



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

INDEFINITE

Announcement #13-10

PRODUCTION CONTROLLER

Opening Date: 15 March 2010

30 March 2010

**Position:
Series/Grade:**

Production Controller
GS-1152-09

Salary Range:

GS-09-\$43,525.00-\$56,578.00
Plus 20.94% COLA
4.72% Locality Payment

Military Requirements:

ENL: E1-E6
ENL: CMF 63, CMF 94
MOS: 92A

Position Description#

70700000

Location:

Field Maintenance Shop
(FMS)#2
SFC LBF Armory
Estate Nazareth, St. Thomas, VI

Type of Appointment:

EXCEPTED

Selecting Official: MSG Delano. Blyden, Surface Maintenance Supervisor

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.

* *******This position will be available for at least one year. It can terminated at any time and will be terminated upon return if duty of Deployed technician**

BRIEF DESCRIPTION OF DUTIES

This position is located in the Joint Forces Headquarters—VING, Logistics Directorate (J-4/G-4), Field Maintenance Shop #2. The purpose of this position is to perform maintenance production management, to achieve or maintain desired production levels, to serve as an equipment readiness expert for units supported by the facility. Establishes

plans and schedules for maintenance and repair, using multiple process production methods and procedures for a variety of vehicles and equipment such as combat vehicles, heavy-duty engineering and mobile equipment, communications and electronic equipment, systems, and small arms. Ensures Modified Table of Organization and Equipment (MTO&E) or Table of Distribution and Allowances (TDA) reportable Line Item Numbers (LIN) are properly managed, reported and accounted for with respect to readiness reports, property accountability reports, and system management. Programs workload, shop space, and available personnel on a short and long-term basis. Conducts initial and long range planning on matters which include multiple process production, maintenance operations, and equipment readiness. Ensures that unit Class 9 (CL IX) accounts are funded, budgeted, and executed to maximize readiness. Designates and maintains current maintenance priorities by Force Activity Designator, pacing items, Equipment Readiness Codes (ERC) A, B, and C equipment type, available funds, commander's priority, state/national priorities (in the case of floods, fires, and mobilizations), and unit supported. Analyzes repair methods and develops control procedures and policies to assure accomplishment of programs to meet priorities and deadlines established by higher authority or support activities. Performs other related 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

General Experience

Experience, education, or training which indicates the candidate can reason in quantitative terms, can express self orally and in writing, and understands the terminology and data pertaining to the repair operations and process characteristic of the production activity.

Specialized Experience

Applicant must have eighteen (18) months of specialized experience to qualify for the GS-09 position, which demonstrates the knowledge, skills and abilities (KSAs) required for 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 obtained each; either through experience, education or training. Failure to submit this information may affect your ranking for referral for this position.

Practical knowledge of production control procedures and operations sufficient to collect, compile, correlate, and maintain production data.

Comprehensive knowledge of supply procedures, maintenance operations and equipment reporting, policies, regulations, and procedures governing operations to program workload, shop space, and available personnel on a short and long-term basis.

Comprehensive knowledge of production control, maintenance and supply procedures, management systems, policies, regulations and procedures governing production operations to carry out work.

Practical knowledge of CL IX operations, procedures, and procurement processes to include IMAP funding and execution processes. Ability to effectively budget CL IX funds for each supported unit to maximize equipment readiness.

Knowledge of various types of equipment and capabilities which general purpose machine repairs and special grades shops are capable of performing.

General knowledge of equipment, such as, combat vehicles, armored personnel carriers, towed and self propelled artillery, engineer and power generating equipment, tactical vehicles, etc., to correct and analyze a variety of routine production data and processes, prepare production schedules, prepare reporting data, etc.

Knowledge of current automation support programs to input data, provide status of equipment, monitor job order status, monitor work priorities, requisition repair parts, track repair parts status, etc.

Working knowledge of unit readiness, equipment-reporting requirements, reportable systems management as prescribed by the current regulation. Ability to use current automation programs to produce readiness reports with a high degree of accuracy.

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
ENL: E1-E6: CMF 63, CMF 94, MOS: 92A
- 7 **Permanent Change of Station (PCS) is not authorized for this position.**

FOR THE ADJUTANT GENERAL:


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.