



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

Announcement # 28-10

SUPPLY TECHNICIAN

Opening Date: 26 OCT 2010	Closing Date: 26 Nov 2010
Position: (Title, Series, Grade)	Supply Technician GS-2005-05
Salary Range:	GS-05-\$28,726.00-\$37,340.00 Plus 20.94% COLA
Military Requirement:	ENL: E1- E5 MOS: 92Y
Position Description#	D0902000
Location:	USP&FO 10-18A VICORP LAND RR 2 BOX 9200 KINGSHILL VI 00820-9731
Type of Appointment	EXCEPTED
Selecting Official: SSG Valence Modeste, Material Handler Supervisor	

Area of Consideration:

All technicians in the Virgin Islands National Guard. All 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 United States Property and Fiscal Office (USP&FO) Ware house. Its purpose is to serve as the Standard Army Management Information System (STAMIS) manager within the office, with responsibility for operational management in support of the storage and distribution functions. Implements and maintains STAMIS within the Supply and Distribution Branch and provides training and technical expertise for user personnel. Serves as the main point of contact within the Supply and Distribution Branch in communications with external sources of support and counterparts within others states for the purpose of coordinating the full implementation and operation of the STAMIS system. This position also exists to coordinate all input/output functions of the STAMIS and maintain supporting documentation. Performs a wide range of system administration functions for the STAMIS being utilized. The incumbent is responsible for all inputs to the STAMIS, to include editing documents for completeness and

compliance as required, to research and correct erroneous transactions, and take necessary action on documents in suspense. Responsible for outputs of the STAMIS, to include customers status transactions, transactions to other STAMIS/Activities, and works independently or with the supervisor on assignment of Materiel Release Orders/stock picking. Maintains a formal stock record account utilizing a STAMIS. Utilizes appropriate regulations and procedures in requisitioning supplies, maintaining records, and preparing documents on computers. Performs other related duties 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 in administrative, professional, or other work which provided the applicant with the general knowledge, skills and abilities (KSAs) required for the position.

SPECIALIZED EXPERIENCE:

Must have 36 months specialized experience to qualify for the position, GS-5 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 automated systems used to maintain stock record account, location system, or inventory control.
- Knowledge of general automation software, practice and procedures.
-
- Knowledge of receipt and issue instructions to a variety of supplies, forms, etc.
- Knowledge of established supply regulations, policies and procedures to manage formal stock records account.
- Skill in searching for identifying or management data on items.
- Knowledge and ability to investigate and reconcile routine and recurring discrepancies relating to actions such as receipt control , stock record account, inventory adjustments, and applicable files.

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 of 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.

CONDITIONS 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: E3- E5 MOS: 92Y
- 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.

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)

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

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

awards.

whether semester or quarter hours. requested.)

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

Job title (include series and grade if Federal

Duties and accomplishments
Employer's name and address

Supervisor's name and phone number

Starting and ending dates (month

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.

Job related honors, awards, special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance

(Give dates but do not send documents unless

Verification of non-flagging action from unit.

Selective Service verification form.