

Nationwide Job Opportunity ANG Active Guard/Reserve AGR Vacancy

**STATE OF WYOMING MILITARY DEPARTMENT
Human Resource Office – AGR Branch
5410 Bishop Boulevard
CHEYENNE, WYOMING 82009-3320**

1. Announcement is made of the following AGR position. A brief description of duties and responsibilities is included in this announcement.

SPMD/UMR Position Title: **Fleet Management & Analysis Craftsman**
Announcement No: **21-A324**
Opening Date: **7 April 2021**
Closing Date: **5 May 2021**
Max Grade Authorized: **E-6**
Min Grade Authorized: **E-5**
Duty SSI/MOS/AFSC: **2T377**
Security Clearance: **Top Secret**
Aptitude Area Scores: **Minimum score of 41 in the Administrative area of the ASVAB.**
Unit/Duty Location: **253d Support Squadron, Cheyenne, Wyoming**
Female Asg Elig: **Open**
Nominating Official: **Lt Col Wendy Allison, 253d SptS**
Selecting Official: **MSgt Beau Bybee, 253d SptS**
Eligibility: **Open to current WY ANG members and those eligible to become WY ANG members**

2. This position will be filled as soon as possible after closing. The Adjutant General retains exclusive appointment authority of AGR personnel. All selection notifications are conditional until security clearance, medical clearance, HRO Form 100 verification, and approval by HRO-Staffing.

3. The Wyoming Military Department is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, color, nationality, sex, political affiliation, or any other non-merit factor.

4. Initial AGR tours are probationary. Per WYMD 335 MPP, all WY ANG AGR Initial AGR Tours will be for 48 months. Follow-on tour lengths may be from 1 to 6 years based on the needs of the command. Extension beyond the initial tour is contingent upon command recommendation and final approval by the Adjutant General in an ACB (Active Continuation Board).

5. **INSTRUCTIONS FOR APPLYING:** Applications may be accepted by mail or hand-delivered to the HRO no later than 1630 hours on the announcement closing date. Emailed and facsimile applications will be accepted to accommodate deployed and OCONUS members only. Copies are acceptable. Incomplete and Applications received after 1630 on the closing date will not be considered. Use of government envelopes and/or postage is acceptable for non-deployed/OCONUS personal only. Do not submit applications in file folders, binders, etc. Applications will not be returned. Applications must be legibly completed, **MUST** be signed and dated, and must contain the following documents at a minimum.

Position: 1072173

FS57-42B100

AGR Position: 1072173

<p style="text-align: center;">Submit applications to:</p> <p>Wyoming Military Department Human Resources Office – AGR Branch 5410 Bishop Boulevard Cheyenne, WY 82009-3320</p>	<p style="text-align: center;">WY-HRO-AGR Points of Contact:</p> <p>MSgt Greg Rotert (307) 772-5261 E-Mail: ng.wy.wyarnng.list.org-jobs@mail.mil</p>
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- _____ **Cover letter**
- _____ **Current Resume**
- _____ **NGB Form 34-1**, Application for Active Guard/Reserve Position. Provide continuation paper as needed. Pay particular attention to Section IV and the requirement to fully explain “Yes” answers. Must be signed and dated.
- _____ **Last 3 EPRs/OPRs:** If three EPRs/OPRs are not available, the Airman must include at least one Letter of Recommendation or Performance from the military command.
- _____ **Current Report of Individual Personnel (RIP):** Obtained from your unit, vMPF, or the Force Support Squadron. Must show ASVAB Test Scores and verification of security clearance level.
- _____ **Current Point Credit Accounting Report System (PCARS):** Obtained from your unit, vMPF, or the Force Support Squadron. *Active Duty Applicants: Submit the equivalent form of an AF 1613 or Statement of Service.*
- _____ **Documented Current Fitness Test Results:** Dated within 12 months of the closing date of the vacancy announcement for initial AGR accession. **(Use Edge or Chrome to download your fitness report)(Submit all pages of your fitness report)**
- _____ **SF 181**, Ethnicity and Race Identification
- _____ **Administrative Grade Reduction (if applicable):** Applicant’s military grade cannot exceed the maximum military grade authorized for the position. Over-grade applicants must include a written statement of willingness to accept an administrative grade reduction when assigned to the position for which they are applying.

6. INITIAL ELIGIBILITY REQUIREMENTS

- Individuals must meet Physical Fitness Standards. Air applicants must provide a printed copy of the electronic "Report of Individual Fitness" form dated within 12 months as of the closing date of the announcement, reference AFI 36-2905. Physical Fitness Training and Testing will be ongoing.
- Air National Guard members must meet the physical qualifications outlined in AFI 48-123. Medical exam must be completed within 48 months prior to entry on AGR Tour. HIV test cannot be more than six (6) months old prior to the tour start date.
- Must meet any Special Requirements as specified on Position Description.
- Must possess or be able to obtain appropriate AFSC IAW current regulations within 12 months of assignment.
- Air National Guard members on the Fitness Improvement Program (FIP) are ineligible for entry into the AGR Program. This does not include the probationary period after the loss of weight to satisfy standards. Members must meet the weight requirements at the time they are placed in the AGR program.
- Selected individual must extend/re-enlist for a period equal to or greater than the initial tour end date.
- Wyoming Air National Guard enlisted members currently serving in AGR status may be selected for a vacant position without an awarded 3-level in the advertised/ compatible duty AFSC. An AGR not possessing the ADVERTISED AFSC must agree in writing to retrain and successfully upgrade to the 3-level within 12 months of assignment to the AGR position or be reassigned to a position for which qualified or be removed from AGR status immediately.
- **Airman will remain as the sole occupant of a funded vacant AGR position on the UMD for a period of 24 months upon being awarded the duty assigned AFSC.**
- **Reassignments within the first 24 months require a waiver, through the TAG. (ANGI 36-101, Para 6.6.1.)**
- Must not have been previously separated for cause from active duty.

7. SPECIAL REQUIREMENTS

- Selected Applicant must possess at least a **SECRET** clearance to apply with the ability to obtain a **TOP SECRET** clearance. Failure to obtain and/or maintain a top secret clearance will result in separation as an AGR.
- Selected Applicant will be required to participate in Direct Deposit/Electronic Fund Transfer (DD/EFT).
- Acceptance of permanent or indefinite position may cause termination from the Selected Reserve Incentive Program (SRIP).
- Must not be eligible for, or receiving, federal military retired or retainer pay, nor federal service annuities.
- IAW ANGI 36-101, paragraph 2.2.1.2, applicant should be able to complete 20 years of active federal service prior to reaching Mandatory Separation Date. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation date, must complete the Statement of Understanding contained in Attachment 3 of ANGI 36-101. Exceptions may be considered by The Adjutant General on a case-by-case basis for exceptional circumstances.

8. POSITION DESCRIPTION

Supervises and performs Defense Property Accountability Systems (DPAS) and fleet management functions. Manages vehicle leasing program. Inputs data to the DPAS and Standard Base Supply System (SBSS) computer systems and verifies data accuracy. 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. 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.

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), etc. 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.

Will perform all other duties as assigned. |