission.
2. Advise the commander on enlisted soldier matters to include duty assignments, promotions and reductions, leave programs, military justice, privileges, awards, welfare and recreational activities, human relations, equal opportunity, and alcohol and drug abuse concerns.
3. Coordinate unit administration to include submission of required reports, vehicular support, supply, and food service activities.
4. Provide counsel and guidance to subordinate personnel.
5. Assist in inspection of or conduct inspection of unit activities and facilities, observe discrepancies and initiate corrective action.
6. Assist the commander in performing the following training related tasks:
 - (a) Plan, conduct, evaluate, and assess unit training.
 - (b) Ensure that trainers train to a standard.
 - (c) Assist the commander in integrating individual training into collective training, and collective training into multi-echelon training events.
 - (d) Plan and execute a battle-focused NCOBP.
 - (e) Prepare and maintain an order of merit list for schools and courses, ensuring that Soldiers are qualified and prepared to attend.
 - (f) Coordinate school quotas.

Questions concerning contents of this announcement may be directed to MILPO- Boards Branch by email [int-NGILG1BOARDS@ng.army.mil](mailto:NGILG1BOARDS@ng.army.mil)

SUMMARY OF QUALIFICATIONS

{Rank, Full Name}

VACANCY ANNOUNCEMENT NUMBER: _____ - _____

NATURE, SCOPE, AND EXTENT OF RESPONSIBILITIES OF PREVIOUS ASSIGNMENTS :

{In short, why do you feel that you are qualified for this position?}

*This summary must not exceed 1 page in length. *

Applicant's Signature

Date