

FULL-TIME MILITARY VACANCY ANNOUNCEMENT

FOR ARMY NATIONAL GUARD PERSONNEL

OPENING DATE: 11 October 2011

ANNOUNCEMENT NO: 001-12

CLOSING DATE: 21 November 2011

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

SR Human Resources NCO

Joint Forces Headquarters
4031 La Grande Princesse Lot 1B
St. Croix, VI 00820

SALARY

Full military pay,
depending on rank and
longevity of service

(1) **MILITARY GRADE**: E-6 to E-7

(2) **AREA OF CONSIDERATION**: Applicable to enlisted Soldiers holding a MOS in Career 42A30. **In accordance with AR 135-18, Table 2-1, F, Staff Sergeant, or above must possess the required grade and MOS level authorized for the AGR duty position for entry in the AGR Program.** Applicants must have a minimum score of 95 or higher in aptitude area CL, A physical profile of 323222 and Physical demands rating moderately heavy. This is an initial 3 year tour with opportunity for tour renewal based on favorable recommendation for continuation. Applicants must meet chapter 2 physical standards IAW AR 40-501.

(3) **SCOPE**: Prepares and monitors requests for promotions and arranges for promotion ceremony, to include promotion declinations, reconsideration for promotions, and arrange for reduction and removal boards for soldiers on local promotion standing lists. Prepares and monitors requests for reductions, transfers, and discharges. Prepares and monitors requests for MILPER data and information management, orders for temporary duty and travel, personnel processing, personnel security clearances, training and reassignment, military and special pay programs, transition processing, legal, meal cards, and training soldier support file. Serves as a final reviewer of actions, which may include but are not limited to: accessions, promotions, transfers, boards, promotion eligibility; retirement eligibility; as well as sensitive, complex cases (e.g. issues of fraudulent enlistment or assignment; removal of military member from active or inactive status). Performs complete review of records and other case documentation to ensure that they are procedurally correct, complete, and documentation is sufficient for action being taken and that all levels of legal, medical, and administrative review have been completed. Cases have major effects on career or service as they may result in unfavorable career separation or loss of status. Ensures that regulatory requirements related to the specific action are met. Identifies gaps or inconsistencies in the record and initiates action or interviews personnel to obtain needed data.

Full-Time Military Vacancy Announcement 001-12

Participates in unit Soldier Readiness Processing (SRP) for those units whose service members are being mobilized to active duty. Provides briefings to service members on programs and entitlements. Serves as TRANSPROC manager and serves as the Personnel Security Manager. Must become knowledgeable of policies and regulations and function as the subject matter expert for the VING on all related matters. Ensures management of the Personnel Security Management Net. Serves as primary POC for the review and publication of all MILPO orders and manual orders for AGR soldiers. Publishes daily AFCOS orders and ensures repository of AFCOS orders is maintained for G1 use. Performs other duties as assigned.

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

Joint Forces Headquarters
St. Croix, USVI 00820

(5). **IMMEDIATE SUPERVISOR:** SFC Regisson-Willie, Valery, SR Human Resources NCO

(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.
- 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 3349 (Limited Duty Profile)
- e. 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)
- f. NGB Form 23 (Retirement points credit record)
- g. One copy of resume and/or statement of civilian/military experiences and education.
- h. Copy of **Certified (Updated)** DA 2-1.
- i. Applicants should submit letters of commendation, awards, certificates of achievement, etc.
- j. Copy of latest 3 NCO Evaluation Reports, if applicable.
- k. DA Form 705 (APFT Score card) current within (12) months. (Ensure card is completely filled out) "RECORD PASS"
- l. Personnel Qualification Record (PQR) information must be accurate
- m. Current MEDPROS Printout
- n. Memorandum for record signed by Unit Commander, stating Service member is in good standing and is not currently flagged. Unit Commander Only!!!!

Full-Time Military Vacancy Announcement 001-12

(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 with restorations rights within 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 participate in Physical Fitness Program, at least three times per week, and satisfactorily complete 3-event APFT every six months.
- 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 or be reassigned as per AR 600-5, para 3-4.
- e. Meet physical requirements of AR 600-9.

(12) **PAY AND BENEFITS:**

- a. Pay service will be through JUMPS-Army.

Full-Time Military Vacancy Announcement 001-12

- 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.

FOR THE ADJUTANT GENERAL:


KATI A. SCHIANG
LTJ, MP
Director, Human Resources

DISTRIBUTION:

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