

FULL-TIME MILITARY VACANCY ANNOUNCEMENT

FOR ARMY NATIONAL GUARD PERSONNEL

OPENING DATE: 01 June 2011

ANNOUNCEMENT NO: 011-14

CLOSING DATE: 01 July 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

Supply NCO

Headquarters Headquarters Detachment
St. Croix, VI 00820

SALARY

Full military pay,
depending on rank and
longevity of service

(1) **MILITARY GRADE:** E-4-E-5

(2) **AREA OF CONSIDERATION:** Applicable to enlisted soldiers processing Military Occupation Specialty 92Y and 92A. However, those that do not hold MOS 92Y may apply and if selected will be required to become qualified in MOS 92Y within a year. Applicant must have a physical profile of 222222 or better. A physical demands rating of heavy. A minimum score of 95 in aptitude area CL is required. Normal color vision. Mandatory formal training. This is an initial 3-year tour with opportunities for tour renewal based on favorable recommendation for continuation.

(3) **SCOPE:** Establishes and maintains stock records and other documents such as inventory, material control, accounting and supply reports. Establishes and maintains automated and manual accounting records, posts receipts and turn-ins, and performs dues-ins and dues-outs accounting. Corrects error and exception documents. Reviews and verifies quantities received against bills of lading, contracts, purchase requests, and shipping documents. Unloads, unpacks, visually inspects, counts, segregates, pelletizes, and stores incoming supplies and equipment. Maintains stock locator system and administers document control procedures. Repairs and constructs fiberboard or wooden containers. Packs, crates, stencils, weighs, and bands equipment and supplies. Constructs bins, shelving, and other storage aids. Processes requests and turn-in documents at direct support level through warehousing section. Processes inventories, surveys, and warehousing documents. Performs prescribed load list and shop stock list duties in manual and automated supply applications. Prepares, annotates and distributes shipping documents. Breaks down and distributes field rations. Operates material-handling equipment. Performs accounting and sales functions in self-service supply. Ensures that inventories and location surveys are performed in accordance with established procedures. Instructs warehouse personnel in loading, unloading, segregation, dunnage, pelletizing, and selection of stock and storage areas. Performs property disposal storage

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functions. Ensures application of special procedures for handling, storing, packaging and shipping retrograde material. Retrieves and analyzes history and activity files pertinent to system rejected documents. Recommends additions and deletions to authorized stockage list. Maintains accounting records of property disposal activity. Reviews requests for major and controlled items. Reconciles activity records for monthly and quarterly reporting and status reviews. Processes data inquiry and manager referred listings and cards. Manages controlled, critical and reserve stocks and operational readiness floats. Performs financial management functions. Process output from catalog inquiry program, document modifiers and special cancellation requests. Performs commissary store functions to include stock replenishment, price changes, inventories, security, stock receipt, and oversees the constructions of displays. Computes cost of the Basic Daily Food Allowance. Ensures subsistence items stockage objectives are met. Prepares data input and utilizes ADP output to assist in material management. Prepares reports on labor and equipment, available storage space, relocation of material, warehouse refusals, and stock requirements. Directs correction of location survey discrepancies. Assists unit intermediate maintenance personnel in planning maintenance program. Plans and coordinates subsistence supply activity. Directs corrective action to minimize spoilage, flavor contamination, and improper warehouse practices.

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

Industrial Park
St. Croix, USVI 00820

(5). **IMMEDIATE SUPERVISOR:** SSG Georgina Lyles, Readiness 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 poison IAW NGR 600-5.

(7). **APPLICANTS FOR VING POSITIONS ARE REQUIRED TO SUBMIT:**

- a. One original of NGB Form 34-1 (Application for Active Guard/Reserve (AGR) position).
- b. Official Military Photo in Class A Uniform or full Length photo in ACU.
- c. 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 or the new DD 2766 Periodic Health Assessment
- 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.

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- g. Copy of certified DA 2-1.
- h. Applicants should submit letters of commendation, awards, certificates of achievement, etc.
- i. Copy of latest 3 NCO Evaluation Reports, if applicable.
- j. DA Form 705 (APFT Score card) current within (12) months. (Ensure card is completely filled out)
- 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.

(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).**

(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.

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- 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:



KAI A. SCHJANG
LTC, MP
Director, Human Resources

DISTRIBUTION:
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