STATE VACANCY ANNOUNCEMENT
LOUISIANA MILITARY DEPARTMENT
LOUISIANA NATIONAL GUARD

POSITION: Resources & Logistics Supervisor #TBD 

ANNOUNCEMENT NO. 202-2022

SALARY: MA-614 / Minimum $37,003 / Maximum $72,862 annually

LOCATION: LA Military Department, CFMO, Camp Beauregard, Pineville, Louisiana

OPEN: 9 August 2022 CLOSE: 1 September 2022

NOTE: Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form10 (State Application) are posted at http://geauxguard.la.gov/join-us/state-technician-vacancies

In accordance with R.S. 42:1701, if you are nominated for this position, you will be required to undergo a criminal background check prior to commencement of employment with the Louisiana Military Department.

EMPLOYEES IN THE MILITARY DEPARTMENT UNCLASSIFIED SERVICE, PERMANENT OR TEMPORARY, ARE EMPLOYED “AT WILL” AND MAY BE SUBJECT TO TERMINATION OR EXPIRATION OF APPOINTMENT, WITH OR WITHOUT CAUSE.

1. AREA OF CONSIDERATION: (1) Active Louisiana National Guard Members; (2) Retired National Guard Members and Retired Military Members; (3) those eligible for Louisiana State Guard Membership.

2. QUALIFICATIONS: (In addition to below, see application procedures).
   a. SPECIFIC: College Degree in Communications, Business Management or Human Resource Management. Two or more years of professional work experience in human resources, communications, program management or business management is required. Military experience can supplement experience. Experience in storing, management and tracking of official records or sensitive documentation is required. Knowledge and understanding of personnel records management is required. Experience with operating various office equipment such as printers, scanners, copiers, shredding machines, and fax machines is required. High level of proficiency with Microsoft Suite tools/programs is required. Excellent written and verbal communication skills. Working knowledge of information technology and communication systems. Strong leadership and management skills are required. Team oriented, cooperative and collaborative performance culture is required. Working knowledge of LAARNG Human Resource actions: LMD Personnel action request forms 1-3, the ARNG background investigation process, Common Access Card acquisition and re-issuance process, the RCAS access request process, onboarding, mandatory training requirements. Working knowledge of Supply & Property Management: Creating sub hand receipts, maintaining equipment trackers, managing IT equipment services, managing a vehicle fleet along with overseeing the processes for routine maintenance and for repairs following any accidents/incidents that occur. Purchasing: Creating 101’s, managing supply order processes.
   b. GENERAL: Must have a valid Driver’s License, Social Security Card and Birth Certificate. Must qualify to obtain a Common Access Card (CAC) Card. Travel may be required. Must be available to report to duty during emergency or disaster situations. Must have the ability to work and communicate effectively with agency personnel, peers, superiors, subordinates and the public.
   c. OTHER REQUIREMENTS: The LA Military Department is a substance abuse and drug free workplace. In accordance with the Military Department Drug Testing Policy, all new employees are subject to mandatory drug testing. Thereafter, all employees are subject to random drug testing. Must meet physical requirements to perform functions of the position. Must attend/complete all LMD annual training and other
training required for the position. Must adhere to the Code of Ethics and foster a Sexual Harassment-Free Environment.

3. **CONDITIONS OF EMPLOYMENT:** By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

   a. Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.

   b. The successful applicant will be required to join the Louisiana State Guard as a condition of employment. Service in the Louisiana State Guard does not require the applicant to perform military training, periodic inactive duty (monthly drills), nor does it require deployment outside of the State of Louisiana. The applicant can expect that service in the Louisiana State Guard to be substantially the same as normal State Government working conditions.

4. **POSITION DESCRIPTION:** Serve as the CFMO Resource and Logistics Supervisor and provide updates and reports to the Business Branch Manager and CFMO leadership as required. Plan and coordinate with CFMO employees, supervisors and other Human Resource Management Personnel (LMD and Federal) to include onboarding/offboarding facilitation, completion of HR documentation, updating CFMO HR personnel trackers and managing alignment of personnel with the resources required to perform work functions. Remain abreast of all training requirements, coordinate receiving of training completion reports/documents, and update training trackers for CFMO and Environmental LMD, Federal and Contract Employees until complete. Maintain consistent coordination to ensure suspense dates are met. Adopt the latest J4 Transportation GSA Manager’s published standards of procedure and incorporate them into the CFMO GSA SOP for CFMO and Environmental GSA operators to receive a copy of and maintain familiarity of. The SOP should cover government property accountability, operator defensive driver training, accident reporting procedures, reporting requirements for monthly mileage and maintenance, management of fuel cards and receipts and maximizing the use of GSA vehicles for work specific functions. The SOP should be stored on the CFMO server. Coordinate with operators to receive monthly usage and maintenance reports, accident reports and updated signed hand receipts and statements of understanding. Perform QA/QC on the data and documents provided. Update trackers for the CFMO and Environmental GSA Vehicle Fleet. Enter mileage data into the GSA Fleet Drive-Thru online system and provide updates to the J4 Transportation GSA Manager, the Business Branch Manager and the CFMO leadership monthly or as otherwise directed. Serve as an assistant to the CFMO Federal Property Book Manager (Business Branch Manager); by updating the property tracker, receiving signed sub hand receipts from end users and ensuring on hand IT equipment receives necessary J6 updates, re-image or demilitarization. Create 101’s for office supply/equipment purchases and track them from approval to purchase order creation and until order fulfillment. Track serial numbered items upon arrival and produce hand receipts for signature by the end users upon their receipt of the supplies/equipment. Coordinate to receive newsletter submissions (personnel announcements, administrative announcements, training information) from all CFMO and Environmental branches and ensure formatting and content is QA/QC’d prior to the review of the Business Management Branch Manager and other CFMO leadership. Upon receipt of approval, publish internal and external newsletters as directed. Submit an evaluation support form to the BM Branch Manager twice per year, 15 calendar days prior to the end of “Mid-Year” and “End-Of-Year” Evaluation Periods. Perform all other duties as assigned by the BM Branch Manager or the CFMO.

5. **APPLICATION PROCEDURES:** All Applicants must complete a LANG-LMD-H Form 10 (State Application) and attach a legible copy of their Official Birth Certificate, Driver’s License and Social Security Card. Resumes are optional and will not be accepted unless they are submitted with the LANG-LMD-H Form 10 (State Application). The **LANG-LMD-H Form 10 (State Application) is located at http://geauxguard.la.gov/wp-content/uploads/2016/10/LMD-H-Form-10-State-Application-pdf-10-25-2016NEW.pdf.** Application(s) must be submitted to the appropriate LMD Human Resources by the close date, no later than 4:00 p.m.

Ms. Carla Harvey / Ms. Wenda Woolf / Mrs. Christina Grimmett  
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