



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

NATIONWIDE

Announcement # 09-10

SUPPLY MANAGEMENT SPECIALIST

Opening Date: 4 February 2010	Closing Date: Open Until Filled
Position: (Title, Series, Grade)	Supply Management Specialist GS-2003-11
Salary Range:	GS-11-\$49,544.00-\$64,403.00 Plus 25% COLA
Military Requirement:	OFF: O1-O4 88, 90, 91, 92, 15D
Position Description#	70136000
Location:	Joint Force Headquarters Logistics Management Office, Director of Logistics (DOL) Estate Bethlehem, St. Croix, VI
Type of Appointment	EXCEPTED
Selecting Official: LTC Elvis L. Harvey, SUPV MGMT OFF	

Area of Consideration:

All technicians in the Virgin Islands National Guard. All members of the Virgin Islands National Guard and other individuals who are eligible for membership in 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 Army National Guard ARNG, Joint Force Headquarters, Logistics Management Office, Director of Logistics (DOL). Its purpose is to plan, organize, direct, coordinate and manage all command supply and services functions. Plans, organizes and manages supply and services functions to include command supply and storage, and command equipment property accountability management. Advises the DOL on command supply and services status and recommends support required for current and proposed operations. Maintains current command supply analysis on trends of effectiveness and efficiency. Receives fiscal information from each

subordinate function to prepare and review budget estimates for the command supply and services functions. Monitors required unit equipment inventories and is active in the development, scheduling and execution of annual/special command physical inventories. Accounting Assistance and Instruction Team (SAAIT) on SAAIT selective Inventories as appropriate. Processes Reports of Survey in accordance with applicable regulations. Monitors unit DODAAC submissions. 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 job related factor.

QUALIFICATIONS

GENERAL EXPERIENCE:

Experience, education, or training which has provided the applicant with a general knowledge of one or more aspects of the supply field.

SPECIALIZED EXPERIENCE:

Must have thirty six (36) months specialized experience to qualify for the position, which demonstrates the knowledge, skills and abilities as described below. **Applicants must possess a valid Virgin Islands driver's license.**

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 broad range of supply program relationships
- Knowledge of specialized methods and techniques to analyze and evaluate the effectiveness and efficiency of supply programs and operations.
- Ability to analyze and resolve difficult issues and problems in supply processes, work methods, supply data management and supply operations.
- Knowledge of a variety of technical supply operations.

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.

TO APPLY: Mail or hand deliver 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 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-O4
88, 90, 91, 92,15D
- 7 **Permanent Change of Station (PCS) is not authorized for this position.**

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.