



# LOUISIANA MILITARY DEPARTMENT

STARBASE, Camp Beauregard, Pineville, LA

Officer Manager

# 186577

**ANNOUNCEMENT NO.**018-2026

**OPENING DATE:** January 29, 2026

**CLOSING DATE:** February 12, 2026

**\*SALARY:**

**MA-609** \$27,269 - \$37,626

\*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:

Act as the front-line communication/reception for the program (answer phones, check voicemail, check mail, etc.) and forward necessary messages. Perform general office duties such as keeping files (both electronic and hard copy), ordering supplies, building Excel spreadsheets to improve program organization (i.e.. track enrollment, inventory, etc.). Assist with time keeping by sending text/email reminders to staff as CATS action is needed. Prepare for incoming class (rosters, name tags, materials, etc.). Take pictures of students throughout the STARBASE Academy, and take group photos of participants for each academy, printing one for each participant/teacher. Assist in the making and binding of STARBASE Mission Log/student science journal. Support SB mission in preparation of each SB academy (materials, equipment, software, & classroom space). Assist with assembly needs prior to STARBASE academy (i.e. rockets, filter cups) Step in to support instructional process when necessary. Pull needed materials from storage area/building. Fully support the budgetary process to acquire necessary program supplies: complete training for state purchase card, request prior approval from direct supervisor for purchases, process all purchases in Workflow to include documents upload, reconcile purchase card monthly, and follow all purchasing requirements as outlined in the PPM. Complete 101's, verify coding, and log into internal tracking system. Prepare school participation packets and actively engage in the school briefing process (done 4-6 weeks prior to school's participation) Become proficient with all STARBASE utilized software. Perform other duties as needed.

## POSITION QUALIFICATIONS:

High School Diploma or equivalent. Additional considerations for degreed applicants and/or applicants holding additional certifications. Working knowledge of Microsoft Word, Excel, PowerPoint, Access, and Outlook. Must type 50 words per minute. Must have superior phone etiquette. Ability to work and communicate effectively with peers, superiors, and subordinates. Must be available to report to duty during emergency or disaster situations.

## BENEFITS

**Retirement:** LASERS

**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

## **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:

Mr. Timothy Groh  
LMD-HR (Camp Beauregard)  
235 H Street, Pineville, LA 71360  
Email: [timothy.j.groh.nfg@army.mil](mailto:timothy.j.groh.nfg@army.mil)