



District of Columbia National Guard

Accelerated Hiring Announcement

Title 32 Dual Status Technician

DC-AHA-AR-24-010



<p>APPLICATION MUST BE FORWARDED TO:</p> <p>IN ORDER TO RECEIVE CONSIDERATION</p> <p>matthew.leon.mil@army.mil & james.r.davis67.mil@army.mil</p>	<p>OPENING DATE: 22 May 2024</p>	<p>CLOSING DATE: 05 JUNE 2024</p>
<p>Position Location: JFHQ DISTRICT OF COLUMBIA NATIONAL GUARD ARMORY</p>	<p>Position Title: Logistics Management Specialist Min Grade: E1 Max Grade: E6 MOS: N/A GRADE: GS-0346-09</p> <p>AREA OF CONSIDERATION: GROUP III</p> <p>Current or former uniformed service members (Active, Reserve, Guard) nationwide who are eligible for military membership in the DCARNG</p>	
<p>INSTRUCTIONS FOR APPLYING: You must send applications electronically to the email addresses listed below.</p> <p>REQUIRED DOCUMENTS:</p> <ol style="list-style-type: none"> Resume - resume highlighting your specialized experience. Ensure you include "from (mm/yy)" and "to (mm/yy)" dates along with a description of your relevant experience. Current SF-50 (if applicable) Documentation substantiating DCANG military affiliation and rank Please submit completed packages to: LTC James, Davis Phone: (304) 840-1864 james.r.davis67.mil@army.mil CPT Matthew Leon Phone: (202) 685-9964 matthew.leon.mil@army.mil 		
<p>MINIMUM EXPERIENCE: Work involves performing or supervising staff work in planning and coordinating logistical support activities to provide the money, manpower, material, facilities, and services needed to support a specified mission at the time and place they are needed.</p> <p>SPECIALIZED EXPERIENCE: 1-year specialized experience, education or training equivalent to at least the next lower grade level. Must have experience, education, or training which involved detailed knowledge of organizations and their functions in logistical support (i.e., supply, maintenance, quality assurance, facilities). Experience planning and organizing work assignments</p>		

NOTE:
This position is subject to provisions of the DoD Priority Placement Program.

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Position: Logistics Management Specialist

Position Description:

1. Develops, implements, and evaluates the logistics and property accountability policies for the organization. Is the primary advisor for the command in the area of logistics and property book operations. Oversees and reviews unit level feeder reports. Analyzes and/or prepares the logistics and equipment readiness areas of the organizational readiness report. Reviews, analyzes, and provides recommendations relative to current and future MTOE/TDA and/or force structure changes to determine the impact on organizational equipment authorizations. Keeps abreast and ensures the implementation of new policy statements, regulations and directives issued by higher headquarters concerning logistics and property accountability activities. Provides guidance and assistance to ensure command programs have been implemented and evaluates their effectiveness in subordinate elements. Plans for the establishment and operation of the Administrative and Logistics Operations Center (ALOC). Develops and implements standard operating procedures for logistics. Plans, develops, and maintains actions/procedures for the immediate and subordinate organizations in preparation for the transfer of all or part of accountable property for deployment to include pre-mobilization and post-mobilization.
2. Responsible for the property book operations of the organization in the areas of inventory management, storage management, equipment coordination and supply management. Ensures the property book sections periodically perform asset visibility rebuild to validate date in the visibility files. Is accountable for the various categories of property.
3. Maintains property book accountability utilizing an automated system and/or related computer programs to account for property. Establishes primary hand receipt files for each unit, whether separate or organic to the organization, and maintains accountability by the use of primary hand receipt listings. Assures that all authorized property is on hand or has been requisitioned to assist in maintaining the highest level of readiness for the organization. Accounts for funds used to requisition non-expendable property. Coordinates the assignment and transfer of equipment assets to enhance mobilization readiness. Determines shortages of authorized non-expendable equipment and directs authorized substitutes in accordance with appropriate regulations and directives. Incumbent is responsible for the requisition and formal accounting of ammunition per applicable regulation.
4. Ensures compliance with the command supply discipline program (CSDP), and other-directed command inspection programs. Assists in the preparation for and executes additional command level inspections in the area of logistics and maintenance. Schedules and directs the conduct of periodic inspections, inventories and change of hand receipt accounts to assure equipment is serviceable, properly stored, maintained and accounted for as required by competent authority. Advises the commander of equipment on hand and equipment readiness issues. Makes decisions based on the commander's guidance and intent in the area of property assignments. Provides procedures guidance, directives and coordinates change of command and/or primary hand receipt holder inventories. Reviews inventories, reports of survey, and adjustment documents for accuracy and regulatory compliance. Directs, reviews, and makes recommendations on investigations of incidents involving property loss or damage. Provides functional analysis of automated support requirements and recommends engineering change proposals (ECP's) to modify change or enhance applicable logistics programs and standard army management information systems (STAMIS)
5. Coordinates with the USPFO, state level Joint Force Headquarters (JFHQ) and subordinate units of the organization on the lateral transfer and/or turn in of excess property. This includes analyzing the proposed transfer/turn in actions and its impact on readiness. Coordinates and conducts annual property book supply reconciliations with the USPFO for all elements of the organization. Conducts a quarterly backorder reconciliation of non-expendable and expendable property requisitions with the USPFO. Coordinates the fielding of new equipment and the associated NET for a given LIN or system with the Force Integration

Readiness Office (FIRO), DCSLOG-G4, USPFO and gaining unit. Coordinates with FIRO to ensure authorization documents are current and accurate with the United States Army Force Management Support Agency (USAFMSA). Ensures Total Package Fielding's (TPF) are handled expeditiously.

6. Establishes quality procedures and oversees the edit of all source documentation. Ensures documents are accurate and properly input into the automated system. Establishes administrative procedures and oversees the flow of documents and reports through the Property Book Office to assure complete, accurate, and timely submission of data. Reviews and analyzes listings and reports produced by the automated system, resolves problems on error listings, and provides guidance to personnel assigned to the Property Book Section and subordinate organizations. Performs continuing analysis of the property accounting and equipment status reporting system to assure data provided is complete, accurate and timely.
7. Provides guidance and funds management for all decentralized logistics funds. These may include secondary stock funds, office supply accounts, transportation funding, and various classes of supply. Reviews all non-expendable government purchase card purchases for proper authorization. May serve as the approving official for government purchase card expenditures.
8. May be required to represent the National Guard and the unit Commander in the community. Provides logistical support for community activities such as parades, celebrations, military funerals, etc. Coordinates with civic officials, club officers and school officials for such things as recruiting activities, communities support projects, natural disaster or civil disturbance planning, use of facilities for training for such things as recruiting and security of those facilities.
9. Supervises subordinates performing supply work. Provides technical guidance and assistance to all organizational logistic individuals pertaining to the accountability of all property assigned to the organization. Plans, organizes, and assigns work to individuals engaged in logistics and property management at the command level. Revises assignments or details employees to other duties as necessary to meet changing work situations, deadlines, or priorities. Prepares requests for filling vacancies to meet workload requirements. Participates in the selection of subordinates from lists of eligibles. Establishes performance standards and evaluates employee performance. Prepares formal requests and recommendations for promotions, reassignments, etc. Recommends recognition for outstanding performance. Provides initial approval/disapproval of leave. Formulates training plans for subordinates and recommends training courses. Receives and resolves or participates in the resolution of grievances, or forwards to higher-level management for resolution. Acts to resolve disciplinary problems, or forwards to higher level management for resolution. Formulates plans for equal treatment of all employees. Assures position descriptions are accurate. Informs employees of all aspects of personnel programs of the installation, either answering routine questions or obtaining information from a specialist when more technical answers are required.
10. Performs other duties as assigned.