

Virgin Islands National Guard Joint Force Headquarters VING AGR, Vacancy Announcement VIRGIN ISLANDS AIR NATIONAL GUARD			Tour Length: 3 Years	
Announcement Number: 009-013			Opening Date:	Closing Date:
			DATE: 10 July 2013	DATE: 09 August 2013
FUNCTIONAL CODE: 169000	GRADE Military Rank: E4 - E6 SrA thru TSgt	Unit Location: 285th CES, ST. CROIX, USVI Immediate Supervisor TSgt Michelle Magras	Position: Production Recruiter AFSC: 8R000	

This Position is Open to Air National Guard Personnel

1. ELIGIBILITY / NOTES:

Military Membership Requirements: This position is located in the JFHQ, Virgin Islands Air National Guard. This is a full-time three year AGR tour that can become a permanent tour after completing the initial tour. The individual must be a U.S. citizen. The wearing of the military uniform and abiding by the customs and courtesies as prescribed by applicable Air Force Instruction are conditions of employment.

This position is advertised to all current members of the Virgin Islands National Guard, and any member who are eligible to become a member of the Virgins Islands Air National Guard. The position will be filled under the provisions of Sections 502(f), Title 32, United States Code.

Selected applicant(s) will be ordered to active duty for three (3) years. This is **NOT** a career position. Enlistment in the Virgin Islands Air National Guard is a prerequisite for entry into the AGR program. Continued membership in the Virgin Islands ANG is a condition for retention in the AGR program

2. BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Conducts market analysis and develops information sources such as employment agencies, high school and college student lists, separation reports, and securing names of potential prospects for enlistment in the VIANG. Make oral presentations to high school classes, college classes, civic organizations, as well as military units to establish prospects and maintain the positive image of the VIANG. Prepares enlistment case files. Informs applicant of military obligations, airman and officer career structure, educational and training opportunities, other benefits and entitlements resulting from membership in the VIANG. Prepare recruiting itinerary and activity reports. **Follows up on all contacts regardless of the source.** Establishes requirements for annual operations and maintenance budget to conduct recruiting programs. Provides assistance in the development of annual recruiting programs. Plans and directs sales promotional projects

using media such as direct mail, press, public affairs personnel and public service announcements. Coordinates, assists and participates in special events such as territorial ceremonies, exhibits, fairs, parades, minority events, job fairs and sporting events. Conducts an annual advertising program to include writing and placing newspaper advertising. Must maintain established recruiting production goals to achieve and maintain VIANG personnel strength.

3. QUALIFICATION REQUIREMENTS:

Knowledge of the VIANG organization, mission and operation of the ANG is essential. Knowledge of the methods and techniques of recruiting internally and externally, including the use of newspaper, magazines, radio, television and public service announcements for advertising programs is desirable. Must comply with military duty eligibility requirements. Must possess a high moral character and unquestionable integrity. Must be able to speak clearly and communicate effectively both orally and in writing. Must possess and demonstrate a positive attitude and enthusiasm about performing VIANG Recruiter duties. Must successfully complete the 8R000 ANG Recruiter Course at Lackland AFB, TX within 6 months, or attend the next available course to retain this position. Must possess and demonstrate the ability to perform as a team player. The ability to type and operate a personal computer is desirable. Experience using Microsoft Word, Excel, and PowerPoint programs is preferred. Willing to work long irregular hours and travel to various locations as required. Appearance must project a very favorable image of the ANG.

4. CONDITIONS OF EMPLOYMENT:

- Once selected and assigned, AGR members must remain in the position for a minimum of twelve (12) months.
- Applicants must meet requirements of ANGI 10-248, Air National Guard (ANG) Fitness Program.
- Applicants must have sufficient time remaining on current ANG enlistment or mandatory removal date to complete AGR Tour.
- Applicants should be able to complete 20 years Total Active Federal Military Service prior to reaching mandatory separation date (age 60).
- Once selected, members must maintain qualifications for mobilization and attend all Unit Training Assemblies (UTA), exercises, and periods of annual training.
- Security Clearance:** Applicants must have or be eligible to obtain a **SECRET** security clearance.
- Medical/Physical:** Applicants must meet any medical standards or physical requirements designated for the position.
- Direct Deposit/Electronic Fund Transfer Program:** Selected candidate is required to participate as a condition of employment.

5. INSTRUCTIONS FOR APPLYING:

Interested applicants must submit the following mandatory documents (applications received without these documents will not be considered).

- NGB Form 34-1 Application for Active Guard/Reserve (AGR) Position. Announcement number and position title must be annotated on this form.
- Submit a copy of your employment history using OF612 or resume; include names of supervisor, phone numbers, dates you have held each job, position, and duty description.

- Include a copy of most current Records Review RIP. This may be obtained from your Personnel Records at your unit, or go to VMPF at <http://www.afpc.randolph.af.mil/vs>
- AF Form 522, Point Summary from your unit, or go to VMPF at <http://www.afpc.randolph.af.mil/vs>
- Copies of Last 3 Performance Reports (if applicable).
- Copies of DD Form 214 and/or NGB Form 22 (if applicable).
- List any pertinent civilian and/or military training completed (include copies of all certificates)
- Copy of Physical Exam, not older than 1 year & HIV Test within 6 months.
- A current copy of the Air Force Fitness Test, not older than 6 months.
- AF Form 422.
- Letter of Recommendation/Letters of References from your Supervisor.

6. COMPLETION OF APPLICATION:

Applicants must type or print in legible dark ink. Failure to sign and date these forms in **ORIGINAL SIGNATURE** will result in non-consideration. **Fax / e-mail will not be accepted.**

Applications will only be accepted if they are physically received in the Human Resource Office by **1630 hours** on the closing date of the vacancy announcement. No exceptions will be made. Any questions please call: **SMSgt Pamela Depusoir** at (340) 712-7716 / (340) 642-6868 or e-mail: **pamela.s.depusoir.mil@mail.mil**

MAILING ADDRESS:

VIRGIN ISLANDS NATIONAL GUARD, JFHQ
4031 LA GRANDE PRINCESSE, LOT 1B, CHRISTIANSTED, VI 00820-4353.
ATTN: **SMSgt Pamela S. Depusoir**

7. EQUAL EMPLOYMENT OPPORTUNITY

THE VIANG 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.

FOR THE ADJUTANT GENERAL:



GLENDAMATHURIN-LEE, Major, VIANG
VING Human Resources Officer

DISTRIBUTION:

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