

VERMONT AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

Announcement Number(s):	MVA AF 25-23
Position Title:	Base Services Specialist
Date of Announcement:	03 June 2025
Closing Date:	16 June 2025
Duty Location & Unit:	158 Force Support Squadron, Vermont Air National Guard, South Burlington, VT 05403
Rank, Grade, AFSC:	MSgt/E7; 3F171
Period of Tour:	Initial Tour 3 years
Selecting Official:	CMSgt Dawn Mason; 802-660- 5227; dawn.mason.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 ; 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.
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 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.
- 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 01130684, Rank/Military Grade: MSgt/E7; AFSC 3F171.
- All AFSCs and ranks are eligible to apply. (if retraining is required and your rank is above a TSgt/E6, an approved waiver from the 3F1 Career Field Functional Manager will be required upon selection).
- If the applicant does not currently possess the 3F1X1 AFSC they will be required to attain the 3F131 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, MCR must be accomplished before the orders are published. IAW ANGI36-101, Chapter 5.**

- Minimum profile of P3, U3, L3, H3, 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 30 in GEN is mandatory and be able to lift 50lbs.
- **Please refer to the current AFEC**D 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 Force Support Squadron of the Mission Support Group at the Vermont Air National Guard. Its purpose is to analyze and coordinate Base Services functions in support of federal, state, and local missions. The incumbent serves as a point-of-contact for Services-related programs, missions, functions, activities, and events for the wing and its assigned geographically separated units (GSU).
- Ensures Sustainment Services personnel and equipment mobility requirements are accomplished. Coordinates directly with squadron Unit Deployment Manager to ensure all readiness and ancillary requirements are complete. Provides oversight, analysis, and review of Services training requirements; consistent with Career Field Education and Training Plan (CFETP) and master training plan standards. Reviews Air Reserve Component Network (ARCNet), Air Force Training Records (AFTR), and/or other locally developed databases to verify required updates and training documentation is complete for each unit member. Collaborates with Unit Training and Deployment Managers to identify, schedule, conduct, and document Services specific training and align priorities with wing requirements to ensure all objectives are fulfilled. Identifies and forecasts Services formal training needs and provides related financial data for inclusion in financial plan. Provides input to local operating instructions, checklists, and annexes to plans. Utilizes Management Internal Control Toolset (MICT) to conduct and document periodic self-inspection actions of applicable internal and external programs, identifies discrepancies, and establishes plan and timeframe for corrective action to ensure compliance with prescribed policies and regulations. (30%)
- Maintains thorough understanding of readiness reporting requirements and provides documentation of relevant sustainment services training statistics to applicable monitors for inclusion in associated reports. Systems include Status of Resource and Training System (SORTS), Air Expeditionary Force Reporting Tool (ART), and Defense Readiness Reporting System (DRRS). Ensures personnel and equipment readiness standards are achieved through development and implementation of home station training programs. Ensures maintenance, serviceability, and accountability of deployment-ready equipment. (10%)
- Analyzes historical data to develop subsistence requisitions in accordance with Air Force and Air National Guard standards. Submits approved requisitions through Subsistence Total Order Requisition Electronic System (STORES) web based application. Contacts Prime Vendor, Defense Logistics Agency, and Defense Finance and Accounting Service representatives to coordinate changes in requirements, modify subsistence catalogue, and correct errors or deficiencies related to food service program. Administers tracking mechanism to document purchase requests and expenditures. Reviews subsistence and supply expenditures and analyzes trends to provide recommendations to Base Services Manager for inclusion in annual financial planning documents. Maintains five-year equipment plan, identifies upcoming budgetary requirements, and conducts market research to prepare purchase requests in advance of execution. (15%)
- Provides input into creation and revision of base lodging operating instruction and applicable checklists or guides. Coordinates with contracting officer to establish formal contracts or Blanket Purchase Agreements with local hotels or with host installation agencies to support non-commuting members. Accepts, coordinates, and tracks reservations consistent with wing policy and in accordance with Blanket Purchase Agreement stipulations and fiscal standards. Maintain accountability of members while using lodging. Addresses and resolves customer issues and complaints. Scrutinizes invoices for accuracy and correct discrepancies prior to payment. Facilitates required inspections with Contracting, Fire Department, Public Health, and other necessary representatives. (15%)
- Serves as the subject matter expert for the base Mortuary Affairs Program. Coordinates local mortuary affairs program requirements with Active Duty base covering area of responsibility for inclusion in support agreement and/or memorandums of understanding. Provides relevant support documentation to Air Force and/or Air National Guard mortuary program manager for inclusion in mortuary case file or records. Prepares, provides, and tracks survivor assistance program training to wing leadership. Provides just in time training associated with mortuary requirements as needed. Functions as point of contact responsible for the staff, equipment, and management of honor guard program. Confirms timely and accurate reporting is accomplished within Military Funeral Honors database. Prepares and coordinates mortuary worksheet with Casualty Affairs Representative and National Guard Bureau. Implements Search

- and Recovery (S&R)/Fatality Search and Recovery Team (FSRT) training plan. Ensures overall maintenance and operability of applicable equipment. Conducts inventory and validates requirements to coordinate procurement of supplies for the mortuary S&R kit IAW AFI 34-242 and Logistics Detail (LOGDET). Provides inputs to update and maintain the continuity files and after action reports following just-in-time (JIT) S&R training and/or Major Accident Response Exercise (MARE) or real world event. Maintains appointment letters to reflect current trained members assigned to the Installation S&R/FSRT. Reviews mortuary operating instructions as needed and provide recommendations to Force Support Squadron leadership for any required changes. (15%)
- Oversees the verification of contract requirements, invoicing, and validation of contract completion requirements. Serves as the Quality Assurance Evaluator (QAE) performing quality management, quality assurance and quality control measures to include external and internal audit activities particularly associated with the acquisition and sustainment of Services facilities and equipment repair. Supervises small contract teams, remaining independent when exercising Contract QAE role. Manages the development and the coordination of the QAE program. Establishes effective follow up mechanisms for tracking subsequent action items. Duties may include serving as a Contracting Office Representative (COR). Develops objectives for Performance Work Statements (PWS) for applicable contracts. (10%)
 - Oversees the development, management, and implementation of a variety of safety programs to ensure regulatory compliance as mandated by federal, state, and local agencies including Air Force, Occupational Safety and Health Administration (OSHA), and United States Department of Agriculture (USDA). Oversees the management, implementation and coordination of the Services safety program to reduce or eliminate occupational injuries, illnesses, deaths, and financial losses; develops accident-prevention and loss-control systems and programs for incorporation into operational policies of the Air National Guard. (5%)
 - **PERFORMS OTHER DUTIES AS ASSIGNED.**
 - Competencies: Oral/Written Communication, Problem Solving, Services and Readiness Program Admiration, Inter-agency Coordination, Program Management

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

<p><u>Equal Employment Opportunity:</u> 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.</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 (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, PULHES, 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.
- 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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