

LOUISIANA NATIONAL GUARD HUMAN RESOURCES OFFICE

Air Active Guard Reserve (AGR) Vacancy

ANNOUNCEMENT NO: 011-15

OPENING DATE: 19 November 2015

CLOSING DATE: 4 December 2015

UMDA POSITION TITLE: Logistics Management Officer

UMDA MAX AUTH GRADE: O5/LTC

DUTY AFSC: C21A3

AREA OF CONSIDERATION: Current officer in the Louisiana Air National Guard

OCCUPATIONAL REQUIREMENTS:

Incumbent is subject to uncommon tours of duty, rotational shift assignments and overtime duty. May be required to fly in military aircraft or commercial aircraft for TDY purposes. Participation with unit of assignment during UTAs, annual training, deployments, special projects and exercises is required.

QUALIFICATION REQUIREMENTS:

- Compatible AFSC C21A3
- Member must meet physical qualifications IAW Chapter 7, ANGI 36-101, AFI 48-123.
- Member must also meet the requirements of AFI 36-2903, AFI 36-2905, and other regulations as required.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA) REQUIRED FOR THIS POSITION:

1. Knowledge of concepts, policies and procedures used to formulate effective personnel, aircraft maintenance, equipment and facility management.
2. Skill in coordinating between operations, maintenance and support activities to accomplish management objectives.
3. Ability to formulate plans and programs to effectively generate and deploy squadron.

SUMMARY OF DUTIES:

-- Plans, develops, and publishes aircraft logistics policies and procedures within the general framework, as established by higher echelons of command. Manages the overall maintenance and related support activities to assure timely, effective and complete logistical support of base, group, wing, state, National

Guard Bureau and Air Force mission requirements. Supervises the preparation of plans for logistical support of operational missions. Reviews aircraft maintenance and related material support requirements in terms of specific objectives, relative priorities, capabilities and limitations.

-- Advises commanders and staff on status of logistics programs, functional capabilities, and current and projected operational training and mission requirements. Serves on the flight planning committee to ensure proper scheduling of aircraft commitments commensurate with logistics capability. Supervises and directs the preparation of budget estimates; financial plans; studies of the aircraft logistics organization; manning requirements; facility requirements; mobility or contingency requirements; and publications related to maintenance, methods, policies and procedures. Utilizes the compilation and development of current aircraft logistics data, analysis, and reports in order to analyze and keep abreast of aircraft logistics trends; and to analyze the organization's logistical capabilities and evaluate logistical effectiveness.

-- Coordinates logistic activities with supervisors, various base activities, and higher echelons of logistics such as Air Force Depot Weapons Systems Managers, NGB, Major Command Staff, etc. Maintains liaison with counterparts at other ANG bases, particularly those possessing the same type of aircraft, to ensure a prompt and free exchange of pertinent technical, management, and mission information. Participates in conferences and seminars as the aircraft logistics representative for the base or NGB, as required. Administers a sound aircraft logistics personnel management program to assure that personnel in staff, supervisory and technical positions are highly qualified and motivated.

-- Interview and select applicants for supervisory positions or other key positions. Establishes work performance standards for supervisors and key personnel; and assigns annual performance evaluations. Initiates disciplinary actions, promotion actions and step increases. Recommends performance awards. Approves sick leave and annual leave for key personnel and approves overall leave schedules for the organization. Counsels subordinates, explains logistics and personnel policies, hears grievances and resolves work problems.

-- Reviews the overall human resource program within the organization to ensure that subordinate supervisors are effectively accomplishing their personnel management responsibilities. Reviews job description changes proposed by subordinate supervisors and assures accuracy and completeness of supervisory job descriptions. Makes periodic reviews of position structures to determine whether each position is necessary for accomplishment of operations and whether duties are assigned and organized in a manner which provides economy and efficiency of operations. Approves overall training for the logistics function. Administers a rigid safety and security program within the aircraft logistics organization.

-- Serves as a technical advisor to accident investigation boards; and may be assigned as a member of an accident investigation board. Participates in engineering studies and analysis of proposed modifications related to aircraft, aircraft engines, accessories, systems, and associated aerospace ground equipment, machinery and tools. Prepare for and participates in various types of readiness evaluations such as ORI, IG and QAFA inspections and/or mobility and command support exercises. May serve as a member of a team coping with natural disasters or civil emergencies.

-- Performs other duties as assigned.

EVALUATION PROCESS:

Applicants will be evaluated solely on the information provided in the application. Experience will be evaluated based on the relevance to the position for which application is made and whether it is full-time or part-time. In addition to experience, credit will also be given for military training and self-development, civilian and military awards and education.

APPLICATION PROCEDURES:

- NGB Form 34-1 (**clearly print your e-mail address on top of form and/or include in resume**)
- AGR LA Form 690-171-3
- Resume and/or statement of civilian/military experience/education may be submitted with your packet. Ensure to focus on official military training when the standards were exceeded and explain any particular item the board may question.
- Two full length photographs (snapshots acceptable)
 - (1) one in service dress
 - (2) one in light blue shirt/blouse long or short sleeves.
- Copy of latest Report on Individual Person, (Records Review Rip).
- Copy of latest Point Credit Summary.
- Copy of all DD Form 214/NGB Form 22
- * Copy of latest Periodic Health Assessment (PHA) date within 1 year.
- * Applicants indicating education above the high school level must attach appropriate documentation. Education includes Trade/Business schools, military service schools, and extension/correspondence courses successfully completed.
- *** Not needed by current AGR members of Louisiana National Guard**

LOCATION: 159TH FW, NAS-JRB, BELLE CHASSE, LA

This position is located within a National Guard aircraft maintenance organization. Manages and administers aircraft logistics activities within Aircraft Generation Division and Maintenance Division.

*****LOUISIANA NATIONAL GUARD MEMBERS – Acceptance of this position may result in the loss of contracted incentive(s). For further details, contact the LANG State Incentive Manager, at (504) 391-8336*****

How to Apply

Application packets must be received at: Gillis Long Center, ATTN: NGLA-JPM-HA, TSgt Cassie L. Ellis, 5445 Point Claire Rd, Carville, LA 70721 or scanned to: cassie.l.ellis.mil@mail.mil in a PDF file, NLT close of business (1600 hrs) on closing date. **Confirmation of receipt of application is the responsibility of the applicant.** POC is MSgt Cassie L. Ellis at (225) 319-4853, DSN 435-4853.