

VERMONT AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

Announcement Number(s):	MVA AF 24-15
Position Title:	Group Superintendent
Date of Announcement:	30 April 2024
Closing Date:	20 May 2024
Duty Location & Unit:	158 th Mission Support Group, Vermont Air National Guard, South Burlington, VT 05403
Rank, Grade, AFSC:	CMSgt/E9; 9G100
Period of Tour:	Initial Tour three years
Selecting Official:	Col Ernest Tomasi; 802-652-5229; ernest.tomasi@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-12398997-AF-24-29
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 # 00717387, Rank/Military Grade: CMSgt/E9; AFSC 9G100.
- All AFSC's are eligible to apply.
- Applicant must be a current CMSgt/E9 to be eligible to apply.
- Applicants must possess an associate degree or higher from a nationally or regionally accredited academic institution.
- Applicants must have attended the ANG Chief Leadership Course CMSOC. (must attach a certificate of completion to application under Other Documents for qualification).
- Mandatory requirements for Entry: P3, U3, L3, H3, E3 and S3 is required and must be eligible for worldwide duty IAW AFI 36-101.
- Must be able to lift 40 lbs.
- **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 Mission Support Group, under direct supervision of the group commander. The primary purpose of this position is to serve as the principal advisor to the group commander for enlisted and other operational matters. The group superintendent provides leadership and management in organizing, training, and equipping assigned airmen (drill-status, Active Guard Reserve, Title 5 employees and Title 32 dual status technicians) in subordinate squadrons to support the Air and Space Expeditionary Forces construct. This is an Air National Guard Dual Status Technician position that requires military membership, compatible military skill assignment and classification.
- Exercises supervisory personnel management responsibilities. Advises and provides counsel to employees regarding policies, procedures, and directives of management. Advises on selection of candidates for vacancies, development opportunities, details, and reassignments; considers skills and qualifications, mission requirements, and Military Equal Opportunity (MEO) and diversity objectives. Applies MEO principles and requirements to all personnel management actions and decisions; and, ensures fair treatment of all personnel in a manner free of discrimination. Develops, modifies, and/or interprets performance standards. Explains performance expectations to employees and provides regular feedback on strengths and weaknesses. Holds employees accountable for satisfactory completion of work assignments. Appraises subordinate workers' performance ensuring consistency and equity in rating techniques. Periodically reviews position descriptions to ensure accuracy and the most effective utilization of personnel resources. Explains classification determinations to subordinate employees. Recommends awards when appropriate and approves within-grade increases. Mediates and resolves employee complaints and refers unresolved complaints to higher-level management. Initiates actions to correct performance or conduct problems. Effects minor disciplinary measures such as, warnings and reprimands and recommends action in more serious disciplinary matters. Prepares documentation to support actions taken. Identifies employees' developmental needs and provides or arranges for training (formal and on-the-job) to maintain and improve job performance. Promulgates self-development. Administers leave program; approves master leave schedules to assure adequate coverage for peak workloads and traditional holiday vacation time. Ensures education and compliance with security directives for employees with access to classified or sensitive material. Recognizes and takes action to correct situations posing a threat to the health and safety of all airmen. (25%)
- Advises the group commander on assigned program areas of responsibility. Is a key enlisted leader who operates independently and is essential to mission effectiveness. Serves as the senior enlisted advisor to group leadership and provides support and assistance to the flight, squadron, division, and group. Develops procedures and guidelines to ensure that all airmen are trained, equipped, and provided with required logistical support to attain and maintain operational readiness to meet wartime taskings. Manages, reviews, and audits the Unit Manpower Document (UMD), prepares manpower change requests for the commander's approval; and, updates the Unit Personnel Management Roster (UPMR). Provides oversight on unit reenlistment and extension programs. Advises the group commander on enlisted roles regarding assigned program status, actual or potential problems, resources and changes that may impact mission effectiveness. Acts in a staff advisory role in regards to the development of short and long-range solutions to complex and on-going problems. Initiates or recommends policy, procedural, or program changes to resolve problems. Serves on various military or civic panels, and subcommittees at the state, regional, and national levels. (25%)
- Advises, carries out, and monitors the Group Commander's organizational policies, programs, and standards applicable to the enlisted force. Advises and initiates recommendations in matters pertaining to all airmen. Manages, studies, analyzes, and oversees the administration, coordination, planning, development, and execution of programs within their respective group for all airmen. Places particular emphasis on readiness, morale, welfare, discipline, performance, training, assignment, reassignment, and utilization as they affect the service contributions of all airmen in the accomplishment of federal, state, and local missions. Ensures comprehensive individual and unit indoctrination specific to mission awareness, as well as, prevention and resolution of complex issues affecting all airmen. Identifies group requirements and develops comprehensive staff plans that support goals and objectives applicable to all functional areas within the group. Conducts studies to develop plans and programs designed to develop and maintain high esprit-de-corps and morale among all airmen in accordance with The Enlisted Force Structure. (30%)
- Develops, participates, and provides guidance in planning, publicizing, and administering ANG enlisted awards, recognition and promotion programs. Provides guidance to flight, squadron, division, and group level personnel to assure proper dissemination, clarification, and administration of personnel policies. Coordinates with and advises the Group Commander on enlisted nominations for awards and assignment to key enlisted positions. Ensures prompt and appropriate recognition of all airmen. Establishes and monitors professional development of all airmen. Evaluates, oversees, and supports enlisted professional military education and professional development programs. Promotes

welfare programs that provide all airmen guidance on qualifications, advancement, benefits, retirement, and provides commanders with recommendations to resolve problems.(10%)

- Serves as the commanders representative at staff meetings and councils and when conducting tours through group areas. Makes frequent contact with all airmen to champion commanders' strategies. Promotes continuous process improvement and innovative efforts that improve cost, quality, or time. Participates in, monitors, and advises the Commander on compliance with Air Force Fitness Standards and disciplinary actions. Oversees the development of standard operating procedures (SOPs) and other guides that further the understanding among all airmen and provide dynamic motivation for efforts toward attainment of readiness. Ensures employers and all airmen are aware of their rights and obligations under the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Employer Support of the Guard and Reserve (ESGR). (10%)
- **PERFORMS OTHER DUTIES AS ASSIGNED.**
- **Competencies: Strategic Thinking, Developing Others, Accountability, Human Capital Management, and Partnering.**

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/PULHES/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).**

INSTRUCTIONS FOR APPLYING

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