VACANCY ANNOUNCEMENT

POSITION:
FLEET MANAGEMENT AND ANALYSIS

UNIT / LOCATION:
159th Logistics Readiness Squadron
New Orleans, LA

The primary purpose of the position is to supervise and perform 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.

AFSC: 2T377
MINIMUM RANK / GRADE: SSgt / E-5
MAXIMUM RANK / GRADE: MSgt / E-7

***LOUISIANA NATIONAL GUARD MEMBERS – Acceptance of this position may result in the loss of contracted incentive(s). For further details, contact the LANG State Incentive Manager, at (504) 391-8336***

WHO MAY APPLY FOR THIS POSITION:
THIS ANNOUNCEMENT IS OPEN TO CURRENT ENLISTED MEMBERS IN THE LOUISIANA AIR NATIONAL GUARD. APPLICANTS MUST FURNISH THE REQUIRED DOCUMENTATION AS SPECIFIED IN THE ANNOUNCEMENT. IF THE REQUIRED DOCUMENTATION IS NOT PROVIDED, CONSIDERATION WILL NOT BE GIVEN IN THE QUALIFICATION PROCESS

SPECIAL NOTES:
WITH THE EXCEPTION OF A RESUME, LETTERS OF RECOMMENDATION, AND SNCOA ANY ADDITIONAL DOCUMENTS NOT REQUIRED BY THE VACANCY ANNOUNCEMENT (E.G., POSITION DESCRIPTION, PERFORMANCE EVALUATIONS, CERTIFICATES OF TRAINING, ETC.) WILL BE REMOVED FROM THE APPLICATION PACKAGE. APPLICANTS ARE HIGHLY ENCOURAGED TO SUBMIT ONLY THE DOCUMENTS LISTED ON THE ANNOUNCEMENT.
All Applicants MUST submit the following documents as one PDF via email in the order listed below:

- **Cover letter**, typically provides detailed information on why you are qualified for the job.

- **NGB Form 34-1**, dated 11 Nov 2013, Application for Active Guard/Reserve (AGR) Position.
  (announcement number and position title must be annotated on the form)

- **Resume**, (optional) ensure to focus on official military training when the standards were exceeded and be ready to explain any particular item the board may question.

- **Copy of State Driver’s License** (photocopy of both sides)

- **Copy of AF Form 422**, Physical Profile Serial Report (current within 12 months), must include PULHES

- **Current (within 30 days) Report of Individual Personnel (RIP)**, RIP can be obtained from Virtual MPF (vMPF). Select ‘Record Review’, and then ‘Print/View All Pages’.

- **Enlisted Performance Report, EPR** (current within 12 months)

- **Letter of Recommendation**, required when EPR is not available from the military command.

- **Copy of current Report of Individual Fitness**, from the Air Force Fitness Management System (AFFMS) within the last 12 months. (Note: Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite score of 75 or higher for entry into the AGR program).

- **Copy of all DD 214/NGB Form 22** (This document is required for former active service member and prior service in the National Guard).

**Area of Consideration**

- This position is open to current enlisted members in the Louisiana Air National Guard. Individual selected will receive an Active Duty Title 32 Tour with the Louisiana Air National Guard. In order to be considered for this position applicants must meet minimum qualifications.

- This position is subject to rotating shifts, night shifts, and weekends/holidays.

- May be required to fly in military aircraft or commercial aircraft for TDY purposes.

- Participation with unit of assignment during UTAs, annual training, deployments, special projects and exercises is required.

**Qualifications Requirements**

- **Compatible AFSC**: 2T357 and 2T377

- Retraining into the 2T3XX career field is restricted to the grades of E-6 and below with less than 10 years of Total Federal Military Service.

- **Required Aptitude for AFSC**: Admin:41

- Member must have or be able to complete Fleet Management and Analysis initial skill course within one year of hire.

- **Minimum acceptable grade**: E-5

- **Maximum acceptable grade**: E-7

- Member must possess a SECRET security clearance.
Member must be willing to work long and irregular hours, be subject to intense public scrutiny, and become involved in civic and military activities that support the local community.

Member must meet physical qualifications IAW Chapter 7, ANGI 36-101, AFI 48-123.

Member must also meet the requirements of AFI 36-2903, AFI 36-2905, and other regulations as required.

No record of disciplinary action that resulted in an Article 15 or unfavorable Information File.

No history of emotional instability, personality disorder, or other unresolved mental health problems.

No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.

Evaluation Process

Applicants will be evaluated solely on the information provided in the application. Experience will be evaluated based on the relevance to the position for which application is made and whether it is full-time or part-time. In addition to experience, credit will also be given for military training and self-development, civilian and military awards and education.

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


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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.
- Performs other duties as assigned.

**Submission of Application**

**APPLICATION MUST BE EMAILED TO:** ng.la.laarrng.mbx.aqr-branch-air@mail.mil

*Use Subject Line:* Last Name, Announcement Number, Position Title (Ex. Jones, 001-19, Personnel Craftsman)

*All application documents must be consolidated into a single PDF file (portfolio files are not accepted).*

All applications must be received by the Human Resources Office no later than 2359 hrs on the expiration date of this announcement. Confirmation of receipt of application is the responsibility of the applicant. POC is MSgt Cassie L. Ellis at (225) 319-4853, DSN 435-4853.

**Equal Opportunity**

The Louisiana National Guard is an Equal Employment Opportunity Employer. Soldiers and Airmen will not be accessed, classified, trained, promoted, or otherwise managed on the basis of race, color, religion, gender, national origin, or reprisal, except as the direct combat probability coding policy applies to women.

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