

***** Applications MUST be emailed to the HRO email *****
ng.ar.ararng.mbx.hro-agr-applications@army.mil

MILITARY DEPARTMENT OF ARKANSAS
HUMAN RESOURCES OFFICE, BLDG 7300
CAMP ROBINSON-HRO-BOX 17
NORTH LITTLE ROCK, AR 72199-9600
<https://arkansas.nationalguard.mil/Careers/Current-Openings/Air-AGR/>

AGR EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 22-178A

OPENING DATE: 20 September 2022

CLOSING DATE: 04 October 2022

POSITION TITLE: Automotive Mechanic

MILITARY GRADE REQUIREMENTS: Enlisted, SMSgt/E-8 not to exceed CMSgt/E-9 (pending controlled grade availability)

LOCATION: 188th Wing, Fort Smith, AR, Air National Guard

NOMINATING OFFICIAL: Lt Col James Garvey

Individual selected will be ordered to full time duty (state) in Active Guard/Reserve status under Title 32 USC 502(f). Benefits will be commensurate with grade/rank and years of service.

AREA OF CONSIDERATION: All members of the Arkansas Air National Guard or those eligible for membership, and eligible for entry into the Air Force Specialty Code (AFSC). In Accordance With (IAW) Air National Guard Instruction (ANGI) 36-101.

QUALIFICATION REQUIREMENTS: Must possess AFSC 2T3XX. Applicant must meet Body Composition and Physical Fitness Standards as stated in Department of the Air Force Manual (DAFMAN) 36-2905. Selectee must meet the PHA requirements outlined in DAFMAN 48-123 and AFI 48-170 and be current in all Individual Medical Readiness (IMR) requirements in accordance with AFI 10-250. **Note:** Individuals who exceed the maximum grade of this position (see Military Grade Requirement above) may apply; however, they will be required to accept an administrative reduction in grade prior to being placed into this position. **Must possess or be able to obtain a Secret security clearance.**

PLACEMENT FACTORS: Selectee will be subject to uncommon tours of duty, rotational shift assignments and overtime duty. May be required to fly in military or commercial aircraft for Temporary Duty (TDY) purposes. Reserve Component Physical Health Assessment must medically qualify selectee within 12 months of closing date of announcement. Selectee will participate in unit of assignment during Unit Training Assemblies (UTAs) and Annual Training periods including deployments, special projects and exercises. Upon assignment, must be a member of the 188th WG, and assigned to a compatible military position in AFSC 2T3XX.

SUMMARY OF DUTIES: 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.

INSTRUCTIONS FOR ANG ACTIVE GUARD/RESERVE POSITIONS: Applications must be one PDF file and emailed to HRO (multiple documents will not be accepted). The email address for HRO is:

ng.ar.arang.mbx.hro-agr-applications@army.mil Evaluation will be based on the qualification requirements stated in the announcement; therefore, it is important that every requirement on the announcement be addressed. To be considered qualified, applicant must meet qualification requirements as of the closing date of this announcement. Whenever possible, experience should be fully explained. Substantial changes in duties and responsibilities during a job should be fully explained so that appropriate credit may be given. Required attachments for this announcement are as follows:

Both, email subject line and your application must be named: Rank Last name, First name and Announcement Number - Status

Example: TSgt Last name, First name 22-084A – Active Duty, or AGR, or Technician, or DSG

Limit file size to 3 MB (1MB or less is ideal), failure to do so may result in your attachment being stripped from the email or rejected. (Downsize instructions – With PDF open – click file – save as other – reduced size PDF – click OK – click save – click yes)

Documents must be in one PDF file in the order listed below:

- 1. NGB 34-1 Application for Active Guard/Reserve (AGR)** – Must ensure position announcement number and position title are completed. This form must be signed and dated. Must explain any “yes” answer per instructions in Section V (except questions 9 & 17). Failure to do so will result in disqualification.
- 2. Current AF Form 422 within 5 Years** – Must be final signed/approved form.
- 3. Current Individual Medical Readiness (IMR)** – Must be no more than 30 days old. All statuses must be current/ready. Official copy must have applicants system generated name/date and reflect a PHA within 12 months of announcement closing date. (Once logged into your IMR – Right Click, print, Adobe PDF, select drop down and ensure headers and footers is selected). Screen prints will not be accepted.
- 4. Current ANG Fitness Tracker with history (Must be Fitness Tracker, no other report will be accepted)** – Tracker must be no more than 30 days old. Official PDF copy from myFitness database must have applicants system generated name/date on it. Must reflect current passing fitness results within 12 months, 6 months if below 90, and fitness history. Screen prints will not be accepted. Exemptions without proper medical documentation or an approved ETP will result in disqualification. (Once logged into myFitness - select fitness tracker report - select printable view - right click, select print, destination should read “save as PDF”, select save)
- 5. vMPF RIP** – Must be no more than 30 days old. Print and submit all pages. (vMPF path is - Self Service Actions - Personal Data - Record Review/Update - View/Print All Pages - Right Click, print, Adobe PDF).
- 6. SF 181** – Race and National Origin Identification.
- 7. AF Form 469** - if applicable, failure to submit with application may result in disqualification.

THE ARKANSAS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER, AND AS SUCH ALL APPLICATIONS FOR THIS POSITION WILL RECEIVE CONSIDERATION WITHOUT DISCRIMINATION FOR ANY NON-MERIT FACTOR SUCH AS RACE, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.