

## VERMONT AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

<b>Announcement Number(s):</b>	MVA AF 23-32
<b>Position Title:</b>	Security Officer
<b>Date of Announcement:</b>	06 June 2023
<b>Closing Date:</b>	26 June 2023
<b>Duty Location &amp; Unit:</b>	158 <sup>th</sup> Security Forces Squadron, Vermont Air National Guard, South Burlington, VT 05403
<b>Rank, Grade, AFSC:</b>	Lt Col/O5, 031P3
<b>Period of Tour:</b>	Initial Tour 3 Years
<b>Selecting Official:</b>	Col Ernest Tomasi; 802-660-5229; <a href="mailto:ernest.tomasi@us.af.mil">ernest.tomasi@us.af.mil</a>
<b>Human Resources Office Point of Contact and Address:</b>	Ms. Louise Acker; <a href="mailto:louise.s.acker.civ@army.mil">louise.s.acker.civ@army.mil</a> ; SMSgt Sara Lemay; <a href="mailto:sara.j.lemay.mil@army.mil">sara.j.lemay.mil@army.mil</a> 789 Vermont National Guard Rd Green Mountain Armory Colchester, Vermont 05446-3099
<b>Area of Consideration:</b>	On Board Non-Fenced Permanent AGRs within the Vermont Air National Guard Only. <b>This is Also Being Advertised as a Technician Announcement VT-11993432-AF-23-43.</b>
<b>PCS Authorized:</b>	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 36-101 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.
- Applicant must have a current passing PT Test to be eligible to apply.
- 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 the following UMD position number 00881445, Rank/Military Grade: Lt Col/O5; AFSC 031P3.
- **\*\*Only open to commissioned officers Capt/O3 or Maj/O4 to be eligible to apply. \*\***
- Any AFSC is eligible to apply.
- **If applicant does not currently possess the 031P3 they will be required to attain the 031P3 AFSC within 12 months of appointment. The following statement will be included in the remarks section of the AF Form 2096 *Classification/On-The-Job Training Action*: —"I acknowledge that I will attend the first available course that would qualify me in the new AFSC. I will complete the course successfully and progress in training to a skill-level compatible with my UMD assignment. Failure to do so will result in the termination of my AGR tour." The AF Form 2096 or approved waiver must be accomplished before the orders are published. IAW ANGI36-101, Chapter 5.**

- **\*\*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.**
- Please refer to AFOCD for any other requirements, duties and responsibilities.
- 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 DAFI 36-2110 must be met.
- Start date dependent on availability of position number.

#### **Duties and Responsibilities:**

- This position is for non co-located/stand-alone or host Air National Guard (ANG) Wings or ANG Security Forces organizations co-located on non-Air Force installations. This position is located in the Mission Support Group, 158<sup>th</sup> Security Forces Squadron (SFS). This is an ANG Dual Status Technician position requiring military membership, compatible military skill assignment, and classification. The primary purpose of this position is the principal advisor to the Wing Commander as the Anti-Terrorism Officer (ATO) and reports to the Mission Support Group Commander as the Defense Force Commander (DFC) with responsibility over the SFS; develops, implements, and manages the wing law enforcement, physical security, wing security, and Anti-Terrorism and Force Protection (AT/FP) programs.
- Incumbent is the Wing Commander's principal advisor in all law enforcement and physical security matters. Enforces federal and assimilated state criminal and traffic laws, applicable regulations and administrative policies. Provides protection at the air base against possible theft, unauthorized entry, espionage, sabotage, and subversion from both internal and external threats. Performs analytical and evaluative duties related to the business of security. Responsible for accomplishment of the wing physical security and law enforcement programs. The DFC is on the Wing Commander's staff and has access on security issues, policy and program development. Manage a program comprised of a military and/or federal/state workforce involved in work which includes Air Force (AF) operations, assigning and directing security forces personnel in normal and emergency operations. The incumbent supports established Department of Defense (DoD), AF, and ANG security programs. Performs protective service work in guarding military buildings, personnel, and resources. (25%)
- Serves as the Wing AT/FP Officer. Required to direct installation measures needed to protect against internal and external threats of terrorism. Exercises delegated authority by the Wing Commander to implement plans and protective measures to counter the threat, and for law enforcement initiatives and functions. Plans and develops selective law enforcement operations to assure compliance with applicable laws and regulations. Analyzes weaknesses identified during risk mitigation studies, and higher headquarters inspections of systematic security problems in order to modify and/or apply new theories and recommended solutions. Ensures compliance with requirements for the protection of the command's Protection Level 1-4 (PL 1-4) resources. Compiles, summarizes, and analyzes information relating to crime prevention requirements; develops plans for approaches to satisfy the requirements and implements appropriate courses of action. (25%)
- Plans, schedules, controls, and directs all unit functions. Provides leadership and guidance ensuring unit functions meets all wartime readiness requirement. Establishes unit goals that are the foundation for long and short range planning and execution of all internal programs. Develops, implements and reviews policies, procedures, and methods for identifying and protecting information, personnel, property, facilities, operations, or material from unauthorized disclosure, misuse, theft, assault, vandalism, espionage, sabotage or loss. Plans and advises on security and law enforcement issues. Interprets DoD, AF, ANG and State guidelines, and advises on methods and procedures for application. Evaluates overall effectiveness of the unit. Initiates changes to improve services or meet new requirements. Determines, formulates, and recommends budgetary, training, and organizational requirements, as well as all other support requirements. (25%)
- Performs a variety of DFC and supervisory functions to include assigning work to subordinates (dual and non-dual status, Active Guard Reserve (AGR), and traditional drill status members) by selective criteria such as the difficulty of the assignment, capabilities of the employee, or present work load assigned to each employee. Sets priorities and deadlines, develops standards and evaluates performance of subordinate employees. Periodically reviews position descriptions to ensure accuracy, and the most effective utilization of personnel resources. Explains performance expectations and provides regular feedback on strengths and weaknesses. Gives advice and counsel, hears and resolves complaints, interviews, and selects candidates to fill vacancies within the unit. Initiates action to correct performance or conduct problems and/or approves serious disciplinary actions involving subordinates. Ensures documentation prepared to support actions is proper and complete. Recommends awards and changes in position classification to higher-level managers. Develops methods to improve production and quality of work directed. Reviews developmental needs of employees and makes decisions as to training required. Approves leave and ensures adequate coverage through peak

- workloads and traditional holiday vacation time. Applies equal opportunity principles and requirements to all personnel management actions and decisions and ensures all personnel are treated in a manner free of discrimination. (15%)
- Serves as the highest technical authority in regards to security for the wing. Maintains liaison with national, state, and local governmental agencies such as law enforcement, disaster relief, and others regarding matters of operational and environmental safety, protection of resources and other issues of possible installation impact. Negotiates and reviews host/tenant agreements, memoranda of understanding, joint use and inter-service agreements, and leases, with military and civil agencies. Educates on appropriate command and control issues and ensures that applicable units understand organizational relationships and priorities in regards to security. Ensures a close functional working relationship with participating units. Coordinates physical security and other investigative matters with military, other federal agencies, or civil authorities. Provides guidance and assistance during emergencies as well as civil disturbances and disturbances involving use of military resources. Incumbent has full power to detain, pursue, or direct detaining of person(s) fleeing a crime scene, active shooter, or attempting to resist arrest. (10%)
  - Performs other related duties as assigned.

#### **Instructions for Applying:**

- Interested applicants will submit required documents with the attached AGR Application Checklist via TEAMS (VTNG HRO (Customer)) - Air AGR Manager Home Page link ( [Home Page](#) ).
- Applications without all required supporting documents will not be considered.
- Applications submitted after 2359L of the closing date will not be accepted/considered.
- Hard copy applications hand-carried or sent via US Postal Service, Federal Express, UPS are not authorized and **will not** be accepted.
- **If having difficulty with submitting application via TEAMS please contact [sara.j.lemay.mil@army.mil](mailto:sara.j.lemay.mil@army.mil) Submit Applications (with attached checklist as one PDF) through Microsoft Teams, ([Home Page](#)) if you do not have access please request access to [sara.j.lemay.mil@army.mil](mailto:sara.j.lemay.mil@army.mil) or [louise.s.acker.civ@army.mil](mailto:louise.s.acker.civ@army.mil)**

<p><b>Equal Employment Opportunity:</b> 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: \_\_\_\_\_  
Contact Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**Current Status: DSG / FTNG-ADOS / AD / Perm AGR / Perm TECH / LWOP TECH  
(CIRCLE ONE)**

**PACKET SEQUENCE AND DOCUMENT REQUIREMENTS (1-5 are required; 6&7 are not): (Initial or check mark each line) (Redact all SSN)**

1. \_\_\_\_\_ NGB Form 34-1 dated Nov 2013 (20131111) (MUST be complete with signature digital or wet)
2. \_\_\_\_\_ Personal Resume
3. \_\_\_\_\_ Fitness Tracker Report w/ a passing score in a current status from myFITNESS
4. \_\_\_\_\_ Record Review/Update (vMPF)
5. \_\_\_\_\_ Point Credit Summary Inquiry (PCARS) (Be sure to click on view all & print)
6. \_\_\_\_\_ Letter of Recommendation(s) (If Applicable) (Not required)
7. \_\_\_\_\_ Other additional documentation (i.e Voluntary Demotion Memo if applying for a vacancy that's lower than your current rank/grade) (If Applicable) (Not Required)

**\*FORMS REQUIRING SIGNATURE MUST BE SIGNED OR PACKAGE WILL BE FOUND INCOMPLETE (NGB 34-1).**

### ----- INSTRUCTIONS FOR APPLYING

- Interested applicants will submit required documents with the attached AGR Application Checklist as one single PDF (portfolios will not be accepted) via TEAMS (VTNG HRO (Customer)) - Air AGR Manager Home Page link ( [Home Page](#) ).
- Applications without all required supporting documents will not be considered.
- Applications submitted after 2359L of the closing date will not be accepted/considered.
- Hard copy applications hand-carried or sent via US Postal Service, Federal Express, UPS are not authorized and **will not** be accepted.
- **If having difficulty with submitting application via TEAMS please contact [sara.j.lemay.mil@army.mil](mailto:sara.j.lemay.mil@army.mil)**

**Submit Applications (with attached checklist as one PDF) through Microsoft Teams, ([Home Page](#)) if you do not have access please request access to [sara.j.lemay.mil@army.mil](mailto:sara.j.lemay.mil@army.mil) or [louise.s.acker.civ@army.mil](mailto:louise.s.acker.civ@army.mil)**