

VERMONT AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

Announcement Number(s):	MVA AF 22-047
Position Title:	Program Manager (Deputy Mission Support Officer)
Date of Announcement:	20 September 2022
Closing Date:	04 October 2022
Duty Location & Unit:	158 th Mission Support Group, Vermont Air National Guard, South Burlington, VT 05403
Rank, Grade, AFSC:	Lt Col/O5 030C0
Period of Tour:	Initial Tour 3 Years
Selecting Official:	Col Brian Lepine; 802-660-5229; brian.lepine.1@us.af.mil
Human Resources Office Point of Contact and Address:	Ms. Louise Acker; louise.s.acker.civ@army.mil ; SMSgt Sara Lemay; sara.j.lemay.mil@army.mil 789 Vermont National Guard Rd Green Mountain Armory Colchester, Vermont 05446-3099
Area of Consideration:	On Board Non-Fenced AGR's within the Vermont Air National Guard Only. This Is Also Advertised as Technician Announcement VT-11651344-AF-22-44.
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 00717385, Rank/Military Grade: Lt Col/O5; AFSC 030C0.
- Must be a Lt Col/O5 or a Maj/O4 that has met a promotion board and is awaiting Federal Recognition to be 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.**
- Any officer AFSC is eligible to apply.
- **If applicant does not currently possess the 030C0 AFSC they will be required to attain the 030C0 AFSC within 12 months of appointment. For award of this AFSC, experience is mandatory in overall direction and responsibility for activities within the area of personnel; CE; security forces; administration; logistics; MWRS; communications - computers; visual information; public affairs; or manpower. 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.

- 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 serves as the Deputy Mission Support Group Commander at the 158th Fighter Wing. The purpose of this position is to serve as the full assistant to the Mission Support Group Commander. This position shares responsibility with the Mission Support Group Commander and assists in directing and managing all infrastructure operations of an aviation base that include civil engineering, crash/fire/rescue, disaster preparedness, environmental management, personnel, command, control, communications and computer systems (C4), logistics plans, programs and readiness, base supply, transportation, vehicle maintenance, contracting, security forces, medical support, base services, fuels management, aerial port operations (as assigned), and all other support base functions. This position assists the Mission Support Group Commander in directing and managing all Mission Support programs and operations in support of the total base, to include tenant organizations and assigned geographically separated units. Serviced personnel include Military Technicians, Active Guard/Reserve personnel, Traditional Guard members, Non-Dual Status Technicians, employees of tenant organizations, state employees, and contract personnel.
- The incumbent serves as a full assistant to the Mission Support Group Commander. Assists the Mission Support Group Commander in providing group-level direction and management for work characterized as infrastructure support for organizations and tenants of the host ANG base. Assists in directing the work to be accomplished by an organization consisting of 8 - 12 fulltime direct reporting subordinate supervisors and 100-150 base support employees in technician grades up to GS-13, Active Guard/Reserve (AGR) military grades up to Lt Colonel, and various state program and contract employees engaged in supervisory, professional, technical and administrative work. The base level of work managed and directed is determined to be GS-11. Assists in directing and supervising, through subordinate supervisors, staff and production functions affecting base operating support through a wide variety of high cost, sophisticated communications and computer systems, personnel data systems, real property assets, and associated equipment that comprise a significant share of base fiscal resources. Employees comprise a work force of highly skilled staff management, professional, administrative, technical, trades, and crafts occupations in air technician, AGR, state employee, contract employee, and traditional guard status accomplish the work. Employees are employed under a variety of personnel programs, to include AGR, Federal, contractor, and state. Assists in setting priorities and preparing schedules for completion of work. Assists in planning, developing, and publishing mission support policies and procedures within the established controls of higher command echelons. Assists in assigning work to subordinate units based on priorities, work requirements and responsibility assignments, and the capabilities of the employees. Reviews, accepts, amends or rejects work which has been accomplished through subordinate supervisors. Consults with subordinate supervisors and training specialists on employee development and training needs. Ensures provision of such development and training. Makes decisions on work problems presented by subordinate supervisors. Collaborates with leaders of other units to negotiate, determine, decide on, and/or coordinate work affecting other units not personally supervised. Advises state, local, and Federal officials with broader and higher responsibilities on problems involving the relationship of the work of the organizations supervised to broader programs, and work impact on such programs. Coordinates legal and technical criteria and procedures for rendering decisions associated with mission support functions and corollary higher headquarters and cross-functioning agencies. Plans, develops, and executes support annexes to USAF and MAJCOM operating plans. Evaluates and monitors combat readiness of all mission support functions and branches, as well as all wing personnel, with regard to survivability, chemical defense, and weapons qualification. Reviews and integrates mission support elements with the Operations and Aircraft Maintenance Groups to ensure the units' ability to survive and operate under various conditions. Ensures appropriate service is provided to all geographically separated units (GSU) supported by the host base. Assists the Mission Support Group Commander in directing all host base infrastructure activities and functions. Evaluates supervisors and reviews evaluations made by supervisors for their assigned employees. Approves selections for supervisory and non-supervisory positions. Hears and resolves group grievances and serious employee complaints not resolved at a lower level. Reviews serious disciplinary cases and disciplinary problems involving group employees and determines required action. Ensures position descriptions of subordinates are accurate. Establishes work performance standards for branch chiefs and other key personnel and completes annual performance evaluations. Reviews evaluations completed by subordinate supervisors for their assigned personnel. Initiates disciplinary and promotion actions, and approves/disapproves those initiated by subordinate supervisors. Initiates and reviews recommendations for performance awards. Approves expenditure of funds for employee travel, within grade increases, and the like. Approves leave for key personnel and provides final approval of an overall leave schedule for the organization. Counsels subordinates, explains personnel policies, hears grievances and resolves work problems. Reviews the personnel program within the organization to ensure subordinate supervisors are effectively accomplishing their personnel management responsibilities. Implements and enforces diversity, equal employment opportunity, and labor-management relations programs. When appointed, serves as a management representative for labor contract negotiations. Assists the Mission

Support Group Commander in providing oversight and direction in the planning, scheduling, and implementation of host base operating support programs to meet local mission requirements, as well as Federal and state requirements, regulations and statutes. Assists the Mission Support Group Commander in exercising managerial and executive level understanding in each supervised discipline at a sufficient level to properly assess the success and effectiveness of critical programs necessary to support day-to-day group and individual unit operations. Assists in providing administrative management and oversight of assigned Assistant U.S. Property and Fiscal Officers (USP&FO) within supply (property) and civil engineering (real property). Assists the Mission Support Group Commander with the wing Survival Recovery Center. When designated, serves as an On-Scene Commander in response to military and civil emergency events and oversees a Regional Operations Security Center (ROSC). Works with other support group commanders, of the same and/or different mission design series, to advise on policies and procedures affecting the ANG support workforce, support infrastructure, and regulatory guidance which affects support areas. Participates in councils that meet at the national level on areas that pertain to base support infrastructure plans and programs.

- Assists the Mission Support Group Commander to implement the host Mission Support Group portion of the Designed Operational Capability (DOC) statement of the unit and/or the Emergency War Orders (EWO). In support of USAF Air Expeditionary Force (AEF), Expeditionary Combat Support (ECS) requirements, assists in the development and implementation of unit plans for execution of deployments and contingency objectives to meet USAF and Joint Chiefs of Staff (JCS) goals. Coordinates required AEF planning and resources with other ANG and USAF units, the National Guard Bureau, and other higher headquarters agencies to support and implement the AEF mission. Represents the wing at scheduled national-level planning conferences to commit wing personnel and materiel resources to sustain AEF/ECS tasking. Through analysis of unit strengths and capabilities, balances ECS commitments to ensure acceptable OPSTEMPO and PERSTEMPO levels. Assists the Mission Support Group Commander in managing and directing all wing activation, mobilization, deployment, and demobilization activities and functions. Represents and speaks for the Mission Support Group Commander with representatives of the National Guard Bureau, the Adjutant General, USP&FO, MAJCOMs, other military components, tenant units and organizations, state/local governments, local media, business and other public/private groups or organizations having an interest in the programs of the wing/base. On request, prepares and briefs congressional staff on military construction program (MCP) issues affecting the entire wing/base. Coordinates support activities across agency lines, e.g., Federal Emergency Management Agency (FEMA), state and/or county Office of Emergency Management, Federal Aviation Administration (FAA), environmental offices and agencies, and with wing operations and aircraft maintenance areas. Serves as a liaison for wing involvement in Military Support to Civil Authorities (MSCA); assists the Mission Support Group Commander in planning, implementing, and directing unit response in such areas as homeland defense, weapons of mass effect, counterdrug support, and disaster response. As directed, negotiates joint use agreements with local airport authorities. Establishes and maintains frequent and direct contact with NGB staff and with counterparts at other ANG bases in order to resolve problems affecting support capabilities and to ensure timely exchange of pertinent technical, managerial, and mission information. As required, serves as a member of the ANG Support Group Advisory Council to effect resolution of specific support or ANG-wide management or technical problems. Attends conferences, seminars, or study groups as the support representative for the base or the NGB. Manages, oversees, and resolves various host tenant issues regarding supported organizations. Negotiates and coordinates host/tenant agreements, memoranda of understanding, joint use and inter-service agreements, leases, and licenses with military and civilian agencies who provide and receive support, share resources, and interoperate with the ANG. Advises the Mission Support Commander, Wing Commander and other group commanders in planning, developing, and implementing a Wing Strategic Plan. Participates in the strategic planning process at the state and Federal level. Makes recommendations regarding optimal organizational structures, allocation and commitment of major support resources to wing, state, and national strategic plans. Assists the Mission Support Group Commander in directing the development of group training goals and long-range advanced planning to include accomplishment of primary and ancillary training, facility/equipment modernization, improvement, or replacement. Develops detailed plans for accomplishment of these training goals and advanced plans. Monitors the unit Status of Resources and Training Systems (SORTS) and AEF Reporting Tool (ART) reports for all mission support functions to reflect unit mission capability under wartime conditions. Identifies training, personnel, and equipment requirements to ensure the readiness capability of each assigned unit. Assesses the status impact on organizational programs and resource management.
- Advises the wing staff regarding application and implementation of new technologies that affect host base operations. Maintains awareness of technological advances and oversees application and implementation of high technology issues and developments associated with command, control, communications, and computers (C4), personnel data systems, air base operability, and security systems. Through regular attendance at conferences, workshops, and symposia, along with frequent review of trade journals, periodicals, and newsletters, maintains a general working knowledge of changing technologies that directly impact the wing mission and base operating support activities required to accomplish the wing mission. Assists the Mission Support Group Commander to ensure Civil Engineering support is available for mission requirements and base needs. Coordinates base engineering requirements with wing/base staff pertaining to mission priorities and operability. In coordination with the Base Civil Engineer, assists in the development of the Base Land Use and Facilities Master Plan. Where assigned, provides 24-hour, multi-shift fire/crash/rescue service in support of wing and/or civilian flying operations. As designated, represents the Mission Support Group Commander as the host mission support representative and key advisor on

the Base Facilities Utilization Board. Assists in overseeing military construction programming (MCP), facilities operation and maintenance funding (FOMA), sustainment, restoration, and modernization (SRM), and manpower utilization programs to ensure facility board priorities are followed. Monitors adequacy of the Prime BEEF, and the fire fighting training and deployment programs in accordance with Status of Resources and Training System (SORTS) and AEF Reporting Tool (ART) reporting. Directs host Air Base Operability (ABO) programs to ensure integrated support for the primary unit mission. Provides guidance and directives that define ABO policies; provides instruction and guidance for other staff agencies. Coordinates mission support activities as well as operability and survivability exercises and requirements with squadron supervisors, managers, and supervisors throughout the base. Ensures the adequacy of base disaster preparedness plans and personnel training. Reviews the actions and recommendations of the Wing Readiness Council. Directs actions to correct deficiencies and improve program management in the mission support functional areas. As designated, serves as the Wing On-Scene Commander for major accident response. Assists the Mission Support Group Commander in ensuring all legal, statutory, and regulatory requirements are met through supervision by the Assistant U.S. Property and Fiscal Officer for real property. Ensures the Civil Engineering Squadron is organized, trained and equipped for worldwide contingency deployment. Assists the Mission Support Group Commander to ensure host Base Services support is available for mission requirements and base wide needs. Monitors the adequacy of Prime RIBS training and deployment programs. Monitors daily and contingency food service, billeting, laundry, morale, welfare and recreation (MWR), mortuary services, childcare, honor guard/funeral honors programs, and library/learning resource centers. Oversees wing billeting, food, and service contract budgets. Oversees the wing survivor assistance program, and the training/assignment of family liaison officers. Establishes, monitors, and evaluates the wing fitness program to meet worldwide readiness and deployment standards. Develops, implements, and manages the services of non-appropriated fund instrumentalities (NAFI) at authorized locations. When required, serves as wing Mortuary Officer, and/or supervises assigned mortuary officer(s). Ensures the Services Flight is organized, trained, and equipped for worldwide contingency deployment. Oversees the management and direction of the host Mission Support and Military Personnel Flights. Assists in the development and implementation of local military personnel policies and procedures. Through the supervision of the Mission Support Group Commander and the Director of Personnel, plans, organizes, directs and controls wing military personnel programs, to include initial accession, education, training, and assignment to appropriate military specialties. Coordinates full-time personnel policies and programs with state Human Resources Office (HRO). Ensures equal employment opportunity and diversity program elements are established and implemented within the wing. Monitors base recruiting and retention programs to ensure effective work force objectives are met. Ensures the host Mission Support Flight is organized, trained and equipped for worldwide contingency deployment.

- Ensures 24-hour, multi-shift or on-call command, control, computer systems, and communications (C4), and information management support is provided to all base organizations and assigned geographically separate organizations. Assists the Mission Support Group Commander in directing host base-wide Computer Systems Security (COMPUSEC) and Security Awareness Training Evaluation (SATE) programs through the Communication Flight Commander. Renders management assistance in non-technical aspects of visual information programs, base data automation support and telecommunication operations and maintenance. Ensures base administrative services apply uniformity in procedures and provide adequate support to base functional areas. Ensures the Communications Flight is organized, trained and equipped for worldwide contingency deployment. Assists the Mission Support Group Commander in directing the overall management of base-wide security and resource protection programs that include 24-hour, multi-shift physical security, information security, communications security, and personnel security management. Oversees assigned Federal and state security personnel. Ensures security programs are developed and implemented as directed by DOD, USAF, MAJCOM and ANG policy directives. Participates in the Wing Installation Security Council which establishes security policies, guidelines and initiatives for the protection of all base personnel, military aircraft, and equipment. Attends the wing Anti-Terrorism/Force Protection (AT/FP) Working Group. Monitors combat arms training program to ensure SORTS reportable small arms training is conducted as required. Works to ensure that the Security Forces Squadron is organized, trained and equipped for worldwide contingency deployment and ant-terrorism/force protection of base assets at home station and deployed locations. Oversees host base medical, bioenvironmental, and environmental management programs, ensuring each is developed and implemented according to applicable regulations. Coordinates program accomplishment with subordinates and local, state, and Federal environmental offices and agencies. Responsible for the overall management of other programs such as self-inspection evaluations and environmental management assessments. Represents the Mission Support Group Commander in chairing the Wing Environmental Protection Program Committee that develops the base hazard abatement program through establishment of guidelines and initiatives for the handling of hazardous materials (HAZMAT) and prevention of HAZMAT mishaps. Assesses program goals to ensure compliance with Defense Environmental Quality Program Policies, and state and Federal laws. Reviews bioenvironmental and environmental inspections, audits, and external evaluations for compliance. Ensures the Medical Squadron is organized, trained and equipped for worldwide contingency deployment. Provides oversight of base-wide logistics readiness functions, to include supply, transportation/traffic management, vehicle operations and maintenance, fuels management, and logistics plans and programs, to ensure the primary peacetime and wartime flying mission of the wing/base is supported at all times. Ensures logistics resources are available to meet flying mission and base support requirements through active participation and involvement in budget planning and acquisition/maintenance of facilities, manpower, vehicles, fuels, technical data, munitions, tools, supplies, and related support equipment. Coordinates with the

Aircraft Maintenance Group Commander to set policy and direct and monitor base level support and related programs in compliance with Defense Management Review (DMR) 904 for supply and repair of aircraft parts and components. Supports audit programs within the Mission Support Group. Through the logistics plans and programs office, oversees wing deployment planning and execution to include plans, mobility bags, weapons, War Readiness Materials (WRM), ammunition, and personnel and cargo load planning and movement (via military and/or civilian transportation where required). Assists the Mission Support Group Commander in ensuring that all legal, statutory, and regulatory requirements are met through supervision of the Assistant U.S. Property and Fiscal Officer (Property).

- Oversees aerial port operations (where assigned by weapons system). Oversees the processing, loading, and off-loading of passengers and cargo on all types of military and commercial aircraft, proper configuration of cargo for airlift, and correct documentation of hazardous cargo. Supports operations group airdrop-training programs with drop zone support. Ensures assigned personnel are trained on loader equipment, load planning, hazardous materials inspection, joint inspection, and night vision goggle operations. Ensures the aerial port unit is organized, trained, and equipped for base airlift support and worldwide contingency deployment. Assists the Mission Support Group Commander in managing and supervising assigned host base contracting office personnel and programs. Ensures contracting officials are properly trained and equipped to execute contracting functions in support of base and GSU requirements and missions. Assures appropriate warrants are obtained to allow contracting officials to execute required contracts, and coordinates with state USP&FO personnel when necessary to complete and execute contracts that exceed local warrant authorities. Serves on the Wing Commander's Financial Management Board. Makes recommendations to the group budget based on unit requirements and the mission. Reviews the group budget prior to submission to higher headquarters for approval. Assists the Mission Support Group Commander in administering the approved host base budget, to include the Federal Operations and Maintenance Agreement (FOMA), state financial budget contributions in support of FOMA, the base Major Construction Program (MCP) and Real Property Management (RPM) budgets, base environmental compliance program budget, and communications-computer systems budget. Makes recommendations regarding the allocation of resources to meet training goals and ensure efficient expenditure of workday allocations. Advises and coordinates wing involvement in support of state missions. Assists the Mission Support Group Commander in planning, implementing, and directing unit response in such Military Support to Civil Authorities (MSCA) areas as homeland defense, weapons of mass effect, counterdrug support, and ANG response to natural disasters. Coordinates, with wing and group management, the utilization of wing assets and personnel in response to requests for support across a wide spectrum of events. Under the direction of the Mission Support Group Commander and the Wing Commander, serves as a point of contact in wing/base support of joint operations with the Army National Guard and other Federal and state entities in such mission support areas as civil engineering, security, communications, personnel, base services, medical support, supply, equipment, and transportation. Works closely with local, state, and Federal authorities to execute maximum response when requested that meets legal and technical requirements for such support.
- **PERFORMS OTHER DUTIES AS ASSIGNED.**
- **Required competencies:** Administration and Management; Decision Making; Planning and Evaluation; Program Solving.

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.**

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.
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