

VERMONT AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

Announcement Number(s):	MVA AF 23-11
Position Title:	Administrative Officer (Wing Executive Officer)
Date of Announcement:	22 February 2023
Closing Date:	14 March 2023
Duty Location & Unit:	158 th Fighter Wing, Vermont Air National Guard, South Burlington, VT 05403
Rank, Grade, AFSC:	Lt Col, 097E0
Period of Tour:	One Time Occasional Tour (OTOT) NTE 36 months
Selecting Official:	Col Brian Lepine; 802-660-5216; 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:	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 0113110434, Rank/Military Grade: Lt Col/O5; AFSC 097E0.
- Applicants must currently be a commissioned officer rank of Maj/O4 or Lt Col/O5 to be eligible to apply.
- Any AFSC is eligible to apply. Wing Executive experience is preferred but not required.
- ****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.
- **This is an OTOT not to exceed 36 months.**

Duties and Responsibilities:

- This position is in the 158th Fighter Wing of the Vermont Air National Guard. The purpose of this position is to provide subject matter expertise, leadership, consultation, collaboration, and advisory services essential to the direction and efficient operation of the organization. Directly assist leaders with the management of key day to day planning, public affairs, process improvement, protocol, operations and special projects at the highest level of the organization. Collaborates and coordinates assigned functions with managers, office of primary responsibility, leaders and supervisors; participate with management to address and resolve issues, as well as provide recommendations for correcting or improving the organizations overall program management, efficiency and effectiveness. This position reports directly to the Wing Commander.
- The intent of this position is to serve as the Wing Executive Officer.
- Ensures internal systems and procedures for carrying out the organization's administrative functions meet the requirements of balancing costs, benefits, productivity, efficiency, and effectiveness. Accomplishes or assigns actions/staff work to subject matter experts/functional proponents as appropriate based on knowledge of organizational responsibilities, familiarity with subject matter, and broad guidance from the command group. Work relieves Wing leadership of all but the most pressing and necessary decision and action policies. Provides sound research, analysis, advisory and consultation to the Command team; recommends improvements in the formulation and application of policies and procedures. Addresses Freedom of Information Act (FOIA) initiatives, legislative activities, and responses to congressional inquiries. Supports the organization through the development and oversight of the knowledge management program. Acts as an intermediary to resolve significant or controversial issues, problems and disagreements that are referred to Commander. Directs the management of a myriad of unique, atypical, and unrelated problems. Establishes communication channels internal and external to the organization; keeps internal and external customers as well as unit members, traditional and full time, informed and facilitates communication laterally and horizontally throughout the organization. Resolves day-to-day administrative and management problems, plan, develop, and execute organization's Administrative Management Program (AMP). Oversees administrative programs and projects that consist of a variety of functions, efforts result in increased accuracy, productivity and efficiency; develops administrative guidelines and standard operating procedures. Prepares, administers, collaborates and consolidates information in support of knowledge management requirements, trains personnel on system utilization and information sharing; partners with administrators to analyze and synthesize data, develop and publish command level strategic management plan, provides informational learning tools, publishes and shares pre, during, and post exercise or inspection information and results to develop a strong information sharing and learning environment. Facilitates a team effort with internal and external stakeholders in the areas of Air Expeditionary Force (AEF), deployments, Exercise Evaluation Team (EET), Disaster Response Force, legal and human capital management to resolve issues. Prepares charts, graphs, oral and written communications using sound analytical methods, interpersonal writing and communication principles, practices, and techniques. (30%)
- Initiates, plans, directs, and/or participates in special studies and projects in areas such as; resource utilization, personnel management, logistical support, knowledge management, readiness programs, etc. Researches, reviews, and analyzes processes and procedures to determine the overall applicability, effectiveness, efficiency, and productivity of activities and programs; develops final report and briefing, makes recommendations that impact high level decision making, and increases efficiency. Directs and oversees actions required to implement procedural changes, conducts in-process efficiency reviews, participates in site visits, completes after action reports, maintains historical data; ensures documented evidence is provided to support cost savings without compromising required standards of readiness, accuracy, effectiveness, and/or safety. Provides expertise, guides team or independently conducts process improvement studies, impacting future organizational effectiveness and efficiency in support of all areas of Wing management. Serves as the performance, process improvement coordinator, develops and executes process improvement studies that require the adaptation of analytical techniques to: (a) identify and resolve complex issues or problems, (b) develop new or modified work methods or (c) to make recommendations for improving program effectiveness and organizational productivity. Analyzes current and proposed operating programs to evaluate actual and potential effectiveness in achieving organizational objectives. Develops, maintains, and monitors integrated reporting systems affecting programs with interrelated functions and operations. Collaborates with inter-disciplinary team, internal and external to the State to support effective program evaluation, operations and milestones. Responsible to analyze, extract, summarize, and identify significant trends and issues. Forecasts and estimates program requirements; develops and finalizes reports, justifications, charts, graphs, statistical and narrative data, etc. for presentations and briefings. Establishes internal procedures to secure adequate control in terms of deadlines, progress reports, and directives and uses own initiative in developing procedures which will increase the general flow of information and overcome bottlenecks in the administrative process. Independently secures the required administrative and managerial support to meet operating requirements. Serves as the organization's focal point for facilitating improvement initiatives, assuring compliance with

- information systems, security practices. Accomplishes special projects, programs, and reports, as required. Generates, researches, reviews, analyzes, inputs and develops information used in compilation or preparation of materials. (20%)
- Represents the Wing in meetings with congressional, state and local officials, special interest and business group spokespersons to market and advertise ANG programs, activities, and requirements to gain support for ANG missions. Attends community functions and serves as protocol specialist, spokesperson to create public interest in ANG programs. Provides oversight, coordination and collaboration as it pertains to protocol functions. Implements, directs, and coordinates executive functions, services and activities. Represents the commander in interaction with other agencies; markets, publicizes, and distributes information as it pertains to unit programs, initiatives, community events, open house, and special projects. Plans and executes special programs and projects relative to visits of dignitaries, conferences, briefings, etc. Develops briefing material, technical and non-technical correspondence from input provided by leadership. Researches information, composes narrative, and prepares documents, charts, graphs, slides, executive summaries and other narrative to support the specific visit. Remains current on all unit activities, and special projects to collaborate with wing leadership. Coordinates closely with internal partners, office of responsibility and Family Readiness and Support Program activities, etc. Serves as the military liaison between the organization and the civilian National Committee for Employer Support of the Guard and Reserve (NCESGR) representatives; promotes cooperation and understanding of the unit mission and assists in the resolution of situations that occur due to the military commitment. Liaison on behalf of the Commander as it pertains to Community Action Information Board and Integrated Delivery System (CAIB-IDS); identifies and resolves issues that impact readiness of members and their families, develops a comprehensive coordinated Community Action Plan for integrating and implementing community outreach and prevention programs. (20%)
 - Collaborates and consults with Wing Public Affairs Officer (PAO), drafts, develops, and finalizes narrative, prepares and coordinates news releases with State JFHQ to support communication with local media, high-ranking public officials, corporate leadership, civic groups, other reserve components, Air Force, Army, National Guard Bureau (NGB) and respective headquarters staff representatives. Provides the full scope of supervision to subordinates assigned to Wing Public Affairs. Assigns work to subordinates based on priorities, difficulty of assignments, and the capabilities of employees. Provides technical and administrative oversight. Develops performance plans, counsels and rates employees. Reviews position descriptions, facilitates request for all personnel actions, interviews candidates for subordinate positions, and recommends hiring, promotions, or reassignments. Takes disciplinary measures, such as warnings and reprimands. Identifies developmental and training needs of employees and provides and/or arranges for needed development and training. (15%)
 - Performs as the historian, responsible to ensure timely, complete and accurate capture and cataloging of significant historical data, and generation of required reports. Prepares the annual historical summary for submission to higher headquarters. (15%)
 - 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 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 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: _____
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) Application must be signed (wet or digital). To avoid this signature being removed once you combine as one PDF, sign and save the NGB Form 34-1, go to Print, then select "Microsoft Print to PDF". Click Print.
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).**

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