

## VERMONT AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

<b>Announcement Number(s):</b>	MVA AF 24-46
<b>Position Title:</b>	Management Support Specialist
<b>Date of Announcement:</b>	20 November 2024
<b>Closing Date:</b>	26 November 2024
<b>Duty Location &amp; Unit:</b>	158 <sup>th</sup> Operations Group, Vermont Air National Guard, South Burlington, VT 05403
<b>Rank, Grade, AFSC:</b>	MSgt/E7; 3F071
<b>Period of Tour:</b>	<b>Initial Tour three years</b>
<b>Selecting Official:</b>	CMSgt Gregory Reynolds; 802-660-5916; <a href="mailto:gregory.reynolds.3@us.af.mil">gregory.reynolds.3@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> ; Ms. Maggie Brownell, <a href="mailto:margaret.d.brownell.civ@army.mil">margaret.d.brownell.civ@army.mil</a> 789 Vermont National Guard Rd Green Mountain Armory Colchester, Vermont 05446-3099
<b>Area of Consideration:</b>	All Members within the Vermont Air National Guard and Those Eligible to Become Members.
<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 # 1130792, Rank/Military Grade: MSgt/E7; AFSC 3F071.
- All enlisted ranks and AFSC's are eligible to apply.
- **If applicant does not currently possess the 3F0X1 they will be required to attain the 3F031 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/MCR must be accomplished before the orders are published.** IAW ANGI36-101, Chapter 5.**

- Minimum profile of P3, U3, L3, H2, E3 and S3 is required and must be eligible for worldwide duty IAW AFI 36-101. **(Please attach to application under Other Documents for qualification if not already AFSC qualified).**
- A minimum aptitude score of 59 in ADMIN is mandatory and be able to lift 40lbs.
- **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).
- Mandatory knowledge, education and experience requirements of DAFI 36-2110 must be met.

#### **Duties and Responsibilities:**

- This position is located at the Vermont Air National Guard, Group Commanders Support Staff (CSS). The primary purpose of this position is the incumbent will administer and direct the Group Commander's Support Staff functions to ensure smooth day-to-day operations. Additionally, trains personnel in the accomplishment of tasks set forth herein.
- Plans, organizes, and oversees the full complement of activities within the Group Commander's Support Staff (CSS). Manages personnel, unit training and administrative programs management as well as continuous improvement initiatives within the CSS. Oversees Group programs to facilitate the Group and squadron commander's vision. Keeps abreast of and briefs the Group and squadron senior ART(s)/Commander(s) regarding assigned program status; actual or potential problems and changes which could possibly affect the operation of the group and subordinate units. Recommends redirection of assets if necessary to achieve improved overall mission effectiveness. Responsible for the development of internal policies and procedures governing administration of CSS programs to include officer/enlisted promotions and demotions to include the reserve service commitments, inbound assignments/in processing, officer/enlisted performance reports, awards and decorations, reassignments (voluntary/involuntary), separations (voluntary/involuntary/officer resignations), retirements to include high year of tenure/mandatory separation date extensions, conditional releases, and inter- and intra-service transfers assignments for officer and enlisted personnel, Defense Travel System (DTS), Unit Drug Demand Reductions Program, Fit to Fight Program, Unit Security Program, Unit Self Inspection Program, Unit Health Program, and Publications, and Forms Program utilizing AFRIMS and all By-Law Programs. Manages administrative discharge and separation actions. Manages and provides guidance and technical expertise of various special programs to include Line of Duty, civilian appraisals and civilian timecards. Responsible for coordination with their respective Force Support Squadron on all matters related to Commander Support Staff (CSS) manning, training, and related issues. Provides advisory support services as they pertain to assigned programs or activities. Structures assignments to create effective and economical positions. Coordinates with other organization managers and customers as appropriate. Reviews organization mission, functions, and manning. Identifies requirements and initiates requests for additional resources including personnel, overtime, equipment, supplies, and space to ensure success in meeting goals and objectives. Provides advice to supervisor on significant issues and problems related to work accomplishment. Establishes metrics and analysis systems to ensure actions are timely and reviewed at critical points. Performs self-inspection and presents detailed and comprehensive report with any corrective action taken to supervisor. Follows-up to ensure complete and quality resolution of discrepancies. Thoroughly reviews operational programs practices and procedures for compliance with DoD, AF, AFRC and other agency regulations, directives and in order to make recommendations to improve internal programs and operations to supervisor. 25%
- Plans, organizes and executes all Group information management and personnel activities. Oversees the preparation, maintenance, and disposition of required administrative reports and other correspondence. Reviews internal operating procedures for personnel and information management to ensure effectiveness and compliance with current directives. Analyzes directives and develops procedures for smooth CSS operations. Interprets instructions and regulations and makes authoritative decisions in resolving administrative issues. Ensures publications library, filing system, and reprographic requirements are established and maintained. Responsible for monitoring and ensuring all unit reports are submitted. Establishes and monitors suspenses to ensure personnel and administrative processes are completed as required. Oversees workflow and Task Management Tool (TMT). Assigns work section TMT tasks and balances task workload. Upon receipt, assigns all taskings received from various sources. Provides guidance to clients as task due dates change or as roles and responsibilities are altered or updated. Prepares tasking status reports and workload analysis. Uses a variety of office automation hardware, software, and peripherals to perform a wide variety of administrative tasks. Prepares reports and related correspondence in accordance with Air Force Instructions. Transmits and receives documents and messages electronically using personal computers or workstations. 15%
- Manages training programs for administration (3F5X1) and personnel (3F0X1) in accordance with established command guidelines. Acquires adequate training from agencies necessary to discuss personal and professional development issues with assigned personnel. Ensures enlisted training is being conducted in accordance with Career Field Education and Training Plan (CFETP) requirements. Ensures in-house On-the-Job (OJT) training meets mission needs of all enlisted Air Force specialty codes within the Group CSS. Reviews higher headquarters' directives and develops local procedures to attain mission objectives. Ensure upgrade training for Group CSS personnel or ensures

- personnel attend required training for functional area. Prepares training outlines and lesson plans. Conducts on-the-job training (OJT). Ensures that information is disseminated, and that training is appropriately documented. Maintains liaison with support activities to eliminate common problems, improve procedures, and increase efficiency. 10%
- Serves as the Group point of contact and liaison with the servicing Force Support Squadron on personnel and manpower actions. Serves as central point of contact to provide authoritative explanations of personnel and/or manpower related requirements, regulations, and procedures and to assist in resolving operational problems involving all functional areas of personnel. Manages personnel resource requirements. Compiles personnel and manpower transactions according to the specific, established requirements of each case. Coordinates procedures necessary to perform the full range of clerical processing functions associated with said actions. Serves as an effective relay between the personnel office and management as needed. Refers questions on difficult or complex issues to appropriate servicing specialist. Effectively ensures the accuracy and quality control of all documentation affecting manpower and personnel transactions. Receives and reviews all new and changed data relating to civilian and military personnel. 10%
  - Prepares and delivers presentations such as briefings, training sessions, and consultations with serviced Commander(s), other staff agencies and functional areas to secure cooperation, resolve controversial matters and convey information. Develops and prepares a variety of correspondence and other documentation, i.e., formal memorandums, point papers, metrics, feasibility studies, staff summary packages, briefings, charts, bullet background papers, etc. Formulates and presents final analysis and recommendations for improvements and procedures to Group/unit Commanders. 10%
  - Participates in special studies and projects relating to planning, coordinating, and analyzing the effectiveness/efficiency of the Group CSS in meeting Air Force Administration program goals. Assists managers in strategic planning and in identifying immediate and long-range program/training and technology needs. Communicates needs to the manager, becomes the advocate to secure resources. Develops agendas and presentations and evaluates results through cross feed and follow-up methods. Conducts normal staff duties. Originates and replies to inquiries, reports, or suspenses generated from offices/activities. Develops briefings, point papers, position statements and prepares correspondence to justify/support programs. Coordinates with appropriate staff offices in a matrix organization to ensure that all major areas of concern are covered by planning and programming documents. May represent the organization, the Wing, and the AFRC on specific program functions. The incumbent analyzes, interprets and evaluates current and proposed methods and procedures for business processes performed. 10%
  - Develops CSS consolidated resource plan for staff support to include budget, equipment, computers, supplies and required services. Receives data call, reviews CSS historical data submissions to determine trends in spending and forecast annual funding needs. Researches, consolidates, and summarizes budgetary data from source documents and reports for use in preparing budget estimates and annual financial plans. Analyzes data for prior, current, and out year in preparing financial plans. Interprets source information and properly applies it to the budget. Determines the most appropriate and effective organizational arrangement and workflow for support activities. Develops, reviews and drafts statements for justifying funding requests. Reviews budget submissions for compliance with rules, regulations, and procedures. 10%
  - Exercises limited supervisory personnel management responsibilities. Advises and provides counsel to employees regarding policies, procedures, and directives of management. Selects or recommends selection of candidates for vacancies, promotions, details, and reassignments in consideration of skills and qualifications, mission requirements, and equal employment opportunity (EEO) and diversity objectives. Develops, modifies, and/or interprets performance standards. Explains performance expectations to employees and provides regular feedback on strengths and weaknesses. Holds employees responsible for satisfactory completion of work assignments. Appraises subordinate workers performance ensuring consistency and equity in rating techniques. Recommends awards when appropriate and approves within-grade increases. Initiates action to correct performance or conduct problems. Prepares documentation to support actions taken. Encourages self-development. Approves master leave schedule assuring adequate coverage for peak workloads and traditional holiday vacation time. Demonstrates sensitivity to ideas of subordinates. Promotes an environment in which employees are empowered to participate in and contribute to effective mission accomplishment. Discharges security responsibilities by ensuring 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 or safety of subordinates. Applies EEO principles and requirements to all personnel management actions and decisions, and ensures all personnel are treated in a manner free of discrimination. Periodically reviews position descriptions to ensure accuracy, and the most effective utilization of personnel resources. Explains classification determinations to subordinate employees. 10%

• **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 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](mailto:sara.j.lemay.mil@army.mil) or [louise.s.acker.civ@army.mil](mailto: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).**

### INSTRUCTIONS FOR APPLYING

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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.
- Hard copy applications hand-carried or sent via US Postal Service, Federal Express, UPS are not authorized and **will not** be accepted.
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