

## VERMONT AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

<b>Announcement Number(s):</b>	MVA AF 23-42
<b>Position Title:</b>	Security Specialist
<b>Date of Announcement:</b>	04 October 2023
<b>Closing Date:</b>	02 November 2023
<b>Duty Location &amp; Unit:</b>	158 <sup>th</sup> Advance Program Office, 158 <sup>th</sup> FW, Vermont Air National Guard, South Burlington, VT 05403
<b>Rank, Grade, AFSC:</b>	MSgt/E7; 2W171
<b>Period of Tour:</b>	<b>Initial Tour 3 years</b>
<b>Selecting Official:</b>	Capt Michael Wardwell; 802-660-5291; <a href="mailto:michael.wardwell@us.af.mil">michael.wardwell@us.af.mil</a>
<b>Human Resources Office Point of Contact and Address:</b>	Ms. Louise Acker; <a href="mailto:louise.s.acker.civ@army.mil">louise.s.acker.civ@army.mil</a> ; SMSgt Sara Lemay; <a href="mailto:sara.j.lemay.mil@army.mil">sara.j.lemay.mil@army.mil</a> 789 Vermont National Guard Rd Green Mountain Armory Colchester, Vermont 05446-3099
<b>Area of Consideration:</b>	On Board Permanent Non-Fenced AGR's within the Vermont Air National Guard Only. <b>This is Also Being Advertised as a Technician Announcement VT-12049005-AF-23-52.</b>
<b>PCS Authorized:</b>	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 01131062, Rank/Military Grade: MSgt/E7; AFSC 2W171.
- Applicant must possess one of the following AFSC's to be eligible to apply: 3P0X1, 1N0X1, 2AXXX, 2WXXX and 1C3XX.
- If applicant does not currently possess the 2W1X1 AFSC they will be required to attain the 2W131 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 an approved waiver must be accomplished before the orders are published. IAW ANGI36-101, Chapter 5.**
- Minimum profile of P3, U3, L3, H1, E3 and S1 is required and must be eligible for worldwide duty IAW AFI 36-101.
- A minimum aptitude score of 60 in MECH OR 45 in ELEC is mandatory and must be able to lift 70lbs.

- **Please refer to current AFECD** for any other qualifications, duties and responsibilities.
- 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 located in the Advanced Programs Office (APO), Special Access Program (SAP), 158<sup>th</sup> Fighter Wing. The purpose of this position is to serve in assistance to a higher-graded security specialist and security advisor to execute oversight and management of security in support of special access programs (SAPs) in one or more Special Access Program Facilities (SAPFs). Duties provide specialized security policy and support for Special Access Programs to ensure the mission is not compromised; provide an effective security program to ensure information and material affecting national defense are protected from unauthorized disclosure, espionage and sabotage; ensuring granted individuals possess and maintain access to program information consistent with the interest and needs of national security and defense. Performs duties and responsibilities associated with two or more security program areas in one or more assigned SAPFs.
- Implements and administers the SAP information security program. Serves as a security professional for the development, testing, fielding, and protection of advanced and special access program technologies. Researches, interprets, analyzes and applies security guidelines from various sources for local application. Develops and implements security plans and procedures such as standard operating procedures, system security, program test, treaty preparation, deployment, and operations security (OPSEC) for personnel and facilities that support advanced or special programs and sensitive compartmented information (SCI) material. Conducts and documents regular self-inspections of SAP facilities and operations. Assesses the SAP security posture and sets goals and courses of action to correct deficiencies. May maintain Top Secret control accounts and strict accountability of all accountable material. Leads or performs security investigations for incidents involving the actual or possible loss, compromise, or inadvertent disclosure of classified information. Performs technical reviews of incident reports and recommends appropriate corrective actions to the commander and higher headquarters. Assist in developing security classification guide for various technologies. Establishes procedures for document marking, safeguarding, and use, personnel access controls, need to know criteria, physical storage and control, and transmitting, transferring, reproducing, downgrading, and destroying information. Provides security oversight and direction to lower grade program managers within organizational facilities specifically designated for advanced or special programs. Drafts specialized additions/modifications to security education programs to provide special access requirements as they pertain to classified couriers, foreign travel briefings, and defensive security briefs. (35%)
- Implements and administers the SAP personnel security program. Establishes local procedures for processing requests for security accesses for military, civilian, and contractor personnel. Initiates and reviews all requests for personnel security investigations consistent with directives. Responsible for the classification management program and supports special access program manager in developing classification guidance and making personnel security decisions. Ensures requests for program access are properly screened and verified, and that all necessary forms and documentation have been completed before processing for access. Analyze each request to determine validity and eligibility for access in accordance with SAP policies. Prepares and transmits various reports and requests such as Transfer-of-Access (TOA), foreign associate and travel reports. Reviews personnel security decisions of lower-ranking personnel for accuracy. Maintain personnel information folders (PIFs) on each program-accessed individual. Investigate personnel security suitability issues and prepares and transmits adverse information reports to higher headquarters. Prepares and utilizes security databases, rosters, and other tools necessary to administer the personnel security program. Proactively initiates tracer actions, when required, to facilitate and determine access eligibility. (35%)
- Implements and administers the SAP physical security program. Implements DoD, USAF, Defense Intelligence Agency (DIA), and MAJCOM policies and directives for the construction, protection, and operation of all advanced programs facilities. Prepares accreditation packages to include fixed facility checklists, facility and alarm diagrams, inspectable space determinations, and other essential physical security documents for approval. Applies risk-management techniques in designing security compensatory measures to mitigate facility vulnerabilities. Works closely with counterparts from civil engineering, communications, users, and industry to ensure timely and proper accreditation of program facilities. Approves design specifications for every aspect of facility construction. Conducts initial and annual physical security inspections of all SAP facilities. Defines protection requirements for various classified items at home station, deployments and ensures personnel are cognizant of security measures. Liaises with various outside agencies to secure technical expertise and specialized services needed to safeguard national security information within an SAP environment. Participates in installation-level pre-deployment planning. Performs site surveys and writes deployment

plans. Ensures compliance with Emissions Security (EMSEC) Technical Surveillance Countermeasures (TSCM) requirements. (25%)

- Implements and administers SAP industrial security program. Implements and administers the Industrial Security Program for SAP-related actions through the use of DoD, USAF and MAJCOM directives and procedures. Manages contractor-related security actions for the protection of special access program information and other sensitive information originated or controlled by the DoD and other agencies. Reviews solicitation and contract documents to ensure they include the appropriate security clauses and verbiage. Assists with input of security requirements within Statement of Work (SOW), Performance Work Statements (PWS) or Statement of Objectives (SOO). May conduct industrial security inspections of integrated contractor work areas for adherence to classified contractual efforts in accordance with the Visitor Group Security Agreement (VGSA) and the National Industrial Security Program Manual (NISPOM). Reviews DD Form 254, DoD Contract Security Classification Specifications for technical accuracy and sufficiency of classification guidance prior to approval. Reviews personnel security clearance investigations and Special Access Program nomination request applications for derogatory information or potentially disqualifying information. Determines the seriousness of the derogatory or disqualifying information and recommends approval/disapproval for program access as appropriate. Interprets and implements regulatory guidance for classification management and safeguarding requirements of special access information under their control. Provides orientation and advisory service as necessary to ensure contractors are oriented to the organization and installation security programs. Assists in initiating measures necessary to meet established information protection standards for contract work. Implements procedures for development of classification guidance, document marking, safeguarding, transmitting, transferring, reproducing, downgrading, and destroying information. Reviews contractor related security incidents and assists in determining appropriate corrective action. (5%)
- **PERFORMS OTHER 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 as stated on the checklist 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](mailto: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](mailto:sara.j.lemay.mil@army.mil) or [louise.s.acker.civ@army.mil](mailto:louise.s.acker.civ@army.mil)**

<p><b><u>Equal Employment Opportunity:</u></b> 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.</p>
---

## 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 (1,2,3,4,5,7 are required; 6 is not): (Initial each line) (Redact all SSN)**

1. \_\_\_\_\_ NGB Form 34-1 dated Nov 2013 (20131111) (MUST be complete with signature digital or wet)
2. \_\_\_\_\_ Personal Resume
3. \_\_\_\_\_ Fitness Tracker Report w/ a passing score in a current status from myFSS
4. \_\_\_\_\_ Record Review/Update (vMPF)
5. \_\_\_\_\_ Point Credit Summary Inquiry (PCARS) (Be sure to click on view all & print) (ensure report states accrued through R&R date on last page of point summary, otherwise application will not be accepted)
6. \_\_\_\_\_ Letter of Recommendation(s) (If Applicable) (Not required)
7. \_\_\_\_\_ Other supporting documentation that is required for eligibility (i.e Voluntary Demotion Memo if applying for a vacancy that's lower than your current rank/grade, test scores/certifications/courses not listed on the record review) (If Applicable) (Not Required)

**\*FORMS REQUIRING SIGNATURE MUST BE SIGNED OR PACKAGE WILL BE FOUND INCOMPLETE (NGB 34-1).**

-----  
**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](#)) as one single PDF (portfolios will not be accepted).

- 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 you are having difficulty with submitting application via TEAMS please contact [sara.j.lemay.mil@army.mil](mailto: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](mailto:sara.j.lemay.mil@army.mil) or [louise.s.acker.civ@army.mil](mailto:louise.s.acker.civ@army.mil)**