



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

INDEFINITE

**Announcement #16-11
Agency Program Coordinator**

Opening Date: 22 June 2011

Closing Date: 6 July 2011

Position:

Agency Program Coordinator

Series/Grade:

GS-0303-05/06/07

Salary Range:

Base Pay
GS-05 \$27,431.00 to \$35,657.00
GS-06 \$30,577.00 to \$39,748.00
GS-07 \$33,979.00 to \$44,176.00
Plus Locality (9.44% of Base Pay)
Plus COLA (17.23% of Base Pay)

Military Requirements:

ENL: E4-E6
MOS: 92A/Y/Z

Position Description:

#D0989000

Location:

USP&FO

Type of Appointment:

Excepted

Selecting Official:

CPT Nina Clarke-Brewley, Financial Manager

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. This position is an indefinite fill for a deployed technician. It can be terminated at anytime and will be terminated upon return to duty of deployed technician.

BRIEF DESCRIPTION OF DUTIES

This position is located in the Comptroller Division of the United State Property and Fiscal Office (USPFO). The purpose of this position is to serve as the principle Army National Guard (ARNG) state level contact and administrator for the Government Travel Card Program (Agency Program Coordinator, APC). Serves as the primary point of contact for all matters concerning the Government Travel Card Program. As the APC, the incumbent drafts policy regarding operation of the charge card program within the state. Analyzes and reviews individual charge card and Automated Teller Machine (ATM) activity to identify potential abuse and/or non-official use. Provides technical supervision of subordinate Local Program Coordinators (LPC). Requests, receives, and reviews information reports from the charge card company through electronic means. Serves as primary point of contact for debt management for the travel card program. Additional responsibilities includes coordinating with the vendor, NGB and LPC's for special services supporting mission requirements. Receives purchase orders, contracts, pay and travel orders, Government Bills of Lading, Government Transportation Requests and similar documents for obligation against appropriated funds. Performs research of current accounts, historical data and source documents to develop and explain detailed accounting information not otherwise readily available. 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, education, or training which demonstrates the candidate's ability to perform the duties of the position.

Specialized Experience

Applicants must have six (6) months of specialized experience to qualify for the GS-05 position, nine (9) months for the GS-06 and twelve (12) months for the GS-07 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 KSAs WHICH ARE CONSIDERED ESSENTIAL TO PERFORM THE DUTIES AND RESPONSIBILITIES OF THIS POSITION. Applicants must address each KSA on a separate sheet of paper stating when, where and how; either through experience, education or training. Failure to submit this information may affect your ranking for referral for this position.

Knowledge of regulations principles, rules, procedures, and operations to perform a full range of financial duties associated with the credit card program duties.

Knowledge of one or more automated databases associated with the financial and credit card function sufficient to understand and take corrective action and generate a variety of standard reports (e.g., Travel Order Data Bases, credit company reports, etc).

Knowledge of the computer master file to facilitate corrections of detected errors and to make changes and modifications to obligations, collections, disbursements, and inter-fund transfers.

Practical knowledge of an extensive body of program analysis technical rules, guidelines, regulations, and precedents to provide sound recommendation to the Financial Comptroller.

Skills in applying data gathering techniques in order to develop trends and analysis tools using data from computer reports.

Knowledge of the duties, priorities, commitments, basic policies, and program goals of the organization sufficient to perform comprehensive administrative support assignments.

BRIEF DESCRIPTION OF WORK EXPERIENCE

Describe in detail your work experience (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 work 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 or mail Optional Form 612 or resume to Joint Force Headquarters, ATTN: SSG Zera J. Louis, 4031 La Grande Princess Lot 1B, Christiansted, VI 00820-4353. Applicants must include all necessary information required on the vacancy announcement. Applications hand delivered or post marked to the HRO after closing date will not be considered. Business hours are 0800-1700, Monday thru Friday. All applications will be retained for our records.

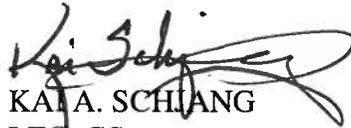
CONDITION OF EMPLOYMENT AND MILITARY REQUIREMENTS:

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. Selectee must be able to acquire security clearance as required.
3. Failure to complete NGB prescribed course 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 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 actions. Verification of non-flagging action must be included with package.**
6. This position requires a compatible military assignment as follows: ENL E4-E6, MOS 92A/Y/Z.

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 Reserve Incentive Program (SRIP).

FOR THE ADJUTANT GENERAL:



KARA A. SCHLANG
LTC, GS
Human Resources Officer