

**NATIONWIDE****FULL-TIME MILITARY VACANCY ANNOUNCEMENT  
FOR AIR NATIONAL GUARD PERSONNEL**

OPENING DATE: 5 August 2019

CLOSING DATE: Opened Until Filled

The following FULL-TIME MILITARY position vacancy in the Virgin Islands Air National Guard is announced. This is a full-time three (3) year AGR tour that can become a permanent tour after completing the initial tour. This position is advertised to all current members of the Virgin Islands Air National Guard and members who are eligible to enlist in the Virgin Islands Air National Guard. Applicants must have a minimum ASVAB **General Score of 24. Physical Profile: PULHES 111321.** This vacancy will be filled under the provision of Section 502(f) Title 32 United States Code.

**MILITARY ASSIGNMENT/DUTY LOCATION****Recruiting Office Manager**

Joint Force Headquarters (VIANG)  
10 & 18A VI Corp Land Estate Bethlehem  
Kingshill VI 00850

**SALARY**

Full military pay,  
depending on rank and  
longevity of service

1. **MILITARY GRADE:** E-6 to E-7

2. **DUTY AFSC:** 8R200

3. **AREA OF CONSIDERATION:** Virgin Islands Air National Guard or members eligible to join the Virgin Islands Air National Guard. Individual selected for this position must be in possession of SDI 8R200 or 8R300. Experience in Civil Engineering strongly desired but not required. This position is subject to rotating shifts, night shifts, weekends and holidays.

4. **JOB DESCRIPTION:** Utilize strategic planning tools, as required by NGB/A1Y, in conjunction with RRS. Develop and execute an annual strategic plan to include goals, objectives, R&R activities, financial planning, advertising and marketing initiatives. Inform the RRS of all personnel issues. Serve as the primary recruiting on-the-job trainer. Maintain training records, conduct training classes and refresher training for all assigned PRRs. Provide regular updates to the RSS regarding status of training. Monitor and train Unit Career Advisors (UCAs) and PRRs to assist in unit/squadron level administration of retention programs. With the assistance of the RRS, establish local R&R goals and production standards based on territorial strength requirements. Ensure recruiting personnel are held accountable for production standards IAW applicable guidance. Manage and administer retention programs to include Career Motivation Program (CMP), UCA, Montgomery G.I. Bill (MGIB), MGIB Kicker and ANG Incentive Programs. Serves as the Primary or Alternate Resource Advisor (RA) or Cost Center Manager for the Operations and Maintenance (O&M) funds. Develop, maintain and forward annual financial and spend plans for all funds, to include advertising and marketing, to the RRS IAW applicable guidance. Ensure applicable systems are utilized to their fullest capabilities. Manage and utilize R&R Administration Center and all corresponding applications, Air Force recruiting Information Support System Total Force (AFRISS-TF), and other systems as identified by the RRS. Coordinate monthly, at a minimum, with the RSS and Unit Manpower Document Monitor to identify current and projected vacancies. Responsible for regular updates in the vacancy portion of the R&R Administration Center. Provide R&R statistics and analysis to the HQ/Squadron Commander, on a monthly basis at a minimum, in coordination with the RRS. Ensure R&R efforts are IAW NGB FY initiatives. Manage and coordinate Center of Influence (COI) events IAW NGB guidance. Develop unit programs to include recruiting/sales events, retention events, briefings, internal recruiting, advertising/marketing, UCA training, Process.

Improvement Programs (PIPs) and United States Property and Fiscal Office (USP&FO) audits. Develop a partnership with appropriate HQ & Squadron offices to brief at the Newcomer's Orientation for all new members. Ensure members are interviewed/counseled and current information is disseminated concerning benefits and entitlements, aiding unit commander in force management goals and guiding members in achieving career goals, as appropriate. Monitor and utilize Management Internal Control Toolset (MICT) IAWAFI 90-201 process to ensure R&R business is conducted JAW applicable guidance.

**5. SPECIALTY KNOWLEDGE:**

Minimum of two years experience in SDI 8R200.

- a. Must possess an overall knowledge of the ANG R&R Program.
- b. Must possess knowledge, skill and proficiency in time management and sales techniques.
- c. Must have displayed potential supervisory attributes, be highly motivated, be skilled in oral and written communication and have working knowledge in current computer software applications.
- d. Appearance must project a favorable image of the ANG IAWAFI 36-2903 and AFI 36-905 standards.
- e. Must maintain outstanding appearance, military bearing and high standards of conduct to include no history of disciplinary actions.
- f. Comply with military duty eligibility requirements in IAW ANGI 36-101 and AFECD.
- g. Must be willing to work long and irregular hours, be subject to public scrutiny, and become involved in military and civic activities, and manage R&R programs that can withstand intense public scrutiny.
- h. Completion of ANG Recruiting and Retention Management Course within one year of assignment is mandatory.
- i. Must attain/maintain training standards and task certifications according to specific duty position Job Qualification Standards (JQS)
- j. Must have displayed potential supervisory attributes, be highly motivated, be skilled in oral and written communication and have working knowledge in current computer software applications.

**6. ADDITIONAL MANDATORY CRITERIA FOR AWARD AND RETENTION OF THIS SDI:**

- a. No history of emotional instability, personality disorder, or other unresolved mental health problems.
- b. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
- c. Must possess a valid state/territory driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, Vehicle Operations.
- d. No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of malpractice or misconduct as defined in AFRSI 36-2001, *Recruiting Procedures for the Air Force*, engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, *Professional and Unprofessional Relationships*, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates.
- e. Must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.
- f. Overall EPR rating of at least "Exceeds some, but not all" and/or at least a 4, on last three enlisted performance reports (EPR).
- g. Score 80 or above on last two fitness tests, or 90 or above on most recent fitness test, no failure on any portion within the last 12 months.

**7. EVALUATION/SELECTION/QUALIFICATION 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 an AGR Selection/Nomination. AGR Selection/Nomination Board must determine the best qualified applicants for the position IAW AFI36-101. All applicants will be required to have an interview with the Selection Board, either face-to-face or via telephone. AGR Office will contact applicants to schedule interview.

- a. Must not be under a suspension of favorable personnel actions.
- b. IAW ANGI 36-101, paragraph 5.7, member must not have been previously separated from active duty or a previous AGR tour for cause.
- c. Must meet Physical Fitness Standards.
- d. Must have a current passing Air Force Physical Fitness Test score within the last 12 months for entry on the AGR Program.
- e. Must maintain a SECRET Clearance or higher; failure to maintain a SECRET security clearance will result in removal from the AGR Program.
- f. Must be able to qualify for a Government Travel Card.
- g. Member must meet the medical qualifications outlined in Chapter 12, ANGI 36-101.
- h. Member selected for initial AGR positions must meet the medical standards as outlined in AFI 48-123 prior to assignment.
- i. Member must be current in all IMR requirements (i.e. dental, immunizations, etc.)
- j. Member who has filed for or is receiving Veterans Affairs (VA) disability benefits must annually file VA FORM 21-8951-2, "Notice of Waiver of VA Compensation or Pension to Receive Military Pay and Allowances" with the Department of Veteran's Affairs as it is unlawful to receive active duty pay concurrently with VA disability compensation or pension benefits.
- k. IAW ANGI 36-101, paragraph 5.10, applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD). Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation must complete a Statement of Understanding contained in Attachment 3 of ANGI 36-101.
- l. Selected applicant with 15 or more active duty years of service require a waiver from the Adjutant General to enter into the Virgin Islands Air National Guard AGR Program.
- m. IAW ANGI 36-101, paragraph 6.6.1, members should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement to 24 months when in the best interest of the unit, territory, or Air National Guard.
- n. Possess a valid state driver's license.
- o. Applicants will be evaluated on the basis of their education, experience, training, performance, information contained in application and board interview.
- p. Must be able to maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.

**8. IMMEDIATE SUPERVISOR:** Director of Personnel

**9. APPLICANTS ARE REQUIRED TO SUBMIT:**

- a. NGB Form 34-1 (20131111) must include announcement number and title of position.
- b. Copy of resume; including names of supervisors, phone numbers, email address, dates of you have held each job/position, and duty description.
- c. Copies of Last three (3) Enlisted Performance Reports (if applicable). If applicants have no EPRs or less than three (3) EPRs, submit a minimum of two (2) Letters of Performance from your current Military Chain of Command.
- d. Copy of your most current Record Review RIP. This may be obtained from your Personnel Record at your unit, or go to VMPF at <https://w45.afpc.randolph.af.mil/AFPCSecureNet40/PKI/MainMenu1.aspx>
- e. Copies of any pertinent civilian and/or military training completed (include copies of all certificates).

- f. Copy of AF Form 526 (ANG Point Credit Summary) <https://ww3.afpc.randolph.af.mil/vmpf>.
- g. Copy of current Individual Fitness Report (within 12 months), applicant must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For applicants/members with a documents Duty Limiting Condition (DLC) at the time of application, which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required, or equivalent, if other branch service <https://www.my.af.mil/afpcaffms/ui/dashboard.jsp>. IAW AFI36-2905.
- h. Copy of AF 422 not older than 12 months prior to the start of the tour from the member's medical squadron.
- i. Copy of DD Form 2766 and DD Form 2766c not older than 12 months prior to the start of the tour from the member's medical squadron.
- j. Copy of RCPHA/PHA and dental not more than six months prior to the entry on AGR duty.
- k. Copy of HIV Test not older than six months prior to the entry on AGR duty.
- l. Copy of Cardiac Risk Index Assessment for personnel age 40 or older.
- m. Official Military Photo, full length, in Service Dress Uniform taken within the last 12 months.

**10. CONDITIONS OF EMPLOYMENT:** Individuals selected for AGR tours must meet the Prevention Health Assessment (PHA) physical qualifications outlined in AFI48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at the time of entry into AGR status.

Individual on a DD Form 469, Duty Limiting Condition Report at the time of AGR physical package evaluation will not be deemed medically qualified. Individuals may apply for AGR tours as long as they meet the aforementioned requirement and subsequently are medically cleared off any DLC/medical profile prior to starting a new AGR tour. Initial AGR orders will not be published prior to ensuring selected applicants are off any duty limitations before starting their AGR tour.

Airmen determined physically qualified for continued military service IAW AFI48-123, Medical Examinations and Standards, by the State Air Surgeon (or designated representative) or Military Entrance Processing Station (MEPS) may enter on AGR duty immediately.

**11. PAY AND BENEFITS:**

- a. Pay service will be through JUMPS-DFAS.
- b. Basic pay and allowances based on grade and length of creditable service.
- c. Paid Permanent Change of Station (PCS): As applicable, per Joint Travel Regulations.
- d. Leave at the rate of 2.5 days per month or 30 days per year.
- e. Holiday: Regular federal holidays plus selected training holidays.
- f. Medical care and hospitalization: Tricare.
- g. Insurance: Eligible to participate in Servicemen's Group Life Insurance.
- h. Social Security: Payroll deductions are made at the current rate.
- i. Veterans Benefits: Eligible for tuition assistance and other benefits. i.e. disability due to injury or disease in line of duty etc.
- j. Survivors Benefits.
- k. Identification Cards: Both members and eligible dependents.
- l. PX/Commissary. Members and eligible dependents.

**12. HOW TO APPLY:** Applications must be typed or print in legible dark ink. Failure to sign and date these forms with ORIGINAL SIGNATURE will result in non-consideration. Fax/email will not be accepted. Applications will only be accepted if they are physically received in the Human Resource Office by 1700 hours (Eastern Standard Time) on the closing date of the vacancy announcement; no exceptions will be made. Any questions, please contact SMSgt Shermaine Seales at (340) 712-7787 or email [shermaine.r.seales.mil@mail.mil](mailto:shermaine.r.seales.mil@mail.mil). CPT Pauline James @ (340) 712-7753 or [Pauline.f.James.mil@mail.mil](mailto:Pauline.f.James.mil@mail.mil).

**MAILING ADDRESS:**

Virgin Islands National  
Guard ATTN: AGR Manager  
RR2 BOX 9201  
KINGSHILL VI 00850-9731

NOTE: PLEASE ENTER YOUR HOME/BUSINESS PHONE NUMBERS AND EMAIL ADDRESS ON YOUR APPLICATION (NGB FORM 34-1).

**13. EQUAL EMPLOYMENT OPPORTUNITY:**

THE VIRGIN ISLANDS NATIONAL GUARD (VING) IS AN EQUAL OPPORTUNITY EMPLOYER ALL APPLICANTS WILL RECEIVE CONSIDERATION FOR THE ABOVE POSITION WITHOUT REGARDS FOR ANY NONMERIT REASON SUCH AS RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, PLACE OF BIRTH, POLITICAL PREFERENCE, MARTAL STATUS, OR AGE.

FOR THE ADJUTANT GENERAL:

NINA A. CLARKE-BREWLEY  
LTC, LG  
Human Resource Officer

DISTRIBUTION "A"