

State of Vermont
Department of Human Resources
120 State Street, 5th Floor
Montpelier, VT 05620-2505
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[fax] 802-828-3409

Agency of Administration

MEMORANDUM

To: Dept of Military Budget Analyst, Finance and Management
From: Aimee Pope, Deputy Director of Classification and Position Management
Date: January 23, 2019
Subject: Recommendation for Joint Fiscal Position

After reviewing the Limited Service Position Request Form and submitted documents, I contacted the State Archivist Chief to have a better understanding of the job classes used in their Division and the roles Departments have surrounding records management. The Classification Division would like to gather additional information associated with the job duties required by Master Cooperative Agreement. Without holding up the review process, I recommend this position be created, but that the job classification be specified by Classification once our review is complete.

Additionally, I have e-mailed other documentation provided to me by the Department of Military to Chrissy Gilhuly.

If you have any questions, please contact me at 461-9903 or aimee.pope@vermont.gov.



Pope, Aimee

From: Pope, Aimee
Sent: Wednesday, January 23, 2019 9:26 AM
To: Gilhuly, Christine
Subject: Joint Fiscal Position Request - Records Management Position from the Military Department
Attachments: Appendix 101410182018.pdf; FY19 MCA PM Cover memo with enclosures.pdf; FY 19 MCA.pdf

Hi Chrissy,

We will be forwarding a Joint Fiscal package to your office today or tomorrow. These attachments were sent to me and should be included in the request.

Thank you.

Aimee Pope
Deputy Director for Classification and Position Management
120 State Street-5th Floor | Montpelier, VT 05620-2505
e-mail: aimee.pope@vermont.gov
phone: 802-461-9903

From: Gragg, Ken <Ken.Gragg@vermont.gov>
Sent: Tuesday, January 22, 2019 11:42 AM
To: Pope, Aimee <Aimee.Pope@vermont.gov>
Cc: Henderson, David <David.Henderson@vermont.gov>; Adams, Sarah <Sarah.Adams@vermont.gov>
Subject: RE: Records Management Position from the Military Department?

Aimee,

The new appendix was anticipated during the FY2019 budget and the funding requirement was included in the proposed budget for Appropriation 2150030000. I've attached the 2019 Master Cooperative Agreement and Appendix 14 that both include review and signature by Jacob Humbert (Asst Attorney General).

Ken

Kenneth W. Gragg Jr.
Deputy Adjutant General
Office of the Adjutant General
789 Vt. National Guard Road
Colchester, Vermont 05446
802-338-3124 (Office)
802-310-3456 (Cell)
Ken.gragg@vermont.gov

APPENDIX 14 ARNG ADMINISTRATIVE SERVICES ACTIVITIES

Section 1401. General.

a. This Appendix to the Master Cooperative Agreement (MCA) prescribes the terms, conditions and administrative procedures related to the National Guard Bureau's (NGB) Federal contribution for Administrative Services Activities for the Army National Guard.

b. Statements of Facts: The authorities and provisions set forth in ~~NGR 5-4~~ PARC policy, the former NGR 5-1, or successor CNGB instruction and manual are incorporated into this Appendix by reference.

Section 1402. Additional Definitions:

Commercial Printing: Any procurable printing and reproduction requirements solicited or obtained from any source other than the supporting GPO procurement office or supporting DAPS.

Section 1403. Office of Primary Responsibility.

a. The Office of Primary Responsibility for this appendix is the Army National Guard Facilities Branch (ARNG-CSO-F). National Guard Bureau, Army National Guard Readiness Center 111 S. George Mason Dr. Arlington, Virginia 22204.

b. Chief ARNG Facilities Branch, for the purpose of this Appendix, is the designee of the Chief, National Guard Bureau, and is the individual authorized to make final approval of all program budgets and modifications to them and to the language of this Appendix, to authorize distribution of funds to the USPFO, to receive specified accounting reconciliation reports, and to take any other action on behalf of the NGB, as specifically reserved under this Appendix for ARNG-CSO-F. The Program Manager, Admin Services, acts on behalf of the Chief ARNG Facilities Branch in the daily administration of this Appendix

Section 1404. Scope of Agreement.

a. Scope of Services. The State shall provide assistance in the performance of Document Management Administrative Services.

b. Performance Specifications. Performance specifications are based on the authorized activities of Section 1405 of this Appendix.

Section 1405. Authorized Charges/Activities.

a. Personnel.

1. Payments for state employee salaries, to include approved overtime, and allowable benefits in accordance with state personnel policy for the payment of salary and benefits of like state government positions within the same geographic area. If a state has a pay raise, pay freeze, or pay cap, a hiring freeze or employee furloughs for like positions throughout the state, then state employees under this appendix will have corresponding limitations. When there is no like state government position available, salaries and benefits will be equivalent to a comparable grade and series Federal Civil Service position in the geographic area.

2. Costs for regular overtime that is required by Fair Labor Standards Act (FLSA), based on the work schedule authorized by the SMD, will be allowed and funded in each budget cycle. Scheduled overtime should be avoided. When operational requirements or personnel circumstances dictate additional staffing in support of the mission, ARNG-CSO-F may authorize scheduled overtime to satisfy minimum staffing requirements.

b. Authorized Activities are those where the Grantee provides assistance in accomplishing the following Document Management Services to include:

1. Assistance in Records Management to include, receiving, storage, Records Holding Area (RHA) operations, cataloging, and retrieval.
2. Assistance in Official Mail and Distribution, and Locator Management, receiving, reporting and distribution.
3. Assistance in Copier Management to include collection of expenditure data, production data, assembling data for reporting consumption.
4. Assistance in Forms and Publications Management.
5. Assistance in Field printing and reproduction facilities, when approved by ARNG-CSO-F, and chartered to support printing and reproduction requirements.

Section 1406. Unauthorized Charges/Activities.

- a. All charges/activities not authorized in Section 1405 above unless approved by ARNG-CSO-F prior to execution.
- b. Reimbursement to the state for any "commercially" procured printing services or products.
- c. Reimbursement to the state for copier services to include rental, lease, purchase, or maintenance.

Section 1407. Budget Requirements.

- a. State Operating Budget.
 1. ARNG-CSO-F shall provide Admin Services Base Operations Annual Funding Guidance (AFG) to the State CA PM. The CA PM shall identify an Approved Budget Amount for the FY to cover projected Base Operations Administrative Services costs by area authorized by this agreement. Base Operations Funding used outside the agreement shall also be identified by program area. ARNG-CSO-F shall review and approve or disapprove the State CA PM Administrative Services budget.
 2. Changes the CA PM makes to the budget during the fiscal year do not require ARNG-CSO-F approval as long as the supported areas do not change.
 3. Funding Priorities. When a cooperative agreement is used available Base Ops funding AFG/AFP must be prioritized as follows:
 - A. First Priority: Charges associated with Official Mail, Distribution and Locator Management.
 - B. Second Priority: Records Management, Forms, and Publications management.
 - C. Third Priority: Authorized High Speed Duplication electronic printing, (excludes commercial procurement).
 - D. All other
 4. Additional federal funds may be provided and directly cited in this agreement provided the MDEP and AMSCO permit the procurement of the service. The CA PM for the Administrative Services Appendix will include these estimates and funds in his budget submission to ARNG-CSO-F.
- b. Budget Reports. The CA PM shall submit requested financial or budget reports that NGB Office of Primary Responsibility may require.

Section 1408. Appendix Administration.

The State must submit a written request, in accordance with PARC policy, the former Chapter 3 NGR 5-1, to change the instructions, terms, or conditions of this Appendix. The request will not take effect, nor can any expenditure of funds so implied therein take place, until it receives the approval of NGB. The request shall not be binding unless it is so approved and shall be on an instrument containing the signatures of both the USPFO and TAG, or authorized designees.

Section 1409. 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 State 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 an executed CA modification to this appendix are available for reimbursement to the State. Funds shall be obligated to this Appendix as received by the CA PM. The following funding limitations are provided for each fiscal year as it occurs:

1. Fiscal Year FY19: Federal Share (100%)	Approved Budget/(AFP) \$ <u>80,000.00</u>	Total Dollars Obligated \$ _____
2. Fiscal Year _____: Federal Share (100%)	Approved Budget/(AFP) \$ _____	Total Dollars Obligated \$ _____
3. Fiscal Year _____: Federal Share (100%)	Approved Budget/(AFP) \$ _____	Total Dollars Obligated \$ _____
4. Fiscal Year _____: Federal Share (100%)	Approved Budget/(AFP) \$ _____	Total Dollars Obligated \$ _____
5. Fiscal Year _____: Federal Share (100%)	Approved Budget/(AFP) \$ _____	Total Dollars Obligated \$ _____

Section 1410. 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 National Guard Road, Colchester, Vermont 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 2065
n. Program Source Account-Funding:	2065
o. Treasury Appropriation Code:	2065
p. Award/Obligation/Action Date:	1 Oct 2018
q. Starting Date:	30 Sep 2019
r. Ending Date:	indef
s. Record Type:	Individual Action
t. Fiscal Year/Quarter:	FY19/1 st Quarter
u. Unique Federal Award Identification Number (FAIN)	W912LN-19-2-1014
v. Approved Budget Amount:	See Appendix, Section 509
w. R&D Award (Yes or No)	No
x. Indirect Cost Rate or CPP Rate:	0%



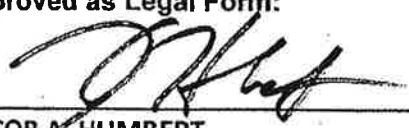
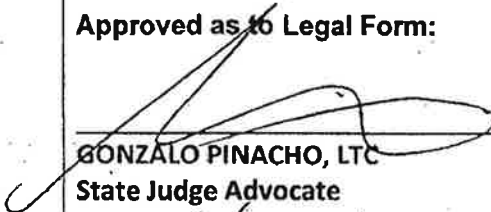
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n. Program Source Account-Funding:	2065
o. Treasury Appropriation Code:	2065
p. Award/Obligation/Action Date:	1 Oct 2018
q. Starting Date:	30 Sep 2019
r. Ending Date:	indef
s. Record Type:	Individual Action
t. Fiscal Year/Quarter:	FY19/1 st Quarter
u. Unique Federal Award Identification Number (FAIN)	W912LN-19-2-1014
v. Approved Budget Amount:	See Appendix, Section 509
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> <hr/> <p>BY:  STEVEN A. CRAY, MAJOR GENERAL The Adjutant General - VT</p> <p><u>18 October 18</u> (Date)</p>	<p>NATIONAL GUARD BUREAU:</p> <p>BY:  JOHN H. ABELING, COLONEL, NGB USPFO - VT</p> <p><u>18 Oct 18</u> (Date)</p>
<p>Approved as Legal Form:</p> <p> JACOB A. HUMBERT Assistant Attorney General for Vermont</p> <p><u>15 OCT 2018</u> (Date)</p>	<p>Approved as to Legal Form:</p> <p> GONZALO PINACHO, LTC State Judge Advocate</p> <p><u>10/4/18</u> (Date)</p>

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

Date Received (Stamp)

Notice of Action # _____

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: JFO Request Job/Class Title: Military Records & Information Mgmt. (RIMS) Specialist

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

Vacant Position Number: New Current Job/Class Title: N/A

Agency/Department/Unit: Military Department Work Station: Colchester Zip Code: 05446

Supervisor's Name, Title and Phone Number: Christopher Evans, Federal Program Manager 802-339-6345

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.*

Identify and classify military records and information in accordance with approved record schedules to ensure they are managed appropriately and remain authentic and accessible from creation to disposition following standards established by the National Archives and Records Administration and the Army Records and Information Management System.

Provide general and administrative support to the daily operations of the Vermont National Guard (VTNG) and State Military Department (SMD) under supervision and assist with the identification, classification and analysis of record keeping.

Performs duties in the print shop assisting with mass reproduction of publications and forms as well as mail handling and distribution for the VTNG and SMD ensuring during high operation there is coverage in the print shop while other employees are absent.

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 2 other employees in the same office to determine processes for records management. May work with other people within the VTNG and SMD to determine schedules for record storage, print jobs and postage for outgoing parcels.

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.

There are no licensing or certification requirements for this position. Employee should possess a methodical and organized thought process and should have some experience working with records management. If there is no working experience a degree in archives, Library, information science, or information management is preferred.

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:

Employee will not supervise any other employees

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.

Work assignments for records management will be given on a daily basis by the Administrative Services Supervisor and weekly feedback will be given during a probationary period of the first six months of employment. Print shop and mail room duties will be assigned/reviewed on a daily basis.

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.*

When assisting with print reproduction work orders the employee will have to manage time and be expected to prioritize requirements in order to keep up during the occasional high demand periods throughout the year.

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.*

N/A

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?

- 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?

- 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?
Boxes of Paper/Records	30-50lbs	1-2 hours/week

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

Type	How Much of the Time?
Standing	20 hours/week
Sitting	20 hours/week

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 will be closely supervised and mentored until the supervisor feels that the employee has a good grasp of the requirements of the position.

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?

Records custodian

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?

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 Records and Information Management (RIMS) Specialist

Supervisor's Signature (required):

Digitally signed by
EVANS.CHRISTOPHER.SCOTT.101
3303300
Date: 2018.11.06 11:29:45 -05'00'

11/6/2018

Date:

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).

NO

Suggested Title and/or Pay Grade:

AS reviewed

Personnel Administrator's Signature (required): R Royce Date: 11/14/18

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.

none

Suggested Title and/or Pay Grade:

AS Reviewed

Samuel A. Hagg Date: 11/15/2018
Appointing Authority or Authorized Representative Signature (required) Date

STATE OF VERMONT MILITARY DEPARTMENT – PROPOSED ORG CHART

UPDATED 11/01/18

Security

Stephen Guion (Fed) – (802) 338-3159
 Michael Aher (State) – (802) 338-3379
 Main Gate – (802) 338-3030

MPIO

Jacob Roy (Fed) – (802) 338-3306
 John Patry (State) – (802) 338-3315
 Wendall Nolan (State) – (802) 338-3319

EAFR

Jacob Roy (Fed) – (802) 338-3306
 John Patry (State) – (802) 338-3315
 Matt Greaves (State) – (802) 899-7073

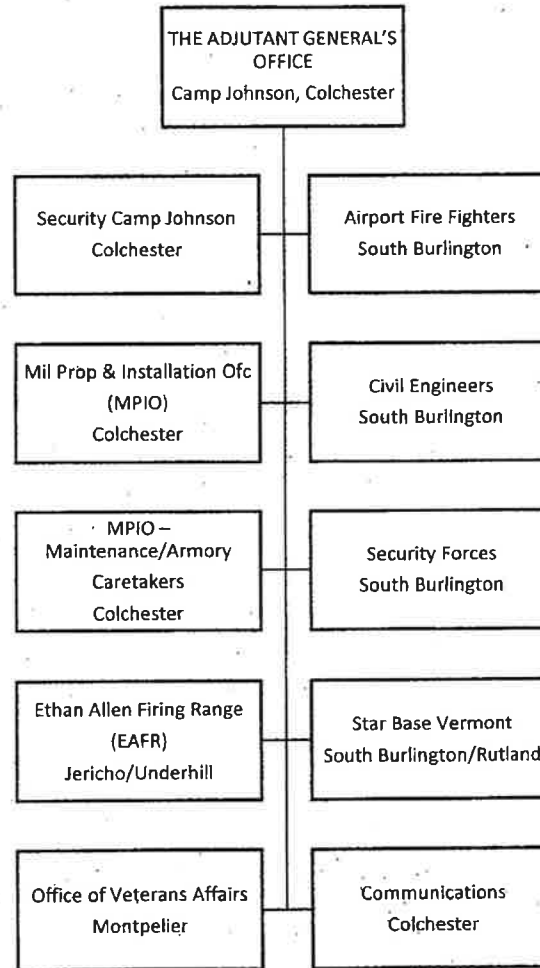
Office of Veterans Affairs

Robert Burke (State) – (802) 828-3380
 Admin Staff (State) – (802) 828-3379

Environmental

Communications

Jim Woodworth (Fed) – (802) 338
 Chris Evans (Fed) – (802) 399-6345



Airport Fire Fighters

Fed Prog Mgr – SMSGT Michael Billharz
 James Laskarzewski (State) - (802) 660-5910

Civil Engineers

John Talcott (Fed) - (802) 660-5328
 Richard McMahon (State) - (802) 660-5276

Security Forces

Dennis Mercier (Fed) - (802) 660-5240
 Chris Poulin (Fed) - (802) 660-5488
 Edward Thomas (State) – (802) 660-5241
 Main Gate - (802) 660-5497

Star Base Vermont

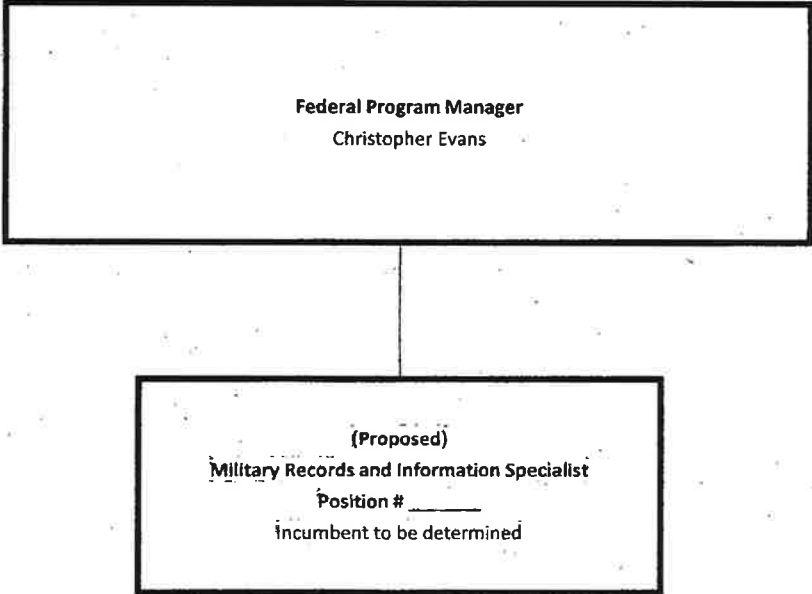
Hank Harder (Fed) (802) 660-5291
 Dan Myers (State) – South Burlington
 (802) 660-5201
 Rebecca Steward (State) – Rutland
 (802) 786-3820



Proposed Communications Division – VT Military Department
11/1/18



Federal Program Manager
Christopher Evans – (802) 339-6345



Job Specifications

[Back to Job Specifications List](#)

Records and Information Management (RIM) Specialist

Job Code: 08????

Pay Plan: Classified

Pay Grade: 22

Occupational Category: Administrative Services, HR & Fiscal Operations

Effective Date: 11/01/2018

Class Definition:

Incumbents provide assistance with RIM functions under the Vermont National Guard (VTNG) and State Military Department (SMD) programs. Decision making and complexity are limited to carrying out established work processes and operations and work is performed under the close supervision of a senior team member or supervisor.

Examples of Work:

In accordance with policies and standards established by the National Archives and Records Administration, identifies and classifies public records and information, including data, in accordance with their approved record schedules for the purpose of assuring they are managed appropriately and remain authentic and accessible from creation to ultimate disposition (destruction).

Provides general and administrative support to the daily operations of the VTNG and SMD RIM program and, under supervision, may assist with the identification, classification and analysis of recordkeeping requirements for the purpose of developing new record schedules or updating existing ones. The Army Records Information Management System (ARIMS) is the online system used for categorizing and scheduling records.

Assignments are characterized by limited scope, readily accessible guidelines, and reliance on the supervisor when encountering new situations. Provides limited consultation and outreach services, including guidance on record schedules, recordkeeping requirements, policies and guidelines, and professional standards and best practices. Work is assigned orally or in writing and reviewed during progress and upon completion.

Performs duties in the print shop assisting with mass reproduction of publications and may also be tasked with mail handling and distribution for the organization.

Environmental Factors:

Work is performed in a standard office setting, but some travel may be required for which private means of transportation should be available. May be required to lift boxes 20 to 30 pounds.

Minimum Qualifications

Knowledge, Skills and Abilities:

Some knowledge of Generally Accepted Recordkeeping Principles (the "Principles") and industry standards and best practices.

Some knowledge of records and information creation and use.

Some knowledge of records storage, retrieval, conversion, and facilities.

Some knowledge of records appraisal, retention, protection, and disposition.

Some knowledge of information technology, including data management, utilization of the Microsoft Office Suite.

Some knowledge of government structure, functions and activities as defined by law.

Skill in communicating with others, both verbally and in writing.

Ability to organize work assignments.

Ability to initiate and sustain cooperative relationships with a wide variety of individuals encountered during work activities.

Ability to work independently and in a team environment.

Ability to impart concepts and ideas to others in easily understandable terms.

Ability to exercise sound judgment in evaluating situations and make logical decisions.

Ability to incorporate new concepts and apply them to work assignments.

Education and Experience:

Bachelor's degree in archives, library or information science or in the broader information management or computer science field.

OR

Professional designation of Certified Records Manager (CRM) or Certified Records Analyst (CRA) by the Institute of Certified Records Managers (ICRM).

OR

Associates degree AND five (5) years or more of administrative experience INCLUDING one (3) three years or more of electronic and paper records storage and maintenance experience.

Special Requirements: n/a

MASTER COOPERATIVE AGREEMENT

AGREEMENT NO. W912LN-19-2-0000

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ISSUED BY: NATIONAL GUARD BUREAU

ISSUED TO: THE STATE OF VERMONT

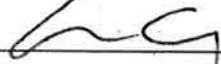
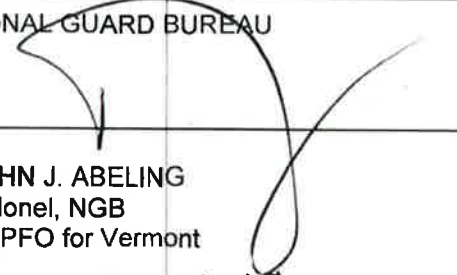

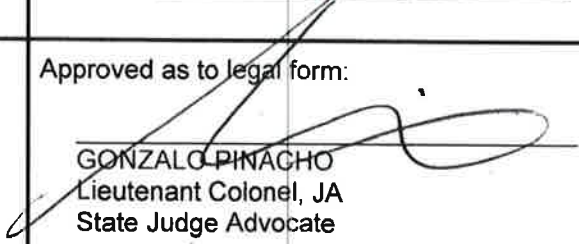
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EXECUTION

By executing this Master Cooperative Agreement, the parties agree to the terms and conditions contained herein, including attachments.

IN WITNESS WHEREOF, the parties by their authorized representatives, execute this Master Cooperative Agreement.

<p>THE STATE OF</p> <p>BY: </p> <p>STEVEN A. CRAY Major General The Adjutant General</p> <p>Date: <u>18 OCT 18</u></p>	<p>NATIONAL GUARD BUREAU</p> <p>BY: </p> <p>JOHN J. ABELING Colonel, NGB USPFO for Vermont</p> <p>Date: <u>18 Oct 18</u></p>
<p>Approved as to legal form:</p> <p></p> <p>JACOB A. HUMBERT ASSISTANT ATTORNEY GENERAL Attorney for the State</p> <p>Date: <u>15 OCT 2018</u></p>	<p>Approved as to legal form:</p> <p></p> <p>GONZALO PINACHO Lieutenant Colonel, JA State Judge Advocate</p> <p>Date: <u>4 Oct 2018</u></p>

ARTICLE I – SCOPE, PURPOSE AND AUTHORITY

Section 101. General.

a. The National Guard Bureau (NGB) and the State (Grantee) have entered this Master Cooperative Agreement (MCA) to establish the terms and conditions applicable to the contribution of NGB funds and In-Kind Assistance for the operation and training of the State Army and Air National Guard.

b. This MCA and associated appendices include all terms and conditions related to NGB's contribution of Cooperative Agreement funds for the operation and training of the Army and Air National Guard within the State/Territory or Commonwealth. Funds, equipment, supplies, or training acquired, issued, supplied, assigned or provided by NGB for the operation and training of the State Army and Air National Guard under applicable statutes and directives, are not covered by this MCA.

c. Attachment A contains the provisions required by OMB, published in 2 CFR part 200. They apply to and are incorporated in this MCA, each appendix hereto and to such other NGB assistance awards/agreements within which reference to the MCA is made.

d. The MCA is not itself funded and is not a grant or assistance award. It provides the terms and conditions applicable to the appendices hereto – each of which is an assistance award - and to those separate awards/agreements which refer to the MCA.

Section 102. Scope.

The scope of this MCA includes all activities enumerated in the Appendices and in non-appendix awards/agreements made or administered by NGB within which reference to the MCA is made.

Section 103. Performance Specifications.

Specifications, for the performance of activities within the scope of this MCA, are contained in the Appendices and separate agreements.

Section 104. Authority.

a. Title 32 U.S.C. §§ 106 and 107 authorize the NGB to contribute funds for the support of the operation and training of the State Army and Air National Guard.

b. This MCA is a Cooperative Agreement within the meaning of 31 U.S.C. §§ 6301-6308.