

Louisiana National Guard



JFHQ-LA NGLA-JPM-HA
5445 POINT CLAIR ROAD
GILLIS LONG CENTER
CARVILLE, LA 70721

AIR ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: LA 10012871-A

OPEN DATE: 18 MAY 17

CLOSING DATE: 7 JUN 17

POSITION:

LOGISTICS MANAGEMENT SPECIALIST

UNIT/LOCATION:

**159th Logistics Readiness SQ
Belle Chasse, LA**

This position is located in the Plans and Integration Section of the Deployment and Distribution Flight, Logistics Readiness Squadron, Mission Support Group, at an ANG Aviation Wing. Serves as the Logistics Officer with responsibility for overall program management, direction, and control of wing logistics planning that includes multiple units and may include geographically separated units where no logistics management personnel are assigned. The primary purpose of this position is to manage, direct, develop and implement policy programs and procedures for the accurate management of Wing Logistics planning. Serves as the Logistics Officer/Specialist and provides administrative and technical oversight to a lower-graded specialist. This position is responsible for fully prepared, assigned unit personnel and equipment for Aerospace Expeditionary Force/Wing (AEF/AEW) Operations around the world.

AFSC: R21R3
MINIMUM RANK / GRADE: 1LT / O-2
MAXIMUM RANK / GRADE: MAJ / O-4

TECHNICIAN ANNOUNCEMENT:

This position is also being advertised under Technician Vacancy Announcement LA [10012871](#) which is open until [7 JUN 2017](#). Personnel desiring to apply for the Technician Position must do so under Technician Vacancy Announcement.

*****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***

WHO MAY APPLY FOR THIS POSITION:

THIS ANNOUNCEMENT IS OPEN TO CURRENT AGR OFFICER IN THE LOUISIANA AIR NATIONAL GUARD. APPLICANTS MUST FURNISH THE REQUIRED DOCUMENTATION AS SPECIFIED IN THE ANNOUNCEMENT. IF THE REQUIRED DOCUMENTATION IS NOT PROVIDED, CONSIDERATION WILL NOT BE GIVEN THE QUALIFICATION PROCESS

SPECIAL NOTES:

WITH THE EXCEPTION OF A RESUME, LETTERS OF RECOMMENDATION, AND SNCOA CERTIFICATE OF COMPLETION ANY ADDITIONAL DOCUMENTATION NOT REQUIRED BY THE VACANCY ANNOUNCEMENT (E.G., POSITION DESCRIPTION, PERFORMANCE EVALUATIONS, CERTIFICATES OF TRAINING, ETC.) WILL BE REMOVED FROM THE APPLICATION PACKAGE. APPLICANTS ARE HIGHLY ENCOURAGED TO SUBMIT ONLY THE DOCUMENTATION LISTED ON THE ANNOUNCEMENT.



All Applicants must scan / submit via email the following documents in the order that they are listed:

- ❑ **Cover letter**, typically provides detailed information on why you are qualified for the job.
- ❑ **NGB Form 34-1**, dated 11 Nov 2013, Application for Active Guard/Reserve (AGR) Position. *(announcement number and position title must be annotated on the form)*
- ❑ **Resume**, *(optional)* ensure to focus on official military training when the standards were exceeded and be ready to explain any particular item the board may question.
- ❑ **Copy of State Driver's License** *(photocopy of both sides)*

- ❑ **Current Report of Individual Personnel (RIP)**, RIP can be obtained from Virtual MPF (vMPF). Select 'Record Review', and then 'Print/View All Pages'.

- ❑ **Officer Performance Report**, OPR *(current within 12 months)*

- ❑ **Letter of Recommendation**, required when EPR is not available from the military command.

- ❑ **Copy of current Report of Individual Fitness**, from the Air Force Fitness Management System (AFFMS) within the last 12 months. (Note: Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite score of 75 or higher for entry into the AGR program).

- ❑ **Copy of AF WebHA**, Web Based Health Assessment *(current within 12 months)*

- ❑ **Copy of AF Form 422**, Physical Profile Serial Report *(current within 12 months)*, must include PULHES

- ❑ **Copy of all DD 214/NGB Form 22** *(This document is required for former active service member and prior service in the National Guard).*

- ❑ **Assessment Questionnaire** *(This document is the last two pages of announcement)*

Area of Consideration

- This position is **open to current AGR officer in the Louisiana Air National Guard**. Individual selected will receive an Active Duty Title 32 Tour with the Louisiana Air National Guard. In order to be considered for this position applicants must meet minimum qualifications.
- This position is subject to rotating shifts, night shifts, and weekends/holidays.
- 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.

Qualifications Requirements

- 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.
- No record of disciplinary action that resulted in an Article 15 or Unfavorable Information File.
- No history of emotional instability, personality disorder, or other unresolved mental health problems.
- No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
- No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of malpractice or misconduct as defined in AFRSI 36-2001, *Recruiting Procedures for the Air Force*, engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, *Professional and Unprofessional Relationships*, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates.



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.

Duties and Responsibilities

- Manages, directs, and implements the local formulation and publication of installation deployment guidance based on regulations, manuals, instructions, and directives issued by higher headquarters. Serves as the Installation Deployment Officer (IDO), and acts for the Commander, regarding actions required to deploy in support of Aerospace Expeditionary Forces (AEF), contingency operations, Operations Other Than War (OOTW), and exercises.
- Identifies all required deployment/redeployment support with the Wing Staff Air Mobility/Command (AMC) and Air Combat Command (ACC) regarding the transportation of equipment and personnel. Determines the type and number of aircraft required for mission deployment/redeployment. Validates load plans, priority shipments, and customs clearance requirements.
- Plans, develops, directs, and conducts deployment training for the wing and units. Develops and schedules training courses and approves lesson plans developed by functional areas. Develops and schedules manpower and workload requirements for the organization deployment work centers and ensures they are fully staffed and trained.
- Reviews Operation Plans (OPLANS), Concept Plans (CONPLANS), Concept of Operations (CONOP); and USAF Special Operations, Exercise, and Exercise Order plans received from and directed by higher headquarters (or locally generated) to determine overall wing and unit tasking. Analyzes Wartime Aircraft Activity (WAA) tasking; determines availability of tasked personnel and equipment for tasking; and manages the War Reserve Material (WRM) assets at home station and deployed locations.
- Manages the wing support agreement program for the Commander. As the wing's focal point, negotiates, writes, coordinates, and monitors Inter/Intra Service Support agreements; memorandums of understanding/agreement; disposal and contingency agreements; and exercise and deployment agreements.
- Acts as the wing focal point for WRM programs and serves as the War Reserve Material Officer (WRMO). Receives annual budgets and accomplishes surveillance inspections for War Consumable Distribution Objective (WCDO) programs. Accomplishes annual budget duties to ensure funds are available for stocking all WRM assets. Determines and establishes training requirements for WRM monitors.
- Manages and directs the overall implementation of automated systems such as the Integrated Deployment System (IDS)/Automated Mobility Data Systems wing-level deployment process for both peacetime and contingency/wartime operations. IDS encompasses Logistics Plans Logistics Module of the Contingency Operations/Mobility Planning and Executive System (COMPES) (LOGMOD-B), Manpower and Personnel base level module of COMPES (MANPER-B), Computer Aided Load Manifesting (CALM), Transportation Cargo Movement Operations System (CMOS), and the unit level Deployment Management System (DeMS).



- Manages pilot/non-pilot unit responsibilities in accordance with applicable directives. When acting as a UTC pilot unit, maintains responsibility for developing standard manpower and equipment changes in deployment packages and advises all non-pilot units system-wide.
- Develops and directs the formulation of load plans and analyzes transportation requirements for the wing and units. Schedules all requirements through ANG and/or AMC to ensure personnel and equipment arrive according to planned tasking.
- Reviews resource/logistical plans, programs, and deployment activities with the Wing Commander/Air Commander to insure that authorized mobility equipment is available, on order, and properly budgeted for. Develops program priorities and determines dollar requirements. Makes recommendation to the FMB on allocations of budget targets for all UTCs assigned, WRM, and deployment equipment.
- Analyzes and validates logistical inputs for the Joint Chiefs of Staff (JCS) Unit Status of Resources and Training System (SORTS). Monitors the status of unit logistical readiness and deviations in the total logistical posture.
- Serves as base focal point for the UTC Management Information System (UMIS) and Manpower Equipment Force Packaging System (MEFPAK) used for identifying new tasking and informing commanders of updates to current UTCs. Analyzes all plans for correlation between the UTC, the UTC Management Information System (UMIS), and Designed Operational Capacity (DOC) statements for all wing and supported units readiness reporting and tasking.
- Attends wing and unit level staff meetings. Represents the Wing/Air Commander at deployment planning conferences conducted by higher headquarters when resource/logistics planning, agreements or related matters are involved.
- Conducts and participates in site surveys to ascertain, identify, and plan airlift and logistical support requirements needs to deploy, employ, sustain and redeploy the Wing and subordinate units.
- Performs other duties as assigned.

Submission of Your Application

Application packets must be scanned to: cassie.l.ellis.mil@mail.mil in a PDF file, until 2359 hrs on the expiration date of this announcement. Confirmation of receipt of application is the responsibility of the applicant. POC is MSgt Cassie L. Ellis at (225) 319-4853, DSN 435-4853.



Assessment Questionnaire Preview

Office

Louisiana National Guard

Assessment Name

0346-12-D1414P01-LANG

Vacancy (or Template)

10012871

Rating Method

Weight-Based

Rating Combinations

GS-0346-12

Scoring Method

Competency-level

Date Created

5/18/2017 14:39 EDT

FULL NAME:

RESPONSE TYPE: Instructions

Please answer the following multiple choice questions below to the best of your knowledge.

SCALE: Yes/No (Default)

Select "Yes" or "No" to the following question(s).

RESPONSE TYPE: Multiple Choice - Single Select

-*1.

General Experience: Do you possess the experience, education or training involving judgment and/or analytical ability in the logistics field; and in using computer and automation systems?

- A. Yes
- B. No

-*2.

Specialized Experience: Do you possess at Thirty-Six (36) months of experience, education, or training identifying activities involving logistical support operations; integrating the actions of a variety of specialized support activities in order to develop a comprehensive logistics plan; monitoring such functions as program planning, resource and fiscal management, training, manpower management, and/or automated data processing to meet the logistics plan; identifying delays or problems and developing corrective actions; and working with people from various levels and backgrounds to elicit their cooperation to perform specific tasks, and complying with regulations, laws, or practices?

- A. Yes
- B. No

COMPETENCY ID: 140

Information Management Identifies a need for and knows where or how to gather information; organizes and maintains information or information systems

SCALE: General Schedule (Default)

Select the one statement that most accurately describes your training and experience carrying out each task using the scale provided.

*3. Familiar with the AF and DoD structure (USAF, ANG, AFRES, USN, USMC, USA) which affects the use of program and related support resources (people, money or equipment) in relation to the logistics plans process.

- A. I have not had education, training, or experience in performing this task.
- B. I have had education or training in how to perform this task, but have not yet performed it on the job.
- C. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- D. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
- E. I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist or train them in doing this task because of my expertise.

COMPETENCY ID: 224

Planning and Evaluating Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies

SCALE: Experience/Demonstrated Capability (Entry-Level)

For each item, select the one response that most accurately describes your current level of experience and capability using the scale below.

*4. Utilize analytical and statistical methods and procedures including electronic data processing, AF operations and organizations, and fiscal management techniques; involved in the formulation of policies, procedures, and programs, facilities, personnel management, security, medical, administrative, comptroller, and legal activities.

- A. I do not have experience or demonstrated capability in performing this activity, but I am willing to learn.
- B. I have limited experience in performing this activity. I have had exposure to this activity but would require additional guidance, instruction, or experience to perform it at a satisfactory level.
- C. I have a fair amount of experience and a fair amount of demonstrated capability in performing this activity. I can perform this activity satisfactorily but could benefit from additional guidance, instruction, or experience to perform this activity more effectively.
- D. I have considerable experience and considerable demonstrated capability in performing this activity. I can perform this activity independently and effectively.
- E. I have extensive experience and extensive demonstrated capability in performing this activity. I am considered an expert; I am able to train or assist others; and my work is typically not reviewed by a supervisor. I have received verbal and/or written recognition from others in carrying out this activity.

*5. Understand how to integrate the total logistics planning system of supply, maintenance, transportation, contracting and operations.

- A. I do not have experience or demonstrated capability in performing this activity, but I am willing to learn.
- B. I have limited experience in performing this activity. I have had exposure to this activity but would require additional guidance, instruction, or experience to perform it at a satisfactory level.
- C. I have a fair amount of experience and a fair amount of demonstrated capability in performing this activity. I can perform this activity satisfactorily but could benefit from additional guidance, instruction, or experience to perform this activity more effectively.
- D. I have considerable experience and considerable demonstrated capability in performing this activity. I can perform this activity independently and effectively.
- E. I have extensive experience and extensive demonstrated capability in performing this activity. I am considered an expert; I am able to train or assist others; and my work is typically not reviewed by a supervisor. I have received verbal and/or written recognition from others in carrying out this activity.

COMPETENCY ID: 301

Technical Competence Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; w

*6. Able to analyze and evaluate diverse data and formulate into coherent practical operations.

- A. I do not have experience or demonstrated capability in performing this activity, but I am willing to learn.
- B. I have limited experience in performing this activity. I have had exposure to this activity but would require additional guidance, instruction, or experience to perform it at a satisfactory level.
- C. I have a fair amount of experience and a fair amount of demonstrated capability in performing this activity. I can perform this activity satisfactorily but could benefit from additional guidance, instruction, or experience to perform this activity more effectively.
- D. I have considerable experience and considerable demonstrated capability in performing this activity. I can perform this activity independently and effectively.
- E. I have extensive experience and extensive demonstrated capability in performing this activity. I am considered an expert; I am able to train or assist others; and my work is typically not reviewed by a supervisor. I have received verbal and/or written recognition from others in carrying out this activity.

COMPETENCY ID: 224

Planning and Evaluating Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and st

SCALE: General Schedule (Default)

Select the one statement that most accurately describes your training and experience carrying out each task using the scale provided.

*7. Familiar with the Joint Chief of Staff (JCS) operations planning process.

- A. I have not had education, training, or experience in performing this task.
- B. I have had education or training in how to perform this task, but have not yet performed it on the job.
- C. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- D. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
- E. I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist or train them in doing this task because of my expertise.

COMPETENCY ID: 326

Writing Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or mes

*8. Can develop, write, instruct, and evaluate training.

- A. I have not had education, training, or experience in performing this task.
- B. I have had education or training in how to perform this task, but have not yet performed it on the job.
- C. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- D. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
- E. I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist or train them in doing this task because of my expertise.

COMPETENCY ID: None

SCALE: Yes/No (Default)

Select "Yes" or "No" to the following question(s).

-*9. I certify that, to the best of my knowledge and belief, all of the information included in this questionnaire is true, correct and provided in good faith. I understand that if I make an intentional false statement or commit deception or fraud in this application or its supporting materials, or in any document or interview associated with the examination process, I may be fined or imprisoned (18 U.S.C 1001); my eligibilities may be canceled; I may be denied an appointment; or I may be removed and debarred from Federal Service (5 C.F.R Part 731). I understand that any information I give may be investigated. I understand that responding "No" to this item will result in my not being considered for this position.

A. Yes

B. No

Signature: