VERMONT AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

Announcement Number(s):	MVA AF 25-22
Position Title:	SUPV IT SPEC (PLCYPLN)
Date of Announcement:	21 May 2025
Closing Date:	30 May 2025
Duty Location & Unit:	158 Communication Squadron, Vermont Air National Guard, South Burlington, VT 05403
Rank, Grade, AFSC:	Lt Col/O5; C17D3A
Period of Tour:	**Initial Tour 3 years**
Selecting Official:	Col Adam Nichols; 802-660-5229; adam.nichols@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; Ms. Maggie Brownell, margaret.d.brownell.civ@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 T-32 Technician Announcement VT-12740223-AF-25-16.
PCS Authorized:	YES

Minimum Requirements:

- The 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 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.
- Applicants 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.
- Applicants 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 1131634, Rank/Military Grade: Lt Col; AFSC C17D3A.
- Applicants must be a Major/O4 or Lt Col/O5 to be eligible to apply.
- **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.
- Any AFSC is eligible to apply.
- To earn the 17DXA AFSC, members must complete Undergraduate Cyberspace Warfare Training (UCWT).
- If the applicant does not currently possess the 17DXA AFSC they will be required to attain the 17D3A 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

- For award and retention of this AFS, members must acquire and maintain a Top Secret clearance via Tier 5 investigation as outlined in DoDM 5200.02_DAFMAN 16-1405, Department of the Air Force Personnel Security Program. NOTE: Award of the entry level AFSC (17D1X) without a completed Top Secret clearance is authorized provided an interim Top Secret clearance has been granted according to DoDM 5200.02_DAFMAN 16-1405.
- **Please refer to the current AFOCD** 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 158th Communications Squadron. The purpose of this position is to provide supervision, subordinate guidance, and team leadership to dual status, non-dual status, and civilian employees. They are accountable for directing the information and data integrity of all base and tenant organizations, as well as geographically separated units (GSUs) and communications and information functions. As the supervisor, the incumbent coordinates with DOD, AF, MAJCOMS, National Guard Bureau (NGB), other activities, and Wing Flying Units to procure, distribute, maintain, and replace requirements for all information technology (IT) and telecommunications infrastructure. Performs long-term planning and organizational development necessary to accomplish IT and telecommunications functions for programs essential ANG daily operations, training, and readiness missions.
- Manages, plans, organizes, controls, and directs the communications activities for the Wing and Base to ensure mission accomplishment and optimum use of resources. Sets policy, directs and monitors support and related programs including planning and programming, funds distribution and management, economic analysis assistance, budget administration, material management, and related activities. Establishes, advises, and consults on production and quality requirements, mission objectives, equipment requirements and other logistics needs, to ensure requirements satisfy the respective mission sets and obligations. Plans and institutes communications fiscal policies to implement federal law, higher level directives, and to provide optimum support to subordinate organizations. Maintains required information assurance certification IAW DoD 8570.01-M, Federal Information Security Management Act of 2002, Clinger Cohen Act of 1996, in order to ensure the rigorous application of information security and information assurance policies, principles, and practices in the delivery of all information technology services. Responsible for unit level oversight of programs used to monitor and eliminate fraud, waste, abuse and mismanagement. Supports audit programs within the Communications unit. Serves as a functional area technical expert to the Financial Management Board (FMB). Responsible for the development, management, and execution of financial management plans as they relate to communications systems. Analyzes, evaluates, validates, and recommends approval and disapproval of requested or proposed system requirements and develops documentation used in the processing and validation of such requirements.
- Coordinates communications activities and projects with other concerned agencies and organizations. Determines goals and objectives for the organization. Exercises supervisory responsibility and authority including granting leave, appraising performance, establishing performance standards, recommending promotions, and initiating disciplinary actions as needed. Gives advice, counsel, and instructions to supervisors and subordinate incumbents on both general policy and administrative matters. Provides guidance and direction to unit members through a variety of methods in support of several functions, to include maintenance, logistics plans, supply, multimedia, quality control, production control, ground radio, telecommunications, software applications, technical services, networks, computer programs, and computer systems operations. Consults with subordinate supervisors and training specialists on training needs. Develops strategies for the hiring, training, and professional development of Wing communications personnel. Makes decisions on work problems presented by subordinate supervisors. Evaluates subordinate supervisors and reviews evaluations made by subordinate supervisors on other incumbents. Recommends selections for subordinate positions. Hears and resolves grievances and serious incumbent complaints not resolved at a lower level. Reviews serious disciplinary cases and disciplinary problems involving subordinates incumbents and determines required action. Supports equal employment opportunity and labor-management relations programs. Ensures efficient position management is practiced and that position descriptions of subordinates are accurate.
- Coordinates with support organizations to assure an integrated approach to solution of problems. Assesses the impact of changes in the local area network and coordinates with operations to ensure these changes do not exceed maintenance or unit capabilities. Ensures unit Quality Assurance and Standardization and Evaluation programs are effectively managed. Develops new procedures to solve unprecedented technical problems.
- Ensures formulation of comprehensive training plans for each function and specialty within the C4 and logistics activity. Develops CONUS and overseas deployment plans to meet unit's mission goals, inspection schedules, and

deployment requirements. Identifies the need for facility and equipment modernization, improvements and replacements. Coordinates planning activities and resources with other units and higher headquarters. Manages the development of unit training goals and long range training plans. Assures that training sustains work force qualifications and capabilities. Oversees the unit mobility program. Provides guidance to the Communications Plans and Resources function regarding oversight of the unit's agreements program. Maintains a high level of operational readiness of personnel and equipment assigned to the Communications unit for both wartime and peacetime missions. Ensures drill status guardsmen (DSG), AGRs, and civilians are properly trained and able to perform the communications activities.

- Monitors and controls the daily expenditure for material and manpower resources in accomplishment of peacetime and wartime mission goals. Identifies resource shortages or projected shortages.
- Develops an IT acquisition process, which satisfies the provisions of the Information Technology Management Reform Act (ITMRA) while incorporating the Air Force Corporate Process and the DOD Acquisition structure. Develops coordinated policy and procedures to utilize architectural guidance and architecture management concepts which support the Wing strategic planning, programming, budgeting, system acquisition, and system operation and maintenance processes. Identifies and highlights funding and other additional requirements to NGB to ensure programs and projects are programmed in the applicable funding cycles.
- Ensures all support agreements and Memorandums of Understanding (MOUs), are appropriately coordinated and approved. Service Level Agreements with enterprise domain entities will be reviewed for local customer impact. Ensures quality of service issues are clearly identified, prioritized and resolutions pursued for effective mission accomplishment.
- Works under the broad and general direction of the Administrative Officer (Support Officer). Exercises full authority and statutory responsibility for management of assigned program areas. Uses independent judgment with wide latitude in developing, consulting, coordinating, and executing programs to achieve compliance with legal and regulatory requirements and organizational goals and objectives. The Commander is available for consultation and coordination on matters of major significance. Independently plans and programs work. Results are reviewed for accomplishment of mission and program objectives.
- Prepares and maintains files and publications in accordance with current directives to include both paper and electronic media.
- Coordinates with higher headquarters (HHQ) elements, Program Management Offices, Specific System/Hardware Support Elements, original equipment manufacturer (OEM) vendors and vendor contracted support facilities for issue resolution. Research includes using various means and media to obtain needed information to accomplish the task. May require the use of various stand alone (e.g., paper based, CD, DVD, etc.) or on-line (network or web based) methodologies to obtain needed information.
- Responsible for safety conditions, procedures, and work practices employed within the community. Provides work force guidance on safety matters and ensures safe work practices are utilized. Ensures periodic inspections of areas are performed and immediate action is taken to correct unsafe conditions.
- Provides input to and coordinate on relevant support agreements that require section support to make sure they correctly identify products and services needed.
- Maintains knowledge of emerging technologies, reviews technical periodicals, publications, commercial standards, and attends seminars.
- Adheres to management control plan requirements by conducting self inspection and staff assistance visits. Resolves identified discrepancies.
- **PERFORMS OTHER DUTIES AS ASSIGNED.**
- **Compentncies: IT Network Infrastructure, Inter-agency Coordination, IT Project Planning, Supervisory Responsibilities/Workflow Management**

Instructions for Applying:

Interested applicants will submit required documents with the attached AGR Application Checklist via TEAMS (VTNG HRO (Customer)) - <mark>Air AGR Manager Home Page link (Home Page)</mark>.

- 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 ng.vt.vtarng.list.hro-classification312@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 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

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.
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- 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** ng.vt.vtarng.list.hro-classification312@army.mil

Submit Applications (with attached checklist) through Microsoft Teams, (Home Page) if you do not have access please request access to ng.vt.vtarng.list.hro-classification312@army.mil