# NEW JERSEY NATIONAL GUARD

## ACTIVE GUARD RESERVE (AGR)

## Announcement Number: NJANG 111-AF-26

| POSITION TITLE: | AFSC | OPEN DATE: | CLOSE DATE: |
|---|---|---|---|
| Vehicle Management CEM | 2T300 | 29 October 2026 | 30 November 2026 |

| UNIT OF ACTIVITY/DUTY LOCATION: | GRADE REQUIREMENT: |
|---|---|
| 108th Logistics Readiness Squadron, Joint Base McGuire-Dix-Lakehurst, NJ | **Min:** E-7 **Max:** E-9 |

| SELECTING SUPERVISOR: | Position Number | |
|---|---|---|
| Lt Col Bennie Roberson | 108969034 | * Contingent on Controlled Grade Availability |

### AREAS OF CONSIDERATION

Nationwide military members eligible for membership in the NJANG (Must Hold advertised AFSC or Equivalent)
AFSCs/SFSCs not open to non-United States Citizens.
AFSCs /SFSCs identified are open to United States nationals.

### MAJOR DUTIES

Please refer to attached pages for more info on the major duties and initial qualifications for this position for this AFSC or go to: https://www.my.af.mil to review the AFECD or AFOCD

### INITIAL ELIGIBILITY CRITERIA

*In addition to criteria listed on attached pages*
- Security Clearance - Must be able to obtain: Secret
- Must hold AFSC: 2T300
- Valid Driver's License

### ACTIVE GUARD AND RESERVE REQUIREMENT

IAW ANGI 36-101, 21 April 2022, paragraph Chapter 6, Initial AGR tour orders are probationary. The probationary period will not exceed six years. AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD. Be advised that acceptance of an AGR Tour may result in future and unexpected out of state PCS or tours of up to one year or longer.

Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.

Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in DAFMAN 48-123, 8 December 2020, 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.

Enlisted Airmen who are voluntarily assigned to a position which would cause an over grade must indicate such in writing; a voluntary demotion letter must be included with the application in accordance with ANGI 36-2502, 26 September 2024, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. Application Package will not be forwarded without Administrative Demotion statement.

IAW ANGI 36-101, paragraph 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.

IAW ANGI 36-101, paragraph 5.10, applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD). Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation must complete a Statement of Understanding, See ANGI36-101 Attachment 3.

IAW ANGI36-101, paragraph 6.6.1, members should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement to 24 months when in the best interest of the unit, State, or Air National Guard.

If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the applicant.

## TECHNICIANS ENTERING AGR TOUR AND BONUS/INCENTIVES RECIPIENTS

Currently employed technicians may compete for AGR positions. If selected, permanent employees will have their Federal Employee Group Life Insurance (FEGLI) continue for 26 pay periods following their start date on AGR. If selected, your National Guard Association of the United States (NGAUS) will be terminated at the end of the pay period you begin LWOP/AUS. If selected, normally, your Federal Employee Health Benefits (FEHB) will terminate 30 days after AGR start date. Other pay related actions (i.e., TSP, advanced sick leave, etc.) should be reviewed with the Employee Relations Section of J1-HRO. Contact information: 609-562-0866/0300.

BONUS/INCENTIVE RECIPIENTS
If you currently receive any type of incentive such as bonus, student loan repayment, or GI Bill Kicker, these incentives will stop effective on the first day of full-time employment with the National Guard. Contact your RETENTION OFFICE MANAGER.

## SPECIAL ANNOUNCEMENT CRITERIA

- **Selection into [ E8 / E9 / O4 / O5 ] positions is contingent on availability/state allocation of controlled grades.**
- **Selection into higher graded positions IS NOT a promise of promotion**
- **Upon selection additional medical verification will be required prior to start of AGR tour**
- **The publication of AGR orders by HRO will be the official appointment into the New Jersey Air AGR program. No commitment will be made by the command to any applicant prior to the review of qualifications by the HRO and TAG approved appointment through the Officer Action Board (if applicable).**
- **Continuation beyond initial tour may be subject to evaluation based on AGR Continuation Board**
- **AGR Bring-Your-Own-Billet, authorization from the relinquishing commander is required.**

## APPLICATION PROCEDURES

Applications must be signed and dated. Applications received with an unsigned NGB 34-1 and RIP will not be forwarded for consideration. The application package must include all items 1-5 listed below. If the required documents are not submitted, a letter of explanation must be included. Submittal of any missing requirements after the closeout will NOT be accepted.

Use AGR Application Instructions from DMA website (https://www.nj.gov/dma/admin/vacancy/)

**Incomplete packages will not be considered for the position vacancy
**All application documents must be consolidated into a single .pdf file. (Do not put in a PDF Portfolio format)

1. Signed NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Position dated 20131111 (https://www.nj.gov/dma/admin/vacancy/)
2. Signed CURRENT full Records Review RIP from Virtual MPF https://vmpf.us.af.mil/vMPF/Hub/Pages/Hub.asp
3. CURRENT PASSING Report of Individual Fitness from MyFSS/MyFitness <(must not show a "fitness due date" that is in the past) (or) a signed letter from the UFPM. If exempt, please include Form 469 with application)
4. Current EPB/OPB – if you do not have a current EPB/OPB, submit last EPB/OPB and a MFR stating the missing reason.
5. Contact Information-on a separate document; Rank, Last, First Name, preferred contact email, and preferred contact phone#.
6. Inability to Retire as AGR SOU (if applicable) (https://www.nj.gov/dma/admin/vacancy/)
7. Administrative Grade Reduction (if applicable)- Current military grade cannot exceed maximum Military grade announced on Vacancy. Over graded applicants must include a memorandum indicating willingness to accept an administrative reduction if selected.
8. A copy of current VALID state driver's license.

EMAILING REQUIREMENTS:
Ensure all requirements are consolidated into ONE single PDF (adobe portfolio is not recommended) (consider printing signed documents to PDF prior to combining files)-Signatures may be stripped once they are saved.

PDF File Name should be Rank Last Name, First Name_Vacancy Announcement Number
Example: TSgt Mouse, Mickey_VA 01-AF-23
Email Subject should be: TSgt Mouse, Mickey_VA 01-AF-23
Email Application Package to: ng.nj.njarng.list.nj-job-submission-agr-air@army.mil

** Applications will be accepted through GEARS (GEARS https://gears.army.mil/), if standard email procedures do not work**

QUESTIONS: Applicants may call HRO to verify receipt of application prior to closeout date.
Commercial 609-562-0887 or Commercial 609-562-0627 or ng.nj.njarng.list.nj-job-submission-agr-air@army.mil
Assistance will be rendered in the order the request was received.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: Upon receipt of the selection register from HRO Remote, the selecting supervisor will immediately contact all qualified applicants for interviews, then return the completed register to HRO Remote once interviews are finished. HRO will review and approve the full selection package and, upon approval, issue formal selection and non-selection notifications to all applicants.

THE NEW JERSEY NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER
All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, color, religion, gender, national origin, or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC some positions may have gender restrictions.

**CEM Code 2T300**
**AFSC 2T390, Superintendent**

# VEHICLE MANAGEMENT

**(Changed 31 Oct 16, Effective 4 Jan 16)**

1. **Specialty Summary.** 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.

2. **Duties and Responsibilities:**

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.

3. **Specialty Qualifications:**

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.*

3.5.4. Retraining into the 2T3XX career field within the Air Force Reserves and Air Nation Guard is restricted to the grades of E-6 and below with less than 10 years of Total Federal Military Service.