

Virgin Islands National Guard Joint Force Headquarters VING AGR Vacancy Announcement VIRGIN ISLAND AIR NATIONAL GUARD Announcement Number: 013-12			Tour Length: 3 Years		
			Opening Date: DATE: 01 August 2012	Closing Date: DATE: 31 August 2012	
FUNCTIONAL CODE: 44CE00	GRADE Military Rank: 02-04 1Lt thru Major	Unit Location: 285 th CES, ST. CROIX, USVI Immediate Supervisor Lt Col Chad Warren 285 th CES, Commander	Position: Operations Officer AFSC: 32E3G		

This Position is Open to Air National Guard Personnel

1. ELIGIBILITY / NOTES:

Military Membership Requirements: This position is located in the 285TH Civil Engineering Squadron, Virgin Islands Air National Guard. This is a full-time three year AGR tour that can become a permanent tour after completing the initial tour. The individual must be a U.S. citizen. The wearing of the military uniform and abiding by the customs and courtesies as prescribed by applicable Air Force Instruction are conditions of employment.

This position is advertised to all current members of the Virgin Islands National Guard, and any member who are eligible to become a member of the Virgins Islands Air National Guard. The position will be filled under the provisions of Sections 502(f), Title 32, United States Code.

2. BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

This position is located in the Civil Engineering Squadron located in St. Croix, U.S. Virgin Islands at an ANG GSU. Its purpose is to serve as the architect/engineer responsible for design and construction programs under the squadron commander and serve as the operations officer for the squadron. Directs subordinates engaged in technical and clerical work related to programming, design, construction management, and master planning. Manages the base comprehensive planning process which involves, through coordination with the administrative support base civil engineering squadron, the identification and development of short and long-range programs for maintenance, repair and construction of facilities, and systems for the base which includes administrative and special purpose buildings, utility systems. Maintains updates and submits base master plan on functional and architectural compatibility of proposed changes within the parameters identified by the base comprehensive (master) plan. Establishes overall base project priority listing and presents for approval at facility board meetings.

As the operations officer this position develops, maintains and executes a yearly training plan in order to provide the ANG with a fully functional and capable civil engineering squadron. Supervises the enlisted full time staff and provides guidance and direction.

3. QUALIFICATION REQUIREMENTS:

Knowledge is mandatory of: contingency engineering, contingency base operations, survivability skills, including force bed-down, expedient damage repair, and recovery after attack: methods, sources, and techniques of engineering design, construction, maintenance, operation, and repair of facilities and utility systems; resource acquisition and management; military facilities programming and planning; environmental stewardship; housing management; management of real property; fire prevention, protection, and aircraft crash rescue procedures; engineering research and development; and formulation, coordination, and administration of plans and programs.

4. CONDITIONS OF EMPLOYMENT:

- Once selected and assigned, AGR members must remain in the position for a minimum of twelve (12) months.
- Applicants must meet requirements of ANGI 10-248, Air National Guard (ANG) Fitness Program.
- Applicants must have sufficient time remaining on current ANG enlistment or mandatory removal date to complete AGR Tour.
- Applicants should be able to complete 20 years Total Active Federal Military Service prior to reaching mandatory separation date (age 60).
- Once selected, members must maintain qualifications for mobilization and attend all Unit Training Assemblies (UTA), exercises, and periods of annual training.
- Security Clearance:** Applicants must have or be eligible to obtain a **SECRET** security clearance.
- Medical/Physical:** Applicants must meet any medical standards or physical requirements designated for the position.
- Direct Deposit/Electronic Fund Transfer Program:** Selected candidate is required to participate as a condition of employment.
- Officers must meet the AFSC qualification criteria outlined, and any mandatory requirements in AFMAN 36-2105.

5. INSTRUCTIONS FOR APPLYING:

Interested applicants must submit the following mandatory documents (applications received without these documents will not be considered).

- NGB Form 34-1 Application for Active Guard/Reserve (AGR) Position. Announcement number and position title must be annotated on this form.
- Submit a copy of your employment history using OF612 or resume; include names of supervisor, phone numbers, dates you have held each job, position, and duty description.
- Include a copy of most current Records Review RIP. This may be obtained from your Personnel Records at your unit, or go to VMPF at <http://www.afpc.randolph.af.mil/vs>

- AF Form 522, Point Summery from your unit, or go to VMPF at <http://www.afpc.randolph.af.mil/vs>
- Copies of Last 3 Performance Reports
- Copies of DD Form 214 and/or NGB Form 22 (if applicable).
- List any pertinent civilian and/or military training completed (include copies of all certificates)
- Copy of Physical Exam, not older than 1 year & HIV Test within 6 months.
- A current copy of the Air Force, or Air National Guard Fitness Test, not older than 6 months.
- AF Form 422.
- Letter of Recommendation/Letters of References from your Supervisor.

6. COMPLETION OF APPLICATION:

Applicants must type or print in legible dark ink. Failure to sign and date these forms in **ORIGINAL SIGNATURE** will result in non-consideration. **Fax / e-mail will not be accepted.**

Applications will only be accepted if they are physically received in the Human Resource Office by **1630 hours** on the closing date of the vacancy announcement. No exceptions will be made. Any questions please call: **SMSgt Pamela Depusoir** at (340) 712-7716 or e-mail: **pamela.depusoir@us.army.mil**

MAILING ADDRESS:

VIRGIN ISLANDS NATIONAL GUARD, JFHQ
4031 LA GRANDE PRINCESSE, LOT 1B, CHRISTIANSTED, VI 00820-4353.
ATTN: HRO

7. 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 ORGIN, PLACE OF BIRTH, POLITICAL PREFERENCE, MARITAL STATUS, OR AGE.

FOR THE ADJUTANT GENERAL:



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

DISTRIBUTION:

“A”