



DEPARTMENT OF THE ARMY  
JOINT FORCE HEADQUARTERS VIRGIN ISLANDS NATIONAL GUARD  
RR#1 BOX 9200 KINGSHILL VI 00850-9731

**VIRGIN ISLANDS ARMY NATIONAL GUARD**  
**Full-Time Duty Operational Support (FTNGDOS) Job Announcement**  
**Job Announcement #: 010-15**

OPENING DATE: 15 September 2015

CLOSING DATE: 25 September 2015

**POSITION:** Emergency Management Coordinator

**DUTY MOS:** Immaterial

**MIN GRADE:** O-1 **MAX GRADE:** O-3

**ORGANIZATION:** Virgin Islands National Guard

**LOCATION:** Territory wide

**SELECTING OFFICIAL:** LTC Donald W. Woodley

**POINT OF CONTACT FOR DUTY DESCRIPTION:**

**PROJECTED LENGTH OF DUTY:** 01 October 2015-30 September 2016, 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:**

Serves as lead for all emergency planning, policy, coordination and integration at installation level. Responsible for ensuring the collection and prioritization of resource requirements for POM submission to the next higher headquarters. Plans, directs and administers the Emergency Management Program, the Comprehensive Emergency Management Plan, and related plans and procedures. Acts as a liaison with other governmental agencies (state and federal) and other emergency management organizations. Organizes disaster drills and exercises. Reviews results and makes recommendations for improvements. Conducts training and provide public information presentations for all personnel. Track all VING personnel for completion of ICS mandatory on-line courses. Periodically assesses installation emergency response capabilities. Performs other related work as 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 announcement.

- a. This is a gender neutral position.
- b. Minimum grade to apply is O-1.
- 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 have at least a 6 month service obligation.
- g. Must have minimum of a Secret Clearance, or higher.

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- 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. Experience in military police and/or intelligence is highly desirable.
- j. Must be able to multi-task and handle many projects at once.
- k. 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. Officer Record Brief (ORB) or Records Review RIP.
- 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.
- j. Resume or Biographical Sketch to include level of education and detailed work experience.
- k. Please note any 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

Application packets may be:

- a. **Hand-carried** and must be received by the HRO 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, XFDL, 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](mailto:delisha.l.burke.mil@mail.mil) or [Marcia.d.spencer.mil@mail.mil](mailto:Marcia.d.spencer.mil@mail.mil).

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**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 upon the initiation of orders.

**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