



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Senior Staff Associate
Date: December 19, 2024
Subject: Limited-Service positions Request– JFO #3234

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration. ***This request is under an expedited review. Please respond by Tuesday, December 31, 2024.***

JFO #3234: Four (4) limited-service positions to the Vermont Military Department, Property and Installation division. Positions will reduce the need for contracted labor. The positions are 100% fully funded through the Master Cooperative Agreement. All positions are funded through 9/30/2027.

[Received 12/19/2024]

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson: sanderson@leg.state.vt.us) if you have questions or would like this item held for legislative review. If we do not have a response by **December 30, 2024**, members will be polled.

STATE OF VERMONT
Joint Fiscal Committee Review
Limited Service - Grant Funded
Position Request Form

This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: Vermont Military Department Date: 7/31/24

Name and Phone (of the person completing this request): David Henderson (80) 338-3314

Request is for:

- ☐ Positions funded and attached to a new grant.
☒ Positions funded and attached to an existing grant approved by JFO # _____

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):

Appendix 7 of the National Guard Bureau Master Cooperative Agreement (100% Federal Funding)

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

| Title* of Position(s) Requested | # of Positions | Division/Program | Grant Funding Period/Anticipated End Date |
|--|----------------|---------------------------------------|---|
| Military Maintenance Specialist I (Jericho) | 2 | Mil. Property and Installation (MPIO) | 09/30/2027 |
| Military Range Operations Supervisor (Jericho) | 1 | Mil. Property and Installation (MPIO) | 09/30/2027 |
| Military Range Support Specialist (Jericho) | 1 | Mil. Property and Installation (MPIO) | 09/30/2027 |

*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

3. Justification for this request as an essential grant program need:

These four positions would be used to lower the Military Department's contracting budget by a projected \$250000 in construction and repair cost per FY, lower the need of temporary employees, and reduce or eliminate the need for overtime.
 The steadily increasing throughput and increased training hours are causing fewer missions to be completed to 100%.
 We maintain and manage 111750 +/- acres, over 100 buildings, and support training. We currently are operating with 6 full-time employees. Budget and work load would support 10 additional full time employees.

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b)).

DocuSigned by:

Henry Harder

8/22/2024

Signature of Agency or Department Head _____ Date _____

David Fuller

Digitally signed by David Fuller
 Date: 2024.09.16 14:14:09 -04'00'

Approved/Denied by Department of Human Resources _____ Date _____

Adam Greshin

Digitally signed by Adam Greshin
 Date: 2024.11.27 15:23:07 -05'00'

Approved/Denied by Finance and Management _____ Date _____

Sarah Clark

Approved/Denied by Secretary of Administration _____ Date _____

Approved/Denied by Governor (required as amended by 2019 Leg. Session) _____ Date 12/14/24

Comments:



State of Vermont
Department of Human Resources
120 State Street, 5th Floor
Montpelier, VT 05620-2505
humanresources.vermont.gov

Agency of Administration

[phone] 802-461-9903
[fax] 802-828-3409

MEMORANDUM

TO: Nicolas Kramer, Budget Analyst, Department of Finance and Management
FROM: David Fuller, Deputy Director of Classification and Position Management
DATE: 9/16/24
SUBJECT: Military Limited Service Positions Request

I have reviewed the attached documentation submitted by the Military for four Limited Service Positions. The request form references Appendix 7 of the National Guard Bureau Master Cooperative Agreement regarding the funding of these positions. I have attached Appendix 7 for your review. I reviewed the JFO site and was able to find many previous JFO approved grants referencing this agreement however was not able to find these four specific positions mentioned in past approved requests. All other supporting documentation is attached.

Please let me know if you have any questions.

VERMONT DEPARTMENT OF PERSONNEL

Request for Classification Review Position Description Form A

- **This form is to be used by managers and supervisors to request classification of a position (filled or vacant) when the duties have changed, and by managers and supervisors to request the creation of a new job class/title (for a filled, vacant, or new position), and by employees to request classification of their position.**
- This form was designed in Microsoft Word to download and complete on your computer. This is a form-protected document, so information can only be entered in the shaded areas of the form.
- If you prefer to fill out a hard copy of the form, contact your Personnel Officer.
- To move from field to field use your mouse, the arrow keys or press Tab. Each form field has a limited number of characters. Use your mouse or the spacebar to mark and unmark a checkbox.
- Where additional space is needed to respond to a question, you might need to attach a separate page, and number the responses to correspond with the numbers of the questions on the form. Please contact your Personnel Officer if you have difficulty completing the form.
- The form must be complete, including required attachments and signatures or it will be returned to the department's personnel office. All sections of this form are required to be completed unless otherwise stated.

INSTRUCTIONS: Tell us about the job. The information you provide will be used to evaluate the position. It will not be used in any way to evaluate an employee's performance or qualifications.

Answer the questions carefully. The information you give will help ensure that the position is fairly evaluated. Here are some suggestions to consider in completing this questionnaire:

- Tell the **facts** about what an employee in this position is expected to do.
- Give **specific examples** to make it clear.
- Write in a way so a person unfamiliar with the job will be able to understand it.
- Describe the job **as it is now**; not the way it was or will become.
- Before answering each question, read it carefully.

To Submit this Request for Classification Review: If this is a filled position, the employee must sign the original* and forward it to the supervisor for the supervisor's review and signature. The Personnel Officer and the Appointing Authority must also review and sign this request before it is considered complete. The effective date of review is the beginning of the first pay period following the date the complete Request for Classification Review is date stamped by the Classification Division of the Department of Personnel.

*An employee may choose to sign the form, make a copy, submit original to supervisor as noted above, while concurrently sending the copy to the Classification Division, 144 State Street, Montpelier, with a cover note indicating that the employee has submitted the original to the supervisor and is submitting the copy as a **Concurrent** filing.

If this is a request (initiated by employees, VSEA, or management) for review of all positions in a class/title please contact the appropriate Classification Analyst or the Classification Manager to discuss the request prior to submitting.

**Request for Classification Review
Position Description Form A****For Department of Personnel Use Only**

| | | |
|---|---------------------------|---|
| Notice of Action # _____ | | Date Received (Stamp) |
| Action Taken: _____ | | |
| New Job Title _____ | | |
| Current Class Code _____ | New Class Code _____ | |
| Current Pay Grade _____ | New Pay Grade _____ | |
| Current Mgt Level _____ B/U _____ OT Cat. _____ EEO Cat. _____ FLSA _____ | | |
| New Mgt Level _____ B/U _____ OT Cat. _____ EEO Cat. _____ FLSA _____ | | |
| Classification Analyst _____ | Date _____ | Effective Date: _____ |
| Comments: _____ | | Date Processed: _____ |
| Willis Rating/Components: | Knowledge & Skills: _____ | Mental Demands: _____ Accountability: _____ |
| | Working Conditions: _____ | Total: _____ |

Incumbent Information:

Employee Name: _____ Employee Number: _____

Position Number: _____ Current Job/Class Title: Military Maintenance Specialist

Agency/Department/Unit: _____ Workstation _____ Zip Code: _____

Supervisor's Name, Title, and Phone Number: _____

How should the notification to the employee be sent: employee's work location _____ or other address, please provide mailing address: _____

New Position/Vacant Position Information:

New Position Authorization: _____ Request Job/Class Title: 841110 Military Maintenance Specialist I

Position Type: Limited service

Vacant Position Number: _____ Current Job/Class Title: 841110 Military Maintenance Specialist I

Agency/Department/Unit: _____ Workstation: Jericho Vermont Zip Code: 05465

Supervisor's Name, Title, and Phone Number: Matthew Greaves Military Facilities Manager 802 338 0752

Type of Request:**X Management:** A management request to review the classification of an existing position, class, or create a new job class.**Employee:** An employee's request to review the classification of his/her current position.

1. Job Duties

This is the **most critical** part of the form. Describe the activities and duties required in your job, **noting changes (new duties, duties no longer required, etc.) since the last review**. Place them in order of importance, beginning with the single most important activity or responsibility required in your job. The importance of the duties and expected end results should be clear, including the tolerance that may be permitted for error. Describe each job duty or activity as follows:

- **What** it is: The nature of the activity.
- **How** you do it: The steps you go through to perform the activity. Be specific so the reader can understand the steps.
- **Why** it is done: What you are attempting to accomplish and the result of the activity.

For example, a Tax Examiner might respond as follows: **(What)** *Audits tax returns and/or taxpayer records.* **(How)** *By developing investigation strategy; reviewing materials submitted; when appropriate interviewing people, other than the taxpayer, who have information about the taxpayer's business or residency.* **(Why)** *To determine actual tax liabilities.*

Assists maintaining the grounds, ramps, and taxiways, removing snow and debris. Trained and operated equipment, including plows with wings, heavy equipment, etc. Performs litter and debris clean up around all facilities visited for daily tasking. Properly disposes of refuse items. Assists with completing daily work order log for maintenance, and repair information, to include work performed, materials used, and hours worked on each assigned work order by using the computer programs given.

Assist with maintenance for plumbing, electrical, heating, ventilation, and air-conditioning, entry, alarm, and other systems at military facilities throughout the state.

Performs other related duties as assigned. Accurate, timely, and cost-effective performance of duties. Working harmoniously with customers and fellow co-workers. Accountable for assigned tools, materials, and equipment. Cleanliness and safety of shop and work areas.

2. Key Contacts

This question deals with the personal contacts and interactions that occur in this job. Provide brief typical examples indicating your primary contacts (**not** an exhaustive or all-inclusive list of contacts) other than those persons to whom you report or who report to you. If you work as part of a team, or if your primary contacts are with other agencies or groups outside State government describe those interactions, and what your role is. For example: you may *collaborate, monitor, guide, or facilitate change*.

Collaborate with other parts of military department or army national guard and vendor

3. Are there licensing, registration, or certification requirements; or special or unusual skills necessary to perform this job?

Include any special licenses, registrations, certifications, skills; (such as counseling, engineering, computer programming, graphic design, strategic planning, keyboarding) including skills with specific equipment, tools, technology, etc. (such as mainframe computers, power tools, trucks, road equipment, specific software packages). Be specific, if you must be able to drive a commercial vehicle, or must know Visual Basic, indicate so.

Basic computer skills, basic hand and power tools, valid Driver's License

4. Do you supervise?

In this question “supervise” means if you direct the work of others where you are held **directly** responsible for assigning work; performance ratings; training; reward and discipline or effectively recommend such action; and other personnel matters. List the names, titles, and position numbers of the classified employees reporting to you:

No

5. In what way does your supervisor provide you with work assignments and review your work?

This question deals with how you are supervised. Explain how you receive work assignments, how priorities are determined, and how your work is reviewed. There are a wide variety of ways a job can be supervised, so there may not be just one answer to this question. For example, some aspects of your work may be reviewed on a regular basis and in others you may operate within general guidelines with much independence in determining how you accomplish tasks.

verbal, workorder system, via email, text

6. Mental Effort

This section addresses the mental demands associated with this job. Describe the most mentally challenging part of your job or the most difficult typical problems you are expected to solve. Be sure to give a specific response and describe the situation(s) by example.

- For example, a purchasing clerk might respond: *In pricing purchase orders, I frequently must find the cost of materials not listed in the pricing guides. This involves locating vendors or other sources of pricing information for a great variety of materials.*
- Or, a systems developer might say: *Understanding the ways in which a database or program will be used, and what the users must accomplish and then developing a system to meet their needs, often with limited time and resources.*

Learning and developing new skills

7. Accountability

This section evaluates the job’s expected results. In weighing the importance of results, consideration should be given to responsibility for the safety and well-being of people, protection of confidential information and protection of resources.

What is needed here is information not already presented about the job’s scope of responsibility. What is the job’s most significant influence upon the organization, or in what way does the job contribute to the organization’s mission?

Provide annualized dollar figures if it makes sense to do so, explaining what the amount(s) represent.

For example:

- A social worker might respond: *To promote permanence for children through coordination and delivery of services;*
- A financial officer might state: *Overseeing preparation and ongoing management of division budget: \$2M Operating/Personal Services, \$1.5M Federal Grants.*

Responsibility limited to personal actions. Most work is accomplished in assistance to other skilled trades workers.

8. Working Conditions

The intent of this question is to describe any adverse conditions that are routine and expected in your job. It is not to identify special situations such as overcrowded conditions or understaffing.

- a) What significant mental stress are you exposed to? All jobs contain some amount of stress. If your job stands out as having a significant degree of mental or emotional pressure or tension associated with it, this should be described.

| Type | How Much of the Time? |
|---------------------------------|-----------------------|
| operating heavy equipment | daily |
| entering payroll hours | daily |
| working around live fire ranges | daily |

- b) What hazards, special conditions or discomfort are you exposed to? (Clarification of terms: **hazards** include such things as potential accidents, illness, chronic health conditions or other harm. Typical examples might involve exposure to dangerous persons, including potentially violent customers and clients, fumes, toxic waste, contaminated materials, vehicle accident, disease, cuts, falls, etc.; and **discomfort** includes exposure to such things as cold, dirt, dust, rain or snow, heat, etc.)

| Type | How Much of the Time? |
|---|-----------------------|
| inclement weather | as needed |
| Trash and compost collection | weekly |
| ammunition storage and live fire ranges | daily |

- c) What weights do you lift; how much do they weigh and how much time per day/week do you spend lifting?

| Type | How Heavy? | How Much of the Time? |
|---|------------|-----------------------|
| Building and grounds supplies and materials | 50 lbs. | daily |
| tools and equipment | 50 lbs. | daily |

- d) What working positions (sitting, standing, bending, reaching) or types of effort (hiking, walking, driving) are required?

| Type | How Much of the Time? |
|---|-----------------------|
| sitting, standing, bending, reaching, hiking, walking, driving and climbing | daily |
| | |

Additional Information:

Carefully review your job description responses so far. If there is anything that you feel is important in understanding your job that you haven't clearly described, use this space for that purpose. Perhaps your job has some unique aspects or characteristics that weren't brought out by your answers to the previous

questions. In this space, add any additional comments that you feel will add to a clear understanding of the requirements of your job.

Employee's Signature **(required)**: _____ Date: _____

Supervisor's Section:

Carefully review this completed job description, but **do not** alter or eliminate any portion of the original response. Please answer the questions listed below.

1. What do you consider the most important duties of this job and why?

Assists maintaining the grounds, ramps, and taxiways, removing snow and debris, and maintenance and repair of seasonal equipment. Army and Air mission support.

2. What do you consider the most important knowledge, skills, and abilities of an employee in this job (not necessarily the qualifications of the present employee) and why?

Assist with maintenance for plumbing, electrical, heating, ventilation, and air-conditioning, entry, alarm, and other systems at military facilities throughout the state. To gain experience and knowledge to advance to next level.

3. Comment on the accuracy and completeness of the responses by the employee. List below any missing items and/or differences where appropriate.

N/A

4. Suggested Title and/or Pay Grade:

Military Maintenance Specialist I / PG 18

Supervisor's Signature (**required**): _____

Signed by:

Matt Graves

23D38B61FC2240C...

Date: 8/29/2024

Personnel Administrator's Section:

Please complete any missing information on the front page of this form before submitting it for review.

Are there other changes to this position, for example: Change of supervisor, GUC, work station?

Yes No If yes, please provide detailed information.

n/a

Attachments:

- x Organizational charts are **required** and must indicate where the position reports.
- x Draft job specification is **required** for proposed new job classes.

Will this change affect other positions within the organization? If so, describe how, (for example, have duties been shifted within the unit requiring review of other positions; or are there other issues relevant to the classification review process).

Suggested Title and/or Pay Grade:

Military Maintenance Specialist, pay grade 18

Personnel Administrator’s Signature (required):

DocuSigned by:
Sara Sorensen
A23513F1FB30411...

Date: 8/29/2024

Appointing Authority’s Section:

Please review this completed job description but **do not alter** or eliminate any of the entries. Add any clarifying information and/or additional comments (if necessary) in the space below.

Concur with this RFR as written.

Suggested Title and/or Pay Grade:

Military Maintenance Specialist I, PG 18

DocuSigned by:
Henry Harder
52876243BD94430...

8/29/2024

Appointing Authority or Authorized Representative Signature (required)

Date

VERMONT DEPARTMENT OF PERSONNEL

Request for Classification Review Position Description Form A

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- This form was designed in Microsoft Word to download and complete on your computer. This is a form-protected document, so information can only be entered in the shaded areas of the form.
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INSTRUCTIONS: Tell us about the job. The information you provide will be used to evaluate the position. It will not be used in any way to evaluate an employee's performance or qualifications.

Answer the questions carefully. The information you give will help ensure that the position is fairly evaluated. Here are some suggestions to consider in completing this questionnaire:

- Tell the **facts** about what an employee in this position is actually expected to do.
- Give **specific examples** to make it clear.
- Write in a way so a person unfamiliar with the job will be able to understand it.
- Describe the job **as it is now**; not the way it was or will become.
- Before answering each question, read it carefully.

To Submit this Request for Classification Review: If this is a filled position, the employee must sign the original* and forward to the supervisor for the supervisor's review and signature. The Personnel Officer and the Appointing Authority must also review and sign this request before it is considered complete. The effective date of review is the beginning of the first pay period following the date the complete Request for Classification Review is date stamped by the Classification Division of the Department of Personnel.

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If this is a request (initiated by employees, VSEA, or management) for review of all positions in a class/title please contact the appropriate Classification Analyst or the Classification Manager to discuss the request prior to submitting.

Request for Classification Review Position Description Form A

For Department of Personnel Use Only

| | | |
|---|----------------------|-----------------------------|
| Notice of Action # _____ | | Date Received (Stamp) _____ |
| Action Taken: _____ | | |
| New Job Title _____ | | |
| Current Class Code _____ | New Class Code _____ | |
| Current Pay Grade _____ | New Pay Grade _____ | |
| Current Mgt Level ____ B/U ____ OT Cat. ____ EEO Cat. ____ FLSA ____ | | |
| New Mgt Level ____ B/U ____ OT Cat. ____ EEO Cat. ____ FLSA ____ | | |
| Classification Analyst _____ Date _____ | | Effective Date: _____ |
| Comments: _____ | | Date Processed: _____ |
| Willis Rating/Components: Knowledge & Skills: _____ Mental Demands: _____ Accountability: _____ Working Conditions: _____ Total: _____ | | |

Incumbent Information:

 Employee Name: Employee Number:

 Position Number: Current Job/Class Title:

 Agency/Department/Unit: Work Station: Zip Code:

 Supervisor's Name, Title, and Phone Number:

 How should the notification to the employee be sent: ☐ employee's work location or ☐ other address, please provide mailing address:

New Position/Vacant Position Information:

 New Position Authorization: Request Job/Class Title:

 Position Type: ☐ Permanent or ☒ Limited / Funding Source: ☐ Core, ☐ Partnership, or ☐ Sponsored

 Vacant Position Number: Current Job/Class Title:

 Agency/Department/Unit: Work Station: Zip Code:

 Supervisor's Name, Title and Phone Number:

Type of Request:

☒ **Management:** A management request to review the classification of an existing position, class, or create a new job class.

☐ **Employee:** An employee's request to review the classification of his/her current position.

1. Job Duties

This is the **most critical** part of the form. Describe the activities and duties required in your job, **noting changes (new duties, duties no longer required, etc.) since the last review**. Place them in order of importance, beginning with the single most important activity or responsibility required in your job. The importance of the duties and expected end results should be clear, including the tolerance that may be permitted for error. Describe each job duty or activity as follows:

- **What** it is: The nature of the activity.
- **How** you do it: The steps you go through to perform the activity. Be specific so the reader can understand the steps.
- **Why** it is done: What you are attempting to accomplish and the end result of the activity.

For example a Tax Examiner might respond as follows: **(What)** *Audits tax returns and/or taxpayer records.* **(How)** *By developing investigation strategy; reviewing materials submitted; when appropriate interviewing people, other than the taxpayer, who have information about the taxpayer's business or residency.* **(Why)** *To determine actual tax liabilities.*

Supervises the Sustainable Range Program (SRP) to ensure ranges and training areas are properly maintained and adequate to provide military personnel safe, secure, and up-to-date facilities for required training. Collaborates with Range Staff to provide trainers, facilities operators, and land managers to ensure ranges and training areas are capable, available, and accessible to support training.

Assists in preparing and managing ITAM and RTLP budgets; submits spending plans and proposed expenditures to the District Facility Manager and the Federal Program Manager to ensure funds are executed within specified guidelines. This includes but is not limited to payroll estimates, life cycle of equipment, and contracted services.

QA/QCs the Vermont-specific content of the SRP databases of record which includes accessing Army-specific web-based databases to record, update, and maintain information. Ensures all required information is captured timely to determine requirements for the following fiscal year.

Receives and implements guidance and policies to ensure compliance with State, Federal, Army and National Guard rules and regulations.

Collaborates with Range Staff, Federal Program Manager, District Facilities Manager and Military Department Staff sections to determine range and training land needs based on training requirements. Assist in preparation of justification documents to include Range Complex Master Plan, military construction plans, and Installation Master Plans.

2. Key Contacts

This question deals with the personal contacts and interactions that occur in this job. Provide brief typical examples indicating your primary contacts (**not** an exhaustive or all-inclusive list of contacts) other than those persons to whom you report or who report to you. If you work as part of a team, or if your primary contacts are with other agencies or groups outside State government describe those interactions, and what your role is. For example: you may *collaborate, monitor, guide, or facilitate change*.

Military Range Operations Supervisor reports directly to the District Facilities Manager. The Military Range Operations Supervisor may need to coordinate and collaborate daily with the Range Management Staff, the Federal Program Manager or designee, and other Vermont Military Department Staff sections such as the Military Environmental Compliance Manager, Military Lands Manager, Military Financial Managers, Military Operations Manager, and Project Managers.

3. Are there licensing, registration, or certification requirements; or special or unusual skills necessary to perform this job?

Include any special licenses, registrations, certifications, skills; (such as counseling, engineering, computer programming, graphic design, strategic planning, keyboarding) including skills with specific equipment, tools, technology, etc. (such as mainframe computers, power tools, trucks, road equipment, specific software packages). Be specific, if you must be able to drive a commercial vehicle, or must know Visual Basic, indicate so.

This position is required to be Range Safety Level Two certified, Completed Supervising in State Government, and complete training in the operations of range programs such as RFMSS, the Range Managers Tool Kit, and automated range programs. These trainings are required. The SRP Supervisor may have to train in operation of Heavy Equipment, obtain a Class A CDL License, and U.S. Forest Service Red Card Certified where applicable.

4. Do you supervise?

In this question "supervise" means if you direct the work of others where you are held **directly** responsible for assigning work; performance ratings; training; reward and discipline or effectively recommend such action; and other personnel matters. List the names, titles, and position numbers of the classified employees reporting to you:

Yes. This position will supervise the following 6 positions:
Chad Blasch - Pos. 320165 - Mil. Automated Targe Specialist
Robert Millington - Pos. 320108 Mil. Automated Target Specialist
Vacant - Pos. 320059 Mil. Range Support Specialist
Proposed - Mil. Range Support Specialist (position number unknown as of yet)
TWO Proposed - Military Maintenance Specialists (position number unknown as of yet)

5. In what way does your supervisor provide you with work assignments and review your work?

This question deals with how you are supervised. Explain how you receive work assignments, how priorities are determined, and how your work is reviewed. There are a wide variety of ways a job can be supervised, so there may not be just one answer to this question. For example, some aspects of your work may be reviewed on a regular basis and in others you may operate within general guidelines with much independence in determining how you accomplish tasks.

Yes. Tasks are provided from the District Facilities Manger through workorders, emails, or via phone. Tasks support the Range Management Staff priorities based on units training at the installation, or work developed from the workplans developed for the fiscal year.

6. Mental Effort

This section addresses the mental demands associated with this job. Describe the most mentally challenging part of your job or the most difficult typical problems you are expected to solve. Be sure to give a specific response and describe the situation(s) by example.

- For example, a purchasing clerk might respond: *In pricing purchase orders, I frequently must find the cost of materials not listed in the pricing guides. This involves locating vendors or other sources of pricing information for a great variety of materials.*
- Or, a systems developer might say: *Understanding the ways in which a database or program will be used, and what the users must accomplish and then developing a system to meet their needs, often with limited time and resources.*

The Military Range Operations Supervisor oversees the personnel that work in support of the program at the training sites. The Supervisor provides information and work products to meet the requirements of the requesting organization. Incumbent must be able to interact with users of the installation from any service or organization and any rank level with a professional manner. The Military Range Operations Supervisor must be able to problem solve and provide clear information in both written and oral communication.

7. Accountability

This section evaluates the job’s expected results. In weighing the importance of results, consideration should be given to responsibility for the safety and well-being of people, protection of confidential information and protection of resources.

What is needed here is information not already presented about the job’s scope of responsibility. What is the job’s most significant influence upon the organization, or in what way does the job contribute to the organization’s mission?

Provide annualized dollar figures if it makes sense to do so, explaining what the amount(s) represent.

For example:

- A social worker might respond: *To promote permanence for children through coordination and delivery of services;*
- A financial officer might state: *Overseeing preparation and ongoing management of division budget: \$2M Operating/Personal Services, \$1.5M Federal Grants.*

The Military Range Operations Ssupervisor is on the taskforce that is responsible for fiscal programing for the range’s sustainment and development. Each fiscal year, the Military Range Operations supervisor submits the proposed spending plans for the training site's 1.2 M budget, to support the 4500 + military and civilian personnel training on the 11000+ acre facility with 15+ live fire ranges and 16+ training areas. Provides recommendations and priorities for the training site based upon the current training priorities. The incumbent is responsible to ensure all ranges are always operational and training areas are kept in as close to natural condition as possible within the parameters of the plans and policies developed by the Range Management Staff and the Federal Program Manager.

8. Working Conditions

The intent of this question is to describe any adverse conditions that are routine and expected in your job. It is not to identify special situations such as overcrowded conditions or understaffing.

- a) What significant mental stress are you exposed to? All jobs contain some amount of stress. If your job stands out as having a significant degree of mental or emotional pressure or tension associated with it, this should be described.

| Type | How Much of the Time? |
|------|-----------------------|
|------|-----------------------|

| | |
|--|----------------|
| reduced time lines to report the type of hazards and risk to soldiers and training areas | daily |
| Consistently changing environment | daily |
| Frequent travel and overnight trips | 3 weeks a year |

- b) What hazards, special conditions or discomfort are you exposed to? (Clarification of terms: **hazards** include such things as potential accidents, illness, chronic health conditions or other harm. Typical examples might involve exposure to dangerous persons, including potentially violent customers and clients, fumes, toxic waste, contaminated materials, vehicle accident, disease, cuts, falls, etc.; and **discomfort** includes exposure to such things as cold, dirt, dust, rain or snow, heat, etc.)

| Type | How Much of the Time? |
|--------------------------------------|-----------------------|
| active Live-Fire weapons ranges. | weekly |
| active maneuver areas with potential | weekly |
| seasonal weather | weekly |

- c) What weights do you lift; how much do they weigh and how much time per day/week do you spend lifting?

| Type | How Heavy? | How Much of the Time? |
|--------------------|------------|-----------------------|
| supplies | 50# | 25% |
| range repair parts | 65# | 25% |

- d) What working positions (sitting, standing, bending, reaching) or types of effort (hiking, walking, driving) are required?

| Type | How Much of the Time? |
|----------|-----------------------|
| sitting | 65% |
| standing | 35% |

Additional Information:

Carefully review your job description responses so far. If there is anything that you feel is important in understanding your job that you haven't clearly described, use this space for that purpose. Perhaps your job has some unique aspects or characteristics that weren't brought out by your answers to the previous questions. In this space, add any additional comments that you feel will add to a clear understanding of the requirements of your job.

The position is a limited-service position in the Operations Branch of the Military Department. The position is a federally reimbursed position through the Cooperative Agreement between the State of Vermont Military Department and the National Guard Bureau.

Employee's Signature (**required**): _____ Date: _____

Supervisor's Section:

Carefully review this completed job description, but **do not** alter or eliminate any portion of the original response. Please answer the questions listed below.

1. What do you consider the most important duties of this job and why?

maintaining a safe effective training area for the Vermont NG

2. What do you consider the most important knowledge, skills, and abilities of an employee in this job (not necessarily the qualifications of the present employee) and why?

logistics ,communication and safety to keep the planning and training moving forward smoothly

3. Comment on the accuracy and completeness of the responses by the employee. List below any missing items and/or differences where appropriate.

I agree the above information

4. Suggested Title and/or Pay Grade:

Military Range Operations Supervisor PG 24

Signed by:

Matt Greaves

23D38B61FC2240C...

Supervisor's Signature (**required**): _____ Date: 8/26/2024

Personnel Administrator's Section:

Please complete any missing information on the front page of this form before submitting it for review.

Are there other changes to this position, for example: Change of supervisor, GUC, work station?

☐ Yes ☒ No If yes, please provide detailed information.

Attachments:

- ☒ Organizational charts are **required** and must indicate where the position reports.
- ☒ Draft job specification is **required** for proposed new job classes.

Will this change affect other positions within the organization? If so, describe how, (for example, have duties been shifted within the unit requiring review of other positions; or are there other issues relevant to the classification review process).

Yes, position numbers 320165, 320108 and 320059 would report to this new supervisor position

Suggested Title and/or Pay Grade:

As assigned by Classification

Personnel Administrator’s Signature (required):

DocuSigned by:
Sarah Adams
CA15431F36AC42F...

Date: 8/26/2024

Appointing Authority’s Section:

Please review this completed job description but **do not alter** or eliminate any of the entries. Add any clarifying information and/or additional comments (if necessary) in the space below.

I have reviewed the RFR package and I concur.

Suggested Title and/or Pay Grade:

Military Range Operations Supervisor, PG 24

DocuSigned by:
Henry Harder
52876243BD94430...

8/22/2024

Appointing Authority or Authorized Representative Signature (required)

Date

VERMONT DEPARTMENT OF PERSONNEL

Request for Classification Review Position Description Form A

- **This form is to be used by managers and supervisors to request classification of a position (filled or vacant) when the duties have changed, and by managers and supervisors to request the creation of a new job class/title (for a filled, vacant, or new position), and by employees to request classification of their position.**
- This form was designed in Microsoft Word to download and complete on your computer. This is a form-protected document, so information can only be entered in the shaded areas of the form.
- If you prefer to fill out a hard copy of the form, contact your Personnel Officer.
- To move from field to field use your mouse, the arrow keys or press Tab. Each form field has a limited number of characters. Use your mouse or the spacebar to mark and unmark a checkbox.
- Where additional space is needed to respond to a question, you might need to attach a separate page, and number the responses to correspond with the numbers of the questions on the form. Please contact your Personnel Officer if you have difficulty completing the form.
- The form must be complete, including required attachments and signatures or it will be returned to the department's personnel office. All sections of this form are required to be completed unless otherwise stated.

INSTRUCTIONS: Tell us about the job. The information you provide will be used to evaluate the position. It will not be used in any way to evaluate an employee's performance or qualifications.

Answer the questions carefully. The information you give will help ensure that the position is fairly evaluated. Here are some suggestions to consider in completing this questionnaire:

- Tell the **facts** about what an employee in this position is actually expected to do.
- Give **specific examples** to make it clear.
- Write in a way so a person unfamiliar with the job will be able to understand it.
- Describe the job **as it is now**; not the way it was or will become.
- Before answering each question, read it carefully.

To Submit this Request for Classification Review: If this is a filled position, the employee must sign the original* and forward to the supervisor for the supervisor's review and signature. The Personnel Officer and the Appointing Authority must also review and sign this request before it is considered complete. The effective date of review is the beginning of the first pay period following the date the complete Request for Classification Review is date stamped by the Classification Division of the Department of Personnel.

*An employee may choose to sign the form, make a copy, submit original to supervisor as noted above, while concurrently sending the copy to the Classification Division, 144 State Street, Montpelier, with a cover note indicating that the employee has submitted the original to the supervisor and is submitting the copy as a **Concurrent** filing.

If this is a request (initiated by employees, VSEA, or management) for review of all positions in a class/title please contact the appropriate Classification Analyst or the Classification Manager to discuss the request prior to submitting.

**Request for Classification Review
Position Description Form A****For Department of Personnel Use Only**

| | | |
|---|----------------------|-----------------------------|
| Notice of Action # _____ | | Date Received (Stamp) _____ |
| Action Taken: _____ | | |
| New Job Title _____ | | |
| Current Class Code _____ | New Class Code _____ | |
| Current Pay Grade _____ | New Pay Grade _____ | |
| Current Mgt Level ____ B/U ____ OT Cat. ____ EEO Cat. ____ FLSA ____ | | |
| New Mgt Level ____ B/U ____ OT Cat. ____ EEO Cat. ____ FLSA ____ | | |
| Classification Analyst _____ Date _____ | | Effective Date: _____ |
| Comments: _____ | | Date Processed: _____ |
| Willis Rating/Components: Knowledge & Skills: _____ Mental Demands: _____ Accountability: _____ Working Conditions: _____ Total: _____ | | |

Incumbent Information:Employee Name: Employee Number: Position Number: Current Job/Class Title: Agency/Department/Unit: Work Station: Zip Code: Supervisor's Name, Title, and Phone Number: How should the notification to the employee be sent: ☐ employee's work location or ☐ other address, please provide mailing address: **New Position/Vacant Position Information:**New Position Authorization: Request Job/Class Title: Position Type: ☐ Permanent or ☒ Limited / Funding Source: ☐ Core, ☐ Partnership, or ☐ SponsoredVacant Position Number: Current Job/Class Title: Agency/Department/Unit: Work Station: Zip Code: Supervisor's Name, Title and Phone Number: **Type of Request:**☒ **Management:** A management request to review the classification of an existing position, class, or create a new job class.☐ **Employee:** An employee's request to review the classification of his/her current position.

1. Job Duties

This is the **most critical** part of the form. Describe the activities and duties required in your job, **noting changes (new duties, duties no longer required, etc.) since the last review**. Place them in order of importance, beginning with the single most important activity or responsibility required in your job. The importance of the duties and expected end results should be clear, including the tolerance that may be permitted for error. Describe each job duty or activity as follows:

- **What** it is: The nature of the activity.
- **How** you do it: The steps you go through to perform the activity. Be specific so the reader can understand the steps.
- **Why** it is done: What you are attempting to accomplish and the end result of the activity.

For example a Tax Examiner might respond as follows: **(What)** *Audits tax returns and/or taxpayer records.* **(How)** *By developing investigation strategy; reviewing materials submitted; when appropriate interviewing people, other than the taxpayer, who have information about the taxpayer's business or residency.* **(Why)** *To determine actual tax liabilities.*

Performs the job of Range Operations Fire Desk Operator (FDO). Authorizes and tracks the opening, check firing, cease firing and closing of all live fire ranges, training sites and training areas through multiple radio nets and computer systems. Transmits pertinent operational safety information for situations not covered by instructions, regulations, or SOPs to Range Officer in Charge and Range Safety Officers (OIC/RSO), and Range Maintenance staff, exercising independent safety judgment during non-supervised hours of work.

Using knowledge of safety procedures, ammunition, or reported danger conditions (hazard duty areas, high fire danger conditions) refuses or grants permission for units or maintenance personnel to go downrange or leave their assigned range/training area. Determines when to order and lift check firing on ranges.

Operates and Controls Range Operations using the Enhanced Graphic Fire Desk (EGFD). Utilize digital displays, Range Facilities Management Support System (RFMSS) for range and training area scheduling; unit and range control approval process; live training asset allocation; integrated training area management (ITAMS); automation of range fire desk operations; and the resolution of safety and environmental conflicts. Displays the appropriate Surface Danger Zone (SDZ) in real time to provide an accurate depiction of safe and unsafe areas on the firing range for daily training events. Identifies potential safety hazards during daily activities and coordinates with unit OIC/RSO to de-conflict dangerous and potentially hazardous training events, both inside and outside live fire training areas. Utilize Roving Guards to patrol range areas during indirect and live fire activities. Provides MTA (Range Management Authority, new name for Range Operations Officer) with information pertaining to scheduled events. Maintains official records of utilization. Digitizes all daily journal logs files to include at a minimum: daily journal log, ammunition expenditure report, wildlife posting, weather reports, incident reports and lost soldier reports and Unexploded Ordnance (UXO) report. Conducts safety and security checks of range complex as well as the cantonment area. Records specific gate closure and/or signage emplacements to ensure all access points are closed prior to commencement of live fire activities to ensure safety of all.

Monitors daily flight activity, advises aircraft and UAS operations when live fire commences in restricted airspace area that would be hazardous to flight. Coordinates requirements for scheduling and de-conflicts airspace for safe operations within EAFR Special Use Airspace (SUA) when live fire ranges are in a "Hot" status.

Conducts range briefing to newly certified OIC/RSO as necessary including (but not limited to) senior officers/NCOs of the Army (active/guard/reserve), Marines (active/reserve), Air Force (active/guard/reserve), ROTC, Navy (active/reserve), Public Works, federal/state/local law enforcement, civilian sport clubs, agricultural contractors, archeologists, and all other entities working on the EAFR installation. Issues and receives range flag, range binders to using Units during their training on DA Form 2062 for accountability. Inputs all certified OIC/RSO command letter data into RFMSS database and constantly purges list to keep it updated. Clears units from ranges and maneuver areas as prescribed in SOP.

Maintains information on range, terrain, and ammunition utilization. Maintains a daily journal of pertinent information transmitted and received such as duds found and destroyed, Unexploded Ordnance (UXO), incidents and accidents, airspace violations etc. as a RFMSS incident entry. Process information to the MTA and appropriate offices for incidents/accidents utilizing the FDO Battle Drill binder, the FDO SOP binder and other notification rosters. Monitors local weather and disseminates installation weather advisories for severe weather watches or warnings, i.e., thunderstorms, lightning, high winds, tornados and ensures that weather advisories are understood, and actions taken as required.

Contacts the installation Forester to report fires sighted and to receive status updates of fire control efforts.

Schedules and coordinates the activities of organizations conducting official business and environmental agencies conducting studies on the installation. If the range or facility is scheduled by another unit, identifies issues or problems, and seeks alternative solutions consistent with applicable regulations. The incumbent works independently with the authority to resolve conflicts.

Receives and schedules unit annual training requests. Integrates training requests with priority of use guidance IAW VTARNG Reg 385-63. Same day or late requests (less than 120 days out) must be reviewed on a case-by-case basis as to whether the late scheduling can be accomplished, which range or area is compatible and available to support the event, what equipment and ammunition is authorized, manpower is available to support the requested activity. Identify safety conflicts with other activities, and how they interrelate with multiple previously scheduled activities, and formulates conflicts for each resource as needed.

Acts as the Field Training Officer for all new state employees on Firing Desk and Range Operations.

2. Key Contacts

This question deals with the personal contacts and interactions that occur in this job. Provide brief typical examples indicating your primary contacts (**not** an exhaustive or all-inclusive list of contacts) other than those persons to whom you report or who report to you. If you work as part of a team, or if your primary contacts are with other agencies or groups outside State government describe those interactions, and what your role is. For example: you may *collaborate, monitor, guide, or facilitate change*.

This position reports directly to the (proposed) Military Range Operations Supervisor. Frequent contacts include technicians, AGR, contract and M-Day personnel; command headquarter's personnel and senior commanders and staff officers, etc.

3. Are there licensing, registration, or certification requirements; or special or unusual skills necessary to perform this job?

Include any special licenses, registrations, certifications, skills; (such as counseling, engineering, computer programming, graphic design, strategic planning, keyboarding) including skills with specific equipment, tools, technology, etc. (such as mainframe computers, power tools, trucks, road equipment, specific software packages). Be specific, if you must be able to drive a commercial vehicle, or must know Visual Basic, indicate so.

Range Operations Course Certification, Level II Certification

4. Do you supervise?

In this question "supervise" means if you direct the work of others where you are held **directly** responsible for assigning work; performance ratings; training; reward and discipline or effectively recommend such action; and other personnel matters. List the names, titles, and position numbers of the classified employees reporting to you:

No

5. In what way does your supervisor provide you with work assignments and review your work?

This question deals with how you are supervised. Explain how you receive work assignments, how priorities are determined, and how your work is reviewed. There are a wide variety of ways a job can be supervised, so there may not be just one answer to this question. For example, some aspects of your work may be reviewed on a regular basis and in others you may operate within general guidelines with much independence in determining how you accomplish tasks.

Position duties are adjusted by the op-tempo of training facilities usage, general and special tasking will be directed by supervisor or manager.

6. Mental Effort

This section addresses the mental demands associated with this job. Describe the most mentally challenging part of your job or the most difficult typical problems you are expected to solve. Be sure to give a specific response and describe the situation(s) by example.

- For example, a purchasing clerk might respond: *In pricing purchase orders, I frequently must find the cost of materials not listed in the pricing guides. This involves locating vendors or other sources of pricing information for a great variety of materials.*
- Or, a systems developer might say: *Understanding the ways in which a database or program will be used, and what the users must accomplish and then developing a system to meet their needs, often with limited time and resources.*

Incumbent will be the first contact for issues and emergencies that arise during training events on both live fire ranges, demolition ranges and training areas. May have to report incident to higher command and request emergency crews from local fire rescue and law enforcement

7. Accountability

This section evaluates the job's expected results. In weighing the importance of results, consideration should be given to responsibility for the safety and well-being of people, protection of confidential information and protection of resources.

What is needed here is information not already presented about the job's scope of responsibility. What is the job's most significant influence upon the organization, or in what way does the job contribute to the organization's mission?

Provide annualized dollar figures if it makes sense to do so, explaining what the amount(s) represent.

For example:

- A social worker might respond: *To promote permanence for children through coordination and delivery of services;*
- A financial officer might state: *Overseeing preparation and ongoing management of division budget: \$2M Operating/Personal Services, \$1.5M Federal Grants.*

Safety, logistics and scheduling for military and civilian personnel training on the Ethan Allen Firing Range
target and grounds maintenance on over 400 automated lifters and simulators

8. Working Conditions

The intent of this question is to describe any adverse conditions that are routine and expected in your job. It is not to identify special situations such as overcrowded conditions or understaffing.

- a) What significant mental stress are you exposed to? All jobs contain some amount of stress. If your job stands out as having a significant degree of mental or emotional pressure or tension associated with it, this should be described.

| Type | How Much of the Time? |
|---|-----------------------|
| monitoring daily live fire ranges, office setting | 60% |
| live fire range set up and operation, field operations | 20 |
| target operation and fire line operations, field office | 20 |

- b) What hazards, special conditions or discomfort are you exposed to? (Clarification of terms: **hazards** include such things as potential accidents, illness, chronic health conditions or other harm. Typical examples might involve exposure to dangerous persons, including potentially violent customers and clients, fumes, toxic waste, contaminated materials, vehicle accident, disease, cuts, falls, etc.; and **discomfort** includes exposure to such things as cold, dirt, dust, rain or snow, heat, etc.)

| Type | How Much of the Time? |
|---------------------------|-----------------------|
| live fire ranges | 20% |
| unexploded ordnance | 5% |
| ammunition and explosives | 10% |

- c) What weights do you lift; how much do they weigh and how much time per day/week do you spend lifting?

| Type | How Heavy? | How Much of the Time? |
|--------------------|------------|-----------------------|
| target silhouettes | 75# | 10% |
| | | |

- d) What working positions (sitting, standing, bending, reaching) or types of effort (hiking, walking, driving) are required?

| Type | How Much of the Time? |
|----------|-----------------------|
| sitting | 60% |
| standing | 40% |

Additional Information:

Carefully review your job description responses so far. If there is anything that you feel is important in understanding your job that you haven't clearly described, use this space for that purpose. Perhaps your job has some unique aspects or characteristics that weren't brought out by your answers to the previous questions. In this space, add any additional comments that you feel will add to a clear understanding of the requirements of your job.

| |
|--|
| |
|--|

Employee's Signature (**required**): _____ Date: _____

Supervisor's Section:

Carefully review this completed job description, but **do not** alter or eliminate any portion of the original response. Please answer the questions listed below.

1. What do you consider the most important duties of this job and why?

Direct suport of training and maintence operations on Ethan Allen firing range, to facilitate a safe and productive trianing enviroment for the ranges users.

2. What do you consider the most important knowledge, skills, and abilities of an employee in this job (not necessarily the qualifications of the present employee) and why?

understand and follow safety protocol and troubleshooting technics.

3. Comment on the accuracy and completeness of the responses by the employee. List below any missing items and/or differences where appropriate.

4. Suggested Title and/or Pay Grade:

Military Range Operations Specialist PG 20

Supervisor's Signature (**required**): _____ Signed by: Matt Greaves Date: 8/26/2024
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Personnel Administrator's Section:

Please complete any missing information on the front page of this form before submitting it for review.

Are there other changes to this position, for example: Change of supervisor, GUC, work station?

☐ Yes ☒ No If yes, please provide detailed information.

Attachments:

- ☒ Organizational charts are **required** and must indicate where the position reports.
- ☒ Draft job specification is **required** for proposed new job classes.

Will this change affect other positions within the organization? If so, describe how, (for example, have duties been shifted within the unit requiring review of other positions; or are there other issues relevant to the classification review process).

N/A

Suggested Title and/or Pay Grade:

As assigned by Classification

Personnel Administrator's Signature **(required)**:

DocuSigned by:

Sarah Adams

CA15431F36AC42F...

Date: 8/26/2024

Appointing Authority's Section:

Please review this completed job description but **do not alter** or eliminate any of the entries. Add any clarifying information and/or additional comments (if necessary) in the space below.

I have reviewed the RFR package and I concur.

Suggested Title and/or Pay Grade:

Military Range Operations Specialist, PG 20

DocuSigned by:

Henry Harder

52876243BD94430...

8/22/2024

Appointing Authority or Authorized Representative Signature **(required)**

Date

Military Range operations supervisor

Pay Grade: 24

Occupational Category: Equipment Maintenance

Effective Date: 12/01/2013

Class Definition:

This is a military department position, with a direct support mission supporting the Vermont National Guard.

Supervise employees responsible for maintaining training ranges, lands and equipment. This includes evaluating, scheduling work, issuing work orders, approving payroll, and training. Coordinate services with District Facilities Manager. Oversees the Sustainable Range Program to ensure ranges and training areas are properly maintained and adequate to provide military personnel safe, secure, and up-to-date facilities for required training. Collaboration with Range Staff to provide trainers, facilities operators, and maintenance to ensure ranges and training areas are capable, available, and accessible to support training. Assists in preparing and managing budgets; Receives and implements guidance and policies to ensure compliance with State, Federal, Army and National Guard rules and regulations.

Examples of Work:

Collaborates with Range Staff, Federal Program Manager, District Facilities Manager and other Military Department sections to determine range and training land needs based on training requirements. Assist in preparation of justification documents to include Range Complex Master Plan, military construction plans, and Installation Master Plans.

Utilize Range Facility Management Support System (RFMSS) to gather, interpret, manipulate, and transmit data for reporting utilization of training lands and ranges to multiple entities in multiple formats. Supervise employees responsible for maintaining training ranges, lands and operations. Coordinate services with District Facilities Manager.

Performs related duties as required.

Environmental Factors:

Office and field settings, Field work is performed outside year-round for required tasks. significant lifting and bending, weather hazards, live ammunition, unexploded ordinance and Electrical hazards.

Knowledge, Skills, and Abilities: office management, data input, spreadsheet running reports problem solving facilities management, Range Facility Management Support System (RFMSS) Range Operations Course Certification, Level II range safety Certification.

Ability to communicate effectively orally and in writing.

Ability to establish and maintain effective working relationships.

Ability to prepare and implement schedules of maintenance.

Minimum Qualifications

EDUCATION: High School diploma or equivalent. 2 years' experience in operations or logistics supervision.

EXPERIENCE: At least four years of Military Maintenance Specialist II level of responsibility, or equivalent facilities maintenance experience

Candidates must obtain Range Operations Course Certification, Level II range safety Certification and the Department of Defense Common Access Card (CAC) for successful completion of original probation. These certifications and clearances are a condition of employment. The SRP Supervisor may have to train in operation of Heavy Equipment, obtain a Class A CDL License, and U.S. Forest Service Red Card Certified where applicable.

"Preferred Experience: military, logistics, and Land Management.

Military Maintenance Specialist I

Job Code 841110

Pay Plan Classified

Pay Grade 18

Occupational Category Building & Grounds Maintenance

Effective Date 08/27/2023

Class Definition

Maintenance work for the Vermont Military Department. Incumbents, working under the rules and regulations of the United States military, engage in maintenance activities within multiple trades. Work is performed under the direction of a qualified individual and reports to the district facilities supervisor.

Examples of Work

Assists in Maintaining the grounds ramps, and taxiways, removing snow and debris. Performs litter and debris clean up around all facilities.

Performs entry level maintenance work and operator training for heavy equipment and vehicles. Operates heavy equipment, including plows with wings. Vehicles under 25999#. Performs related duties as required.

Assist with maintenance for plumbing, electrical, heating, ventilation, and air-conditioning, entry, alarm, and other systems at State and Federal military facilities statewide.

Assists with completing daily work order log for maintenance, and repair information, to include work performed, material used, and hours worked on each assigned work order by using the computer programs given.

Ensures that proper safety procedures and codes are followed.

Environmental Factors

Work is performed at State and Federal military facilities statewide. An incumbent often works near or with hazardous materials, including ammunition. Work requires entering confined spaces, removing snow on runways, and exposure to loud noises. An incumbent operates heavy equipment. Since work is performed at State and Federal military facilities statewide, an incumbent must be eligible to obtain and hold a secret security clearance issued by the federal government. An incumbent must be able to climb ladders and lift equipment and materials weighing as much as fifty pounds. Work is performed in all kinds of weather. Some work outside of normal working hours may be required, including travel and overnight stay.

Knowledge, Skills and Abilities

Knowledge of the methods, practices, tools and materials used in facilities maintenance and repair work.

Knowledge of safety procedures required when performing construction or repair of building systems.

Ability to follow instructions.

Ability to work independently.

Ability to complete assignments correctly, and in a safe and timely manner.

Ability to communicate effectively as required in the class role.

Ability to operate small equipment, i.e. lawn mowers, pickups with trailers, weed whackers and chainsaws.

Minimum Qualifications

High School diploma or equivalent.

Must possess a valid driver's license.

Preferred Qualifications

Building Trades/Vocational Education

Military experience

Previous experience working on a military installation

Special Requirements

Incumbents of this job may be required to have issued a Department of Defense Common Access Card (CAC), which is issued only upon passing a federal background check (Tier 1) including a fingerprint-supported criminal record check. Possession of CAC may be a condition of continued employment according to assigned duties and or location.

Military Range Support Specialist

Job Code 015110

Pay Plan Classified

Pay Grade 20

Occupational Category Administrative Services, HR & Fiscal Operations

Effective Date 02/11/2024

Class Definition

This position is for the State of VT Military Department to assist the VTNG in the scheduling and operation of live fire ranges and training areas for all state of VT NG facilities, to provide fire desk, range operations, automated target repair and other direct support as needed. Tasking and Training will be directed by the district facilities manager or district facilities supervisor. through the range sustainment program guidelines.

Examples of Work

Schedule the usage of live fire ranges, training lands, and facilities for military units, DOD agencies, and civilian agencies on VTNG controlled property in accordance with local, state, and federal rules. Operate as the fires desk operator, maintaining RFMSS (Range Facilities Management and scheduling system) documents and records, operating FM radios and phone communications centers with all current activities on the installations.

In Emergency situations this position may act solely or as part of a team, as the command center, coordinating the efforts of first responders (both military and civilian) getting them on scene of the emergency and keep detailed reports and timelines of the coordinated efforts until the situation is resolved.

This position is on a live fire military training range, understanding of current regulations, federal and state laws, which govern live fire training. To safely coordinate the movement within the boundaries of the installation of all pedestrians, vehicles, and aircraft to provide them safe routes to and from their training areas with minimum impact to other units training.

This position will be in direct support of soldiers, their safe movement within maneuver ranges and tower operations. Must have a working knowledge of the range scenarios, qualification tables, limitations, troubleshooting and repair, of range infrastructure in their area of responsibility.

Environmental Factors

Work is performed at State of Vermont and Federal National Guard facilities. An incumbent often works near or with hazardous materials, including ammunition, and exposure to loud noises. An incumbent must be able to climb ladders and lift equipment and materials weighing as much as fifty pounds. Work is performed in all kinds of weather. Some work outside of normal working hours may be required, including travel and overnight stay.

Knowledge, Skills and Abilities

Ability to plan, implement, and coordinate administrative activities.

Knowledge of departmental rules, regulations, policies and procedures.

Understanding of general building operation and cleanliness.

Ability to communicate effectively.

Ability to prepare and deliver effective reports, both orally and in writing.

Ability to establish and maintain effective working relationships.

Minimum Qualifications

High School diploma or equivalent.

Preferred Qualifications

Military service or experience in logistics, or facilities maintenance.

Special Requirements

Candidates must obtain Range Operations Course Certification, Level II range safety Certification and the Department of Defense Common Access Card (CAC) for successful completion of original probation. These certifications and clearances are a condition of employment.

APPENDIX 7 – ARNG Training Support System (TSS) Programs

Section 701. General.

a. This Appendix to the Master Cooperative Agreement prescribes the terms, conditions and administrative requirements related to the National Guard Bureau's (NGB's) Federal contribution for operations, management and maintenance of the Army National Guard Training Support System (TSS) programs Cooperative Agreement (CA). TSS programs covered in this Appendix are the Soldier Training Support Program (STSP) and the Sustainable Range Program (SRP). The SRP includes the Range and Training Land Program (RTLTP) and the Integrated Training Area Management (ITAM) program.

b. Statements of Fact.

(1) The authorizations and provisions set forth in NGR 5-1 are incorporated into this Appendix by reference.

(2) Federal funding under the ARNG TSS will be on a requirements basis within Federal budget limitations. The ARNG TSS Programs Appendix will only fund facilities coded for 100% Federal support in the Facilities Inventory and Support Plan (FISP). Ranges and training lands not on the FISP must be supported with other than Federal funds.

(3) NGB is authorized to contribute 100% Federal funding for ARNG TSS Programs.

(4) Federal funding under ARNG TSS Programs is not for State Military Department services covered under Appendix 1, ARNG Facilities Program.

Section 702. Additional Definitions. Following are general descriptions of the Management Decision Package (MDEP) codes that explain what each program is authorized to expend funds on.

a. The Sustainable Range Program consists of the following MDEPs

(1) MDEP VSCW (Training Range Operations): Funds range operations and maintenance to include pay, travel, safety, and administration expenses for state or state-contracted employees. Funds day-to-day range operations expenses to include consumable supplies on ranges (e.g., target materials), range targetry and instrumentation repairs or maintenance contracts, and miscellaneous services. Provides for centralized support to comply with army range programs for range planning, budgeting, and management as needed to comply with needs of the MDEP manager and executive agent. Requirements are generated via Training Budget (TBUD) in the Army Range Requirements Model (ARRM) and the Range Operations Workplan in the Range Complex Master Plan Tool (RCMPT).

(2) MDEP TATM (ITAM): Funds Integrated Training Area Management (ITAM) Program as described in AR 350-19. Provides funding for contractor and Federally-reimbursed State employee pay for ITAM. Funds Training Requirements Integration, Land Rehabilitation and Maintenance, Range Training Land Assessments, Sustainable Range Awareness and SRP-Geographic Information Systems. Funds ITAM expenses to include consumable supplies and raw materials, computer equipment, ITAM operations, contracts for ITAM related projects, miscellaneous services, and personnel training and travel. Funds vehicles, special equipment, tools and construction equipment for ITAM Program use. ARNG-TRS approves expenditures for ITAM manpower, equipment, vehicles and raw materials through the ITAM Workplan contained in the RCMPT.

(3) MDEP VSRM (Sustainable Range Modernization): Funds range modernization to include MILCON and minor military construction projects with project design and development; project National Environmental Policy Act (NEPA) support; UXO surveys and clearances on operational ranges and for range projects; and, acquisition and fielding of range targetry and instrumentation systems to build, modernize, or standardize ranges that do not meet the design guidance contained in Training Circular 25-8 (TC 25-8) or the United States Army Corps of Engineers Design Guide (USACE-RDG). Provides for centralized support to comply with army range programs for range planning, budgeting, and management as needed to comply with needs of the MDEP manager and executive agent.

b. The Soldier Training Support Program, under this Appendix, is funded through MDEP TAVI (Training Support Centers): Resources installation Training Support Centers (TSC) operating costs for the TSCs that manage Training Aids Devices, Simulators and Simulations (TADSS), production and fabrication of training devices, loan and issues of TADSS. Provides Instructor/Operator support for specific virtual TADSS. Provides other TADSS support including minor construction of, and infrastructure improvements to, facilities that support or house TADSS that enable the Mission Commander to execute individual and collective training at Army installations.

c. Overseas Contingency Funds (OCO): When available, these funds support operational and support requirements to include range operations, Home Station Training Lanes (HSTL), and minor construction and repair projects that facilitate the deployment of ARNG soldiers still on Title 32.

Section 703. Office of Primary Responsibility.

a. The Office of Primary Responsibility for this Appendix is the Army National Guard Training Division, Training Support Branch (ARNG-TRS).

b. Chief, ARNG Training Division, for the purposes of this Appendix, is a designee of the Chief, National Guard Bureau. This individual or his designee (ARNG-TRS) is authorized to make final approval of all Operations and Maintenance budgets and modifications to them, and to the language of this Appendix. The Chief, ARNG-TR is also authorized to distribute and recall TSS program funds to the USPFO, to receive specified accounting reconciliation reports, and to take any other action on behalf of NGB or the Chief, NGB, as specifically reserved under this Appendix for ARNG-TR.

Section 704. Scope of Agreement.

a. Scope of Services.

(1) The Grantee shall provide TSS programs services for the operation, maintenance and repair of TSC/Simulation Facilities and ARNG authorized ranges and training land listed on the Federal Installation Stationing Plan (FISP).

(2) The Grantee shall provide for the ARNG Targetry Centers of Excellence (TCOE) program. The TCOE program provides intermediate-level target maintenance/repair services (depot-level) and range instrumentation support to Army National Guard (ARNG) training centers. The TCOE program operates from two different locations: Gowen Field/Orchard Range, Idaho and Camp Blanding, Florida. The TCOE program is an extension of the existing State/Installation's range maintenance operations. These entities are not target or parts warehouses. Training centers that need to acquire parts or new systems must do so through normal procurement measures. The TCOE program may provide target repairs for other Department of Defense agencies through an established DD Form 1144, Support Agreement.

(3) The Grantee shall provide for the Range Facility Management Support System (RFMSS) Center of Excellence at Camp Ripley, MN. The RFMSS is a centrally funded activity that develops and enforces the business rules used by ARNG to track training facility usage. The RFMSS Functional Administrators (state-level operators) are also centrally funded to meet Congressional Mandate to track all ammunition expenditures from "cradle to grave".

(4) The Grantee may contract for the services herein described, if necessary and appropriate.

b. Performance Specifications. Operations and Maintenance of TSS programs shall include, but not be limited to actions by the Grantee, through employment by the Grantee, by contract or hire, of sufficient personnel, acquisition by contract of supplies or services, purchase of equipment or other necessary actions, to accomplish the following tasks.

(1) Maintenance, operations and repair of ranges and training areas will be accomplished up to sound commercial practice or as specified. U.S. Army Standard Range and Targetry requirements are contained in Training Circular (TC) 25-8, Training Ranges.

(2) Alteration or rehabilitation of ranges and training lands authorized by applicable law and regulation.

(3) Maintenance, operations and repair of TSC and simulation facilities will be accomplished up to sound commercial practice or as specified IAW with applicable regulations

Section 705. Authorized Charges/Personnel/Activities.

a. Activities. Activities of the State/Installation's SRP (including RTLP and ITAM) activities at ARNG TSCs and simulation facilities; activities at the ARNG TCOEs located at Gowen Field/Orchard Range, Idaho and Camp Blanding, FL; and activities of the RFMSS Center of Excellence at Camp Ripley, MN

b. Personnel

(1) No later than November 1 of each fiscal year, the CA PM will submit a roster (by MDEP) of full-time, Federally-reimbursed employees under this Appendix. The roster will include the number, job title and budgeted cost for the employees. Costs should include basic salary and allowable benefits.

(a) Payments for salaries, to include approved overtime and allowable benefits, in accordance with state personnel policy for the payment and benefits of like state government positions within the same geographic area. When there is no like state government position available, salaries and benefits will be equivalent to a comparable grade and series Federal Technician position in the geographic area. If a state has a pay raise, pay freeze, pay cap, a hiring freeze or employee furloughs for like positions throughout the state then SRP employees will have corresponding limitations as directed by the appropriate Human Resources Office.

(b) Benefits include Social Security, worker's compensation premiums, and unemployment contributions; health insurance and contribution to the employee retirement fund.

(c) Costs for merit and incentive awards based on performance providing the awards are part of a program available and consistent with those offered to similar state government positions.

(d) Costs for travel expenses and per diem, at a rate consistent with state travel, for performing TSS program activities away from their home office.

(e) Costs for training fees associated with certification, examinations, or licenses required by state or Federal agencies for operations in support of the TSS Agreement.

(2) Costs for full-time, permanent personnel, for TSS approved positions. Expenditures for full-time RTLP personnel should not exceed 60% of the approved Appendix budget.

(3) Costs for part-time and seasonal personnel required to support responsibilities under this Appendix.

(4) TATM (ITAM) Standard Personnel Organization. The following full-time, core (permanent) positions are authorized under this agreement: ITAM Coordinator, RTLA Coordinator, Geographic Information System (GIS) personnel and Land Rehabilitation and Maintenance (LRAM) Coordinator. ARNG-TRS must approve any exceptions to core personnel positions. Any additional full-time or part-time ITAM personnel are dependent upon available funds and must be accepted by ARNG-TRS in the ITAM Workplan.

(5) TAVI (TSC) Standard Personnel Organization. TSC Manager (cannot be contracted and must be approved by ARNG-TRS), Materiel Handler and Senior Supply Specialist when authorized by ARNG-TRS.

(6) VSCW (Range) Standard Personnel Organization. VSCW personnel for range operations, targetry maintenance and safety (e.g., RTLP Coordinator/Manager, Target Repair Technician, Range Ops and Safety Technician, Range Fire Desk Operator/Range Scheduler).

(7) Mechanics and Supply Technicians for the TCOE Program. The TCOE managers will determine the most efficient means of staffing their respective operation.

c. Facilities.

(1) Costs to provide operations, maintenance and repair of components, equipment, or range specific simulation devices for supported range facilities, TSCs and housing for TADSS.

(2) Costs to fund modernization of ranges (VSRM) and TSC facilities (TAVI) as required for operations (subject to minor construction policies and funding caps).

d. Vehicles, Special Machines, Tools, and Equipment. Costs for the purchase of vehicles, special machines, tools or equipment required to support responsibilities under this Appendix. For the purpose of this appendix, a vehicle is defined as a means of conveyance primarily for passengers and light cargo that is licensed for highway use.

(1) The item(s) shall not be for the principal use of someone or some function covered under 10 USC Chapter 39, 32 USC Chapter 3, 32 USC 502, or 32 USC 709 (i.e., active duty soldiers, technicians, and M-Day soldiers).

(2) Equipment necessary for personnel to properly and safely operate machines, tools, or equipment used in support of activities covered under this Appendix.

(3) VSCW may be used to purchase and maintain vehicles to support range operations/maintenance. These vehicles must come from existing funding and ARNG-TRS will not capture any requirement for these vehicles in the Training Budget or Range Operations Workplan.

(4) Computers required for clerical and management purposes of programs under this Appendix (allowable for State Employees and contractors when equipment not furnished under the contract).

(5) TAVI may be used for the rental of vehicles to support the operation of TSCs.

(6) Rentals for items essential to the state's performance of its responsibilities under this Appendix, and used in support of activities covered under this Appendix.

(7) Except for vehicle leases, rental or lease of items for a period in excess of 240 days requires USPFO approval of an economic analysis showing that this is the most cost-effective alternative to ensure the State Military Department meets its responsibilities under this Appendix.

(8) Only vehicles, machines, tools, or equipment used in support of activities covered under this Appendix will be maintained through this agreement.

e. Costs of Architectural and Engineering (A-E) Services for range/TSC improvement/modernization projects consistent with the rates in NGR and AR 415-5.

f. Costs of supplies for maintenance of supported TSS programs equipment, and subcontracts for those items necessary to provide essential maintenance and repair services to authorized TSS programs.

g. Costs of operational supplies, services and contracts for those items necessary to provide essential support for TSCs and Simulation Facilities, ranges/range facilities, and ITAM for training lands. Operational supplies are those items used or consumed in support of the execution of the TSS programs or the preparation of plans and/or specifications for construction, maintenance and repair projects completed by the FMO and supported by the appropriate TSS program.

h. Costs for Maintenance and Repair (M&R) Projects for ranges and facilities may be accomplished under the RTLP only if not covered under Appendix 1. Projects for training lands may be accomplished under ITAM. Repair by replacement of existing components, materials, and installed equipment that has become unserviceable or has deteriorated beyond economic repair is considered to be repair. Replacement items will be similar in character, nature, and capacity to the replaced item. Replacement items that are more durable and provide longer life may be used if they are economically justified. Maintenance or repairs will not exceed criteria that bring facilities to a state of utility in excess of that which is authorized by construction standards contained in NGB and AR 415-10. If the estimated cost to repair an automated range exceeds 50% of the cost to construct a new automated range, a new range should be constructed. Construction projects which exceed the authority limits in this regulation should be programmed for MCNG execution.

i. Costs for Petroleum, Oil, and Lubricants (POL) used in the performance of this Appendix for state owned tools and equipment.

j. Costs of contracts with commercial firms and vendors in the performance of this Appendix.

k. Costs of work or contracts associated with meeting National Environmental Policy Act (NEPA) requirements in support of this Appendix.

l. Costs to complete Unexploded Ordinance survey documents in support of this Appendix.

m. Other Costs – TCOE Program.

- (1) Cost of diagnostic equipment and expendable items needed to facilitate the repair of targetry and instrumentation not covered by warranty.
- (2) Cost of performing repairs to other ARNG States unserviceable targetry that are reimbursed as direct reimbursement. No funding is allocated for targetry or components that are under warranty through DA purchases.
- (3) Cost of shipping repaired targetry States/Installations of origin that are reimbursed as direct reimbursement. The cost of shipping equipment to the TCOE is the responsibility of the supported State/Installation.
- (4) Cost of providing telephonic or email help desk support to ARNG range maintenance personnel.
- (5) Cost of controlling the exchange of non-repairable systems to reuse serviceable parts for the repair of other equipment is authorized.
- (6) Cost of providing assistance visits for State/Installations requiring expertise not locally available, or when it is more cost effective to transport repair personnel to the problem.
- (7) Cost of conducting repair and operation classes, as required, to regionally supported ARNG States/ Installations.
- (8) Cost of providing quarterly reports that are appended throughout year. An annual report will be submitted NLT 15 October. Reports will include:
 - (a) Labor – A report that indicates the labor hours for repair.
 - (b) Material – A report that indicates the cost of supplies, parts used and approximate costs of replacement item.
- (9) Shipping. Provide a report that indicates costs for return shipping.

n. Other charges/personnel/activities not listed must be approved by ARNG-TRS prior to execution.

Section 706. Unauthorized Charges/Activities.

- a. All charges/activities not authorized in Section 705 or that have not been approved by exception by ARNG-TRS are unauthorized. This includes movement of any funds to support non-TSS related salaries or other operational or maintenance expenses not in direct support of this Appendix.
- b. Acquisition of simulators or simulations under the STSP, MDEP TAVI, is not authorized in this Appendix.
- c. Costs associated with the purchase or lease of equipment to mow ranges and repair berms will not be supported under this agreement as DAMO-TRS has identified this as a DPW/DEH functional requirement under MDEP QDPW.

Section 707. Budgets.

- a. The CA PM shall submit a budget each fiscal year as directed by ARNG-TRS for approval. The budget will list by AMSCO the TSS Operations, Maintenance and Repair activities to be funded and the amount for which it expects reimbursement from NGB.
- b. The funding limitation on the approved budget constitutes the maximum amount NGB intends to reimburse the state for its TSS Operations Maintenance and Repair activities under this Appendix.
- c. The CA PM is granted flexibility to move funding within the AMSCO to adjust actual expenditures where they differ from the Budget. The CA PM must submit a written request to ARNG-TRS when it wishes to increase or decrease the federal funds in the Budget of this Appendix. The request will include an updated budget reconciliation report as an enclosure. The request will not take effect, nor can any expenditure of funds so implied therein take place, until it receives the approval of ARNG-TRS. The request shall not be binding unless it is so

approved. The request and approval shall not be binding unless a CA modification to this Appendix has been executed with signatures of both the USPFO and the TAG.

Section 708. Appendix Administration.

- a. Facilities Inventory Support Plan (FISP).
 - (1) TSC and simulation facilities, ranges and training lands eligible for Federal funding must be on the FISP. Ranges must be on the FISP with a category code as identified in Army Training Circular 25-8 to qualify for support.
 - (2) ARNG-TRS is the approving authority for facilities receiving TSS Program support.
 - (3) The Department of the Army categorizes ITAM supported training centers. Requests for changes for ITAM support must be submitted in writing to ARNG-TRS not later than 1 February each year.
- b. TSS programs Budgets/Funding.
 - (1) All funding and budget information is updated yearly on the ARNG-TRS Program Guidance Document that is distributed to the states prior to the start of each FY.
 - (2) Funding for RTLP primarily comes from the MDEPs VSCW and VSRM with funding occasionally being provided through other MDEPs as specified on the FAD (e.g., OCO or VFRE). Funding for ITAM is provided through the TATM MDEP. Funding for the STSP/Training Support Center is provided through the TAVI MDEP.
- c. Changes to the terms and or conditions of this Appendix will be IAW NGR 5-1, Chapter 3.

Section 709. Funding Limitation.

a. **Approved Budget/Annual Funding Program (AFP):** The total dollar amount that NGB anticipates, subject to the availability of funds, being available for reimbursement to the Grantee for its costs in fulfilling its responsibilities under this Appendix. This amount may be increased or decreased by NGB during the fiscal year.

b. **Total Dollars Obligated:** The total amount of funds obligated for NGB's share under this Appendix. Only funds obligated through a modification to this Appendix are available for reimbursement to the Grantee. Funds shall be obligated as received by the CA PM.

(1) **Accomplished as In-Kind Assistance (IKA):** The total dollars expended through Federal acquisition. This dollar amount may reflect anticipated IKA and be updated as IKA is approved, but as a minimum shall reflect the total dollars accomplished through IKA in support of this Appendix for each fiscal year as it occurs.

(2) **Program Income:** The gross income received by the Grantee from fees for services performed and from the use or rental of real or personal property, the operation and maintenance of which is supported under this Appendix. Program Income, including Identifiable Incremental Costs, shall be added to the budget as a Grantee contribution regardless of the percentage of Federal contribution reflected in this Appendix. This dollar amount may reflect anticipated Program Income and be updated as Program Income is reported, but as a minimum shall reflect the total dollars received as Program Income for each fiscal year as it occurs.

(3) The following funding limitations are provided for each fiscal year as it occurs:

| | | |
|----------------------|---|-------------------------------------|
| 1. Fiscal Year 2016: | Approved Budget/(AFP) \$ 707,000.00 | Total Dollars Obligated \$ _____ |
| | Accomplished as In-Kind Assistance \$ _____ | |
| | Program Income \$ _____ | |
| 2. Fiscal Year 2017: | Approved Budget/(AFP) \$ 582,000.00 | Total Dollars Obligated \$ _____ |
| | Accomplished as In-Kind Assistance \$ _____ | |
| | Program Income \$ _____ | |
| 3. Fiscal Year 2018: | Approved Budget/(AFP) \$ _____ | Total Dollars Obligated \$ _____ |
| | Accomplished as In-Kind Assistance \$ _____ | |
| | Program Income \$ _____ | |
| 4. Fiscal Year 2019: | Approved Budget/(AFP) \$ _____ | Total Dollars Obligated \$ _____ |
| | Accomplished as In-Kind Assistance \$ _____ | |
| | Program Income \$ _____ | |
| 5. Fiscal Year 2020: | Approved Budget/(AFP) \$ _____ | Total Dollars Obligated \$ _____ |
| | Accomplished as In-Kind Assistance \$ _____ | |
| | Program Income \$ _____ | |

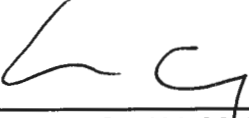
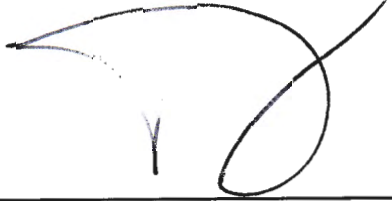
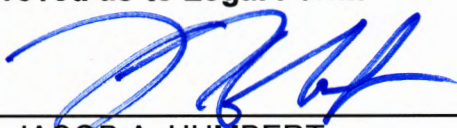
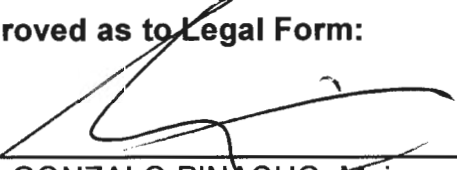
Section 710. Agreement Particulars.

The information below shall be recorded by the Grants Officer's Representative (GOR) for compliance with the reporting requirements of the DoD Assistance Award Action Report System (DAADS) and the Federal Funding Accountability and Transparency Act of 2006, as amended.

| | |
|--|---|
| a. Grantee/Recipient Category: | Government |
| b. Grantee/Recipient Type: | State Government |
| c. Grantee/Recipient DUNS: | 070980243 |
| d. Primary Place of Performance (if different from 'Issued To' on CA Modification Form): | |
| Vermont National Guard, 789 VT National Guard Rd, Colchester, VT 05446-3099 | |
| (To include Zip + 4) | |
| e. Grantee/Recipient County | |
| (Primary Place of Performance): | Chittenden County |
| f. Grantee/Recipient Congressional District | |
| (Primary Place of Performance): | At Large |
| g. Major Agency: | DOD |
| h. Agency Code: | 2100 |
| i. Funding Agency: | Army |
| j. Program Source Agency: | 21 |
| k. Transaction Type: | Cooperative Agreement |
| l. CFDA: | 12.401 |
| m. CFDA Program Title: | Operation and Maintenance, Army National Guard |
| n. Program Source Account-Funding: | 2065 |
| o. Treasury Appropriation Code: | 2065 |
| p. Award/Obligation/Action Date: | 1 Oct 2016 |
| q. Starting Date: | 1 Oct 2016 |
| r. Ending Date: | 30 Sep 2020 |
| s. Record Type: | Individual Action |
| t. Fiscal Year/Quarter: | FY 2017 / 1 st Quarter |
| u. Unique Federal Award Identification Number (FAIN) | W912LN-16-2-1007 |
| v. Approved Budget Amount: | The amount in Appx, Section 709 |
| w. R&D Award (Yes or No) | No |
| x. Indirect Cost Rate or CPP Rate: | 0% |

EXECUTION

IN WITNESS WHEREOF: The parties, by their signatures, execute this Appendix and agree to its terms and conditions.

| | |
|---|---|
| <p>STATE/TERRITORY/ OR DISTRICT OF:</p> <p>VERMONT</p> <p>BY: </p> <hr/> <p>STEVEN A. CRAY, Major General The Adjutant General</p> <p><u>18 Apr 17</u> (Date)</p> | <p>NATIONAL GUARD BUREAU:</p> <p>BY: </p> <hr/> <p>JOHN J. ABELING, Colonel, NGB USPFO for Vermont</p> <p><u>20 Apr 2017</u> (Date)</p> |
| <p>Approved as to Legal Form:</p> <p></p> <hr/> <p>JACOB A. HUMBERT Assistant Attorney General for Vermont</p> <p><u>4/13/2017</u> (Date)</p> | <p>Approved as to Legal Form:</p> <p></p> <hr/> <p>GONZALO PINACHO, Major Staff Judge Advocate</p> <p><u>7 April 2017</u> (Date)</p> |

State of Vermont Military Department

Updated 12/19/24

Military Property and Installation Office (MPIO)

