Illinois Army National Guard
Statewide Vacancy Application Cover Sheet

Applicant Name (Last First Middle):

Job Announcement Control Number:

Job Announcment Closing Date:

Job Announcment Unit Location:

Job Announcement Unit Name:

Job Announcement MOS:

ELIGIBILITY REQUIREMENTS

-Traditional Soldiers one or two grades below the position, IAW NGR 600-200.

-Have the MOS awarded as their PMOS, SMOS, AMOS.

-Traditional Soldiers who are not MOS qualified but meet eligibility requirements of DA PAM 611-21 to acquire the MOS within 12 months.

-Not flagged for favorable personnel actions.

APPLICATION INSTRUCTIONS

-To Apply: Scan AS ONE PACKET, this coversheet, verified and updated Enlisted Record Brief (ERB), Copy of current NCOER (DA Form 2166-9), Copy of current DA Form 705, profiles (DA 3349) if applicable, current DA FM 5500-R (if applicable) to:

Go through your Unit Readiness NCO and the normal S1 Channels (Unit, BN, BDE, PAB).

If you are sending it directly to your Unit Readiness NCO, MAKE SURE YOU PUT THE CONTROL NUMBER IN THE SUBJECT LINE EXACTLY AS IT APPEARS.

Make sure you save the file as a PDF document and label it as Control Number-Last Name.pdf

Your unit readiness NCO can assist you in gathering the necessary documents for your packet. Forward the completed packet NLT than the closing date listed on the advertisement spreadsheet for the position you are applying.

-Incomplete or late packets will not be accepted.

-A summary of duties excerpt from DA PAM 611-21 can be found at the web address provided below. Ensure you are aware of the OPAT requirement for this position found in DA PAM 611-21.

-DA PAM 611-21 Web Address: https://www.milsuite.mil/book/docs/DOC-159575