

VERMONT AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

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| Announcement Number(s): | MVA AF 21-032 |
| Position Title: | State Productions Superintendent |
| Date of Announcement: | 29 April 2021 |
| Closing Date: | 29 June 2021 |
| Duty Location & Unit: | 158 th Force Support Flight, Vermont Air National Guard, South Burlington, VT 05403 |
| Rank, Grade, AFSC: | SMSgt E/8, 8R300 |
| Period of Tour: | Initial Tour 3 Years |
| Selecting Official: | Capt McNeil ; 802-660-5912, abby.mcneil@us.af.mil |
| Human Resources Office Point of Contact and Address: | Ms. Louise Acker; louise.s.acker.civ@mail.mil ; MSgt Sara Lemay; sara.j.lemay.mil@mail.mil 789 Vermont National Guard Rd Green Mountain Armory Colchester, Vermont 05446-3099 |
| Area of Consideration: | All Members of The Vermont Air National Guard and Those Eligible To Become Members. |
| PCS Authorized: | YES |

Minimum Requirements:

- Individual selected will be ordered to Active Guard/Reserve (AGR) duty under the provisions of Title 32 USC 328 & 502 (f). As a condition of employment, individual selected agrees to participate with their unit of assignment during all unit training assemblies and periods of Consolidated Annual Training.
- Officer Applicants must be able to complete 20 years of Active Duty prior to mandatory separation date (MSD).
- All conditions of ANGI 36-2503 and ANGI 36-101 will be complied with.
- UMD position must be vacant prior to assignment to the advertised position.
- IAW ANGI 36-101 para 5.10. AGR applicants should be able to attain 20 years TAFMS in the AGR program. Individuals selected for an AGR tours that cannot attain 20 years TAFMS prior to reaching mandatory separation date, must complete the Statement of Understanding and have the TAG waiver approved.
- IAW ANGI 36-101 para 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.
- The process of applying and being nominated does not constitute final selection for nor guarantee this position.
- Applicants are strongly advised not to make arrangements to move or change jobs until notified of final selection by designated representative.
- With COVID restrictions applicant must have a current passing PT Test from 2019 in order to be appointed into the AGR program, if not, member must complete a new assessment with passing results in order to be on boarded into the AGR program.
- A current favorable adjudicated personnel security clearance is required prior to being appointed into the AGR program.
- Applicant must be cleared medically prior to being appointed into the AGR program.

Other Pertinent Data:

- Applicants will be assigned to a military position UMD# 0070500534, Rank/Military Grade: SMSgt/E8; AFSC 8R300.
- Applicants must possess or have possessed AFSC 8R300 in order to be eligible to apply.
- MSgt/E7 and above are eligible to apply.
- Promotion to SMSgt/E8 is dependent upon the availability of a control grade.
- Applicants must have experience as a Flight Chief or Retention Manager in order to be eligible to apply.
- Applicant must have knowledge of marketing process, problem solving and self-management.
- Must possess a valid state driver's license to operate government motor vehicles (GMV).
- Incumbent may be subject to uncommon tours, rotational shift assignments and overtime duty.
- Mandatory knowledge, education and experience requirements of AFI 36-2101 must be met.

Duties and Responsibilities:

- This position is located at Joint Force Headquarters of the Vermont Air National Guard with detail to the 158th Force Support Squadron. The primary purpose of this position is to serve as the Vermont Air National Guard State Productions Superintendent (SPS).
- Manages and coordinates the state-wide recruiting and retention programs. Assists and advises the State Adjutant General, Direction of Staff, Unit Air/Detachment Commander, MPF Chief, and Base Career Advisors by providing necessary planning and development of state-wide recruiting and retention programs. Provides assistance to recruiters in the routing methods of operation, including technical assistance, when requested by the appropriate Air/Detachment Commander or directed by the Director of Staff.
- Serves as focal point for all ANG recruiting and retention activities within the state. Develops effective state recruiting plans designed to fill critical skill and non-critical skill unit vacancies based on input from individual units. Develops and recommends to the Director of Staff, state-wide advertising, marketing & publicity programs designed to create positive awareness of the VTANG.
- Maintains liaison with Federal and State agencies that have a bearing on recruiting and retention accomplishments. Serves as liaison between the State Headquarters and Unit Recruiters regarding ANG Incentive Bonus Funds Management. Develops and conducts Recruiter Training Programs. Provides state recruiting and Retention reports as directed by NGB.
- Serves as ANG state focal point for the status of all prior service personnel records request from AFRISS, AFMPC, ARPC & NPRC. Makes recommendations to the unit Air/Detachment Commander, through the Director of Staff regarding the selection, assignment & retention of recruiters & UCA's within his/her state.
- **PERFORMS OTHER DUTIES AS ASSIGNED.**

Instructions for Applying:

- Interested applicants will submit documents with the attached AGR Application Checklist. Applications without all required supporting documents will not be considered. Applications received after 1600 of the closing date will not be considered. Please do not submit applications in binders, portfolios or stapled together.
- All mailed Applications need to **be postmarked by the closing date** or they **will not** be considered.
- Applications must be hand-carried or sent via US Postal Service, Federal Express, UPS to the address below.
- Emailed applications are not authorized and **will not** be accepted.
- **Members deployed OCONUS in support of Contingency Operation may email application to sara.j.lemay.mil@mail.mil.**

**Submit Applications (with attached checklist) to:
Human Resources Office
Staffing Section
789 Vermont National Guard Road
Colchester, VT 05446-3099**

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| <p>Equal Employment Opportunity: The policy of the National Guard is to treat all applicants equally without regard to race, color, gender, religion, national origin, age, or non-disqualifying handicap. The National Guard is committed to develop and implement a diversity program that is consistent with equal employment opportunity and with the "Human Goals" of the Department of Defense.</p> |
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TITLE 32 AGR APPLICATION CHECKLIST

*****INCOMPLETE APPLICATION PACKAGES WILL NOT BE CONSIDERED
AND WILL BE RETURNED WITHOUT ACTION****

NAME (last, first): _____ Rank: _____ SSN: _____
Contact Phone #: _____ Email: _____

Current Status: TRADITIONAL / FTNG-ADOS / AGR / TECH / OTHER (CIRCLE ONE)

PACKET SEQUENCE AND DOCUMENT REQUIREMENTS: (Initial each line)

1. _____ NGB Form 34-1 dated Nov 2013 (20131111) (MUST be complete with signature)
2. _____ Personal Resume
3. _____ Report of Individual Fitness w/passing score (within 1 year of closing date)
4. _____ Record Review/Update (vMPF)
5. _____ Point Credit Summary Inquiry (PCARS) (Be sure to click on view all & print)
6. _____ DD Form 214 (If Applicable)
7. _____ Last 3 Officer Performance Reports (OPR's) or Enlisted Performance Reports (EPR's) (any that you have available)
8. _____ Letter of Recommendation(s) (If Applicable)
9. _____ Other additional documentation (i.e Voluntary Demotion Memo if applying for a vacancy that's lower than your current rank/grade) (If Applicable)

***FORMS REQUIRING SIGNATURE MUST BE SIGNED OR PACKAGE WILL BE FOUND INCOMPLETE.**

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