

VERMONT AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

Announcement Number(s):	MVA AF 23-04
Position Title:	Supervisory General Supply Specialist
Date of Announcement:	20 January 2023
Closing Date:	03 February 2023
Duty Location & Unit:	158 Logistics Readiness Squadron, Vermont Air National Guard, South Burlington, VT 05403
Rank, Grade, AFSC:	CMSgt/E9 2S000
Period of Tour:	Initial Tour 3 Years
Selecting Official:	Lt Col James Philbrook; 802-660-5487; james.philbrook@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:	All Members 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 36-101 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 0113116034, Rank/Military Grade: CMSgt/E9; AFSC 2S000.
- Any AFSC is eligible to apply.
- The following is required to retrain into the following AFSC to possess the 2S091 AFSC requirement:

AFSC 2S0X1= min aptitude score of 41 in ADMIN **OR** 44 in GEN min physical profile of P3 U3 L3 H3 E3 and S3 is required and must be worldwide eligible IAW AFI 36-101 and able to lift 60 lbs.

- If applicant does not currently possess the 2S0X1 they will be required to attain the 2S0X1 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.

- Applicants must be an enlisted rank of SMSgt/E8 or above 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
- 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 Operations Compliance Function, Logistics Readiness Squadron, Mission Support Group, at the 158th Fighter Wing. The primary purpose of this position is to direct the development, coordination, and implementation of procedural changes; to direct the performance of management analysis and compliance for the activities under the jurisdiction of the Logistics Readiness Squadron Commander; direct the squadron readiness and training programs, and to direct resource management and systems management in support of unit mission. Position is responsible for the management, direction, and supervision of employees.
- Senior Enlisted Leader of Logistics Readiness Squadron.
- Develops goals and objectives that integrate organizational, supply, transportation and fuels objectives. Establishes, reviews, and revises policies, procedures, mission objectives, and organization design for the staff, as necessary, to eliminate work problems or barriers to mission accomplishment. Promotes team building, implements quality improvements, and responds to concerns with regulatory compliance and/or customer requirements. The incumbent provides technical and administrative supervision to subordinate personnel. Incumbent establishes priorities based on attainment of goals, objectives and work to be accomplished. Assigns work to achieve maximum economy, effectiveness, skill utilization, and employee motivation. Makes assignments based on priorities and the difficulty and requirements of the assignment. Interviews candidates for positions in the flight; recommends appointment, promotion, or reassignment of subordinate personnel. Monitors and evaluates employee performance. The incumbent 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 and reprimands and recommends other action in more serious cases. Identifies developmental and training needs of subordinates and provides and/or arranges for needed development and 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. Promotes acceptance and adherence of special emphasis programs. Maintains an effective position management program.
- Delegates responsibility and authority to subordinates. Provides advice, counsel, and instruction on work and administrative matters. Provides guidance and policy direction in supply and equipment support for all assigned units. Develops plans, programs, and policies for the operation, management, and administration of current and projected organizational programs. Provides guidance in establishing local procedures and/or control not specifically provided for by higher headquarters to include developing and publishing major command options to USAF manuals and regulations. Directs development of local supplements and operating instructions and updates as required. Responsible for the implementation of supply computer operations and programs. Establishes, develops and maintains effective working relationships with other flights, supported organizations, and higher headquarters. Advises the Logistics Readiness Squadron Commander on available resources of personnel, equipment and funds to maintain maximum mission effectiveness.
- Assists in formulating policies, concepts, and procedures to ensure that an effective LRS operation is maintained using personnel, equipment, and funding to support the mission. Directs the internal surveillance program to scrutinize the operations of all Logistics Readiness Squadron functions to ensure compliance. Obtains, studies, and analyzes programming work assignment and workload documents. Monitors and reviews the monthly inventory document for excessive gains/losses and initiates appropriate action as required.

- Provides management oversight of the Logistics Readiness Squadron training program to ensure the effectiveness of the squadron enlisted on-the-job-training programs. Responsible for the oversight of squadron readiness and ensures reporting accuracy for logistical inputs for the Status of Resources and Training System (SORTS), Defense Readiness Reporting System (DRRS), and Air Expeditionary Force (AEF) Readiness Tool (ART) reports.
- Maintain a working knowledge of functional manpower requirements and documents, manning levels, and work with respective flight leadership to address staffing concerns.
- Ensures coordination with the Global Logistics Support Center and Major Command (MAJCOM) funds managers on the preparation and submission of the General Support Division operating budget. Complies with policy and procedures in the management of stock funds. Analyzes appropriate supply reports and financial data to provide the Logistics Readiness Squadron Commander with reports of actual stock fund operations as compared to what was programmed and budgeted. Advises the Logistics Readiness Squadron Commander on the status of operations and maintenance (O & M) and stock fund availability. Functions as an advisor to unit commanders, customers, and Financial Management in the interpretation and use of data produced by the Standard Base Supply System (SBSS) for management and budget purposes.
- Develops and implements plans and methods to ensure optimum logistical support for financial operating programs within O & M and Stock Fund. Establishes controls for suppression of requisitioning action to operate within reduced commitment or obligation ceilings. Coordinates with funds managers on disparities or funding deficiencies.
- Perform other related duties as assigned.
- Required Competencies: Leadership; Client Engagement/Change Management; Partnering; Managing Human Resources; Planning and Evaluating.

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**

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

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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