



The U.S. Virgin Island National Guard is seeking an individual to assist the Employer Support to the Guard and Reserve effort providing soldiers, families and employers the opportunity to remedy present and potential employment issues in light of recent and future deployments. This is a contract employee position. Some duties include:

- Assist the State J-1 with the management, oversight, guidance and support to the State ESGR Committee Program, providing day to day continuity for Committee programs and initiatives.
- To assist with the liaison between the National and Island ESGR officials.
- To assist in the maintenance of liaison with employers of Reserve Component military members.
- Gather and analyze issues within the area of responsibility.
- Plan and assist with the execution of required conferences and meetings
- Travel around the U.S. Virgin Islands to discuss ESGR's missions and goals with civilian employers, civic groups, and Reserve Component units.
- All other duties stated in the Statement of Work.

#### **Salary**

52K per year

#### **Benefits**

10paid vacation days

10paid sick days

10paid federal holidays

Matching 401k of up to 3%

50k free life insurance policy

60% health & dental paid by company

Please email resumes to [bhignite@mpscrc.com](mailto:bhignite@mpscrc.com) NLT 1 July 2007

STATEMENT OF WORK  
National Guard Bureau  
Employer Support of Guard and Reserve  
Contractor Support  
1 April 2005

1. **Scope:** The National Guard Bureau (NGB) Employer Support of the Guard and Reserve (ESGR) contractor support, representing the National Guard Bureau's interests, through the Adjutants General offices, to the state and territory Employer Support of the Guard and Reserve (ESGR) Committees, shall provide support to the development and sustainment of supportive employer attitudes and policies within the state/territory concerning employee participation in all Guard and Reserve programs. This support is provided primarily, if not exclusively, in partnership with the local ESGR Committee to leverage and build synergies with their volunteer network in building a supportive employer environment for all Reserve components within the state, the achievement of which is in the best interest of the National Guard.
2. **Contractor Requirements:** The contractor must have demonstrated broad based knowledge, experience, and skills in the areas of military personnel and human resource matters, especially as they relate to balancing civilian employment with military service in one of the Reserve components. In addition, the contractor must demonstrate a working knowledge of ESGR Programs, Activities, and Services.
3. **Duties:** In coordination and cooperation with the State ESGR Committee leadership the contractor shall represent the interests of the NGB in providing assistance with the management, oversight, guidance and support of State ESGR Committee Programs in the furtherance of developing an employer community supportive of military service. This support extends to providing day-to-day continuity for Committee operations, programs and initiatives. The Contractor employee shall provide support to the State ESGR Committee to assist with liaison between Regional, National and State ESGR officials. The contractor employee shall assist with the establishment and maintenance of liaison with employers of Reserve Component (RC) military members. The contractor shall keep the State J-1 apprised of state ESGR Committee activities and advise and assist the State J-1 concerning support and assistance for ESGR programs.
4. The Contractor shall provide one central point of contact (POC) for the management of the overall contract. That POC shall coordinate the activities of all Contractor employees engaged in this contract.
5. The Contractor POC shall coordinate directly with the NGB J-1 staff for specific instructions, guidance, reporting, etc.

6. The Contractor employees at the specified locations shall coordinate directly with the local State J-1 staff and the local ESGR Committee leadership. Specific points of contact will be identified by the Contracting Officer's Representative (COR) and the state ESGR Committee Chair.
7. The Contractor employees at the States, in the furtherance of NGB's interests of developing a supportive employer environment, shall perform the following tasks, which include but are not limited to:
  - A. Provide support to the State ESGR Committee in the form of administrative, clerical, counseling, training and coordination expertise.
  - B. Analyze the assigned area's ESGR program to ensure it complies with National Committee for Employer Support of the Guard and Reserve Headquarters' policies, guidance and accreditation standards.
  - C. Plan and assist the local ESGR volunteer network with the execution of required conferences and meetings.
  - D. Gather and analyze employer support issues within the area of responsibility.
  - E. Seek and encourage demographic cross-section membership representation on the local ESGR Committee.
  - F. In coordination with the local ESGR Committee leadership, develop, plan, and conduct training regarding employer outreach programs for individuals or groups.
  - G. Oversee administrative functions such as maintenance of systems and methods to provide informational feedback to local Reserve component commands, higher headquarters and State and National ESGR Committees.
  - H. Provide briefings and updates on ESGR programs at the appropriate levels.
  - I. Assess the state and local requirements for master trainers, instructors, and other support staff volunteers needed to execute employer support programs, and recommend recruitment methods.
  - J. Coordinate with supporting offices and agencies to ensure availability of materials, supplies, volunteer incentives, equipment, and subject matter experts as needed to augment training.
  - K. Provide recommendations on the implementation of National ESGR Headquarters' guidance and policies as they apply to the local ESGR programs and the development of an overall supportive employer environment. Provide recommendations to the State J-1 and the State ESGR Committee leadership to assist with the establishment, implementation, and coordination of all local ESGR administrative and operational policies and procedures.
  - L. Advise the command and staff on all matters relating to ESGR; plan, program, recommend, and monitor resources necessary to support program components; maintain resource library and historic records; provide reports and information to the COR, the State ESGR Committee Chair and the National ESGR offices, as required.

- M. Recommend and maintain systems and procedures to solicit and encourage volunteer support, monitor volunteer ESGR Committee membership, and assist with the recruitment and organization of volunteers to support employer outreach program operations and objectives.
  - N. Assist in the preparation of a recommended marketing plan for taking ESGR programs to the Guard and Reserve community within the State, to include Employer Outreach plans.
  - O. Provide employer relations training and briefings on weekdays and weekends, as needed.
  - P. Based on a local assessment of Guard and Reserve family member needs, provide specialized training to Guard and Reserve members and their families concerning building and sustaining good employer relations, as required.
  - Q. Perform other agreed upon functions that are related to the requirements and scope of this contract which contribute to the successful execution of these tasks.
  - R. Assist in determining the distribution of positions and hours in order to provide the most effective and efficient program coverage. The level of effort will also be determined by available funding.
  - S. Some local and long distance travel is anticipated in support of this requirement. Local travel (within 50 miles of regular place of work) is not eligible for reimbursement.
8. Deliverables: The contractor must provide all deliverables identified in this SOW. Additionally, the contractor shall provide a Monthly Status Report describing activities of the project and a summary of accomplishments.
  9. All deliverables developed at the State locations shall be provided to the local State J1 representative, and to the COR. Deliverables may be provided to the local ESGR Committee leadership, as appropriate. The contractor program manager shall be responsible for the gathering, consolidation, interpretation, and submittal of all the State location data to the COR.
  10. The contractor must comply with all Government property accountability requirements and regulations. For each location, the Government will provide office space, office equipment, telephone, fax, copier, computer and computer software.
  11. ESGR contractor support services will be provided in the various states and territories. More than one state may be serviced by the same provider in some situations. The contractor program manager shall provide recommendations to the COR on primary locations and the division of territories.
  12. All reports and deliverables must be delivered to the COR for review, approval and acceptance.

13. The contractor is responsible for safeguarding information of a confidential or sensitive nature. All programs and materials developed at government expense during the course of this contract are the property of the government. Provisions of the Privacy Act apply to all records and reports maintained by contractor personnel. Contractor personnel must be able to meet the security requirements for access to National Guard units. The contractor shall be required to obtain security badges and clearances and adhere to the security requirements of local RC installations. All contractor personnel attending meetings, answering Government telephones, and working in other situations where their contractor status is not obvious to third parties shall identify themselves as contractors to avoid creating an impression that they are Government officials. They must also ensure that all documents or reports they produce are suitably marked as contractor products.
14. Nothing in this contract is to be construed as a personal service. Nothing in this contract is to be construed as performance of inherently governmental functions. In the case of any question or conflict in either of these subjects, the Contractor shall notify the Contracting Officer in writing, with details describing the concern or conflict.