

FULL-TIME MILITARY VACANCY ANNOUNCEMENT

FOR ARMY NATIONAL GUARD PERSONNEL

OPENING DATE: 9 September 2011

ANNOUNCEMENT NO: 011-20

CLOSING DATE: 30 September 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

Recruiting & Retention NCO

Recruiting & Retention Command
St. Croix, VI 00820

SALARY

Full military pay,
depending on rank and
longevity of service

(1) **MILITARY GRADE:** E-5 – E-6

(2) **AREA OF CONSIDERATION:** Applicable to enlisted Soldiers in grade E-5, MOS is immaterial; however, Soldier selected will be required to become qualified in MOS 79T within one year. Soldier must have a minimum score of 110 in aptitude area GT, waiverable to 100 with a score of 100 in aptitude area ST. Physical must be 13221 or better. This is an initial 3-year tour with opportunities for tour renewal based on favorable recommendation for continuation.

(3) **SCOPE:** Recruits and retains qualified soldiers for entry into the Army National Guard in accordance with applicable regulations. Supervises recruiting and retention activities. Prospects for leads. Prepares a prospect card. Refines leads. Conducts a school program. Determines basic enlistment eligibility. Pre-qualifies an individual for enlistment. Determines eligibility for extension or immediate reenlistment. Conducts enlistment, attrition management and retention interviews. Explains the selected reserve incentive program and the Montgomery GI Bill, initial entry training (IET) requirements, test results, enlistment options / programs / obligations, non-regular service retirement, employer support and reemployment rights. Evaluates unit sponsorship program. Briefs applicant on MEPS processing. Prepares and completes an enlistment packet. Counsels an applicant. Operates Guard Accession Information Network System and other information systems and equipment. Identifies prospective members in the community. Utilizes Marketing skills to help recruit potential applicants. Reviews request for separation/transfer/discharge. Reviews extension/immediate reenlistment procedures. Identifies alternatives to separation/transfer/discharge. Evaluates retention data, forms and files. Analyzes unit pay and performance data. Performs other duties as assigned.

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

Recruiting & Retention Command
St. Croix, USVI 00820

(5). **IMMEDIATE SUPERVISOR:** MSG Pete Stapleton

(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 required to appear before 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 of NGB Form 34-1 (Application for Active Guard/Reserve (AGR) position).
- b. Official Military Photo in Class A Uniform.
- 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.
- g. Copy of certified DA 2-1.
- h. Applicants should submit letters of commendation, awards, certificates of achievement, etc.
- i. Copy of latest 3 NCOER (Enlisted Evaluation Reports), 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.

(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).**

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(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.

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- 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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