



**VIRGIN ISLANDS NATIONAL GUARD
JOINT FORCE HEADQUARTERS
4031 LA GRANDE PRINCESSE, LOT 1B
CHRISTIANSTED, ST. CROIX, USVI 00820-435**

ANNOUNCEMENT #09-11

Program Assistant

Opening Date: 1 March 2011 **Close: 30 March 2011**

Position: Program Assistant

Series/Grade: GS-0344- 07

Salary Range: Base Pay
GS-07-\$33,979.00 to \$44,176.00
Plus COLA (17.23% of base pay)
Plus Locality (9.44% of base pay)

Military Requirements: ENL: E4-E7
Any MOS with WWMCCS Duties

Position Description# D0860000

Location: JFHQ

Type of Appointment: EXCEPTED

Selecting Official: LTC Brian P. O'Reilly Mobilization Plans Officer.

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.**

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BRIEF DESCRIPTION OF DUTIES

This position is located in the ARNG STARC Headquarters, Plans, Operations and Training Office (POTO), Mobilization Readiness Branch. Its purpose is to serve as the primary assistant for the ARNG-Status of Resources and Training System (SORTS), Readiness, Force Structure, WARTRACE and Mobilization Programs. Monitors and provides technical guidance and assistance to subordinate headquarters and units in the implementation and maintenance of the state ARNG headquarters and units in the implementation and maintenance of the ARNG SORTS program. Assists in monitoring the readiness posture of the force. Assists other staff employees in matters concerning organizational structure and development. Provides assistance and support to

mobilization, readiness and force integration. Performs complex retrievals on World-Wide Military Command and Controls Systems (WWMCCS) AND/OR Global Command and Control System (GCCS) and the Development Army Mobilization System (DARMS), using a query language. 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

Administrative or clerical experience such as: applying guidelines, rules and regulations to assignments, composing correspondence, searching for and compiling information and data and records administration. For those positions which require incidental typing, candidate's application must show evidence of typing ability.

Specialized Experience

Applicant must have twelve (12) months of specialized experience to qualify for the GS-07 position, that demonstrates, the knowledge, skills and abilities (KSAs) required for the position describe 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.

--In-dept knowledge of the Status of Resources and Training System (SORTS), Readiness, Force Structure, WARTRACE and Mobilization Programs to analyze data pertaining to unit mobilization and readiness; monitor the readiness posture of the force; and provide advise on mobilization and readiness reporting matters.

--Extensive knowledge of the automated systems sufficient to operate input and retrieve data from the WWMCCS/GCCS and DARMS systems. Ability to properly utilize the NETUSR SOFTWARE. Ability to input and extract USR readiness data enterprise digital communications services and requirements.

--Practical knowledge of the purposes, methods, and techniques of program analysis and the structure, functions and mission of the Plans, Operations, and Training function to analyze readiness and mobilization reports; coordinate with personnel, training, logistics and other staff offices to identify inhibitors to readiness and mobilization requirements; and recommend enhancements to readiness and mobilization posture.

--Knowledge of the, pertinent security regulations sufficient to safeguard classified material and equipment.

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: Any MOS with WWMCCS Duties
7. **Permanent Change of Station (PCS) is not authorized for this position.**
8. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserved Incentive Program (**BONUS**)

FOR THE ADJUTANT GENERAL:


KAI A. SCHJAMG
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.