

FULL-TIME MILITARY VACANCY ANNOUNCEMENT  
NATIONWIDE

FOR ARMY NATIONAL GUARD PERSONNEL

OPENING DATE: 08 June 2012

ANNOUNCEMENT NO: 010-12

CLOSING DATE: 09 July 2012

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 and individuals eligible to become a member of the Virgin Islands Army National Guard. Due to manning requirements selected individual is required to be 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. 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

**RESOURCE MANAGER**

Recruiting and Retention Battalion  
LTC Lionel A. Jackson Armory  
St. Croix, VI 00820

SALARY

Full military pay,  
depending on rank and  
longevity of service

(1) MILITARY GRADE: 2LT (P) - CPT

(2) AREA OF CONSIDERATION: 36A

(3) SCOPE: The Resource Manager serves as the primary budget/finance officer for the Recruiting and Retention Battalion. In order to be fully qualified for this position, the officer needs to complete the Planning, Programming, Budgeting, and Execution System Course (PPBES), the Resource Management and Budgeting Course (RMBC), and the Fiscal Law Course. Duties are as follows: Develop and maintain administrative and personnel management systems to support the RRB. Use ARISS to input RRB full time manning status. Formulate and submit budget requirements for the RRC. Maintain close liaison and coordination with the State Comptroller, the State Budget Officer and Chief, SIDPERS Interface Branch (SIB). Resolve pay problems involving members of the RRB. Assist the RRB in developing short, medium and long-range goals, objectives and plans by providing essential budget information. Advise the RRB on all RR budget activities, including RR expense, AGR travel, ADOS, production objectives, special projects, actions and other considerations that may affect the utilization of resources. Perform other duties as assigned.

(4). MILITARY ASSIGNMENT/DUTY LOCATION:

Recruiting and Retention Battalion  
St. Croix, VI 00820

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(5). **IMMEDIATE SUPERVISOR:** LTC Brian O'Reilly

(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. 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)
- d. NGB Form 23 (Retirement points credit record)
- e. One copy of resume and/or statement of civilian/military experiences and education.
- f. Copy of **Certified ( Updated)** DA 2-1 or Officer Record Brief (ORB).
- g. **Copy of College Transcripts, if applicable.**
- h. Applicants should submit letters of commendation, awards, certificates of achievement, etc.
- i. Copy of latest 3 **permed** Officer Evaluation Reports (OER), if applicable.
- j. DA Form 705 (APFT Score card) current within (12) months along with Body Fat Composition Worksheet if applicable. (Ensure card is completely filled out) "RECORD PASS"
- k. Personnel Qualification Record (PQR) information must be accurate and current
- 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!!!!

(8) **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](http://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 after 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.
- 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:



GLEND A MATHURIN-LEE, Major, VING  
Human Resources Officer

DISTRIBUTION:  
"A"