

**Texas Air National Guard**  
**Air Active Guard Reserve (AGR) Vacancy**

Announcement Number: **AGR-25-132**

Open Period: **22 April 2025 – 21 May 2025 (30 Day Announcement)**

Areas of Consideration: **Nationwide (Open to current members of the Texas Air National Guard and those eligible to transfer to the Texas Air National Guard)**

Title: **Fleet Management and Analysis Craftsman**

Rank/Grade: **SSgt/E-5 NTE MSgt/E-7**

AFSC: **2T377**

Position Number: **0105717434 (0148)**

Location: **149 FW, 203 GCTS, Fort Bliss, El Paso, TX**

Funding Availability: **AGR Funded**

PCS: **Authorized**

REMARKS:

- **Trainees Accepted: Eligible AFSCs: 2T3X1/2T3X7only**
- IAW ANGI 36-101, Uniformed Services Employment and Reemployment Rights Act (USERRA) Restoration Rights. Employees who separate from full-time civilian employment (to include military technicians) to enter the AGR program have restoration rights according to the provisions identified in the 38 USC § 4301. Further, Military technicians who separate from technician employment to enter the AGR program or accept an ANG Title 10 Statutory Tour have restoration rights in accordance with CNGBI 1400.25, Vol. 213, National Guard Technician and Civilian Personnel Excepted Service Employment. Individuals will not be restored to military technician status solely to gain entitlement to a new period of restoration rights or to establish a new high 3 years of income for federal civil service retirement computation. Exceptions to this policy will not be considered. NGB/A1M will not allocate additional resources to accommodate restoration to technician status.

**POSITION QUALIFICATIONS**

**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.

**Duties and Responsibilities:**

- 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.
- 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.

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

### Special Qualifications:

- 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.
- 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.
- Training. The following training is mandatory for award of the AFSC indicated:
  - 2T337. Completion of a fleet management and analysis apprentice course.
  - 2T377. Completion of the Vehicle Management 7-skill level web-based training.
- Experience. The following experience is mandatory for award of AFSC indicated:
  - 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.
  - 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.
- Other.
  - For award and retention of these AFSCs: must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*.
  - 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.

## CONDITIONS OF EMPLOYMENT

1. AGR applicants should be able to attain 20 years TAFMS in the AGR career program. Waiver authority of this requirement is The Adjutant General. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete the Statement of Understanding. The HRO will maintain the completed and signed Statement of Understanding.
2. It is not the intent of the AGR program to bring non-career applicants into the sanctuary zone [18 to 20 years Total Active Federal Military Service (TAFMS)]. AGR accessions onboarding with their initial tour length reaching 20 years TAFMS are authorize tour length of 30 days after their 20 years TAFMS. If applicable, the unit commander will need to submit an TMD AGR Resource Management Exemption to Policy for AGR accession in which will result in initial tour length less than 4 years due to reaching 20 years TAFMS. The AGR accession will enter the AGR Continuation Board process upon reaching 19 years TAFMS for TAG determination of AGR continuation beyond 20 years TAFMS.
3. To accept an AGR position, an applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position.
4. To be an accession in the AGR program, the individual must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour.

## INTERVIEW

Applicants must be available for an interview. Applications will be reviewed and qualified applicants will be notified to meet the selection board. Applicants will be notified by phone or mail of interview time and place. Payment for travel IS NOT AUTHORIZED. All applicants will receive consideration for this position without regard to race, religion, color, national origin, sex, political affiliation, kinship, and other non-merit factors.

## APPLICATION DOCUMENTS

### REQUIRED:

1. **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position**, dated 11NOV2013. Announcement Number & Position Title must be annotated on the form. (i.e. "AGR-25-XX") **Form must be either digitally signed or hand signed.**
2. **vMPF Report of Individual Person (RIP)**, dated within 60 days of closing date of announcement.
3. **myFSS > myFitness > "The Fitness Tracker Report"**, Applicants that provide their unofficial fitness assessment scoresheet or whose fitness test is not current through the closing date of the announcement will be automatically disqualified. Selectee must meet the minimum requirements for each fitness component in addition to an overall composite score of **75** or higher for entry into the AGR program. \*\* For members with a documented DLC prohibiting them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.
4. If applicable (Enlisted applicants who are higher ranking to the advertised position): A signed memo to willingly take a demotion.

### OPTIONAL:

5. Personal letter of intent IAW AFH 33-337, outlining career goals and objectives
6. DD214s, last three EPBs/OPBs, Resume, letters of recommendations
7. Current AF For 422, Preventative Health Assessment (PHA)
8. Military Biography

## HOW TO APPLY

**E-mail** applications to: [ng.tx.txarng.mbx.hro-agr-air@army.mil](mailto:ng.tx.txarng.mbx.hro-agr-air@army.mil) / Subject Line: Last Name-Announcement Number (i.e., **Last Name-AGR-XX-XX**). Applications must arrive no later than 2359 CST on the closing date of the announcement.

Application package must be complete upon submission as **one single PDF**, with standard naming convention of Last Name-Announcement Number (i.e., **Last Name-AGR-XX-XX**) for the attachment. Applications submitted in portfolio will **NOT** be accepted. Applications submitted in pieces will **NOT** be accepted and automatically disqualified. Incomplete packages, packages not meeting mandatory requirements, or packages received after the closing date, as indicated on the job announcement, will **NOT** be considered.

**If you need to update a previously submitted package** before the closing date, you must send a new, complete package with the updated information. Sending only the updates will disqualify your package, as incomplete packages are not accepted. It will need to be named, in the subject line, as Update Last Name-Announcement Number in the following format (i.e., **Update Last Name-AGR-XX-XX**). Applications will be reviewed after the closing date.

Applications that are unable to be opened will be considered on a case-by-case basis and must be resolved within 24 hours after the closing date. Disqualification notifications will be emailed to applicable applicants NLT 10 days after the announcement close date. **Questions about announcements can be e-mailed to:** [ng.tx.txarng.mbx.hro-agr-air@army.mil](mailto:ng.tx.txarng.mbx.hro-agr-air@army.mil)  
Subject Line: Question-Announcement number (i.e., **Question-AGR-XX-XX**)

## TEXAS AIR NATIONAL GUARD

All selection notifications are conditional until verification of security clearance, medical clearance, and HRO approval.

The Texas National Guard is an Equal Opportunity Employer.