

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITIONS: Manager (Key Control Program) #50574495

ANNOUNCEMENT NO. 157-2019

SALARY: WS-216 / Minimum \$38,854 / Maximum \$69,680 annually

LOCATION: LA Military Department, NGLA-CFMO, Camp Beauregard, Pineville, La.

OPEN: 9 August 2019

CLOSE: 23 August 2019

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:** Experience in key control programs and lock and key procedures. Experience in facilities maintenance and project management. Working knowledge, skill and ability in the following areas: Developing and maintaining key control log and procedures; Developing and maintaining a Work Order and Purchase Order tracker; Develop and maintain a log of LAARNG key custodian and key sub-custodians; Be trained and able to create Keys and Cores and use machines associated with this type of work according to applicable regulations. Research and Understand: AR 190-11 Physical Security of Arms, Ammunition and Explosives; AR 190-13 The Army Physical Security Program; AR 190-51 Security of Unclassified Army Property (Sensitive and Nonsensitive); Federal Inventory and Support Plans (FISP); Appendix 1, ARNG Facilities Programs; User's Guide UG-2040-SHR User's Guide on Controlling Locks, Keys and Access Card (DoD Lock Program). Knowledge of Microsoft Office (Word, Excel, Access, Outlook, PowerPoint) and other Windows programs.

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:** Responsible for the operation and general function of the LAARNG lock and key control program. Typically reports to the FM Manager and the CFMO on all matter related to the lock and key control program. Resolve maintenance and repair issues at assigned facilities in regards to the key control program. Receive Key Control Request Forms from the Area Coordinators and/or Project Managers. Process these Work Orders using the Purchase Order format in the ISIS 101 system if necessary to meet the needs of the customer. Develop log procedures and forms for daily use. Conduct at a minimum of 10% site visits monthly in order to ensure that the key control program is being properly used. Work with Key Custodians assigned to each facility to ensure they are properly documented and trained according to ARIMS. Establish and maintain lock and core rotation schedules according to applicable key control program regulations. Ensure that lock and key procedures within the key control program are known throughout the LAARNG and develop educational programs in order to teach properly assigned key custodians and key sub-custodians. Establish and maintain a tracking system for key control in accordance with the Army Record Management Information System (ARIMS). Determine the location and category of all locks at LAARNG facilities. Determine the status of keys currently in use and document according to ARIMS. Establish locations for code storage and as viable, computer program acquisition for lock and key code control at Jackson Barracks, Camp Beauregard, and other LAARNG Installations as directed. Submit usage reports on GSA vehicles you use to the CFMO Business Manager and/or the CFMO Office Administrator. Identify qualified locksmiths for use by CFMO when needed and develop then maintain relationships with these personnel. Respond to emergency calls on a 24-hour basis as required. Perform other duties as assigned.

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. Wenda Woolf / Ms. Christina Grimmert
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