

**ILLINOIS AIR NATIONAL GUARD
ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT**

HUMAN RESOURCES OFFICE ILLINOIS NATIONAL GUARD 1301 N. MACARTHUR BLVD. SPRINGFIELD, IL 62702-2317	POSITION TITLE: Vehicle Management Superintendent	ANNOUNCEMENT NUMBER: 16A-037 TECHNICIAN NUMBER: IL-16-133
UNIT OF ACTIVITY & LOCATION: 182 AW Peoria, IL	OPENING DATE: 20 Apr 16	CLOSING DATE: 2 May 16
MAXIMUM UMD GRADE: CMSgt/E-9 MINIMUM GRADE: SMSgt/E-8	REQUIRED AFSC(s): 2T390	APTITUDE REQUIREMENTS: M: 47 A: G: E: P: 3 U: 3 L: 3 H: 2 E: 3 S: 3
SELECTING OFFICIAL: Capt KathyGualdoni		CML: 309-633-5191
AREA OF CONSIDERATION: Military duty personnel on board a Title 32 AGR Tour with the 182 AW.		NOTE: 1. Position Announcement Number and Position Title must be included on application. 2. Position will be filled pending approval of a Local Authorization Realignment.

Conditions of Employment:

- 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.**
- Air Force Fitness Standards. AGR Airmen are subject to the provisions of AFI 36-2905, Fitness Program.
- 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 contained in ANGI 36-101 Attachment 3.
- Airmen who voluntarily resigned from the AGR Program in lieu of adverse personnel actions or who have been involuntarily separated from the AGR Program are not eligible to reenter the program.
- Individuals must **NOT** be eligible for, or receiving, an immediate Federal (military or civilian) annuity.
- Enlisted applicant's military grade cannot exceed the maximum military grade authorized. 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 IAW ANGI 36-2503, Administrative Demotion of Airmen, when assigned to position. **Acceptance of demotion must be in writing and included in the application package.**
- Member must meet all eligibility criteria in ANGI 36-101, Air National Guard Active Guard Reserve (AGR) Program.
- Member must hold the required AFSC or be eligible for retraining to the required AFSC and meet all eligibility criteria in AFECD, 31 October 2009.
- Applicants for SMSgt/E-8 positions, must have the ability to complete Senior Noncommissioned Officer Academy within 36 months of assignment IAW para 2.23.1 of ANGI 36-2101.

Additional Information:

- AGR members will participate with their unit of assignment during Unit Training Assemblies (UTAs).
- Initial tours will not exceed 6 years. Follow-on tours will be from 1 to 6 years.
- To be considered for this position you must meet all minimum AFSC requirements to include the minimum ASVAB qualifying score. Scores are reflected on your personnel RIP. If your ASVAB scores do not meet the minimum required AFEC, 31 October 2009 Attachment 4, contact your servicing FSS. You have the option to retake the test, however; you must schedule your test date and receive your new scores prior to the announcement closing date.
- Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program.

DUTIES & RESPONSIBILITIES:

Plans, organizes and directs vehicle management activities. Ensures adequate manpower authorizations, personnel, tools, equipment, spare parts, and work space are available. Establishes production goals, quality controls, operating instructions, annual budgets and self-inspection programs. Maintains liaison with users and supply organizations regarding spare parts requirements. Promotes customer satisfaction. Initiates action for interservice and intraservice vehicle maintenance support requests from other Department of Defense agencies. Oversees fleet management and analysis, as well as maintenance activities responsible for vehicle repair, analysis, training, parts procurement and contingency planning to ensure effective use of maintenance resources. Coordinates on and assists using organizations with processing procedures for vehicle authorization changes. Reviews and coordinates on vehicle abuse, accident, and incident cases. Provides input to and reviews the Aerospace Expeditionary Force (AEF) Reporting Tool. Ensures accountability for vehicle fleet, tools, equipment, space, supplies and facilities. Monitors and validates vehicle authorizations, new vehicle requests, annual vehicle buy program, limited technical inspections, vehicle depot-level repair requirements, vehicle add-on equipment request, reimbursement and refundable actions, vehicle utilization, vehicle minimum essential levels, vehicle priority recall list, vehicle and part warranties, manpower changes, requirements, and facility upgrades. Monitors parts procurement programs to ensure compliance with all applicable guidance. Monitors related contracts and identifies problems to the contract administrator. Supervises programs affecting depot level repairs, shipment of vehicles, maintenance priorities, record keeping, material deficiency reporting, preventative maintenance and inspections, special inspections, fleet management, registered equipment management and analysis to ensure regulatory compliance. Oversees the collection, control and disposition of hazardous and toxic waste material accumulations, vehicle lease program and vehicle control program. Ensures compliance with developed safety practices, policies and standards. Reviews and approves vehicle lesson plans for compliance with technical data and safety standards. Reviews vehicle/equipment modification request for safety and compliance with technical data, forwards request to approval authority if valid. Periodically inspects maintenance, repair sections, fleet management, analysis and material control. Determines operational status and solves complex maintenance, fleet management, supply and personnel problems. Analyzes maintenance reports, past and current performance, and inspection reports to ensure cost effective operations, timely preventive maintenance, repairs and rebuilding of vehicular equipment. Identifies unfavorable trends as they occur. Initiates corrective actions and revises procedures to improve effectiveness and eliminate deficiencies. Monitors and coordinates on military construction projects affecting vehicle management areas.

APPLICATION INSTRUCTIONS

APPLICATIONS MUST BE SUBMITTED FOLLOWING THE INSTRUCTIONS ON THIS ANNOUNCEMENT

******INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED******

NGB 34-1: Must type or print in legible dark ink, must include announcement number and position title on each application, must sign and date each application. Failure to sign and date these forms will result in non-consideration.

1. **Complete Copy of Report of Individual Personnel (RIP) within last 30 days.** RIP can be obtained from the servicing Force Support Squadron (FSS). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (VMPF). Select 'Record Review', and then 'Print/View All Pages'. Documents must show your ASVAB scores (enlisted personnel only).
2. **Copy of current physical (must include PULHES) & Report of Individual Fitness from the Air Force Fitness Management System (AFFMS) within last 12 months.**
 - AF WebHA, Web Based Health Assessment, (CURRENT within 12 months)
 - AF Form 422, Physical Profile Serial Report (CURRENT within 12 months), must include PULHES
3. SF 600, Preventive Health Assessment (PHA)
4. Background Survey Questionnaire 79-2 OMB **FORM 1386** (OPTIONAL) **SECURITY CLEARANCE:** Must possess a valid security clearance required for the grade, AFSC and AGR duty position.

COMPLETION OF APPLICATION: Fax will not be accepted. **Applications will only be accepted if they are physically received in the Human Resource Office by the closing date of the vacancy announcement. No exceptions will be made.** You may staple your application. Do not bind, tab, or use document protectors. Submit only single sided copies of all application documents submitted. Applications mailed in government envelopes will not be accepted.

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.

THE ILLINOIS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER: Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Selection will be made from those applicants determined best qualified in terms principally involving experience, demonstrated ability/performance, training, character, conduct and attitude.

Where to forward application: TAG of IL, Attn: HRO, 1301 N. MacArthur Blvd., Springfield, IL 62702-2317. Applications

Must be received and date stamped into this office no later than the closing date of the announcement. **Incomplete or late packets will not be considered.**

Questions concerning the contents of this notice may be directed to the Human Resource Office, telephone CML: (217) 761-3707, DSN: 555-3707.

Illinois National Guard vacancies can be viewed at <http://www.il.ngb.army.mil>. Click for All Job Openings.