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| **ENLISTED VACANCY ANNOUNCEMENT** |
| **NEW YORK AIR NATIONAL GUARD****105 Airlift Wing****Stewart ANGB****One Maguire Way****Newburgh, NY 12550** | ANNOUNCEMENT #: FY25-121 |
| **DATE: 05 JUNE 2025** |
| **CLOSING DATE:** 05 JULY 2025 |
| **UNIT:** 105 AW/LRS | **AFSC:** 2T300 |
| **MIN GRADE**: E8 **MAX GRADE**: E9 | **AREA OF CONSIDERATION:** Nationwide - Applicants must be a CMSgt or SMSgt that is promotable to CMSgt. This is a Drill weekend position. This is not a cross training opportunity. |
| **POSITION TITLE:** Vehicle Management SEL(Traditional / Drill Status Guardsman (DSG)) |
| **SPECIALTY SUMMARY (DAFECD, 30APR2025)** Manages the vehicle fleet. Activities include the management of vehicle authorization listings, vehicle buy and vehicle control programs and associated maintenance requirements such as inspection, diagnostics, repair, modification, refinishing, and data collection for the vehicle and equipment fleet. Programs include maintenance and fleet management analysis, quality assurance, training, and material control. Related DoD Occupational Subgroup: 170400.**DUTIES AND RESPONSILBILITIES (DAFECD, 30APR2025)**2.1. Plans, organizes, and directs vehicle management activities. Ensures adequate manpower authorizations, personnel, tools, equipment, spare parts, and workspace 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.2.2. 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.2.3. 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. |
| **SPECIALTY QUALIFICATIONS (DAFECD, 30APRIL2025)** 3.1. Knowledge. Knowledge is mandatory of: maintenance and fleet management policies and procedures; maintenance analysis activities; contract administration and evaluation; supply and inventory management; publications; technical order and material deficiency reporting systems; On-Line Vehicle Interactive Management System and Logistics Installation and Mission Support Enterprise View – Vehicle View; base supply procedures and allowances standards; training requirements and programs; Air Force manpower standards and their application; facility requirements; and Air Force Occupational Safety and Health standards.3.2. Education. Not used.3.3. Training. Not used.3.4. Experience. Qualification in and possession of AFSC 2T371/77. Also, experience is mandatory managing functions such as vehicle maintenance and fleet management activities.3.5. Other: The following are mandatory for award and retention in this specialty.3.5.1. Must possess a valid state driver’s license to operate government motor vehicles (GMV) in accordance with AFI 24-301, Ground Transportation.3.5.2. Must possess a valid state driver’s license to operate GMVs and vehicular equipment for “Maintenance Purposes Only” in accordance with AFI 24-301.3.5.3. 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. |
| **APPLICATION PROCEDURES**Packages must be received no later than close of business on vacancy announcement closing date. Applicants will prepare and email their application package in one (1) PDF titled as followsFYXX XXX LAST FIRST (ex. FY25 121 SMITH JOHN). Interested members will submit the following:Last 3 EPR's, Resume (Military and/or Civilian), Official AF Biography, myFitness Report, vMPF RIP (record review – ALL pages), NOTE: Reference Letters are NOT required. If provided, limit to no more than (3)E-Mail application packages to: CMSgt Amanda Shafer - amanda.shafer.1@us.af.mil |
| **INTERVIEW*** Applicants will be informed of date and time to appear.
* Selecting Official – Lt Col Thomas Maguire
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