



VIRGIN ISLANDS NATIONAL GUARD
JOINT FORCE HEADQUARTERS
4031 LA GRANDE PRINCESSE, LOT 1B
CHRISTIANSTED, ST. CROIX, USVI 00820-4353

NATIONWIDE

Announcement # 37-09

SUPERVISORY EQUIPMENT SPECIALIST

Opening Date: 23 December 2009

Open Until Filled

Position: Supervisory Equipment Specialist Series/Grade: GS-1670-11

Salary Range: GS-11- \$49, 544.00-\$64,403.00
Plus 25% COLA

Military Requirements: OFF: O1-O4
AOC 91A, 90A

Warrant Officer: WO1-CW4
BR 91 and 94
MOS: 920B

Position Description# 70698000

Location: Surface Maintenance Office
LTC LAJ Armory
Estate Bethlehem, St. Croix, VI

Type of Appointment: EXCEPTED

Selecting Official: LTC Jesus Poupart, Logistic Management Officer

Area of Consideration:

Current Virgin Islands National Guard Military Technician and current 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.**

BRIEF DESCRIPTION OF DUTIES

This position is located in the Joint Forces Headquarters—VING, Logistics Directorate (J-4/G-4), VING Surface Maintenance Management Office. The purpose of this position is to supervise work that involves providing assistance and instruction to state unit personnel regarding Army National Guard (ARNG) equipment and maintenance management. Knowledge of the principles, concepts, and methods of a variety of ARNG equipment is required. Supervises, instructs, and trains subordinates in the performance of work.

Makes assignments, checks progress and adequacy of work, and determines need for changes in the office. Directs, coordinates, and manages the material readiness program. Serves as the surface maintenance course manager. Plans, develops, and manages the Maintenance Assistance and Instruction (MAIT) program to provide necessary training and development of unit personnel. Develops and directs implementation of mission support plans for new weapon systems or equipment entering the state's inventory for their impact on the surface maintenance community. May serve as a member of the State Readiness Committee and as Chief of the MAIT. Performs other duties as assigned.

QUALIFICATIONS

General Experience

Experience which has provided knowledge of one or more classes of equipment. The experience must demonstrate the applicant's possession of (1) The ability to understand and interpret standard shop terminology; (2) A practical knowledge of the mechanical principles relating to equipment, a practical knowledge of the construction, operation, overhaul, maintenance, repair or installation of equipment; (3) The ability to read and interpret blue prints and technical publications; and the ability to write and speak clearly.

Specialized Experience

Applicant must have thirty six (36) months of specialized experience directly related to the position being filled, which demonstrates the knowledge, skills and abilities (KSAs) required by the position.

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 obtain each; either through experience, education or training. Failure to submit this information may affect your ranking for referral for this position.

Skill in assigning work of subordinates and providing supervisory/management duties such as merit promotion, career development, employee counseling, workforce management, performance standards and evaluations.

- Skill in planning, scheduling and organizing.
- Skill in maintaining records and reports.
- Skill in developing and coordinating long and short range plans and programs.
- Skill in inspection and evaluation of maintenance operations.
- Knowledge of maintenance programs and mission.

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 and detailed duty description. If you have completed any college courses, include copies of your college transcript with the application.

TO APPLY: Mail Optional Form 612, or Resume to Joint Forces Headquarters, ATTN: HRO 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 PEC for new FTS personnel 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-O4 AOC 91A, 90A, Warrant: WO1-CW4 BR 91 and 94 MOS: 920B
7. **Permanent Change of Station (PCS) is not authorized for this position.**
8. Selectee must pass a pre – employment physical prior to coming on board.

FOR THE ADJUTANT GENERAL:

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KAI A. SCHJANG
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.

Selective Service verification form.