



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

**Announcement #25-10**

**SUPPLY TECHNICIAN**

**Opening Date:** 3 June 2010 **2 July 2010**

**Position:** Supply Technician

**Series/Grade:** GS-2005- 07

**Salary Range:** GS-07-\$35,583.00-\$46,261.00  
Plus 20.94% COLA  
4.72 % Locality Payment

**Military Requirement:** ENL: E3-E7  
CMF: 92

**Position Description#** D0893000

**Location:** USPFO, SSV DIV  
MAT MGT BR  
ST. CROIX, VI

**Type of Appointment:** EXCEPTED

**Selecting Official:** SFC Carol Morris, Supervisory Supply System Analyst

**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.**

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**BRIEF DESCRIPTION OF DUTIES**

This position is located in the Property Management Branch, Supply and Services Division, United States Property and Fiscal Office (USPFO). Its purpose is to monitor the accountable equipment within the State and maintain an accurate accounting and reporting system for property book equipment to include providing data to the Continuing Balance System – Expanded (CBS-X). The position reviews property book accountability records and supporting documents, investigates inaccuracies, and reports findings to

appropriate management. Participates in the management of the Army Unique Item Tracking (UIT) program. Manages the Department of Defense Activity Address Code (DODAAC) program. Participates in the management of equipment loans. Maintains an accurate automated accounting and reporting system of property book equipment for units and activities within the State. Conducts property book reconciliations. Maintains contact with such agencies of the Department of Defense (DOD), Department of the Army (DA), National Guard Bureau (NGB) and other states and units to resolve problems within responsible areas. Manages serialization tracking programs within the Supply Support Activity (SSA), such as Small Arms Serialization Program (SASP), Controlled Cryptographic Items Serialization Program (CCISP), and Radiation Testing and Tracking System (RATTS). Manages the loan of equipment. 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**

**General Experience**

Experience, education, or training in administrative, professional, or other work which provided the applicant with a general knowledge of one or more aspects of the supply field.

**Specialized Experience**

Applicant must have twelve (12) months of specialized experience to qualify for the GS-07 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.**

Knowledge of requisitions, supporting documents and reference material to perform material coordination.

Knowledge of established supply regulations, policies, procedures, and other instructions applicable to the specific assignment.

Knowledge to conduct extensive and exhaustive searches for required information in order to construct records for logistical readiness improvement.

Knowledge and ability to perform routine aspects of supply specialist work based on practical knowledge of standard procedures, where assignments include individual case problems related to a limited segment in one of the major areas of supply management, etc.

## **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. You may use continuation pages to include all related experience. 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 position, 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 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. 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**

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: E3-E7: CMF: 92
- 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.**