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DEPARTMENT OF THE AIR FORCE  
158TH FIGHTER WING (ACC)  
SOUTH BURLINGTON VERMONT

**MEMORANDUM OF AGREEMENT**

1. Parties. The parties to this Agreement are the Vermont Air National Guard (VTANG) and Click or tap here to enter text.(Participating Company).

2. Purpose. The purpose of this Agreement is to set forth the terms by which the VTANG and Participating Company will participate in the Interview Opportunity Program.

3. Background.

a. The Interview Opportunity Program is a strategic partnership between the VTANG and select corporations, companies, and public sector agencies designed to assist military recruiting efforts and connect Vermont with its Air National Guard. The VTANG believes that the Interview Opportunity Program will greatly assist in fulfilling its mission to recruit and retain high quality men and women. Likewise, industry and participating companies benefit from the opportunity to interview and potentially employ professional, trained, and responsible men and women with VTANG values, experience, and proven leadership skills.

b. All information received by the Interview Opportunity Program candidates from recruiters will be used to identify job opportunities related to the individual’s Air Force Specialty Code (AFSC).

c. While the VTANG is permitted to promote the Interview Opportunity Program with specific partners, the VTANG is prohibited from overtly endorsing or appearing to endorse a specific company or corporation.

4. Responsibilities.

a. VTANG.

(1) Advise enlistment prospects of the Interview Opportunity Program during the initial interview.

(2) Advise enlistment prospects, after qualifying for one or more AFSC, of the related civilian job opportunities for which they may be qualified after completing their initial training for the VTANG.

(3) Develop and distribute recruiting literature to publicize the Interview Opportunity Program, characterizing it as an enlistment incentive.

(4) Provide information to Participating Company to assist in maintaining contact with the Interview Opportunity Program participants.

b. Participating Company.

(1) Participating Company will interview qualified Interview Opportunity Program participants for employment with the company provided there are openings. Participating Company will define “qualified” at their discretion. This interview opportunity is contingent upon completion of technical training for Airmen.

(2) Participating Company acknowledges its obligations under the Uniformed Services Employment and Reemployment Rights Act of 1994, 38 U.S.C. Secs. 4301-4335, and agrees that it will observe the provisions thereof regarding any VTANG Interview Opportunity Program participant that it employs. Participating Company acknowledges that VTANG service obligations may include many types of service, including weekend drills, annual training, additional duty training, and deployments within the United States or to foreign locations.

(3) Participating Company acknowledges that the Interview Opportunity Program does not create a veteran's employment preference and is not related to any statutory employment preference. The VTANG does not require that Participating Company start any voluntary preference requirement as part of this agreement. Interview Opportunity Program partners agree to follow local, state, and federal veteran's hiring preferences, where applicable.

(4) Participating Company will provide and maintain a point of contact within the company to assist individuals before and during the employment process.

(5) Participating Company acknowledges that an individual, who initially indicates intent to seek employment with the company after his or her initial training, may later decide to obtain employment with another company.

(6) Participating Company agrees to provide the VTANG with information on the ultimate placement of the Interview Opportunity Program veterans. The success of the Interview Opportunity Program is determined by the number of Airmen who interview with their designated partner. Release of interview/hiring information may be limited to raw numbers.

(7) If Participating Company uses an online process for job applications, a means is required to identify Interview Opportunity Program Airmen within that system to ensure Airmen are flagged to receive an invitation to interview, if a suitable position is available.

5. Points of Contact.

VTANG ATTN: Participating Company:  
Major Meghan Smith Click or tap here to enter text.  
105 NCO Drive Click or tap here to enter text.  
South Burlington, VT 05403 Click or tap here to enter text.

[Meghan.smith.5@us.af.mil](mailto:Meghan.smith.5@us.af.mil) Click or tap here to enter text.

6. Other Provisions.

a. All agreements herein are subject to, and will be carried out in compliance with, all applicable Federal laws, regulations, and other legal requirements.

b. This Agreement is not legally enforceable and shall not be construed to create any legal obligation on the part of either party. This Agreement shall not be construed to provide a private right or cause of action for or by any person or entity.

c. Participation in the Interview Opportunity Program is not a Government contract within the meaning of the Federal Acquisition Regulation, and does not confer upon Participating Company Government contractor or subcontractor status for purposes of Executive Order 11246 and other Federal laws.

d. This Agreement is neither a fiscal nor a funds obligation document. Nothing in this Agreement authorizes or is intended to obligate the Parties to expend, exchange, or reimburse funds, services, or supplies, or transfer or receive anything of value.

7. Modification. This Agreement may only be modified by the written agreement of the Parties, duly signed by their authorized representatives.

8. Duration of Agreement and Termination. This Agreement is effective on the date of the final signature and will remain in effect until it is terminated by mutual agreement of the parties or by either party providing ninety (90) days written notice to the other. Should the agreement be terminated unilaterally or by mutual agreement of the parties, any Airman enrolled with Participating Company will be given the opportunity to select another Interview Opportunity Program partner and severs any ties between VTANG participants and Participating Company.

APPROVED BY:

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David W. Shevchik, Jr., By: Click or tap here to enter text.   
Colonel, USAF Name: Click or tap here to enter text.   
Commander, 158th Fighter Wing Title: Click or tap here to enter text.