

VERMONT AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

Announcement Number(s):	MVA AF 25-26
Position Title:	Tools and Parts Attendant
Date of Announcement:	06 June 2025
Closing Date:	26 June 2025
Duty Location & Unit:	158 Aircraft Maintenance Squadron, Vermont Air National Guard, South Burlington, VT 05403
Rank, Grade, AFSC:	MSgt/E7; 2A377
Period of Tour:	Initial Tour 3 years
Selecting Official:	CMSgt Ehlers; 802-660-5965; andrew.ehlers@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:	All Members 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 0113133534, Rank/Military Grade: MSgt/E7; AFSC 2A377.
- All ranks and all AFSCs are eligible to apply.
- If the applicant does not currently possess the 2A3X7 AFSC they will be required to attain the 2A3X7 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, H1, E3 and S2 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 47 in MECH is mandatory and be able to lift 70lbs.
- Normal color vision as defined in AFI 48-123, Medical Examinations and Standards. **(Please attach to application under Other Documents for qualification if not already AFSC qualified).**
- **Please refer to the 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 158th Aircraft Maintenance Squadron. The purpose of the position is to provide a large variety of binned and shelved bench stock items required in several maintenance activities involving missiles, munitions, armament, vehicles, communications, aircraft, grounds and buildings, etc. Bench stock items are typically common use, low cost, high turnover, expendable assets required by the maintenance organizations.
- Establishes bench stock in a variety of maintenance shops and organizations regularly dealing with the maintenance and repair of a variety of equipment, facilities, components, Systems, vehicles, weapons systems, etc., which are essential to the combat readiness of the unit. Establishes part locations in each bench stock area taking into consideration similarity of items, size, quantity maintained, etc. Identifies each location by, stock number for ease in identifying parts required and to facilitate replenishment of items. Conducts periodic reviews and inventories of bench stock items, identifies reorder points based on stock balances, replenishes items from bulk or backup storage area. Initiates requisition action for items not in stock. Locates replenishment items in proper bin or shelf area according to stock number. Ensures that secure locations are established and maintained for sensitive items required in the bench stock. takes action to replenish stock items depleted between normal periodic inventories. Identifies and removes excess or obsolete bench stock items from bin and shelf locations and prepares required documentation for disposition.
- Evaluates, analyzes and reviews repair requirements and bench stock spare parts consumption in coordination with maintenance personnel to determine levels of items to be stocked for use in the maintenance of aircraft, communications~ electronic equipment, motor vehicles, etc. Reviews consumption data to revise requirement levels. Establishes and maintains authorization lists for bench stock items. Keeps satellite unit funds monitor informed of significant increases or decreases in bench stock authorization and demands.
- Utilizes a variety of supply documents and computer products to analyze and review stock items on back order to determine current status, and replenishment or acquisition of supply stocks to avoid adverse mission impact. Reviews management notices on disposal coded items, coordinates with shop personnel and research functions to obtain replacement or substitute items.
- Develops, implements and performs a variety of administrative functions involving the receiving of materials and preparing replies to reports, inquiries and correspondence.
- Trains assigned drill status guard members to perform the bench stock function. Some training may be accomplished during the work week.
- **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 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

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
(SELECT ONE)**

**PACKET SEQUENCE AND DOCUMENT (1,2,3,4,5,6,8 are required; 7 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. _____ If **NOT** already AFSC qualified for the MVA that is being advertised, 'Other Pertinent Data' supporting documentation is attached
7. _____ Letter of Recommendation(s) (If Applicable) (Not required)
8. _____ **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, medical standards/requirements need to be requested from medical group in advance), etc.) (If Applicable)

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

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- Applications submitted after 2359L of the closing date will not be accepted/considered.
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