NATIONWIDE

FULL-TIME MILITARY VACANCY ANNOUNCEMENT

FOR ARMY NATIONAL GUARD PERSONNEL

OPENING DATE: 15 September 2011

ANNOUNCEMENT NO: 21-11

CLOSING DATE: 31 October 2011

The following FULL-TIME MILITARY vacancy in the Virgin Islands National Guard is announced. Due to manning requirements, this position is advertised to all current members of the Virgin Islands National Guard and individuals eligible to become a member of the Virgin Islands Army National Guard. This vacancy will be filled under the provisions of Section 502(f), Title 32 United States Code.

MILITARY ASSIGNMENT/DUTY LOCATION	SALARY
1) **Human Resources SGT** 23d Weapons of Mass Destruction-Civil Support Team St. Croix, VI 00820	Full military pay, depending on rank and longevity of service

2) **MILITARY GRADE**: E-4 thru E-6

3) **AREA OF CONSIDERATION**: Soldiers must be qualified as a 42A2R within 12 months of hire. Selected individuals must be able to maintain furthermore operate technical equipment and Personnel Protective Equipment (PPE) under rigorous, stressful conditions. Individuals unable to perform this task will be released from the team. Selected individuals must make satisfactory progress in team training and MOSQ. Failure to maintain satisfactory progress, as determined by the Commander, is grounds for removal from the team and dismissal from the AGR program. Selected individuals must meet OSHA physical requirements and possess a secret security clearance or have the ability to obtain one within one year of hire. This position requires an above average amount of TDY due to high operations tempo and training requirements. Applicants must possess or be capable of maintaining a government travel card in good standing to support travel requirements. In accordance with Title 32 AGR full time duty, personnel are **required to serve a minimum four-year initial assignment tour**. Time starts upon successful completion from the Civil Support Skills Course (NGR 500-3/ANGI 10-2053, Para 13-8(3)).

4) **DUTIES**: Will serve as the Human Resources SGT in the Civil Support Team (CST) and is responsible for daily personnel actions. Provides technical expertise, processes and acts on a variety of Officer/Enlisted personnel matters for Army and Air Force members of the CST. These actions include, but not limited to: promotions, reductions, retention, personnel assignments, MOS award, military awards, evaluation reports, disciplinary actions, Line of Duty investigations and discharges. Reviews regulations, directives, and procedures established by Army & Air Force at NGB and State levels. Ensures personnel data is processed for input into RCASWeb, SIDPERS and IPERMS. This NCO coordinates with

higher, to resolve problems involving Officer/Enlisted personnel. All members of the Civil Support Team will become certified as HAZMAT Technicians and will be required to wear up to Level A personnel protective equipment and operate in a CBRN multi-hazard environment as well as participate in WMD CST decontamination & survey operations. Performs other duties as assigned.

5) **REQUIRED**: It is important that all interested applicants for the WMD-CST understands the duty requires rigorous and specialized training, high physical demands, extended and irregular duty hours, extended temporary duty, time away from home station, and family separation. In addition the following items are essential to satisfactory duty performance: **(a)** Flexibility and the ability to work unsupervised with and around numerous personnel from the first responder community. **(b)** Experience in Microsoft Office applications (Word, Excel, PowerPoint, Outlook). **(c)** Receive immunization shots based on mission requirements; to include Small Pox and Anthrax. **(d)** Meet the high physical demands of the mission and the necessity for members to perform operations while wearing the Level A, B and C protective ensembles. **(e)** Participate in the unit's physical fitness program and meet the requirements to successfully pass the appropriate service physical fitness test. **(f)** Successfully complete CST specific, occupational health physical examination including a variety of medical tests, physical fitness tests and a protective gear confidence test is required for all applicants.

I. SPECIAL REQUIREMENTS:

a. CIVILIAN EDUCATION/REQUIREMENTS:

(1) Must be a High School graduate or GED equivalent.
(2) Ability to obtain a Secret clearance.
(3) Must have knowledge of the organization and mission of the Army National Guard and/or Air National Guard.
(4) Must provide copy of current DA Form 705 – Army Physical Fitness Test Score Card (APFT) and must meet medical standards prescribed by AR 40-501 and complete a Chapter 3 Physical. Must complete OSHA physical successfully prior to hiring.
(5) Applicant must meet other eligibility requirements for AGR service under provisions of AR 135-18 and NGR 600-5.
(6) A physical demands rating of heavy. Position requires donning of LEVEL A Suits and SCBA equipment.
(7) Any other documents that will support applicant's qualifications.

II. SUPERVISORY CONTROLS:

Receives general and specific guidance from the Commander, Deputy Commander, Operations Officer and Senior Operations NCO.

III. POSITION DESCRIPTION:

a. Maintain Unit Readiness, Evaluations, and Commanders Programs (Per **WMD-CST Standardization Evaluation and Assistance Team:** Functional Area: **Personnel)**
b. Ensure records are established and maintained in accordance with the Army Records Information Management System (ARIMS).
c. Manages all WMD CST personnel programs including family, weight management, medical/dental records, leave/TDY, physical fitness, awards/decorations, emergency leave, publications, forms, adverse actions, and performance appraisal system.
d. Ensure CST personnel are properly assigned, qualified and reported accurately.
e. Maintains a policy book that outlines the policies from all higher headquarters – provide input to overall WMD CST doctrine and generates personnel availability reports input to personnel management system.
f. Refers issues to the Commander concerning personnel records as necessary.
g. Provides administrative support to the members of the WMD CST to include processing of documentation for pay and allowances, enlistment extensions, maintain personnel mobilization documentation, publication of alert rosters, and other administrative tasks as required.
h. Provides personnel strength accounting, casualty/replacement(s) reporting and coordinate postal and finance services.
i. Participates if required, in the WMD CST contaminated sample chain-of-custody transfer procedures.
j. Coordinates civilian/government/media visit requests.
k. Maintains security clearance information for all WMD CST personnel.
l. Serves as the CST Defense Travel System (DTS) Administrator.
m. Prepares written orders for WMD CST:
   (1) Deployments and WMD exercises.
   (2) Personnel attending WMD conferences and technology demonstrations.
   (3) Personnel certification training.

n. Conducts decontamination operations.
o. Conducts postal operations as required by AR 600-8-3

6) <u>MILITARY ASSIGNMENT/DUTY LOCATION:</u>

23d Weapons of Mass Destruction-Civil Support Team, St. Croix, VI 00820

7) **IMMEDIATE SUPERVISOR**: Assistant Operations Officer

8) <u>EVALUATION/SELECTION CRITERIA</u>: 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.

9) 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.
c. PHA (Periodic Health Assessment) or Current Copy of Chapter 2 or Chapter 3 Physical/DD Forms 2808 & 2807 In accordance with NGR 600-5, paragraph 2-2, medical examinations will be current within 24 months of initial entry.
d. 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)
e. NGB Form 23 (Retirement points credit record)
f. One copy of resume and/or statement of civilian/military experiences and education.
g. Copy of (**Certified Updated**) DA 2-1.
h. Applicants should submit letters of commendation, awards, certificates of achievement, etc.
i. Copy of latest 3 Officer Evaluation Reports (OER), if applicable.
j. DA Form 705 (APFT Score card) current within (12) months. (Ensure card is completely filled out) "RECORD PASS"
k. Personnel Qualification Record (PQR) information must be accurate
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!!!

10) **HOW TO APPLY:**

Applications for Full-Time Military Duty may be obtained at JFHQ, VING, 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). BINDERS WILL NOT BE RETURNED.

11) **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.

12) **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. 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.**
c. Must participate in Physical Fitness Program, at least three times per week, and satisfactorily complete the Record APFT/APT every six months.

13) **QUALIFICATION REQUIREMENTS**:

a. Selected individual must extend/re-enlist for a period equal to or greater than initial tour end date.
b. Must be eligible to complete a minimum of four (4) years in AGR status immediately prior to his/her mandatory separation date or prior to completing 18 years of Active Federal Service. *Air National Guard program requires members to be able to complete 20 years Federal Active service prior to mandatory removal dates.*
c. Must not have been previously separated for cause from active duty or a previous AGR tour.
d. Must not be eligible for, or receiving a federal military retired or retainer pay, nor federal service annuities.
e. Must meet AOC/MOS/AFSC qualifications for duty position within 12 months of their assignment to the unit. (NGR 500-3/ANGI 10-2053, Para 13-8 (3))
f. Due to the extensive specialized training requirements and in accordance with Title 32 AGR full time duty, personnel are **required to serve a minimum four-year initial assignment tour. Time starts upon successful completion from the Civil Support Skills Course.** (NGR 500-3/ANGI 10-2053, Para 13-9 and NGB Policy)
g. Must successfully pass a Standardized Occupational Health – AR 40-501 Chap 3 Exam or AFI 48-123 Chap 17, Occupational Health. Failure to do so will result in termination from the AGR program.
h. Must be medically qualified IAW AR 40-501. Individuals 40 years or over must include a current EKG.
i. Army & Air individuals must meet respective services Physical Fitness Standards. *(No basis to force Air to meet Army or Army to meet Air)*
j. 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 or be reassigned as per AR 600-5, para 3-4.
k. Army National Guard members must meet physical qualifications outlined in AR 40-501, Chapter 3. Air National Guard members must meet the physical qualifications outlined in AFI 48-123. Medical exam must be completed within 24 months (Army) or 48 months (Air) prior to entry on AGR Tour.
l. Army or Air National Guard members on the Weight Control/Management Program are ineligible for entry into the AGR Program. Members must meet the weight requirements at the time they are placed in the AGR program.
m. Selected individual must undergo and pass a pulmonary function test. *(NGB 500-3, 9—3 a. All personnel with a history of Physical Profile capacity of P-3 or higher IAW AR 40-501 Standards of Medical Fitness should be screened out prior to consideration for CST assignments. Following initial medical screening the applicant must have an AR 40-501 Chapter 3 Accession Standards physical incorporating forms, laboratory test, and screening tests identified in Appendix I. The ability to don and perform physical tasks in PPE is a requirement for all team members. CST candidates will be screened IAW DA*

PAM 40-8 and given a Pulmonary Function Tests (PFT) prior to accession. These tests will be monitored and results evaluated by the unit Medical Provider. Candidates who do not meet the minimum physical requirements or have medical/psychological conditions that would preclude service in the CST may not be considered for placement on the CST. The CST Commander will review the results with the Medical Provider and will determine eligibility for placement.)

n. Completed CSSC (Preferred not required; Training will be provided once selected).
o. Must be able to obtain a government credit card.
p. Will be required to receive immunizations such as but not limited to the H1N1 Vaccination, Flu Vaccination Anthrax and Smallpox.
q. Must meet provide proof of color vision and PULHES (minimum of 111121).

14) **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. 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.

FOR THE ADJUTANT GENERAL:

KAI SCHJANG
LTC, MP
Director, Human Resources

DISTRIBUTION:
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