

VERMONT AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

Announcement Number(s):	MVA AF 23-55
Position Title:	Composite Fabricator Supervisor
Date of Announcement:	26 October 2023
Closing Date:	24 November 2023
Duty Location & Unit:	158 th Maintenance Squadron, Vermont Air National Guard, South Burlington, VT 05403
Rank, Grade, AFSC:	SMSgt/E8; 2A790
Period of Tour:	Initial Tour three years
Selecting Official:	SMSgt Douglas Lamay; 802-660-5416; douglas.lamay.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 Permanent AGR's within the Vermont Air National Guard Only. This is Also Being Advertised as a Technician Announcement VT-12159129-AF-23-71.
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 one of the following UMD position number # 0113102934, Rank/Military Grade: SMSgt/E8; AFSC 2A790.
- Applicant must currently be a MSgt/E7 and above to be eligible to apply.
- Applicants are required to hold a 7 level in any AFSC to be eligible to apply.
- **If applicant does not currently possess the 2A7X5 AFSC they will be required to attain the 2A735 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 S2 is required and must be eligible for worldwide duty IAW AFI 36-101.

- A minimum aptitude score of 47 in MECH is mandatory and be able to lift 60lbs..
- ****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.**
- **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 in the Low Observable Aircraft Structural Maintenance Section or Fabrication Flight, 158th Maintenance Squadron. The purpose of this position is to perform supervision of workers performing maintenance on Low Observable (LO)/low signature aircraft (B-2/F-22/F-35). The occupation and grade level which best reflects the nature of the overall work operations supervised is WG-10.
- **Planning:** Plans weekly or monthly work schedules and sequence of operations. Establishes deadlines and priorities based on established general schedules, methods and policies. Determines skills, materials and equipment required to do the work. Participates in the initial planning of current and future work schedules and development of budget requests. Provides workload data, estimates, information on staffing needs, and recommendations as the scheduling of projected work.
- **Work Direction:** Reviews tasks to be performed. Ensures prescribed methods and procedures; informs subordinates on new procedures and provides assistance on problems. Periodically monitors work in progress and upon completion. Obtains approval from higher-level supervision for changes in standard or prescribed procedures and changes in work operations. Suggests ways or methods to improve operations or reduce costs.
- **Administration:** Convenes an interview board and conducts interviews during hiring process. Recommends individuals to fill vacancies, for promotion, or reassignment. Establishes performance standards and accomplishes performance appraisals utilizing My Biz/ My Workplace electronic documentation. Conducts and/or oversees on-the-job-training (OJT) and recommends employees for formal training programs. Prepares lesson plans, conducts and documents training utilizing electronic Training Business Area (TBA) records. Counsels with employees on disciplinary issues and recommends disciplinary action. Attempts to resolve informal complaints and grievances, referring unresolved or more serious issues to the incumbent's supervisor. Schedules and approves leave. Coordinates with Finance office, manages Time and Attendance (T&A) records and enters data into Defense Information System Agency (DISA) network. Encourages employees to participate in suggestions and cost reduction programs. Reviews and approves supervisor level Technical Order Data Change Requests (TODCR). Ensures that regulations governing safety and housekeeping are complied with. Explains and implements such personnel programs as equal opportunity, position management, position description review, and labor relations. Accurately maintains production reports and records. Performs Data Integrity Team (DIT) monitor duties ensuring accuracy of SAS, IMIS, and IMDS data bases.
- Performs the non-supervisory functions of the organizational segment supervised.
- Implements safety regulatory requirements. Ensures that subordinates wear appropriate safety equipment and follow pertinent safety precautions.
- May act as the Activity Security Manager (ASM) who oversees the security program. Ensures personnel receive annual security training and provides required documentation to maintain access to Special Access Programs (SAPs). Ensures security accountability and safe keeping of secret and confidential documents, materials, equipment and hardware/software. Prepares for and participates in various types of readiness evaluations, inspections, mobilization and command support exercises. Attends conferences and participates in formal training sessions to facilitate informational cross talk and remains current in maintenance trends. May be required to perform additional duties such as structural fire fighting, aircraft fire/crash/rescue duty, security guard, snow removal, munitions loading and handling, heavy equipment operator, maintenance of facilities and equipment, or serve as a member of a team to cope with natural disasters or civil emergencies.
- **PERFORMS OTHER DUTIES AS ASSIGNED.**
- **Competencies:** Change Management, Oral Communication, Interpersonal Skill, Accountability, 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 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**

Submit Applications as one single PDF (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: _____
Contact Phone #: _____ Email: _____

Current Status: DSG / FTNG-ADOS / AD / Perm AGR / Perm TECH / LWOP TECH
(CIRCLE ONE)

PACKET SEQUENCE AND DOCUMENT (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, etc.) (If Applicable)

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

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- Applications without all required supporting documents will not be considered.
- Applications submitted after 2359L of the closing date will not be accepted/considered.
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