California National Guard – Inspector General NCOIC (E-8)

MDAY

Vacancy Announcement

1 Position Available

Position Details

Announcement Number:	MDAY-40ID-025
Opening Date:	12 November 2026
Closing Date:	Open until filled
IPPS-A Position Number:	03149776
Position Title:	Inspector General NCOIC
UIC:	WTSAT0
DMOS:	00D5B
Min/Max Grade:	E-7 (P)-E-8
Duty Location:	11300 Lexington Drive, Building 1000, Los Alamitos, CA 90720
Eligibility Requirements:	Applicants must be MOS-qualified in their current primary MOS
Selecting Official:	Command IG
Security Clearance:	Secret
Minimum Military Education Requirements:	Must have completed the Professional Military Education (PME) required for the applicant's current grade.

Conditions of Employment

- For M-Day Soldiers residing outside California, the California Army National Guard will coordinate a memorandum of agreement (MOA) with the Soldier's State National Guard, as required, to support attachment or assignment.

Primary Duties and Responsibilities

The primary duties and responsibilities of the Inspector General NCOIC include, but are not limited to, the following:

- Receives complaints, allegations, and requests for assistance from Soldiers, Airmen, family members, Federal employees, retirees, veterans, Members of Congress, private citizens, and anonymous sources. Researches applicable regulatory guidance to identify issues, allegations, and appropriateness for IG action. Conducts preliminary analysis to determine relevant facts and available evidence. Establishes and maintains case files; resolves matters within IG authority or refers matters to the appropriate command or agency for action at the command, National Guard Bureau (NGB), Department of the Army (DA), or Department of Defense (DoD) level. Conducts follow-up on referred cases to ensure completion and an appropriate response. Enters case information into the Inspector General Action Request System (IGARS) for case management, analysis, and trend identification.
- Prepares database statistics and other reports. Assists in conducting investigations and inquiries, as directed, to establish facts and support findings regarding alleged impropriety. Conducts informal and formal interviews of complainants, witnesses, subjects, and other relevant persons to determine facts. Assists in the conduct of general, special, or follow-up inspections to ascertain compliance and/or identify systemic problems and determine root causes. Develops recommendations and identifies responsible agencies or officials for corrective action. Conducts assistance inquiries or inspections into

special functional areas as directed by applicable regulatory guidance, the directing authority, or the Adjutant General.

- The IG NCOIC works under the direction of the Command IG or Deputy IG and assists with the coordination, management, and quality control of assigned IG operations. The IG NCOIC provides technical guidance, mentorship, and professional development to assigned IG personnel; monitors casework, reports, inspections, and projects for timeliness and compliance with applicable regulations and IG policy; and coordinates office requirements, training, and administrative actions. The IG NCOIC independently plans, executes, and completes assigned cases, reports, inspections, and projects using established IG policies, procedures, and techniques.

Criteria for nomination to this assignment:

- Minimum grade E-7 (Promotable); maximum grade E-8.
- M-Day applicants only.
- Be available to attend and graduate from the three-week Inspector General Basic Course at Fort Belvoir, Virginia, and to travel for required conferences, training, and inspections.
- Inspector General duty is an initial 36-month nominative assignment. Continued service is subject to applicable Army, National Guard, and California Army National Guard requirements.
- To preserve Inspector General independence, Soldiers assigned to this position will perform only authorized IG duties and will not be assigned collateral duties that create an actual or perceived conflict of interest. Additional duties, leadership assignments, or Command, Leadership, and Staff Assignment Policy (CLASP) actions require coordination with the Command IG and appropriate California Army National Guard authorities.
- The selected Soldier will be assigned to Headquarters and Support Company (HSC), 40th Infantry Division, with duty at Joint Force Headquarters (JFHQ), Los Alamitos, California.

Special Requirements

Preferred experience beyond the minimum qualifications detailed in AR 20-1 includes:

- Possession of a superior performance record and demonstrated high standards of conduct.
- At least three years of cumulative troop-leading, supervisory, or staff-management experience. Preferred experience includes readiness NCO, platoon sergeant, first sergeant, operations NCO, personnel services NCO, logistics NCO, or comparable leadership assignments.
- Strong verbal, written, and interpersonal communication skills.
- Demonstrated ability to supervise, mentor, and develop Soldiers; manage competing priorities; and coordinate work across multiple organizations.
- Ability to work independently and exercise sound judgment in managing competing priorities.
- Working knowledge of Microsoft Office, iPERMS, and IPPS-A.
- Strong organizational, management, and quality-control skills.
- Demonstrated ability to rapidly learn and apply new concepts, including research and application of a broad range of regulations and policies.
- Ability to meet applicable medical-fitness, medical-readiness, and profile requirements in accordance with AR 40-501, AR 40-502, and applicable California Army National Guard policy.
- Desire to assist Soldiers and other members of the California National Guard professionally, impartially, and with discretion.

Instructions for Submitting Applications

Interested applicants

- A selection board comprised of current and former IGs will review each applicant's IG Nomination Packet to evaluate qualifications and potential to serve as an IG and make recommendations to the Command IG. Applicants must be MOS-qualified in their current primary MOS. Applicants will submit packets digitally via email. Hard-copy application packets are not authorized. Applicants must address any missing required documents in memorandum format. Required documents include:
    - Completed Nomination Packet Checklist (enclosed). Selection is contingent upon completion of all required IG nomination, suitability, security, medical-readiness, training, and approval actions. The Command IG will provide the selected applicant the required nomination memorandum formats, endorsements, and routing instructions.
    - Current Soldier Talent Profile (STP), validated by the applicant.
    - NCOERs for the last five years (applicants must explain gaps, overlaps, or nonrated periods in memorandum format).
    - Current physical-profile documentation, if applicable, in accordance with AR 40-502 and Command IG nomination instructions. Applicants with a permanent or duty-limiting profile must provide required documentation, including DA Form 3349-SG, as directed.
    - Proof of Security Clearance (Security Clearance Verification Memorandum).
    - A one-page memorandum for record (MFR), prepared in accordance with AR 25-50, explaining why the applicant wants to become an Inspector General.
    - Upon completion of packet evaluation, applicants will undergo an interview with the board members. Topics of discussion will include, but are not limited to, assignment history, civilian and military education, qualifications, communication skills, and IG assignment duties and responsibilities.
- Send complete IG Nomination Packets to MAJ Krystal Alexander, Command Inspector General, 40th ID, at Krystal.D.Alexander2.mil@army.mil.

Remarks

The California National Guard is an Equal Opportunity Employer. Selection will be made without unlawful discrimination and in accordance with applicable federal, State of California, Department of Defense, National Guard Bureau, and California Military Department equal opportunity policies.