



**VIRGIN ISLANDS NATIONAL GUARD
JOINT FORCE HEADQUARTERS
4031 LA GRANDE PRINCESSE, LOT 1B
CHRISTIANSTED, ST. CROIX, USVI 00820-435**

ANNOUNCEMENT #04-11

TELECOMMUNICATION SPECIALIST

Opening Date: 26 January 2011

Closing Date: 26 February 2011

Position:

Telecommunication Specialist
COMSEC/Spectrum Coordinator

Series/Grade:

GS-0391-09/11

Salary Range:

Base Pay
GS-09-\$41,563.00 to \$54,028.00
GS-11-\$50,287.00 to \$65,371.00
Plus COLA (17.23% of base pay)
Plus Locality (9.44% of base pay)

Military Requirements:

OFF: O1 to O4
BR: 25, FA 53

WO: W1 to-CW4
MOS: 250N/251A

ENL: E4 to E9
MOS 25B/C/D/Y/Z

Position Description#

D1587800

Location:

Information System Support Branch
Estate Bethlehem, Kingshill VI

Type of Appointment:

EXCEPTED

Selecting Official: LTC Charlie L. Bates, Supervisory IT Specialist

Area of Consideration:

All technicians in the Virgin Islands National Guard. All members of the Virgin Islands National Guard. **NOTE: Virgin Islands Air National Guard personnel must be eligible to acquire membership in the Army National Guard in an available and compatible military grade for the excepted technician position.**

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BRIEF DESCRIPTION OF DUTIES

This position is located Information management service. Its purpose is to manage the frequency spectrum, radio, secure communications, and communications security (COMSEC) programs of the state National Guard. Manages the command's COMSEC program. Develops and manages

the management. Manages the states non-tactical radio networks, to include High Frequency (HF), command spectrum management program, which includes all aspects of bandwidth spectrum Very High Frequency (VHF), and trunked systems. Military Affiliated Radios System (MARS). Manages the state's Secure Telephone Units (STU-111) Program and serves as the STU-111/STE (Secure Telephone Equipment) user representative. Serves as the Defense Messaging System (DMS) Organizational Registration Authority for the command. Performs other duties as assigned.

THE VIRGIN ISLANDS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER.

All qualified applicants will receive consideration for appointment without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, age, or any other non-job related factor.

QUALIFICATIONS

Specialized Experience

Applicants must have (24) twenty four months experience to qualify for the GS-09 position and (36) thirty six months for GS -11 in the following areas: management, installation, operation, and maintenance of all radio systems, repeaters, encryption, and Standard Operation Instructions (SOI) information. that demonstrates the Knowledge, Skills and Abilities (KSAs) required for the position.

General Experience

Experience, education, and/or training which demonstrates ability to analyze administrative and operational problems and develop practical solutions, skill in communicating with others; and knowledge of basic characteristics, capabilities, operational and support requirements, and costs of communications systems, equipments and services

APPLICANTS WHO MEET THE ELIGIBILITY REQUIREMENTS WILL BE FURTHER EVALUATED BASED ON THE FOLLOWING KNOWLEDGE, SKILLS AND ABILITIES (KSAs) WHICH ARE CONSIDERED ESSENTIAL TO PERFORM THE DUTIES AND RESPONSIBILITIES OF THIS POSITION. Applicant must address each KSA on a separate sheet of paper. Stating when, where and how obtained each; either through experience, education or training. Failure to submit this information may affect your ranking for referral for this position.

--Knowledge of a wide range of communications concepts, principles and practices: i.e. HF & VHF radio transmissions, satellite communications and Secure Telephone Unit requirements

--Special knowledge of digital and analog radio communications requirements and operating techniques, and sources of data to evaluate complex requirements and proposals, to define, coordinate, plan and satisfy communication requirements.

--Understanding of electronic communications equipment, systems, services and transmission media along with basic electronics theory and operating principles.

--In depth knowledge of applicable agency spectrum management, COMSEC and Defense Message System (DMS) regulations, and procedures in order to coordinate, plan and satisfy user requirements and to interpret and develop state policies and procedures.

BRIEF DESCRIPTION OF WORK

Describe in detail your work experiences (paid or unpaid), training, education, and /or other information that relates to the specialized experience stated on the vacancy announcement. Use complete dates to indicate each amount of experience you have. Include pertinent military experiences and describe duties in detail. You may use continuation pages to include all related experience. Ensure that both military and civilian experiences are fully described, to include time frame, for which you are applying. If you describe more than one type of work, write the approximate time period in each. Please enter the month, and year for each period. Omission of these requirements can result in disqualification of your application. List your military grade, unit of assignment, and MOS. List your National Guard (weekend duties) separately from your other job experiences. List your position, military Supervisor, phone numbers, dates you have held each position and detailed duty description. If you have completed any college courses, include copies of your college transcript with the application.

TO APPLY: Deliver Optional Form 612, or Resume to Joint Forces Headquarters, ATTN: HRO (SSG Williams) 4031 La Grande Princesse, Lot 1B, Christiansted, VI 00820-4353. Applications must include all necessary information required on the vacancy announcement. MOS/SSI and rank must be indicated on application. Verification on non-flagging action MUST be included. Applications post marked or hand delivered to the HRO after the closing date will not be considered. Business hours are 0800-1700, Monday thru Friday. All applications will be retained for our records.

CONDITION OF EMPLOYMENT AND MILITARY REQUIREMENTS

1. Wearing of military uniform is a requirement. Acceptance of this position constitutes concurrence with this requirement and is a condition of continuation of employment.
2. As a condition of employment, selectee must be able to acquire security clearance, as required.
3. Failure to complete NGB prescribed courses at the National Guard Professional Education Center (PEC) within the first year of employment may be cause for reassignment to another full-time position or termination from full-time employment unless there are extenuating circumstances that preclude the full-time member from course attendance.
4. Selectee must enroll in electronic fund transfer (EFT) upon appointment.
5. **If applicant's record is flagged, individual will be barred from favorable personnel action. Verification of non-flagging action must be included with package.**
6. This position requires a compatible military assignment as follows: OFF: O1 to O4 BR: 25, FA 53. WO-W1 to CW4 MOS: 250N/251A ENL: E4-E9 MOS 25B/C/D/Y/Z
7. **Permanent Change of Station (PCS) is not authorized for this position.**
8. **Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS).**

FOR THE ADJUTANT GENERAL:


KAI A. SCHIANG
LTC, GS
Human Resources Officer

Here's what your resume or application must contain

(in addition to specific information requested in the job vacancy announcement)

JOB INFORMATION

Announcement number, and title and grade(s) of the job for which you are applying.

PERSONAL INFORMATION

Full name, mailing address (with ZIP Codes) and day and evening phone numbers (with area code)

Social Security Number

Country of citizenship (Most Federal jobs required United States citizenship.)

Reinstatement eligibility (If requested, attached SF 50 proof of your career or career-conditional status.)

Highest Federal civilian grade held (Also give job, series, and dates held)

EDUCATION

High school:

Name, city, and State (ZIP Code if known)

Date of diploma or GED

Colleges and universities:

Name, city, and State (ZIP Code if known)

Majors

Type and year of any degrees received

(If no degree, show total credits and indicate whether semester or quarter hours.)

Send a copy of your college transcript only if the job vacancy announcement requests it.

WORK EXPERIENCE

Give the following information for your paid and non-paid work experience related to the job for which you are applying:
(Do not send job descriptions)

Job title (include series and grade if Federal job)

Duties and accomplishments

Employer's name and address

Supervisor's name and phone number

Starting and ending dates (month and year)

Hours per week

Salary

Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS

Job related training courses (title and year).

Job related skills, for example, other languages, computer software/hardware tools, machinery, typing speed.

Job related certificates and licenses.
(current only)

Job related honors, awards, special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards.
(Give dates but do not send documents unless requested.)

Verification of non-flagging action from unit.