



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

Nationwide

Announcement # 22-10

SUPV. LOGISTICS MANAGEMENT SPECIALIST

Opening Date: 21 May 2010

Closing Date: 20 June 2010

Position: (Title, Series, Grade)

Supv Logistics Management Specialist
GS-0346-12/13

Salary Range:

GS-12-\$63,119.00-\$82,053.00
GS-13-\$75,057.00-\$97,573.00
Plus 20.94% COLA
4.72 % Locality Payment

Military Requirement:

OFF: O3-O4
88, 90A, 91, 92

Position Description#

70146000

Location:

United States Property and Fiscal
Office (USPFO)
10-18A Vicor Land
RR 2 Box 9200
Kingshill VI 00820

Type of Appointment

EXCEPTED

Selecting Official: LTC Deborah Lobbenmeier, Logistics Management Officer

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 United States Property and Fiscal Office (USPFO). Its purpose is to serve as the Chief of the division and to plan, organize, direct, develop, monitor, control, analyze and coordinate the installation logistics services support operations of five supply activities: Property Management Branch, Material Management Branch, Installation Transportation Branch,

Storage and Distribution Branch and Central Issue Facility Branch Ammunition Supply Point operations, SARSS operations, and Cannibalization Point operations, in order to provide installation level supply support to ARNG units and activities within the state. Plans work to be accomplished by subordinates, sets and adjust short-term priorities, and prepare schedules for completion of work. Manages, plans, organizes, directs, monitors, controls, analyzes and coordinates the operations of the Supply and Services Division, to include property management, material management, transportation, supply and storage management, central issue facility management, Ammunition Supply Point operations, SARSS operations, and Cannibalization Point operations, through the use of logistics automation. Demonstrates mastery of general supply program management by applying new concepts and developments to supply problems that may depart from established practices. Conducts in depth analysis and reviews, and issues directives and procedural instructions extending beyond local operations involving multi-level and multi-agency logistics operations. Provides staff and installation support for equipment distribution/redistribution plans and programs. Advises the USP&FO and Command Staff on installation logistics, transportation, and supply readiness status of units. Conducts and develops long range plans and participates with other agencies (Dept of the Army, Dept of Air Force, Installation Management Agency, Northern Command, Federal Emergency Management Agency, other states' United States Property and Fiscal Officers, Department of State, Department of Homeland Defense and other applicable state and federal agencies) to determine sufficiency of current logistics support systems and facilities to meet future organizational and mission requirements. Serves as activity/fund manager for assigned logistics accounts. Evaluates and analyzes operational trends for effectiveness and efficiency. Determines installation (State) requirements for accomplishing the handling of unusual requests, receipt, storage and disposition of large shipments, large items, hazardous cargo, precious metals, material recycling, and hazardous waste disposal. Performs program responsibility for the USP&FO commercial, equipment and personnel transportation support functions, provides oversight, and establishes operating guidance and policies for transportation support for the state. Performs the full range of supervisory personnel functions. Plans, directs and executes supply and services requirements for mobilization and demobilization of units. 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, training, and /or education, or training which demonstrates judgment, analytical ability, and skill in dealing with others in person-to- person work relationships.

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 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 logistics management and planning concepts, principles, and practices to support a specified mission, weapons system, supply support issues, or other designated programs.
- Ability to work with various groups or individuals (e.g., suppliers, contractors, other government agencies, etc.) to resolve difficult problems/situations as related to logistics management issues.
- Ability to analyze and review programming documents and data from logistics systems, operating plans, modification and development plans to determine logistics support requirements.
- Knowledge of and the ability to establish management controls such as milestones, expenditure rates, management indicators, and management reviews to reflect status and provide early detection of emerging problems.
- Skill in oral and written expression with various types of personnel in a variety of situations (e.g., senior managers at higher headquarters, managers, consultants, and professionals from other agencies including contractor organizations and senior representatives from user organizations.).

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 (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: O3-O4
88, 90A, 91, 92
- 7 **Permanent Change of Station (PCS) is not authorized for this position.**

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.

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)

PERSONAL INFORMATION

job)

Job title (include series and grade if Federal

Duties and accomplishments

Employer's name and address

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

Supervisor's name and phone number

Starting and ending dates (month

Social Security Number

Hours per week

Salary

Country of citizenship (Most Federal jobs required

Indicate if we may contact your current

United States citizenship.)

supervisor.

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

OTHER QUALIFICATIONS

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

Job related training courses (title and year).

EDUCATION

High school:

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

Date of diploma or GED

Job related certificates and licenses.

Colleges and universities:

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

Majors

Type and year of any degrees received

(If no degree, show total credits and indicate

Job related honors, awards, special

accomplishments, for example, publica-

tions, memberships in professional or

honor societies, leadership activities,

public speaking, and performance

awards.

whether semester or quarter hours.

(Give dates but do not send documents unless

requested.)

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

Verification of non-flagging action from unit.

Selective Service verification form.

