

VIRGIN ISLANDS ARMY NATIONAL GUARD
Full-Time Duty Operational Support (FTNGDOS) Job Announcement
Job Announcement #: 008-16

OPENING DATE: 21 March 2016

CLOSING DATE: 4 April 2016

POSITION: Retention NCO

DUTY MOS: Immaterial

MIN GRADE: E-4

MAX GRADE: E-5

ORGANIZATION: Virgin Islands National Guard

LOCATION: St. Croix

POINT OF CONTACT FOR DUTY DESCRIPTION: MAJ Nina A. ClarkeBrewley at 340-712-8030 or nina.a.clarkebrewley.mil@mail.mil.

PROJECTED LENGTH OF DUTY: Subject to the availability of funds

PERSONNEL ELIGIBLE FOR CONSIDERATION: This position is open service members of the Virgin Islands Army National Guard.

THIS ASSIGNMENT, IF SELECTED, DOES NOT CONSTITUTE ENTRY INTO THE TITLE 32 AGR PROGRAM, NOR WILL YOU BE CATEGORIZED AS AN ON BOARD AGR.

JOB DESCRIPTION:

Assist with ETS Counseling when the Soldiers are not available during the scheduled drill. Plans, coordinates, conducts administrative and retention training for Unit Retention NCOs and FLLs as necessary. Works directly with unit administrative personnel to support/complete retention issues at the lowest level. Personally interview all Soldiers who have Expired Term of Service (ETS) within 180 days of the last IDT and identify each Soldier's intention regarding extension/re-enlistment. Ensure that all extending/re-enlisting Soldiers receive their extension award. The request award must be presented in front of the unit formation to recognize the Soldier's continued commitment to serve the Army National Guard. Ensure that all extending/re-enlisting Soldiers' families receive an appreciation award. The request award should be presented in front of the unit formation to recognize the families' continued support of their significant other's commitment to serve the Army National Guard. Assists units in developing short, medium and long-range goals objectives and plans by providing essential retention information. Advises the RRBN on all retention objectives and plans by providing essential retention information. Advises the RRBN on all retention objectives, special projects, actions and other considerations and utilization of resources. Performs all other duties assigned.

PERSONNEL ELIGIBLE FOR CONSIDERATION:

This position is open to members of the Virgin Islands Army National Guard. Applicants must meet requirements as of the closing date of the announcement.

- a. This is a gender neutral position.
- b. Minimum grade to apply is E-4.
- c. Cannot be flagged for unfavorable action.
- d. Cannot have any outstanding medical issues that require follow-up.
- e. Must have completed IET (Initial Entry Training).
- f. Must not be within 6 months of mandatory removal or expiration of term of service (ETS) on the report date of the tour unless waived by The Adjutant General (TAG).
- g. Must have minimum of a Secret Clearance, or higher.
- h. Must maintain appropriate level of physical readiness and pass the appropriate physical fitness test IAW service regulations.

PLACEMENT FACTORS:

- a. Professional, dedicated, impartial, and competent Soldier.
- b. Must be self-motivated and able to operate professionally with little or no supervision.
- c. Must be able to qualify for a Government Travel Card.
- d. Must have a valid driver's license.
- e. Excellent written and oral communication skills.
- f. Intermediate to advanced level of experience and training in Microsoft Office 2007/XP software, particularly PowerPoint and Excel.
- g. Must have excellent computer skills.
- h. Must be able to maintain confidentiality of analytical support.
- i. Must be able to multi-task and handle many projects at once.
- j. Experience with Federal, State, and local databases is desirable.

APPLICATION WILL CONSIST OF THE FOLLOWING:

- a. Unit Commander's Recommendation.
- b. DA Form 1058-R, Jul 2010 (FTNGDOS Application) Signed and Completed.
- c. DA Form 1058-1R, this form is required for all ARNG waiver requests.
- d. MEDPROS, Individual Medical Readiness (IMR) printout within the last 30 days (Army only).
- e. Enlisted Record Brief (ERB).
- f. Copy of latest DA Form 705 (Within the last 6 months)
- g. Current Height and Weight statement. Must meet standards established in AR 600-9. If screening table weight is exceeded, a Body Fat Content Worksheet (DA Form 5500-R for males or DA Form 5501-R for females) must also be included with the application.
- h. Copy of Temporary Profile.
- i. NGB Form 23B, RPAM statement.
- h. Resume or Biographical Sketch to include level of education and detailed work experience.
- i. Letters of recommendation, other than as required above, will NOT be forwarded with your packet.

INSTRUCTIONS FOR SUBMITTING APPLICATION:

Excess documentation will be removed. Incomplete or late application packets will not be forwarded to the Selecting Official. Application packets become the property of the VING and will not be returned. The point of contact for the application process is SSG Delisha Burke or CPT Marcia Spencer who can be reached via email at delisha.l.burke.mil@mail.mil and maricia.d.spencer.mil@mail.mil.

Application packets may be:

- a. **Hand-carried** and must be received by the AGR Office, no later than 1630 hrs on the closing date.
- b. **E-mailed** and must be in PDF format in no more than 2 attachments. Any other document format (ie TIFF, JPG, DOC, XFDF, etc) will not be processed. If you are unable to meet this requirement, submit in accordance with a. above. Emailed applications must be received prior to 2400 hrs Standard Time on the closing date. Email to delisha.l.burke.mil@mail.mil or Marcia.d.spencer.mil@mail.mil.

CONDITIONS OF ACCEPTING THE POSITION:

- a. Must be able to maintain IDT/AT requirements as deemed necessary by current traditional Chain of Command.
- c. *Females*, pregnancy testing is required within 15 days of start of orders in accordance with AR 40-501, Chapter 10.

EQUAL OPPORTUNITY: The Virgin Islands National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, or any other non-merit factor.



BRIAN P. O'REILLY
LTC, MP
Human Resources Officer