



POSITION DESCRIPTION: RSP Supervisor

DATE: May 2011

LOCATION: All States and Territories

Type: Full-Time

Classification: Professional

Supervision: Recruit Sustainment Program Supervisor

INTRODUCTION. The RSP Supervisor implements the Direct Ship program, which will provide a one-stop location where all Non-Prior Service Soldiers are processed, quality controlled and shipped to IET using organic RSP resources with MEPCOM on-site support. The RSP Supervisor receives guidance from the Regional Manager. NGB intent is for the RSP Supervisor is to be employed at the state level to manage the state's Direct Ship program.

MAJOR DUTIES. The RSP Supervisor plans and coordinates administrative, personnel, and quality assurance functions in support of Direct Ship Warriors prior to attendance at IADT. The primary duties include:

- Support the Direct Ship process IAW Pam 601-2, Chapter 8, Section VI. Ensure all Direct Ship Warriors are received, educated, processed and screened in a thorough, yet streamlined process that reduces needless pre-ship losses.
- Coordinate Mobile MEPS Teams consisting of a system administrator, travel specialist, processors, medical technicians and physician to process recruits and shippers.
- Coordinate with MEPS Guidance Counselor to verify enlistment eligibility requirements, security background checks, MOS qualifications and ship date options.
- Maintain an adequate amount of medical, administrative, and operational supplies.
- Maintain 100% RFP Soldier contact data.
- Maintain and screen shipper packets for mandatory documents for BCT/AIT.
- Perform Vulcan data entry and maintenance.
- Coordinate RSP Ship Center requirements to include facility coordination, LAN drops, RCAS access, telephones, and copier/printer access.
- Maintain remote MEPS Integrated Resource System (MIRS).
- Coordinate shippers for MEPS processing when circumstances require it.

QUALIFICATIONS.

a. Experience.

- Current or former US military service member with honorable discharge is preferred.
- Former military experience in the areas of Personnel Administration, Recruiting, Retention, or Recruit Sustainment.

b. Special Requirements.

- Ability to pass a necessary background investigation.
- Possess excellent interpersonal communication skills, verbal and written.
- Proficient in Microsoft Word, Excel, Power-Point, and web-based databases.
- Must be knowledgeable in Army National Guard enlisted programs and benefits.
- Embody the Army Values and highest professional standards.

c. Education.

- Associates or Bachelors degree from an accredited school is preferred.

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