

VERMONT AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

Announcement Number(s):	MVA AF 22-045
Position Title:	IT SPEC (PLCYPLN)
Date of Announcement:	30 August 2022
Closing Date:	28 September 2022
Duty Location & Unit:	158 th Communications Squadron, Vermont Air National Guard, South Burlington, VT 05403
Rank, Grade, AFSC:	MSgt/E7 1D771A
Period of Tour:	Initial Tour 3 Years
Selecting Official:	Mr Matthew Beach; 802-660-5235; matthew.beach@us.af.mil
Human Resources Office Point of Contact and Address:	Louise Acker; louise.s.acker.civ@army.mil ; Sara Lemay; sara.j.lemay.mil@army.mil 789 Vermont National Guard Rd Green Mountain Armory Colchester, Vermont 05446-3099
Area of Consideration:	All members within 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 36-101 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 prior to onboarding.
- 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 plan 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 to include fully COVID 19 vaccinated.

Other Pertinent Data:

- Applicants will be assigned to the following UMD position number 1006232, Rank/Military Grade: MSgt/E7; AFSC 1D771A.
- All enlisted ranks and AFSC's are eligible to apply.
- If applicant does not currently possess the 1D7X1A they will be required to attain the 1D7X1A 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 ANGI 36-101, Chapter 5.
- A physical profile of P3, U3, L3, H2, E3 and S1 and a minimum aptitude score of one of the following is mandatory:

“60” in ELEC

“55” in ELEC and Cyber Test of “60”

“64” in GEN

“54” in GEN and Cyber Test of “60”

- Able to lift 40lbs. is mandatory.
- This position is designated CRITICAL SENSITIVE and requires employee to be able to acquire and retain a Top Secret (TS) clearance with Sensitive Compartmental Information (SCI) access to fully perform the duties and responsibilities of this position.
- 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.

Duties and Responsibilities:

- This position is in the Plans and Resources section of the 158 Fighter Wing Communications Squadron. The purpose of this position is to serve as a technical advisor to local base information technology (IT) and communications users in the area of policy and plans as related to IT and communications systems. This involves planning, development, management, and enforcement of approved ANG and local information technology (IT) and communications architecture. Serves as the lead manager of IT and communications projects, acquisition and control of equipment and services at Flying Wing, tenants and geographically separated units if assigned. Sixty percent of the work performed involves Information Technology issues and systems with the remaining forty percent involving telecommunications specific issues and systems.
- Information Technology Planning: (30%)
 - (a) Analyzes requirements and establishes plans of action for improving IT applications. Analyzes existing and planned IT applications, both hardware and software, to determine current and future potential for enhancements. Based upon the organization’s goals and objectives, an assessment of available resources, and extrapolation of cost benefit analysis data, recommends adjustments to IT priorities to meet changing business needs, program plans, goals and objectives. Develops project plans to meet those needs by identifying problem areas and considering a variety of possible solutions and alternatives. Analyzes existing systems to determine if enhancements are appropriate or if an entirely new system would be more cost effective. Analyzes plans and specifications, prepares justifications for new or enhanced information technology. Coordinates results of analysis with impacted organizations to ensure compatibility with existing architecture and recommends proposals to reduce conflicts. Develops milestones and performs as point of contact throughout the various phases of projects until successfully concluded.
 - (b) Performs as plans and policy advisor to functional users of information technology. Develops and interprets policy for administering IT systems. Assesses policy needs and reviews, revises, and develops policies to govern IT activities and presents recommendations to higher-level management. Where necessary, modifies established plans and policies in response to changes in legislation or other directives. Through feasibility studies, assesses impact of changes on current programs and recommends changes to existing plans to ensure compliance. This includes long range planning, and involves defining current and future business requirements. Analyzes IT system development as it relates to the organization and ensures policy and guidance are available for its use, that necessary controls are in place, and systems operate as intended and provide all necessary capabilities. Develops migration plans for implementation of new technology. Assesses and identifies training needs that address activities where gaps in competency exist in either current or new technology. Develops training programs, or locates and recommends sources of training that ensure users can apply the best techniques in using IT. Provides technical assistance to system users and contractors. This includes keeping abreast of the latest developments in technology and conducting feasibility studies to evaluate systems performance as it relates to the organization.
- Telecommunications Planning: (30%)

Plans and develops methods, procedures, policies, and techniques concerning telecommunication systems. Performs work involved in developing, refining, and complying with telecommunications systems planning and policy direction including short- and/or long-range planning. Develops planning documentation, reviews requests for communication services, prepares budgetary justifications, coordinates the allocation of resources, designs networks/systems, prepares/reviews equipment and facility specifications, monitors/resolves technical communications problems, and/or conducts operational acceptance tests. May serve in a liaison capacity between contractors and wing officials to resolve a wide variety of conventional problems involving high value telecommunication systems. Develops implementing instructions.
- General IT and Communications Planning and Resourcing: (30%)
 - (a) Implements IT and communications programs and special projects. Implements various IT and communications

programs. Updates documentation and maintains listings of all authorized equipment for assigned programs. Performs annual inventories. Performs special staff and/or feasibility studies and economic analysis. May serve on committees or planning groups concerned with future systems, plans, and policy.

(b) Assists with contracting functions and budget preparation. Upon completion of feasibility studies and other projects designed to identify functional needs and changing business requirements for advancements in technology, prepares budgetary data for inclusion in financial plans in support of programs and projects. Based upon findings, recommends funding priority adjustments to meet new business needs. Conducts periodic analysis of projects and their funding for consistency with overall IT and communications architecture and infrastructure and how they contribute to meeting business requirements. Makes definitive budget recommendations to higher-level management to enable the organization to improve its IT and communications status. Assists management and senior specialists in developing statements of work (SOW)/performance work specifications (PWS) for contracts involving IT and communications systems or service. Reviews completed solicitation packages and serves as advisor to the Contracting Office on technical aspects of contracts.

(c) Attends meetings and presents briefings. Participates in discussions, meetings, conferences, committees or special projects. Analyzes areas of concern, identifies problems, and resolves conflicts through persuasive discussions with management and user representatives. Consults with base officials and working groups, customers and other organization personnel on IT and communications concerns. Prepares reports encompassing long and short range planning strategy recommendations, and presents briefings covering recommendations for acquisition or changes in business practices through enhanced IT use. Maintains liaison with technical and professional organizations and industry to keep abreast of trends in technology. Prepares and presents briefings which outline problems and solutions and keep management aware of their role in adopting changing technology.

- Adheres to management control plan requirements by conducting self inspection and staff assistance visits. Resolves identified discrepancies. (10%)
- **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 currently deployed OCONUS in support of Contingency Operation may email application as one PDF to sara.j.lemay.mil@army.mil .**

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

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.

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: DSG / FTNG-ADOS / AD / Perm AGR / Perm TECH / LWOP TECH
(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. _____ 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. _____ 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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