



# LOUISIANA MILITARY DEPARTMENT

**LANG-GL, Gillis W. Long Center**  
**Logistics Assistant MGR (Temporary)**

**ANNOUNCEMENT NO.** 118-2025

**OPENING DATE:** September 24, 2025

**CLOSING DATE:** October 08, 2025

**\*SALARY:**

**MW-213** \$43,784 - \$52,541

## **BENEFITS**

**Insurance:** Medical, Dental, & Vision

**Paid Holidays:** 10 plus proclaimed

**Annual Leave:** 96 hours per year with tenure increases

**Sick Leave:** 96 hours per year with tenure increases

\*Salary indicates typical starting range. Level will be determined by qualifications.

**JOB TYPE:** Unclassified

Current Classified employees must give up their designation to accept this position.

## **POSITION DESCRIPTION:**

Assist with all Logistical activities supporting the infrastructure of the Louisiana National Guard, Gillis W. Long Center at Carville, Louisiana. Manage property control and accountability of all movable state property for all Louisiana Military Department (LMD) and Gillis W. Long Center vehicles. Assist with receiving, tagging, inventory and distribution of all state property and materials centers. Issue and account for 32 sets of Army Combat Fitness Test (ACFT) equipment to units on post. Manage janitorial superintendent and janitorial support staff for Gillis W. Long Center installation and tenants. Assist in managing the operations of the laundry facility that supports the Gillis W. Long Center installation which serves the Conference center, dining Facility, billeting and Youth Challenge Program (YCP) as well as multiple units clothing and bedding during all hazard events. Manages logistical contracts to include janitorial, laundry, garbage and trash removal from the installation. Plans and manages the LMD logistics warehouse at Gillis W. Long Center year around and during All Hazard Events. Manages all hand receipts of LMD Headquarters equipment on Gillis W. Long Center. Assist state Property Manager with tagging and issuing all new property for the UCE, Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP), LMD Staff and Installation Armories. Receive and account for all incoming packages from Fed Ex, UPS and any other delivery services. Must maintain and wear all safety related equipment and/or report any violations or deficiencies. Must ensure that they inform the Safety Coordinator on any violations reported to them and follow up before leaving the job site. Maintain accountability of all equipment and ensure data cards are up to date. Maintain and practice good environmental protection measures. Perform other duties as assigned.

## **POSITION QUALIFICATIONS:**

This position requires supervising five employees and informing the chain of command of all assign tasks. This position requires the ability to lift as least 50 lbs. and have a dependable work attendance history. Must be able to work well with employees and managers. Will require operating state vehicle and operating a forklift. Must have the ability to occasionally work weekend and holidays.

## **GENERAL REQUIREMENTS:**

- Must have a valid Driver's License, Social Security Card and Birth Certificate.
- Must qualify to obtain a Department of Defense Common Access Card (CAC) Card.
- Must be available to report to duty during emergency or disaster situations.  
Other periodic travel may be required.
- Must meet physical requirements to perform functions of the position.
- Must attend/complete all Louisiana Military Department (LMD) annual training and other training required for the position.
- Must adhere to the Code of Ethics and foster a Sexual Harassment-Free Environment.

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

- All LMD positions require in-office attendance. This is not a remote position.
- Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.
- For positions requiring computer/email access selected applicant must qualify to obtain a Department of Defense Common Access Card (CAC) Card and maintain eligibility
- LMD is a substance abuse and drug free workplace. The selected applicant must pass a pre-employment background investigation and pre-employment drug test. Thereafter, all employees are subject to random drug testing.
- To become an employee of the LMD you must be a current member of the Louisiana National Guard or eligible for membership in the Louisiana State Guard.
- The selected applicant must pass a pre-employment criminal background investigation prior to employment.

**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).

- **State Application:** The LANG-LMD-H Form 10 (State Application) is located at:  
<http://geauxguard.la.gov/join-us/state-technician-vacancies>

Application(s) must be submitted to the appropriate LMD Human Resources point of contact below by the Close Date, no later than 12:00 a.m. CST:

Ms. Tracey S. McCorkel  
LMD-HR (JCP - Gillis W. Long Center)  
5445 Point Clair Road, Carville, LA 70721  
Email: [tracey.s.mccorkel.nfg@army.mil](mailto:tracey.s.mccorkel.nfg@army.mil)  
Office: (225) 319-4692