VIRGINIA NATIONAL GUARD
TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 09-088

POSITION: Supply Technician, 09-088, (PD Number: 70151000)

GRADE/PAY: GS-2005-07 $38,867.00 - $50,528.00 per annum

OPENING DATE: 20 March 2009 **CLOSING DATE:** 3 April 2009 (1700 hrs)

DUTY LOCATION: USPFO, Waller Depot, Richmond, VA

EMPLOYMENT STATUS: Excepted Service Male/Female Enlisted Personnel (NTE E-6)

WHO CAN APPLY:
GROUP I - All qualified enlisted personnel (NTE E-6) currently employed (permanent) in the Virginia Army National Guard Military Technician Program.

GROUP II - All qualified Virginia Army and Air National Guard enlisted personnel (NTE E-6), regardless of employment status (Traditional, Military Technician or AGR). To be considered as a Group II applicant, proof of enlistment in the Virginia National Guard is required to be attached to the application if enlistment occurred within 60 days prior to or during the advertisement period.

GROUP III - Individuals eligible for membership in the Virginia National Guard.

MILITARY CRITERIA: Applicant must be qualified and eligible for award of a MOS as follows:
E: CMF: 92

MILITARY ASSIGNMENT: Applicant selected for this military technician position must occupy a military assignment in the Virginia Army National Guard that ensures proper grade, unit, and MOS prior to placement.

POINT OF CONTACT: CW2 Anthony F. Streeter, (804) 228-5192

QUALIFICATION REQUIREMENTS:
GENERAL: Experience in clerical or office work such as maintaining records; screening, reviewing, and verifying documents; searching for and compiling information and data; or work involved in the physical handling of supplies and equipment provided this gave the candidate some general knowledge of supply transactions and regulations, procedures, identification codes, etc.

SPECIALIZED: Work experience listed on the application must show at least twelve (12) months specialized experience, such as: experience in closely related activities which provided the applicant with a knowledge of the rules, regulations, procedures, and program requirements of one or more areas of a supply system, and which demonstrated the applicant's ability to perform at the level of the position to be filled.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs) REQUIREMENTS: Applicants should prepare separate statements addressing all KSAs listed below. Explain any military and/or civilian experience which supports each KSA. **The KSAs are NOT used for basic qualification.** They are used solely for the purpose of rating and ranking candidates when there are more than ten (10) qualified applicants. If there are more than 10 qualified candidates certified, the KSAs will be used to assist in determining the best qualified candidates to be referred to the selecting supervisor. Failure to provide KSAs may result in inability to refer basically qualified candidates for consideration or interview.

1. Knowledge of standard methods of receipt of material order documentation control and material processing.
2. Knowledge of policies and regulations regarding storage space controls, stock location systems, layouts and storage techniques.
3. Ability to establish and maintain effective work relationships.
4. Knowledge of regulations and mechanized and/or statistical techniques in the computation and forecasting of quantitative requirements.
5. Knowledge of regulatory requirements governing the accounting for government property.
6. Ability to research information.

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SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: Completion of four academic years of education in business or administration in an accredited college or university will satisfy the requirements for this position. Appropriate military training courses will be credited on a month for month basis. Applicants must submit transcripts, diplomas or other forms of completion certificates to provide verification of related courses.

DUTIES AND RESPONSIBILITIES - POSITION DESCRIPTION 70151000: Serves as the supply operations authority for units and activities. Performs onsite reviews to determine the adequacy and effectiveness of accountability of subsistence, ammunition, negotiable media, medical supplies, Petroleum, Oil, and Lubricants (POL), repair parts, and property book items. Provides assistance and guidance on property book/component accountability, storage/security management, and maintenance of supply records. Compiles report of findings and briefs supervisors, managers, and other officials. Prepares and organizes material and conducts classroom and on-the-job training to expand the knowledge and working skills of supply personnel. Assesses and facilitates implementation of supply directives to promote adherence to standard methods, conformity in procedures, proper use of facilities, equipment and personnel.

APPLICATION PROCEDURES: INTERESTED APPLICANTS MAY APPLY BY SUBMITTING A RESUME, THE OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT (OF 612), OR THE SF 171, AND KSAs TO: THE ADJUTANT GENERAL OF VIRGINIA, ATTN: J1(STAFFING), BUILDING 316, FORT PICKETT, BLACKSTONE, VIRGINIA 23824-6316 BY THE CLOSING DATE SPECIFIED ON THE ANNOUNCEMENT. APPLICANTS MAY ALSO EMAIL APPLICATIONS TO vaguardtechjobs@va.ngb.army.mil or fax to (434) 298-6381. APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED. THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

CONSIDERATION FOR THIS POSITION WILL BE WITHOUT REGARD TO SEX, AGE, OR HANDICAP (EXCEPT WHERE REQUIRED BY MILITARY REGULATIONS), RACE, COLOR, NATIONAL ORIGIN, RELIGION, LAWFUL POLITICAL AFFILIATION, OR MEMBERSHIP/NONMEMBERSHIP IN AN EMPLOYEE ORGANIZATION. RELOCATION EXPENSES WILL NOT BE PAID. SELECTEE IS REQUIRED TO PARTICIPATE IN DIRECT DEPOSIT/ELECTRONIC FUND TRANSFER. ANY GROUP II OR III APPLICANT SELECTED WILL BE REQUIRED TO COMPLETE A PRE-EMPLOYMENT MEDICAL SCREENING WHICH WILL BE PAID FOR BY THE AGENCY.

A complete listing of all current Virginia National Guard Technician Employment Opportunity Announcements is available at http://vko.va.ngb.army.mil/virginiaguard/.

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THOMAS L. MORGAN III
LTC, GS, VaARNG
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TPVA 09-088