



Alaska National Guard
Active Guard Reserve (AGR)
Position Announcement #
AKANG 18-89

<https://dmva.alaska.gov/employment/>

POSITION TITLE: Fleet Management and Analysis Craftsman	AFSC or MOS 2T377	OPEN DATE: 26 Jun 2018	CLOSE DATE: 26 Jul 2018
UNIT OF ACTIVITY/DUTY LOCATION: 213 Space Warning Squadron, Clear Air Force Station, AK 99705		GRADE REQUIREMENT: Min: E3 Max: E6	
SELECTING SUPERVISOR: MSgt James Campbell	Position Number 0084813	PHYSICAL PROFILE: PULHES – 333233	

AREAS OF CONSIDERATION

On-board AK ANG AGR (Any AFSC)
Alaska Air National Guard members (Any AFSC)
Alaska Army Guard members (Any MOS/AFSC)
Nationwide military members eligible for membership in the AKANG (Any MOS/AFSC)

MAJOR DUTIES MAY INCLUDE

AIR GUARD: Please refer to attached pages for more info on the major duties and initial qualifications for this position for this AFSC or go to: <https://www.my.af.mil> to review the AFECD

INITIAL ELIGIBILITY CRITERIA

- *In addition to criteria listed on attached pages*
- Security Clearance - Must be able to obtain: Secret
 - Aptitude Requirement: Administrative - 41REQ
 - Strength requirement: Demonstrated ability to lift 40lbs
 - Must complete COR accreditation within 6 months of award of AFSC
 - Must maintain acquisition ethics throughout tenure in this AFSC

PREFERRED QUALIFICATIONS

- In addition to the initial eligibility criteria and required forms listed application procedures, the following are preferred qualifications:
- Resume
 - Cover Letter
 - Last 3 Enlisted Performance Evaluations
 - Letters of Recommendation will be accepted

 - Experience in MILCON or CE project development, project management, construction management, or utilities production preferred.
 - Experience in the following leadership areas: administrative skills, staffing, written communication, leadership, follower-ship, mentorship, management of resources, teamwork, teambuilding, finance/budget, briefing/public speaking, and fostering a healthy workplace preferred.
 - Knowledge of Air Force Instructions/Pamphlets: AFI 36-2618, AF 36-2406, AF 1-1
 - Be familiar with the mission of CAFS, including Missile Early Warning and Missile Defense mission requirements.
 - Familiar with hardships associated with working at a remote GSU operating location.
 - Experience involving contract oversight, procurements, and acquisitions preferred.

SPECIAL ANNOUNCEMENT CRITERIA

- Total Active Military Service (TAFMS) REQUIRED FOR AGR SELECTION: In accordance with AKANG Enlisted Force Management Policy Letter (dated 17 April 2018), applicants for AGR positions must have the following amounts of active service to fill enlisted positions: (E-5 - Any amount of TAFMS), (E-6 - 4 years TAFMS or more)

TAFMS waivers may apply

- Upon selection additional medical verification will be required prior to start of AGR tour
- Continuation beyond initial tour may be subject to evaluation based on AGR Continuation Board

ACTIVE GUARD AND RESERVE REQUIREMENTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities. Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program. IAW ANGI 36-101 "Initial tours may not exceed 6 years. AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD.

Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required. Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations.

RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status. An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. Application Package will not be forwarded without statement: ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...."

If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee

Members currently on occasional tours exceeding 180 consecutive days may be considered as full-time AGR (members currently on occasional tours 179 days or less are not considered AGR). Any further questions regarding the AGR program may be answered in ANGI 36-101

APPLICATION PROCEDURES

Hard copy applications will NOT be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. Per ANGI 36-101, the application package must include at a minimum, the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness. Items 1-3 are required by the Human Resource Office to determine initial qualifications. If the required documents are not submitted, a letter of explanation must be included. Incomplete packages will not be considered for the position vacancy. Please submit the following:

1. Signed NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Position dated 20131111 (<http://dmva.alaska.gov/employment.htm>) (Do not use outdated form)
2. CURRENT full Records Review RIP available on vMPF (<http://www.afpc.randolph.af.mil/vs>) (Must be a full RIP) (avoid sending SURF/Brief when possible)
3. CURRENT PASSING Report of Individual Fitness from Air Force Fitness Management Systems (AFFMS) or AF Fitness Assessment Scorecard or a signed letter from the Unit Fitness Monitor.
4. Items requested in the "PREFERRED QUALIFICATIONS" section above.
 - Resume
 - Cover Letter
 - Last 3 EPR's (or equivalent)
 - Letter of Recommendation

Use AGR Application Instructions from DMVA website (first line under Application)

EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into ONE single PDF (adobe portfolio is not recommended) (consider printing signed documents to PDF prior to combining files)-Signatures may be stripped once they are saved. PDF File Name should be: Position Announcement Number, Last name, First name, Grade
Example: ANG 18-XX Doe, Jane E1

Email Subject should be: Announcement Number

Example: ANG 18-XX (must use advertisement # and NOT position # ex: 1234567)

Email Application Package to ng.ak.akarng.mbx.hro-agr@mail.mil

** Applications will be accepted through AMRDEC if standard email procedures do not work**

- AMRDEC SAFE Web Application: <https://safe.amrdec.army.mil/safe/> to above email

**All application documents must be consolidated into a single .pdf file. (Do not put in a PDF Portfolio format)

** Applicants are encouraged to submit early and call HRO for initial review of your application prior to closing date

QUESTIONS:

Applicants are encouraged to call HRO to verify receipt prior to closeout date. To verify the receipt of an application or if you have issues, you may call DSN 317-384-4467 or Commercial 907-428-6467 and/or DSN 317-384-4242 or Commercial 907-428-6242

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board. Selecting supervisor will contact qualified applicants for interviews. After the Human Resources Officer (HRO) approves the selection package, the HRO office will send a notification letter to all applicants of their selection/non-selection. The selection of an applicant is not final until the individual has been notified by the HRO-AGR. After the selecting supervisor makes a selection, the "routing" of the selection package begins and ends with HRO.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.

AFSC 2T377, Craftsman
AFSC 2T357, Journeyman
AFSC 2T337, Apprentice
AFSC 2T317, Helper

FLEET MANAGEMENT AND ANALYSIS
(Changed 31 Oct 16, Effective 4 Jan 16)

1. Specialty Summary. Supervises and performs the scheduling and analysis of maintenance performed on vehicles and equipment. Oversees fleet management and accounts for vehicle fleet. Uses a computer to manage the vehicle data collection system and develops local retrievals to obtain specific data. Performs materiel control functions. Files historical data and maintains vehicle records. Related DoD Occupational Subgroup: 155800.

2. Duties and Responsibilities:

2.1. Supervises and performs On-Line Vehicle Interactive Management System (OLVIMS) and fleet management functions. Manages vehicle leasing program. Inputs data to the OLVIMS and Standard Base Supply System (SBSS) computer systems and verifies data accuracy. Prepares, reviews and corrects OLVIMS system products. Develops base vehicle priority buy program, vehicle minimum essential levels, vehicle priority recall listing and vehicle rotation plan. Performs fleet maintenance, operations analysis and vehicle control program. Develops local retrievals to obtain specific data and analyzes this data for specific trends. Coordinates with work center supervisors and using organizations to ensure a timely repair of assigned vehicles. Monitors contract and warranty repairs, status, and funding. Develops and administers long and short range plans and programs for completion of preventative maintenance and inspections, special inspections and projects. Programs vehicles for depot maintenance on a five-year maintenance plan. Controls and administers the delayed maintenance and accident and abuse programs. Operates computers and calculators. Maintains and files vehicle historical data and records jackets. Analyzes data for deviations from specific performance indicators and helps to develop corrective actions.

2.2. Performs vehicle management data reporting/transfer as required. Uses Logistics Installation and Mission Support Enterprise View – Vehicle View (LIMS EV-VV). Collects data for mandated reporting requirements such as Resource Conservation and Recovery Act (RCRA), Status of Resources and Training Systems (SORTS), etc.

2.3. Assembles specific vehicular information by extracting and tabulating maintenance data in a logical presentation sequence using automated and manual methods. Prepares data for presentation in tabular, chart, graphic and summary form. Gives written and narrative summaries to meet management needs.

2.4. Manages Air Force equipment management system program for vehicle fleet. Develops alternative sources of support for operational vehicle shortfalls. Manages vehicle custodial account and vehicle authorization and utilization program, prepares and defends base level submission for central appropriated funds procurement of motor vehicles and other budgetary accounts. Reviews and coordinates on statements of work and performance requirements documents requiring government vehicles. Monitors and coordinates on military construction projects.

2.5. Inputs routine and Mission Capable (MICAP) requisitions in SBSS, monitors Due-In From Maintenance (DIFM) Program and processes SBSS inquiries.

3. Specialty Qualifications:

3.1. **Knowledge.** Knowledge is mandatory of: vehicle fleet management and analysis; maintenance responsibilities; maintenance data collection and reporting procedures; LIMS EV-VV; and small computer operation.

3.2. **Education.** For entry into this specialty, completion of high school with courses in algebra or equivalent mathematics, small computer operations, and auto mechanics is desirable.

3.3. **Training.** The following training is mandatory for award of the AFSC indicated:

3.3.1. **2T337.** Completion of a fleet management and analysis apprentice course.

3.3.2. **2T377.** Completion of the Vehicle Management 7-skill level web-based training.

3.4. **Experience.** The following experience is mandatory for award of AFSC indicated:

3.4.1. **2T357.** Qualification in and possession of AFSC 2T337. Also, experience in functions such as vehicle fleet management & analysis, quality control, customer service center or maintenance shop work center, obtaining parts and materials for use in vehicle maintenance, and management of leased/rental vehicles and DoD FLEET Fuel Card Program.

3.4.2. **2T377.** Qualification in and possession of AFSC 2T357. Also, experience performing or supervising functions such as vehicle fleet management and analysis, quality control, customer service center or maintenance shop work centers, and in obtaining parts and materials for use in vehicle maintenance.

3.5. **Other.**

3.5.1. See attachment 4 for additional entry requirements.

3.5.2. For award and retention of these AFSCs, **must maintain local network access** IAW AFMANs 17-1201, *User Responsibilities and Guidance for Information Systems* and 17-1301, *Computer Security*.

3.5.3. Retraining into the 2T3XX career field within the Air Force Reserves and Air National Guard is restricted to the grades of E-6 and below with less than 10 years of Total Federal Military Service.