



# DEPARTMENTS OF THE ARMY AND AIR FORCE

JOINT FORCE HEADQUARTERS-LOUISIANA  
OFFICE OF THE ADJUTANT GENERAL  
JACKSON BARRACKS  
NEW ORLEANS, LOUISIANA 70117

## AIR ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 117-20

OPEN DATE: 29 JAN 20

CLOSING DATE: 19 FEB 20

**POSITION:**

**LOGISTICS READINESS  
OFFICER**

**UNIT / LOCATION:**

**159<sup>th</sup> Logistics Readiness Squadron  
New Orleans, 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.*

**AFSC:**

**21R3**

**MINIMUM RANK / GRADE:**

**Maj / O-4**

**MAXIMUM RANK / GRADE:**

**Lt Col / O-5**

\*\*\*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 OFFICERS 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 IN THE QUALIFICATION PROCESS

**SPECIAL NOTES:**

WITH THE EXCEPTION OF A RESUME AND LETTERS OF RECOMMENDATION ANY ADDITIONAL DOCUMENTS 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 DOCUMENTS LISTED ON THE ANNOUNCEMENT.



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**All Applicants MUST submit the following documents as one PDF via email in the order listed below:**

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- ❑ **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.
- ❑ **Full length military service dress photograph with white background** *(snapshots acceptable)*
- ❑ **Copy of State Driver's License** *(photocopy of both sides)*
- ❑ **Current (within 30 days) 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 OPR 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 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).*

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**Area of Consideration**

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- This position is **open to current officers 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.

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**Qualifications Requirements**

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- **Compatible AFSC: 21R3**
- **Minimum acceptable grade: O-4**
- **Maximum acceptable grade: O-5**
- Member must possess a **SECRET** security clearance.
- Member must be willing to work long and irregular hours, be subject to intense public scrutiny, and become involved in civic and military activities that support the local community.



- 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.

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#### **Evaluation Process**

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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.

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#### **Duties and Responsibilities**

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- Plans, organizes, and directs the activities of the Plans and Integration Section ensuring logistics plans, deployment/reception operations, Base Support and Expeditionary Site Plans, War Reserve Material and Support Agreements comply with legal and regulatory requirements and meet customer needs.
- Exercises supervisory personnel management responsibilities; advised and provides counsel to employees regarding policies, procedures, and directives of management.
- Plans and executes contingency, emergency, and/or expeditionary deployments and receptions for the installation.
- Responsible for providing training, resources, and logistics systems to ensure the efficient and effective operation of the installation deployment processes.
- Represents the Plans and Integration Section with a variety of installation and functional area organizations.
- Performs other duties as assigned.

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#### **Submission of Application**

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**APPLICATION MUST BE EMAILED TO:** [nq.la.laarng.mbx.agr-branch-air@mail.mil](mailto:nq.la.laarng.mbx.agr-branch-air@mail.mil)

**\*Use Subject Line:** Last Name, Announcement Number, Position Title (Ex. Jones, 001-19, Personnel Craftsman)

**\*All application documents must be consolidated into a single PDF file (portfolio files are not accepted).**

All applications must be received by the Human Resources Office no later than 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.

