

VERMONT AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

| | |
|---|--|
| Announcement Number(s): | MVA AF 21-033 |
| Position Title: | Supervisory Supply Specialist |
| Date of Announcement: | 28 April 2021 |
| Closing Date: | 27 May 2021 |
| Duty Location & Unit: | 158 th Logistics Readiness Squadron, Vermont Air National Guard, South Burlington, VT 05403 |
| Rank, Grade, AFSC: | SMSgt E/8, 2S0X1 |
| Period of Tour: | Initial Tour 3 Years |
| Selecting Official: | Maj Philbrook; 802-660-5487; james.philbrook@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: | On-Board CAT II "Non-Fenced" AGRs Within The Vermont Air National Guard Only. |
| 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# 10085371, Rank/Military Grade: up to SMSgt/E8; AFSC 2S091.
- Any AFSC is eligible to apply.
- If applicant does not currently possess the 2S0X1 they will be required to attain the 2S0X1 AFSC within 12 months of appointment. An approved waiver will be required prior to appointment into this position. Failure to achieve this requirement will result in termination of member's AGR tour, IAW ANGI36-101, Chapter 5.
- All enlisted ranks eligible to apply.
- Selection for the position at a higher grade does not automatically constitute the immediate availability of an AGR control grade required for promotion to the higher grade.
- A physical profile of P3, U3, L3, H3, E3 and S3 and a minimum aptitude score of "41" in ADMIN or "44" in GEN are mandatory and ability to lift 60lbs.
- 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.
- Start date TBD

Duties and Responsibilities:

- This position is located in the Vermont Air National Guard, Mission Support Group, Logistics Readiness Squadron (LRS), Materiel Management Flight. The primary purpose is to direct the performance of the Asset Management Section, Maintenance Support Section, and Customer Support Section to include the management, direction and supervision of assigned employees.
- Position provides technical and administrative supervision to subordinate personnel directly and through subordinate supervisors. Establishes priorities based on attainment of goals, objectives and work to be accomplished. Establishes policies and procedures based on objectives. Assigns work to achieve maximum economy, effectiveness, skill utilization, and employee motivation. Makes assignments based on priorities, difficulty, and requirements of the assignment. Interviews candidates for positions in the unit; recommends appointment, promotion, or reassignment of subordinate personnel. Monitors and evaluates employee performance. Assists employees in reaching performance goals. Informs subordinates of agency policies and programs. Hears and resolves complaints from employees, referring grievances and more serious unresolved complaints to a higher-level supervisor or manager. Effects minor disciplinary measures such as warnings or reprimands and recommends other action in more serious cases. Identifies developmental and training needs of subordinates and provides and/or arranges for needed developmental training. Approves and/or disapproves leave requests. Implements, promotes, and effectively supports equal opportunity for all personnel and follows provisions of labor agreements and applicable directives pertaining to personnel management.
- Develops goals and objectives that integrate organizational and Material Management Flight objectives. Plans and develops work assignments, priorities and training required to effectively meet organization and customer needs. Provides subordinate supervisors with direction and advice regarding training, policies, procedures, and guidelines. Establishes metrics and reviews performance indicators to assess the efficiency, effectiveness, and compliance with regulatory procedures. Evaluates requirements for additional resources and balances organization needs with overall mission requirements and resource interests. Reviews the work and management techniques of subordinate supervisors. Directs self-assessment activities of subordinate supervisors/functions.
- Establishes, develops, and maintains effective working relationships with other flights, supported organizations, and higher headquarters. Meets with key customers and coordinating officials to assess customer satisfaction, explain organization policy and procedures, and to resolve significant and/or potential problems. Ensures subordinate functions provide customer guidance and training. Identifies the need for, and participates in special projects and initiates milestones and goals. Evaluates, analyzes and responds to reports. Determines appropriate recommendations for unresolved or questionable problems and performs follow-up. Researches and determines or recommends appropriate actions or interpretation of issues impacting supporting organizations.
- Plans and directs all Asset Management Section, Maintenance Support Section, and Customer Support Section functions to provide all logistical support required by the wing and supported organizations. Ensures operating procedures and controls are in place. Oversees, coordinates and implements peacetime and contingency procedures for the accounting, monitoring, storage, reporting and movement of assets critical to maintaining the highest state of readiness.
- **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**

| |
|--|
| <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> |
|--|

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.**

INSTRUCTIONS FOR APPLYING

- Interested applicants will submit documents with this AGR Application Checklist. Applications without all required supporting documents will not be considered. Applications received after **1600L** 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.**

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