



**VIRGIN ISLANDS NATIONAL GUARD  
JOINT FORCE HEADQUARTERS  
4031 LA GRANDE PRINCESSE, LOT 1B  
CHRISTIANSTED, VI 00820-4353**



TECHNICIAN VACANCY ANNOUNCEMENT # 12-004

**Position Title:** Chaplain  
**Open Date:** 21 October 2011  
**Closing Date:** 4 November 2011  
**Series/Grade:** GS-0060-12  
**Salary Range:** \$65,964 to \$85,752 (plus Cola of 17.23%)  
**Type of Appointment:** Excepted  
**Military Grade Required:** OFF: 0-1 to 0-4  
**Compatible Branch/MOS:** 56  
**Duty Location:** Joint Forces Headquarters  
**Selecting Official:** COL Aubrey L. Ruan, Jr.  
**Area of Consideration:** Virgin Islands Army and Air National Guard Members

**Virgin Islands Air National Guard member must be eligible to acquire membership in the Virgin Islands Army National Guard in an available and compatible military grade for the excepted technician position.**

**Position Duties**

This position is located in Joint Force Headquarters. This position is the senior level position within a state and exhibits full professional maturity for the various religious programs the employee is responsible for. The mission of the National Guard Chaplain Service is to provide unsurpassed spiritual leadership and care to National Guard personnel and their families at home and abroad. The primary purpose of this position is to manage the state National Guard Chaplain Service religious program, and to ensure the free exercise of religion for National Guard personnel and their families. This position is characterized by the high degree of integration into a complete and total program of religious ministries, including workshops, spiritual leadership and care, religious education, and other activities for National Guard personnel and their families. The Chaplain Service ministry is performed cooperatively, and executed in a pluralistic environment. This ministry, when directed by The Adjutant General, may be extended to active duty and reserve component military personnel and their families within the State. Manages the State/Territory Chaplain Services program in accordance with National Guard Chaplain Service program goals and objectives. Training is the cornerstone of preparation for military operations. Employee reviews training strategies that address the technical and tactical proficiencies of the state National Chaplain Service personnel, quality of life programs for National Guard personnel and their families, needs of other Chaplain Service constituencies (civilian clergy, non-government organizations (NGO), etc.). Ensures Chaplain support is provided to National Guard personnel and their families through the full spectrum of the deployment cycle (mobilization, deployment, employment, redeployment, and reconstitution). Under the Supervision of the Chief of Staff and TAG, coordinates Chaplain Service support during events such as natural disasters (floods, hurricanes, tornados, snowstorms, tsunamis, etc.), man-made disasters (acts of terrorism and technological events, etc.), unit emergencies (suicide, line-of-duty deaths, and serious line-of-duty injuries), and during times of significant national events (Olympics, national conventions and inaugurations, etc.).

### **Qualification Requirements**

**General Experience:** Candidates must have a baccalaureate degree (not less than 120 semester hours) and must have successfully completed three years of resident graduate study in theology or related subjects (Master of Divinity), or 90 semester hours (leading to an ecclesiastical certification as a member of the clergy) from an approved seminary or graduate school. Candidates must complete the (Army) Chaplain Officer Basic Course or the (Air Force) Chaplain Orientation Course. Candidates must be ordained by a religious faith group or denomination that is recognized by the Department of Defense Armed Forces Chaplain Board.

**Specialized Experience:** Must have at least 36 months experience, education or training that included progressively responsible work in a professional program of spiritual welfare and religious guidance which demonstrates or provides the knowledge, skills, and abilities essential for successful performance of the position. The major functional areas that comprise the total range of chaplaincy work are the religious ministry, administration, training, and research.

**Knowledge, Skills and Abilities (KSAs):** Applicants who meet the eligibility requirements will be further evaluated by the Selecting Official based on the following KSAs considered essential to perform the duties and responsibilities of this position:

- Skill and knowledge in religious rites, sacraments and observances. Coordinates as necessary with other Chaplain Service personnel and/or civilian clergy to ensure the free exercise of religion.
- Ability to perform religious services (worship, special events, prayer breakfast, weddings, funerals, memorial services, etc.).
- Ability to officiate at ceremonies (prayers at changes of command, retirements, troop departures, welcome home events, etc.).
- Skill and knowledge in pastoral counseling and referral (grief, spiritual formation, conflict resolution, life skills, etc.).
- Ability to perform visitation (workplace, hospital, units, etc.).
- Knowledge of personnel management issues (conscientious objector, hardship discharges, workplace violence, etc.).
- Knowledge and ability to respond to a crisis (death/casualty notification, casualty affairs officer assistance, mass causality events, suicides, etc.).
- Knowledge in providing information on religious organization, practices and customs, and NGO's.
- Skill in providing spiritual leadership.

### **Condition of Employment**

1. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (SRIP).

2. Wear of military uniform.
3. Security clearance must be obtainable if required.
4. Enrollment in Electric Fund Transfer (EFT).
5. Failure to complete NGB prescribed course at the National Guard Professional Education Center (PEC) within the first year of employment as required by this position may be cause for reassignment to another full-time position or termination unless there are extenuating circumstances that preclude the full-time member from course attendance.

### **Application Instructions**

Describe in detail your military and civilian experience (paid or unpaid), training and education to include degrees and transcripts. Include job titles, starting and ending dates of related experience which should include a month and year (e.g. January 2008-Present). You should also include your military grade, unit of assignment, and MOS.

Your application package **must** have these documents to be considered:

Optional Form 612 **or** Resume  
Non-flagging Memorandum

Deliver or mail your complete application to:

Virgin Islands National Guard  
Joint Force Headquarters  
ATTN: HRO - SSG Zera J. Louis  
4031 La Grande Princess Lot 1B  
Christiansted, VI 00820-4353

Application package must be delivered or post marked by the closing date of this announcement to be considered. Business hours are Monday to Friday, 0800 to 1700 hours. All applications will be retained for our records. No binders please.

  
KATA SCHLANG  
LTC GS  
Human Resources Officer

**THE VIRGIN ISLANDS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for appointment without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, age, or any other non-job related factor.