



**DEPARTMENT OF THE AIR FORCE
FLORIDA NATIONAL GUARD**

Office of the Adjutant General
St. Francis Barracks, P.O. Box 1008
St. Augustine, Florida 32085-1008



STATEWIDE

ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT #114-24

Open To: Current on-board Florida Air National Guard members only

Position Title: Fleet Management and Analysis

Unit/Duty Location: 202 RHS Camp Blanding, Starke, FL

Open Date: 12 June 2024

Close Date: 05 July 2024

Min/Max Grade Required: E5/E7

Security Clearance: Secret

Minimum Required AFSC: 2T351, 2T377

Duty AFSC: 2T377

Position Description: 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. Duties and Responsibilities include:

1. Supervises and performs Defense Property Accountability System (DPAS) and fleet management functions. Manages vehicle leasing program. Inputs data to the DPAS and Logistics Installation and Mission Support Enterprise View Transaction Tool (TRT) computer systems and verifies data accuracy vehicle management data reporting, Logistics Installation and Mission Support Enterprise View - Vehicle View (LIMS EV-W) and Basing & Logistics Analytics Data Environment (BLADE). Collects data for mandated reporting requirements such as Resource Conservation and Recovery Act (RCRA), Status of Resources and Training Systems (SORTS), etc. Prepares, reviews, and corrects DPAS 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. 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.
3. 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.
4. Knowledge is mandatory of: vehicle fleet management and analysis; maintenance responsibilities; maintenance data collection and reporting procedures; DPAS, LIMS EV, BLADE and small

computer operation.

5. Duties as assigned.

6. Retraining into the 2T3X7 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.

Selection is contingent upon resource availability which may require an approved Manpower Change Request (MCR) or Local Area Realignment (LAR)

Length of Tour: Initial AGR tour orders are probationary. The probationary period will not exceed six years (IAW ANGI36-101 & FLANG Supplement; Reference paragraph 6.2.). The initial order will be a minimum of four years (reference paragraph 5.8.). AGR Orders and probationary period might not end on the same date. The selecting unit and HRO must ensure the selectee has an ETS that allows for the required order length. Members whose ETS does not support the minimum order length must be re-enlisted or extended, as appropriate, to satisfy this requirement.

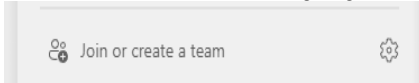
MINIMUM QUALIFICATION REQUIREMENTS

1. Air National Guard, Air Force Reserve or the United States Air Force members must have achieved a passing Fitness Program score in order to be assessed for entry into the AGR Program.
2. Air National Guard members must meet the physical qualifications outlined in AFI48-123. Medical exams must be conducted not more than 12 months prior to entry on AGR duty.
3. An applicant on a medical profile, to include pregnancy, may apply and be selected for an AGR tour; however, the selectee may not begin the AGR active-duty tour until the medical restrictions are released.
4. Must meet any Special Requirements as specified on Position Description.
5. Failure to maintain the **required** security clearance will result in removal from the AGR program.
6. Selected individual must extend/re-enlist for a period equal to or greater than initial tour end date.
7. You must be in a military status to apply for an AGR position.
8. Enlisted applicant's military grade cannot exceed the maximum military grade authorized. Over grade enlisted applicant must indicate, in writing, the willingness to be administratively reduced in grade when assigned to the position.
9. IAW ANGI 36-101, paragraph 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.
10. IAW ANGI 36-101, paragraph 5.10, applicants should be able to complete 20 years of active federal military service prior to Mandatory Separation Date (MSD). Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation must complete a Statement of Understanding contained in Attachment 3 of ANGI36-101.
11. IAW ANGI36-101, paragraph 6.6.1., members should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement to 24 months when in the best interest of the unit, State, or Air National Guard.
12. Candidates will be evaluated based on their education, experience, training, and performance. Consideration will be based on available information contained in the individual's application.
13. To ensure Florida Air National Guard Active Guard Reserve (AGR) Airmen are provided career opportunities for promotion, career progression, retention, education, and professional development consistent with assigned missions, strength limitations and policies they may apply for a vacant UMD AGR position without the awarded duty AFSC and are subject to retraining restrictions

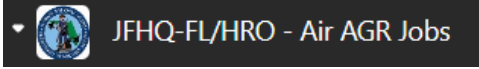
APPLICATION INSTRUCTIONS

- **Applications must be sent electronically by utilizing TEAMS;** to access, in the TEAMS

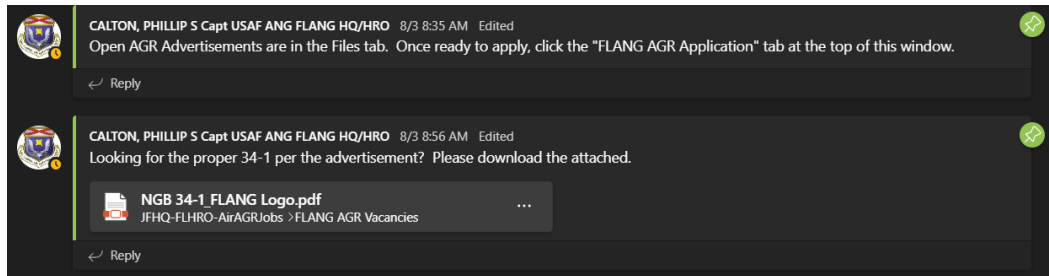
application click on



. Input the following code: **63pbpex**. Once you

have joined the team you will see the  team appear in the “Your teams” section. There will be a general channel and a “FLANG AGR Vacancies” channel. Select the “FLANG AGR Vacancies” channel to access the required application to submit your packet.

- Once you have joined the team and located the channel you will see two pinned conversations:



- On occasion the “FLANG AGR Application” tab has taken some time to appear. It is recommended you do not wait until ready to apply to join the team in TEAMS. Should you experience any issues please reach out to the HRO org box listed below.

flanghq.hro.air-agr@us.af.mil

- **Submit Application as one (1) single PDF.** Drop-off the uploaded file with file named only as: LastName, FirstName_Military Vacancy Announcement (example: Doe, John_114-24).

Common disqualifiers include unsigned 34-1, RIP not from vMPF, and Fitness report expired before advertisement close out date.

Applications must be received before the Close of Business (COB) on the closing date to be processed. Any missing requirements that are listed below will result in disqualification. Be advised, applications are not reviewed until after the job closes. HRO will notify applicants whose application is not complete, contains missing or erroneous information, or disqualified via the email addresses supplied on the vMPF Report of Individual Personnel.

It's always advisable to ensure and double-check that the information submitted meets the requirement per the advertisement.

APPLICATION REQUIREMENTS

1. **NGB Form 34 -1:** ONE signed and dated (Application for Active Guard Reserve (AGR) Position). Ensure an explanation is attached for required answers given in Section IV. Ensure to use the most current version of the NGB Form 34-1 attached to advertisement. Any other version and/or variation not currently attached to the advertisement will result in an automatic incomplete package. All packages submitted by the closeout date are final. There are no opportunities for resubmissions after the closeout date.
2. Current **Report of Individual Personnel (RIP):** Obtained from Virtual Military Personnel Flight (vMPF). Send ALL pages of the Record Review (DO NOT send a Career Data Brief). *It is your responsibility to ensure your vMPF RIP is in order prior to application submittal. This includes but not limited to: verifying Duty History, AFSC, ASVAB Scores, Current Rank, Service Dates, and Security Clearance.*
3. **myFITNESS:** Most recent Fitness Tracker report obtained from AFPC Secure/myFSS. Fitness assessment must not expire prior to the closing date of this advertisement.
4. (Enlisted Only) Applicants who are in a higher grade than the grade for this advertisement must provide a statement of understanding with your application stating you are willing to be voluntarily demoted without prejudice if selected for this position IAW AFI 36-2502, Paragraph 11.1.2.4.1.1.2.

Any questions or concerns please email the HRO Air-AGR Org Box at:

flanghq.hro.air-agr@us.af.mil

FAQs can be located at: <https://intelshare.intelink.gov/sites/jfhq-fl-hro/>

If you do not receive a disqualification email within two (2) weeks after the job closes, your application will have been forwarded to the hiring official(s).