

## VERMONT AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

<b>Announcement Number:</b>	MVA AF-19-70
<b>Position Title:</b>	Supervisory Human Resources Specialist (Military)
<b>Date of Announcement:</b>	7 August 2019
<b>Closing Date:</b>	20 August 2019
<b>Duty Location &amp; Unit:</b>	158 <sup>th</sup> Flight Support Flight, Vermont Air National Guard, 105 NCO Drive, South Burlington, VT 05403
<b>Rank, Grade, AFSC:</b>	CMSgt/E9, 3F091
<b>Period of Tour:</b>	Initial Tour will be 3 Years.
<b>Selecting Official:</b>	Col Adam Rice, 660-5229; <a href="mailto:adam.t.rice.mil@mail.mil">adam.t.rice.mil@mail.mil</a>
<b>Human Resources Office Point of Contact and Address:</b>	CMSgt Louise Acker; <a href="mailto:louise.s.acker.mil@mail.mil">louise.s.acker.mil@mail.mil</a> ; MSgt Tina Boudreau; <a href="mailto:tina.m.boudreau.mil@mail.mil">tina.m.boudreau.mil@mail.mil</a> 789 Vermont National Guard Rd Green Mountain Armory Colchester, Vermont 05446-3099
<b>Area of Consideration:</b>	Open To All Members Of The Vermont Air National Guard And Those Eligible To Become Members
<b>PCS Authorized:</b>	YES

### Eligibility 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.
- Applicants E-4 and below must possess an awarded 3-skill level, or higher in any AFSC. Applicants E-5 and above must possess an awarded 5-skill level in any AFSC. Supervisory positions must possess a 7-skill level.
- Applicants for Officer Positions MUST currently be qualified in the AFSC being advertised.
- Military grade at the time of appointment cannot exceed the maximum military grade of the position.
- Officer applicants must be able to complete 20 years of Active Duty prior to removal date.
- All conditions of ANGI 36-2503 and ANGI 36-101 will be complied with.
- UMD position must be vacant prior to assignment to the advertised position.
- Enlisted applicants must be able to complete 5 years of Active Duty prior to reaching 18 years total Active Duty.
- 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.
- A current favorable adjudicated personnel security clearance is required prior to being appointed into the AGR program

### Other Pertinent Data:

- Applicants will be assigned to a compatible military position UMD # 0840198, Rank/Military Grade CMSgt/E9; AFSC 3F091.
- Applicants may hold AFSC. Those whom do not hold the AFSC will sign an AF 2096 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, Per ANGI 36-101, Chapter 5.
- Authorized grade of CMSgt/E9, CMSgt with control grade.
- Strong background in Human Resource Management, recruiting, and personnel is desired.
- Mandatory knowledge, education, and experience of AFI 36-2101 must be met.

**Duties and Responsibilities:**

- This position is located at an Air National Guard Wing, Mission Support Group, Force Support Squadron (FSS). The primary purpose of this position is to supervise and manage the Sustainment Services Flight, Manpower & Personnel Flight, Force Development Flight, Human Resource Systems Manager, Customer Support, Career Development, and Force Management functions. Position is responsible to plan, direct, organize, and oversee the programs, events and activities of all functional areas within the Force Support Squadron essential to mission accomplishment.
- Provides administrative and technical supervision and guidance to the Sustainment Services Flight, Manpower & Personnel Flight, Force Development Flight, Human Resource Systems Manager, Customer Support, Career Development, and Force Management functions of the FSS. Performs human resources work in one or more of these program areas. Resolves technical/policy issues presented by program managers. Exercises the full range of supervisory human resources management responsibilities. Assists in the overall management of all military Force Support Squadron programs. Provides direct support to wing, geographically separated units (GSU), tenant units, assigned personnel, their dependents, and retired members. Oversees the programs of the Force Support Squadron through senior workers that supervise technical and administrative activities within the organizational unit.
- Performs the full scope of supervisory functions including the assignment of duties, interview and selection of employees. Schedules and approves/disapproves leave, ensures orientation of new employees, provides training, evaluates work performance of subordinates, initiates action to redefine positions, recommends awards when appropriate, approves within grade increases, extensive overtime and employee travel and resolves disciplinary problems.
- Establishes shift schedules and assigns personnel based on workload to ensure adequate coverage of customer service functions and operations. Assigns work to subordinate employees based on organization priorities and needs, factoring in the difficulty and requirements of assignments against the experience, training, and abilities of staff. Plans and prepares work schedules for subordinates in a manner that promotes a smooth flow and even distribution. Coordinates plans and schedules with other organization managers and customers as appropriate. Identifies need for changes in priorities and takes action to implement such changes. Assesses and revises policies and procedures as needed to find ways to improve quality, timeliness, and efficiency of directed work. Provides advice, guidance, and direction to employees on both work and administrative matters.
- Identifies requirements and initiates requests for additional resources including personnel, overtime, equipment, supplies, and space to ensure success in meeting goals and objectives. Keeps employees informed of National Guard Bureau (NGB), state and wing goals, objectives, and policies, and informs management of employee input and concerns. Establishes metrics and analysis systems to ensure actions are timely and reviewed at critical points. Finds and implements ways to eliminate significant bottlenecks and production barriers. Promotes an environment in which employees are empowered to participate in and contribute to effective mission accomplishment, while improving business practices. Develops, modifies, and/or interprets performance standards. Explains performance expectations to employees and provides regular feedback on strengths and weaknesses. Assures reasonable equity of performance standards and rating techniques developed by subordinates. Evaluates subordinate workers performance ensuring consistency and equity in rating techniques.
- Interviews candidates for positions and selects or recommends selection of candidates for vacancies, promotions, details, and reassignments in consideration of skills and qualifications, mission requirements, EEO and diversity objectives. Supports affirmative action with consideration of equal employment opportunity in all aspects of personnel actions. Makes or approves selections for vacant positions. Recommends awards or bonuses and changes in position classification, subject to approval by higher level officials, supervisors, or others.
- Hears and resolves employee and group grievances or complaints and refers serious unresolved complaints to higher-level management. Reviews serious disciplinary cases and disciplinary problems involving key employees and determines required action. Effects minor disciplinary measures such as warnings and reprimands and recommends action in more serious disciplinary matters.
- Identifies and consults with Human Resources Office on employee developmental needs and provides or arranges for training (formal and on-the-job) to maintain and improve job performance. Encourages self-development.
- Plans, organizes, and directs the activities of military human resources programs, ensuring the Force Support Squadron complies with legal and regulatory requirements and meets customer needs. Administers, plans, and coordinates the activities of personnel assigned to the FSS performing customer service duties in the areas of Personnel Systems, Customer Service, Career Enhancement, Employments, and Readiness. Plans and develops policies, procedures, and goals for the effective administration, direction, management, and operation of the function. Analyzes workload and provides guidance to ensure specific goals are met. Receives analysis reports and, from these, directs necessary actions to ensure adverse trends are corrected. Evaluates the status of automated and manual human resources functions.

- Executes management policies by developing and implementing internal procedures and plans of action, ensuring conformance to those policies. Takes action to solve problems, increase effectiveness, handle special projects, correct unsatisfactory conditions, etc. Develops goals and objectives that integrate wing organizational and Force Support Squadron objectives. Researches, interprets, analyzes and applies Air Force Personnel Center (AFPC), Air Reserve Personnel Center (ARPC), Air Force (AF), and Department of Defense (DOD) guidelines, policies, instructions, etc.
- Establishes policies and procedures for accomplishment of Force Support Squadron programs. Exercises significant responsibilities in dealing with officials of other units/organizations, to include but not limited to Active Duty, MAJCOMs, NGB, Civilian/Governmental organizations. Advises higher-ranking managers on FSS policies and programs. Serves as the FSS Commander's technical advisor for all personnel functions within the military human resources program areas supervised. Keeps supervisor informed of significant issues and problems related to work accomplishment.
- Serves as Test Control Officer. Monitors the classification system to ensure all personnel identified for upgrade meet the mandatory requirements for award of the AFSC. Serves as approval authority for upgrades, downgrades, and withdrawal of AFSCs at wing/base level.
- **Miscellaneous:** This position is Vice CMSgt Cynthia Fitzgerald

• **PERFORMS OTHER DUTIES AS ASSIGNED.**

**Instructions for Applying:**

- Interested applicants will submit documents on the attached Title 32 AGR Application Checklist. Please do not submit applications in binders or stapled together.
- Applications without all required supporting documents will not be considered. Applications received after 1600 on the closing date will not be considered.
- US Government postage and envelopes may not be used for submitting applications.

**Submit Applications (with attached checklist) to:**  
**Human Resources Office**  
**Staffing Section**  
**789 Vermont National Guard Road**  
**Colchester, VT 05446-3099**

<p><b><u>Equal Employment Opportunity:</u></b> 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.</p>
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## TITLE 32 AGR APPLICATION CHECKLIST

**\*\*\*INCOMPLETE APPLICATION PACKAGES WILL NOT BE CONSIDERED  
AND WILL BE RETURNED WITHOUT ACTION\*\***

NAME (last, first): \_\_\_\_\_ Rank: \_\_\_\_\_ SSN: \_\_\_\_\_  
Contact Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**Current Status: TRADITIONAL / FTNG-ADOS / AGR / TECH / OTHER (CIRCLE ONE)**

### PACKET SEQUENCE AND DOCUMENT REQUIREMENTS: (Initial each line)

1. \_\_\_\_\_ NGB Form 34-1 dated Nov 2013 (20131111) (MUST be complete with signature).
2. \_\_\_\_\_ Personal Resume
3. \_\_\_\_\_ Report of Individual Fitness w/passing score (within 1 year of closing date).
4. \_\_\_\_\_ Print Record Review/Update (vMPF)
5. \_\_\_\_\_ Point Credit Summary Inquiry (PCARS).
6. \_\_\_\_\_ DD Form 214 (If Applicable).
7. \_\_\_\_\_ Last 3 Officer Performance Reports (OPR's) or Enlisted Performance Reports (EPR's)
8. \_\_\_\_\_ Letter of Recommendation(s) (If Applicable).
9. \_\_\_\_\_ Other additional documentation (If Applicable).

**\*FORMS REQUIRING SIGNATURE MUST BE SIGNED OR PACKAGE WILL BE FOUND INCOMPLETE.**

### INSTRUCTIONS FOR APPLYING

- Interested applicants will submit documents with this AGR Application Checklist. Applications without all required supporting documents will not be considered. Applications received after the closing date will not be considered.
- All mailed Applications need to **be postmarked by the closing date** or they **will not** be considered.
- Applications must be hand-carried or sent via US Postal Service, Federal Express, UPS to the address below.
- Emailed applications are not authorized and **will not** be accepted.
- **Members deployed OCONUS in support of Contingency Operation may email application.**

**Submit Applications (with attached checklist) to:  
Human Resources Office, ATTN: Staffing Section  
789 Vermont National Guard Road  
Colchester, VT 05446-3099**