



LOUISIANA MILITARY DEPARTMENT

LANG-CB, Camp Beauregard (Pineville, LA)

Coordinator

170821

ANNOUNCEMENT NO. 154-2026

OPENING DATE: August 26, 2026

CLOSING DATE: September 02, 2026

***SALARY:**

MA-615 \$40,914 - \$58,365

*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:

The Fire Desk Operator is responsible for the administration, coordination, and execution of daily fire desk operations supporting military training activities conducted throughout Camp Beauregard's ranges and training areas. The position manages all range scheduling activities utilizing the Range Facility Management Support System (RFMSS), ensuring reservations are accurate, conflict-free, and compliant with Department of the Army regulations, Louisiana Army National Guard policies, installation standard operating procedures, and applicable range safety requirements. Responsibilities include reviewing and verifying required scheduling documentation, resolving scheduling conflicts, monitoring daily training schedules, adjusting reservations as mission requirements change, and coordinating with supported units, Range Operations personnel, Aviation Operations, and higher headquarters to ensure safe and efficient execution of training events. Serves as the primary point of contact for military units and agencies utilizing Camp Beauregard training facilities by providing professional customer service and technical assistance regarding range scheduling procedures, RFMSS operations, documentation requirements, and range safety policies. The incumbent ensures all required range briefings are conducted, verifies completion of mandatory documentation prior to range execution, coordinates emergency range closures resulting from weather, safety hazards, or operational requirements, and promptly notifies affected units of schedule changes, restrictions, and safety concerns. The position also coordinates aviation training and airspace requirements with Aviation Operations when applicable. Maintains complete and accurate records supporting all scheduled training events before, during, and after execution. Responsibilities include processing range closeout documentation, reconciling utilization data, recording ammunition expenditures, preparing required fire desk reports, maintaining historical utilization statistics, compiling trend analyses, and ensuring all reporting requirements are completed accurately and within established suspense dates. The Fire Desk Coordinator maintains current Range Operations standard operating procedures, range maps, overlays, surface danger zone diagrams, training references, and other operational publications while assisting with the development, revision, and implementation of range scheduling procedures and fire desk operating guidance. Maintains accountability and operational readiness of assigned fire desk equipment, communications equipment, office equipment, range safety equipment, and related support assets.

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

POSITION DESCRIPTION CONT.

Duties include conducting routine inventories and inspections, documenting deficiencies, coordinating maintenance, repair, replacement, or procurement actions, and operating government communications equipment, including SINCGARS radios and other communications systems, in support of daily range operations. The incumbent maintains organized work areas, records, and reference materials to ensure uninterrupted support of installation training missions. Supports continuity of operations by coordinating daily fire desk activities, cross-training with other Range Operations personnel to ensure uninterrupted operational coverage, and assisting other sections during periods of high operational tempo, emergency operations, inspections, exercises, and special events. The incumbent maintains professional conduct in accordance with Louisiana Army National Guard and Louisiana Military Department policies by ensuring compliance with attendance requirements, timely completion of administrative documentation, completion of mandatory training, and performance of other related duties as assigned in support of Camp Beauregard Range Operations. Perform other duties as assigned.

POSITION QUALIFICATIONS:

Comprehensive knowledge of military range operations, range scheduling procedures, Range Facility Management Support System (RFMSS) operations, and applicable Department of the Army, National Guard, and installation policies governing range utilization. Working knowledge of range safety requirements, ammunition accountability procedures, training documentation, and administrative reporting requirements. Knowledge of office administration, records management, and customer service principles. Proficient in Microsoft Office applications, electronic communications systems, and automated scheduling systems. Strong organizational, analytical, and interpersonal communication skills with the ability to coordinate multiple training events while maintaining attention to detail and ensuring regulatory compliance. Ability to work independently with minimal supervision while managing multiple competing priorities in a fast-paced operational environment. Ability to interpret regulations, policies, and standard operating procedures and apply them to range scheduling and fire desk operations. Ability to communicate effectively with military personnel, civilian agencies, and organizational leadership. Ability to maintain accurate records, prepare reports, resolve scheduling conflicts, and provide professional customer service. Ability to operate government communications equipment, including SINCGARS radios and other communications systems, and maintain accountability of assigned equipment and administrative records. Experience in military training support, range operations, scheduling, operations management, or administrative support is required. Experience utilizing automated scheduling or resource management systems, preferably the Range Facility Management Support System (RFMSS), is highly desirable. Experience working in a military environment with knowledge of Army training management and range safety procedures is preferred.

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:

Mrs. Kandice Miller
LMD-HR (Camp Minden)
100 Louisiana Boulevard, Minden, LA 71055
E-mail: kandice.m.miller2.nfg@army.mil