**(LOCAL)**

FULL-TIME MILITARY VACANCY ANNOUNCEMENT

**FOR ARMY NATIONAL GUARD PERSONNEL**

OPENING DATE: 12 March 2013

ANNOUNCEMENT NO: 006-13

CLOSING DATE: 26 March 2013

The following FULL-TIME MILITARY position vacancy in the Virgin Islands National Guard is announced. This position is advertised to all current members of the Virgin Islands National Guard. This vacancy will be filled under the provisions of Section 502(f), Title 32 United States Code. This is a THREE (3) YEAR ACTIVE GUARD/RESERVE (AGR) DUTY TOUR with the possibility of a renewal at the end of the initial three-year period.

**MILITARY ASSIGNMENT/DUTY LOCATION**
**Human Resource Specialist**
610th QM Water Supply Co.
St.Thomas, VI 00802

SALARY
Full military pay, depending on rank and longevity of service

**(1) MILITARY GRADE**: PFC (E3) – SPC (E4)

**(2) AREA OF CONSIDERATION**: Applicable to enlisted Soldiers holding a Military Occupational Specialty 42A. However, soldiers at the rank of Private First Class and Specialist who do not hold MOS 42A may apply and if selected, will be required to become qualified in MOS 42A within a year. Applicants must have a minimum score of 90 or higher in aptitude area Clerical (CL), a physical profile of 323222 and physical demands rating of moderately heavy.

**(3) SCOPE:** Provides typing support for the unit of assignment. Must be able to type military and non military correspondence, messages, orders, reports, forms, requisitions, directives, Standard Operational Procedures and similar material. Actively support the unit strength program and maintains strength accountability. Maintains the unit administrative functional files. Responsible for the preparation and submission of all payrolls transactions, payroll inquiries and incentive payment. Responsible for the completion and submission of all required unit and individual personnel actions. Establishes and maintains individual personnel and financial records. Maintains the unit mail management programs. Establish and maintain suspense files. Operates and maintains standard office machines such as typewriters, copy machines, calculators, computers, etc. Responsible for the maintenance of unit administrative reference library. Advises other full time support personnel on the requirements for maintaining reference libraries in their special areas. Attends all unit training assemblies, and annual training periods providing assistance and guidance in personnel and administrative matters and functions.

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Attends schools and conferences as required by training and developments as well as military education requirements. Assists in the unit recruiting and retention activities. Conducts public relations activities as directed to promote a positive image for the unit in the community. Performs other duties as assigned.

**(4) MILITARY ASSIGNMENT/DUTY LOCATION:**

SFC Leonard B. Francis Readiness Center
St. Thomas, USVI 00802

**(5) IMMEDIATE SUPERVISOR**: SSG Roshawn Murraine

**(6) EVALUATION/SELECTION CRITERIA**: Each applicant's record will be reviewed by the HRO for administrative correctness, and to affirm overall eligibility requirements. Those personnel found eligible will be referred to the AGR Selection/Nomination Board. AGR Selection/Nomination Board must determine the best-qualified applicants for the position IAW NGR 600-5.

**(7) APPLICANTS FOR VING POSITIONS ARE REQUIRED TO SUBMIT**:

a. One original copy of NGB Form 34-1 (Application for Active Guard/Reserve (AGR) position).
b. Official Military Photo in Class A Uniform or Full Length in ACU's taken within the last 12 months.
c. Copy of DD 214 (Armed Forces of the U.S. Report Transfer or Discharge) and/or other official documentation to verify active service. (All previous DD 214's)
d. NGB Form 23 (Retirement points credit record).
e. One copy of resume and/or statement of civilian/military experiences and education.
f. Copy of **Certified** (Updated) Enlisted Record Brief (ERB).
g. Copy of College Transcripts, if applicable.
h. Applicants should submit letters of commendation, awards, certificates of achievement, etc.
i. Letter of recommendation or performance evaluation for soldiers not requiring NCOERs.
j. Copy of three (3) latest DA Form 705 (APFT Score card) along with Body Fat Composition Worksheet if applicable. (Ensure card is completely filled out) "RECORD PASS".
k. Personnel Qualification Record (PQR) information must be accurate and current.
l. Current MEDPROS Printout.
m. Memorandum for record signed by Unit Commander, stating Service member is in good standing and is **not currently flagged**. Unit Commander Only.

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**(8) HOW TO APPLY**:

Applications for Full-Time Military Duty may be obtained at JFHQ, VIARNG, located at 4031 La Grande Princesse Lot 1B, Christiansted, St. Croix, VI or online at www.vi.ngb.army.mil. Completed forms must be mailed or delivered to: VIRGIN ISLANDS NATIONAL GUARD, JOINT FORCE HEADQUARTERS, ATTN: HRO, 4031 LA GRANDE PRINCESSE, LOT 1B, CHRISTIANSTED, VI 00820-4353. **NOTE: PLEASE ENTER YOUR HOME/BUSINESS PHONE NUMBERS AND EMAIL ADDRESS ON YOUR APPLICATION (NGB FORM 34-1). NO BINDERS.**

**(9) EQUAL EMPLOYMENT OPPORTUNITY**:

THE VING IS AN EQUAL OPPORTUNITY EMPLOYER. ALL APPLICANTS WILL RECEIVE CONSIDERATION FOR THE ABOVE POSITION WITHOUT REGARD FOR ANY NON-MERIT REASON SUCH AS RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, PLACE OF BIRTH, POLITICAL PREFERENCE, MARITAL STATUS, OR AGE.

**(10) OTHER INFORMATION/REQUIREMENTS**:

a. Individuals who have been voluntarily separated from the AGR Program are not eligible to re-enter into the program for one year after separation date. Individuals involuntarily separated are ineligible.
b. Must be able to participate with unit of assignment during all periods of IDT and AT.
c. Technicians selected for AGR positions will be separated from their technician position after five years. **The period of service for the AGR tour is not creditable for Federal Civil Service Retirement.**

**(11) QUALIFICATION REQUIREMENTS**:

a. Must be a federally recognized member of the ARNG with at least five years remaining in active military status before completing 20 years of Active Federal Service, or mandatory removal date, whichever comes first.
b. Must be medically qualified IAW AR 40-501. Individuals 40 years or over must include a current EKG.
c. Must pass APFT within the past year.
d. Must be eligible for and maintain a SECRET security clearance. A SECRET clearance must be attained in 12 months from the hire date. If a secret clearance cannot be attained you will be considered for removal from the AGR program as per AR 600-5, para 6-4 a (4).
e. Meet physical requirements of AR 600-9.

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**(12) PAY AND BENEFITS**:

a. Pay service will be through JUMPS-Army.
b. Basic Pay and Allowances: Based on grade and length of creditable service.
c. Leave: At the rate of 2.5 days per month or 30 days per year.
d. Holidays: regular federal holidays.
e. Medical care and hospitalization: Under the Uniformed Service Health Benefits Program. (TRICARE LATIN AMERICAN REGION)
f. Retirement: Members on tour accrue retirement credit at the rate of one point for each day of service.
g. Insurance: Eligible to participate in Servicemen's Group Life Insurance.
h. Social Security. Payroll deductions are made at the current rate.
i. Veterans Benefit: Eligible for tuition assistance and other benefits, i.e. disability due to injury or disease in line of duty, etc.
j. Survivor Benefits.
k. PX/Commissary. Members and eligible dependents.
l. Allotments.
m. Identification Cards. Both members and eligible dependents.

**(13)** Contact CPT Marcia Spencer (Marcia.d.spencer.mil@mail.mil), AGR Manager, at (340) 712-7753, or SGT Delisha Burke (Delisha.l.burke.mil@mail.mil) at (340) 712-7733 with questions regarding this announcement.

FOR THE ADJUTANT GENERAL:

GLENDA MATHURIN-LEE, Major, VIANG
VING Human Resource Officer

DISTRIBUTION:
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