



STATE OF VERMONT  
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members  
From: Daniel Dickerson, Fiscal Analyst *DND*  
Date: November 17, 2017  
Subject: Limited-Service Position Requests #2902 - #2904

Enclosed please find three (3) items, which the Joint Fiscal Office has received from the administration.

**JFO #2902 – Four (4) limited-service positions** within the VT Military Department. The positions would all be titled Security Guard. The positions have been requested to help the Department fulfill increased security obligations at Vermont army facilities based on the most recent national risk analysis, which stated that Vermont is in need of 24 security guards to protect army facilities. Federal funding was previously sufficient to cover the costs of only 13 guards but that funding has increased enough to fund the four new positions that are being requested. The new positions would be completely federally funded and the funding would be available through 9/30/2019.

*[JFO received 11/15/17]*

**JFO #2903 – One (1) limited-service position** within the VT Military Department. The position would be titled Military Property Management Specialist and is being requested help manage the growing real property inventory within the Army National Guard. The accumulated value of real property has increased from \$400 million in 2012 to \$650 million in 2017, and the building space has increased from 1.35 million sq. ft. to 2.2 million sq. ft. during that time. The position would be federally funded with funding currently available through 9/30/2019.

*[JFO received 11/15/17]*

**JFO #2904 – Two (2) limited-service positions** within the VT Military Department. The positions would be titled Custodian II and are being requested to replace contractors with salaried positions. The cost of the custodial work is split 75% federal fund and 25% state general fund dollars. The Department estimates that annual general fund costs would increase approximately \$15-20k between the contractor costs and salaried employee costs. The Department has stated that it has sufficient general funding to cover these costs over the remainder of FY2018 and the increase would be included in future budget requests. The federal share is secured through 9/30/2019.

*[JFO received 11/16/17]*

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; [ddickerson@leg.state.vt.us](mailto:ddickerson@leg.state.vt.us)) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by December 1, 2017 we will assume that you agree to consider as final the Governor's acceptance of these requests.

JFO 2903

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: Military Department Date: 10/3/17

Name and Phone (of the person completing this request): Ken Gragg, 802-338-3110

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):

Army National Guard Facilities Programs, App. 1, section W1912LN-15-2-1001

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:

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
<u>Military Property Management Specialist, PG 22 1</u>	<u>Army (2150030000)</u>	<u>10/1/2014 - 9/30/2019</u>	

\*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:

Due to the vast growth in the Real Property Department it has proven necessary to increase the departments staff. The VTARNG inventory has grown from 1.35 million square feet of building space, over 2 million square yards of roads, parking, helicopter landing pads and sidewalks, as well as 200,000 liner feet of exterior lighting, security fencing, and power, communications, water and sewer lines and (Continued on attachments)

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)).

Ken Gragg  
Signature of Agency or Department Head Date 10/4/2017

Molly Paul  
Approved/Denied by Department of Human Resources Date 10/12/17

[Signature]  
Approved/Denied by Finance and Management Date 1 Nov 17

[Signature]  
Approved/Denied by Secretary of Administration Date 11/9/17

Comments:

OCT 19 2017

### **Justification for the creation of a Limited Service Property Management Specialist (Continued)**

and the accumulated Real Property value of the VTARNG's facilities including both Federal and State is in excess of \$400M in 2012 to 2.2 million square feet of building space, over 2.7 million square yards of roads, parking, helicopter landing pads and sidewalks, as well as 400,000 linear feet of exterior lighting, security fencing, and power, communications, water and sewer lines. The accumulated Real Property value of the VTARNG's facilities including both Federal and State is in excess of \$650M in 2017. That's an average of 46% increase in the last 5 years. This department has also increased our real estate actions due to the increased usage and projects of our 12,000 acres owned by both Federal and State entities.

You will also find in a separate attachment an excel spreadsheet that shows the full impact on the current budget, and the budget for the next fiscal year with the addition of this position.

# **MILITARY PROPERTY MANAGEMENT SPECIALIST**

**Job Code:** 701500

**Pay Plan:** Classified

**Pay Grade:** 22

**Occupational Category:** Equipment Maintenance

**Effective Date:** 04/09/1998

**Class Definition:** Administrative and technical work involving two primary functions: the acquisition, management, and disposal of property and equipment for the Vermont Military Department at the Vermont Air National Guard base and installation, maintenance, and training related to computer systems. Work is performed under the general supervision of an administrative supervisor.

**Examples of Work:** Two sets of functions are performed, property management and computer system support and training. Develops and recommends programs for the acquisition of leaseholds, easements, permits, land exchanges, and licenses from both private land owners and government agencies. Researches and interprets legal documents such as deeds and abstracts of titles. Participates in site selection surveys and assists in obtaining right of entry. Assigns the rights of both government and private property for temporary use. Provides real property statistics and recommendations concerning the utilization, development and disposal programs of real property. Maintains a quantitative and monetary capital asset account. Develops information to identify, inventory, protect, and nominate for listing on the National Register of Historic Sites, existing properties that are considered to be of historical significance. Coordinates with the Army Corps of Engineers in the amendment of

existing Air National Guard leases, the outgranting of property to other users, and any encroachment activities. Responsible for continuous space use studies to insure full and efficient use of all building space. Prepares and submits all required real property reports. Provides training nationally regarding the interpretation and application of National Guard property management policies. Researches and recommends hardware and software purchases. Configures base computer software systems. Performs hardware repairs or oversees their repair. Performs database extracts to produce custom reports. Trains users. Provides Internet accessibility. Performs related duties as required.

**Environmental Factors:** Work is performed in a standard office setting as well as all areas of the base. Some negotiations may prove stressful. Travel in and out of state is required. Private means of transportation may be required for in-state travel.

### **Minimum Qualifications**

**Knowledge, Skills and Abilities:** Knowledge of policies, methods and techniques used in property appraisal, acquisition and management.

Knowledge of property appraisal concepts and practices.

Knowledge of computer hardware and at least one software operating system.

Ability to read and interpret complex plans, blueprints and specifications.

Ability to prepare and maintain a variety of reports related to program activities and costs.

Ability to communicate effectively in the class role.

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**Education and Experience:** Education: Bachelor's degree.

Experience: Three years administering contracts or leases, OR negotiating sales or rental of real estate, OR appraising real estate; AND two years installing and configuring software, OR installing and repairing hardware, OR designing or troubleshooting computer networks, OR configuring and maintaining databases.

Note: Work experience in either of the two fields defined above may be substituted for the Bachelor's degree on a six months for semester basis.

Note: General work experience may be substituted for the Bachelor's degree on a six months for a semester basis.

Note: Licensure as a Vermont Real Estate Broker may be substituted for one year of experience.

**Special Requirements:** n/a

Classification	Fund Code	Fund Name	Organization Code	Organization Name	FTE	Salary Table	Grade	Step	Employee Promotion	Base Salary	Health	Dental	Retirement	Life	LTD	EAP	FICA	Total Salary	
Personnel Management Services	2009	Federal Revenue Fund	215003000	Military - Army Service Contract	1	CLS	22	02		47,402.20	*****	794.00	8.38134	2003A	2003A	*****	*****	*****	77,981.45



VERMONT DEPARTMENT OF PERSONNEL  
Request for Classification Action  
New or Vacant Positions  
Existing Job Class/Titles ONLY  
Position Description Form C

- **This form is to be used by management to request the allocation of a new position, or reallocation of a vacant position, to an EXISTING class title.**
- Employee requests must be submitted on the separate "Position Description Form A."
- Requests for full classification, to determine the appropriate pay grade for any job class must be submitted on "Position Description Form A."
- 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.
- 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 will 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.
- All sections of this form are required to be completed unless otherwise stated.
- The form must be complete, including required attachments and signatures or it will be returned to the department's personnel office.

**Request for Classification Action**  
**New or Vacant Positions**  
**EXISTING Job Class/Title ONLY**  
**Position Description Form C/Notice of Action**  
**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: _____	

**Position Information:**

Incumbent: **Vacant or New Position**

Position Number:  Current Job/Class Title:

Agency/Department/Unit:  Military - Dept 2150030000 GUC:

Pay Group:  32 Work Station:  Colchester Zip Code:  05446

Position Type:  Permanent  Limited Service (end date)

Funding Source:  Core  Sponsored  Partnership. For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.)  100% Federal (ARNG Facilities, Appx 1)

Supervisor's Name, Title and Phone Number:  Angela Leclair (802) 388-305

**Check the type of request (new or vacant position) and complete the appropriate section.**

**New Position(s):**

a. **REQUIRED:** Allocation requested: Existing Class Code  701500 Existing Job/Class Title:  Military Property Maintenance Specialist

b. Position authorized by:

- Joint Fiscal Office – JFO #  Approval Date:
- Legislature – Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session)
- Other (explain) -- Provide statutory citation if appropriate.

**Vacant Position:**

- a. Position Number:
- b. Date position became vacant:
- c. Current Job/Class Code:  Current Job/Class Title:
- d. REQUIRED: Requested (existing) Job/Class Code:  Requested (existing) Job/Class Title:
- e. Are there any other changes to this position; for example: change of supervisor, GUC, work station? Yes  No  If Yes, please provide detailed information:

**For All Requests:**

1. List the anticipated job duties and expectations; include all major job duties:
2. Maintain Real Property records for the Vermont Army National Guard. EXPECTATION: Every property record must be analyzed annually for current use code, size, type of construction, funding source, ownership and any structural or capital improvement changes using state and federal regulations such as the DA PAM 415-28 Category Codes, Army Regulation (AR) 405-10 – Acquisition of Real Property and Interests Therein, 405-20 – Federal Legislative Jurisdiction, 405-45 – Real property Inventory Management, 405-70 – Utilization of Real Property, and 405-90 – Disposal of Real Property, UFC1-300-08 – Criteria for Transfer and Acceptance of DoD Real Property as well as complying with DoD directives, policies and Instructions that come from the Deputy Secretary of Defense . This is accomplished by reviewing facility files, project files, blueprints and interviewing project managers. While both Federal and state property must be captured in the federal system, state property must also be captured in a separate state system. Both the Federal and state databases continue to expand with new data fields to capture newly required information pushed down from the Department of Defense. This requires returning to the data to extract information from facility files, project files, blueprints and possibly interviewing of project managers. There is no room for error when entering this information. To do so could result in a loss of Operations & Maintenance (O&M) funds for the State of Vermont as well as the Vermont Army National Guard VTARNG
3. Input construction, maintenance and sustainment projects into the project module of a federal government database from current year to 7 years out to assure the earliest possible generation of construction funding for VTARNG Facilities. EXPECTATION: To capture the entire process of the life of a project, to include Planning, Design and Construction contracts, invoices, assets and timelines. This is done by reading and capturing the important aspects of the planning and contract documents, entering in all invoices to be paid and assigning them to a work order, interviewing project managers, visiting sites and attending project meetings all while staying in the Federal and State laws as well as the rules and guidelines of Army regulations for Real Property and Construction. All data is entered into a specific module in the federal program which in turn can be seen by head quarters staff in Washington D.C as well as our staff in the state of Vermont. Often times it takes phone calls or trips to Washington to secure funds for the VTARNG

4. Real Property and PRIDE Supporting Documents and Forms. EXPECTATION. Complete all required forms needed for certain actions. 1) DD Form 1354 (Transfer or Real Property). This form captures all real property to be picked up by the VTARNG. This form establishes the date the project is started and completed and what function the facility will serve. It identifies the quantity and unit of measure for the various Real Property aspects of the project. The cost and type of funding used to build, support and maintain this facility or structure. This has three stages: draft, interim and final. The draft is required prior to NGB's release of construction funds. The interim captures any changes to the original project plans and reflects what is actually built and spent. The final represents the transfer of the property from the contractor to the National Guard 2) Form 420 (Minor Construction project Form) This form establishes the scope of capital improvement, new construction, maintenance and sustainment projects up to \$750,000. It provides project description, justification, and data necessary for entry of the project into the PRIDE database. 3) Form 1390/91 (Major Construction Project Form). This form is created by the project managers and given to the Real Property person to enter and create a project, in excess of \$750,000, into the PRIDE data base. As with the 420 form this initiates the beginning of a project which NGB can access and track from Washington. 4) Form 337 (Disposal form) This form is created by the real property specialist to request disposal of assets on both state and federal property. This form shows the original cost and year the facility was built as well as location and type of construction. The real property specialist must determine what the estimated total sale value of the property is before having it signed by the approving authority. 5) McKinney Act Federal property information checklist form. This form is used in accordance with the McKinney-Vento Homeless Assistance Act of 1987. This act requires the federal government to list any property that is no longer needed for government mission to be listed on the HUD list before it's to be disposed of. This ensures the McKinney-Vento Act gets sight of the facility and determines if it can or cannot be used for another purpose in this program before disposed. 6) Serial and voucher number register. This form is created to comply with NGB requirements. All forms 490, 1390/91 and 1354's and any other form used in Real Property receive a Serial number and voucher number to be put on the form; this is recorded on the register. The register and originals are kept together and filed along with the Facility Information folders in the Real Property Office.
5. ) Site Visits. EXPECTATION: Conduct physical site visits must be done on a minimum of 20% of our 1,800 assets a year. Using a variety of different tools we are required to verify the use of the facility or asset, give it a category code. Based off of that code we are to capture the physical size of the facility or asset. The year built, funds and type of materials must also be verified and put into the PRIDE system. It is also our responsibility to make sure the facility is still being used for what it was designed for and if its function has changed those corrections need to be documented in both the system and FIF file.
6. Real Estate. EXPECTATION: Part of a team, review and negotiate current and new real estate Instruments such as license, lease, permit, Memorandum or Agreement (MOA), Memorandum of Understanding (MOU) or easement and renewals of an existing documents. This task deals with corresponding with the Corps of Engineers, and NGB as well as the requesting party (the VTARNG, FAA, State or outside party).
7. State Asset Management Construction in Progress (CIP). EXPECTATION: Capture, verify and provide real property asset information to the Asset Manager for both National Guard assets and Vet Affairs assets
8. Letters. EXPECTATION: Follow all the requirements for official communications letters to be written from time to time. This needs to be done following state and federal formatting guidelines with respect to program and venue the communication are being directed.

9. Standard Operating Procedures. EXPECTATIONS: Write SOPs for best business practices in use but written down to comply with audit and Inspector General inspections.
10. Office Supplies Maintenance. EXPECTATION: On a periodic basis, office supplies to support the Federal Construction and Environmental employees of the building are ordered. When the order arrives, it is inventoried, special orders are delivered and the remainder is stocked in a common use cabinet

2. Provide a brief justification/explanation of this request: Due to the vast growth in the Real Property Department it has proven necessary to increase the departments staff.

The VTARNG inventory has grown from 1.35 million square feet of building space, over 2 million square yards of roads, parking, helicopter landing pads and sidewalks, as well as 200,000 linear feet of exterior lighting, security fencing, and power, communications, water and sewer lines and the accumulated Real Property value of the VTARNG's facilities including both Federal and State is in excess of \$400M in 2012 to 2.2 million square feet of building space, over 2.7 million square yards of roads, parking, helicopter landing pads and sidewalks, as well as 400,000 linear feet of exterior lighting, security fencing, and power, communications, water and sewer lines. The accumulated Real Property value of the VTARNG's facilities including both Federal and State is in excess of \$650M in 2017. That's an average of 46% increase in the last 5 years. This department has also increased our real estate actions due to the increased usage and projects of our 12,000 acres owned by both Federal and State entities.

3. If the position will be supervisory, please list the names and titles of all classified employees reporting to this position (this information should be identified on the organizational chart as well). N/A

#### Personnel Administrator's Section:

4. If the requested class title is part of a job series or career ladder, will the position be recruited at different levels? Yes  No

5. The name and title of the person who completed this form: Angela LeClair, Military Property Maintenance Specialist II

6. Who should be contacted if there are questions about this position (provide name and phone number): Dave Henderson, Administrative Svcs. Coordinator (802) 338-3314

7. How many other positions are allocated to the requested class title in the department: Zero (with 1 "II" Level Specialist)

8. Will this change (new position added/change to vacant position) affect other positions within the organization? (For example, will this have an impact on the supervisor's management level designation; will duties be shifted within the unit requiring review of other positions; or are there other issues relevant to the classification process.) NO

#### Attachments:

Organizational charts are **required** and must indicate where the position reports.

Class specification (optional).

For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position, etc.

Other supporting documentation such as memos regarding department reorganization, or further explanation regarding the need to reallocate a vacancy (if appropriate).

\_\_\_\_\_  
Personnel Administrator's Signature (required)\*

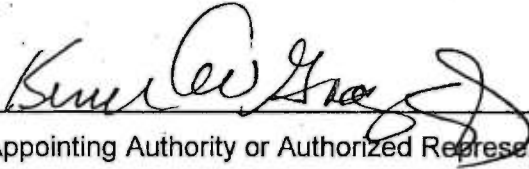
\_\_\_\_\_  
Date



10/4/17

\_\_\_\_\_  
Supervisor's Signature (required)\*

\_\_\_\_\_  
Date



10/4/2017

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

\_\_\_\_\_  
Date

\* Note: Attach additional information or comments if appropriate.

**MPIO/ENVIRONMENTAL – CAMP JOHNSON**

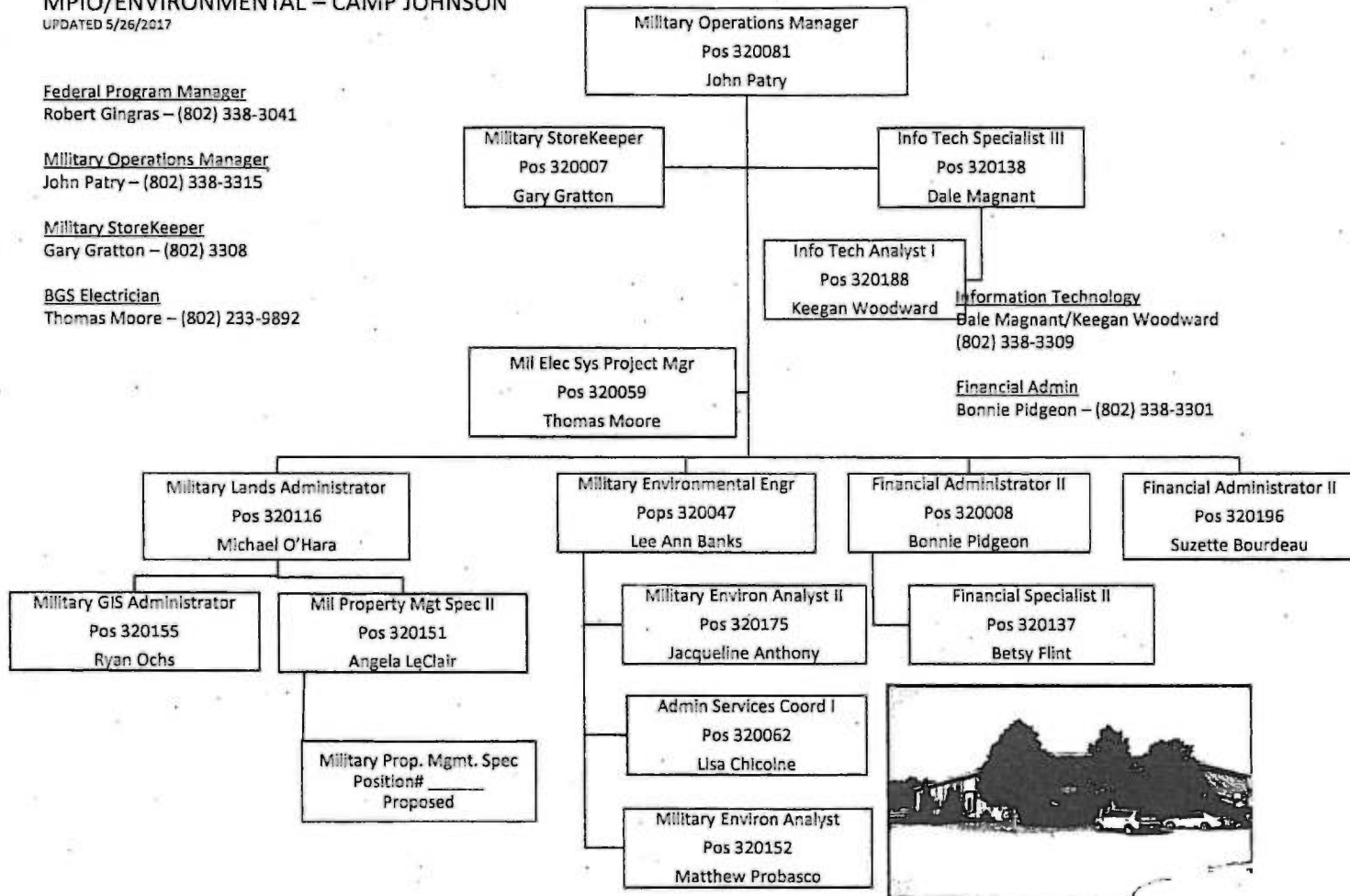
UPDATED 5/26/2017

Federal Program Manager  
Robert Gingras – (802) 338-3041

Military Operations Manager  
John Patry – (802) 338-3315

Military StoreKeeper  
Gary Gratton – (802) 3308

BGS Electrician  
Thomas Moore – (802) 233-9892



**Appendix D**  
**FP-PAS Position List**

**D-1. General**

a. This appendix contains brief position descriptions for all position titles potentially required for each of the three types of FP-PAS documents.

(1) Training Center. A State generates a separate FP-PAS document for each training site it has on the FISP.

(2) Statewide Logistics Facilities. A State generates a single FP-PAS document that combines requirements for all logistics facilities, facilities with an agreement support code beginning with S, except SC4, SC6, S15, and S16 facilities generate no personnel requirements.

(3) Construction and Facilities Management Office.

b. Each of the succeeding paragraphs in the appendix is organized the way the FP-PAS document is: first by broad area, and then by individual work center.

**D-2. Training Center – FP-PAS**

## a. Engineering Administration

## (1) Plans and Services

## (a) Engineering Specialist.

Provides appropriate engineering data to programmers; reviews plans and specifications; reviews bids and makes recommendations for award; inspects construction projects and recommends payments.

## (b) Engineering Aide.

Assists the Engineering Specialist in obtaining routine field data; verifies quantities and measurements, performs labor interviews, and accomplishes other tasks as required by the Engineering Specialist.

## (2) Facility Management

## (a) Engineer Management Specialist.

Responsible for the continuous progress of various construction and other type SRM projects, both present and future.

## (b) Planner-Estimator.

Forecasts previously identified valid projects and requirements, estimates all inclusive costs, and recommends methods of resourcing and budgeting.

## (c) Project Scheduler.

Reviews approved work orders, assures that required supplies and materials are in stock or purchased and schedules the accomplishment of the work order within the availability of appropriate personnel and/ or tradesmen.

## (d) Production Controller.

Receives work order request, verifies requirement is authorized, completes work order form, and forwards to Planner-Estimator and/or Project Scheduler. Receives, reviews, and files completed work orders.

## (3) Resource Management

## (a) Fiscal Accounting

## 1. Accountant.

Serves at the senior level and is responsible for general accounting, bookkeeping, auditing, revenue forecasting and budgeting functions in preparation and maintenance of State and Federal records and accounts. Involved in the disbursement of funds and assists in the preparation and maintenance of the training center's overall fiscal programs.

## 2. Bookkeeper.

Performs any combination of routine calculating, posting, and verifying duties in processing financial data for use in maintaining accounting records.

## 3. Accounting Specialist.

Maintains records for receipt and issue of funds. Provides detail accounting of available funds and project expenditures. Provides funding status reports as required.

## 4. Reimbursement Specialist.

Receives documents and reports that require processing to obtain reimbursement for goods and/or services rendered. Receives actual reimbursements and deposits into appropriate accounts. Ensures that all request for reimbursements are liquidated.

## (b) Payroll

## 1. Payroll Specialist.



Process time and attendance (T&A) reports, maintains records, prepares payroll documents, and prepares documentation to obtain salary reimbursement for agreement employees. Also, prepares salary estimates for budgeting. Provides payroll reports as required.

2. Not Used.

(c) Purchasing and Contracting

1. Purchasing and Contracting Clerk.

Responsible for advanced administrative support in the purchase of commodities and services.

2. Purchasing and Contracting Agent.

Responsible for processing commodities and services in a cost effective manner and on a timely basis. Contributes to procurement objectives by serving as a liaison between the training center and vendor by providing a service to the training center and assisting vendors to enter into fair and open competition.

3. Purchasing and Contracting Officer.

Senior level person responsible for formal and informal contracting.

(4) Personnel

(a) Personnel Specialist.

Administers all personnel records, to include employment forms, T&A reports, performance standards, appraisal reports, and other related documents within a personnel file.

(b) Personnel Officer.

Supervises activities of positions and possesses the proper skills to perform each job under his or her purview.

Responsible for supervision, scheduling and monitoring of personnel assigned to Personnel Specialist positions.

b. Maintenance of Training Range Real Property

(1) Maintenance of Range Real Property

(a) Range Maintenance Worker.

Responsible for the maintenance upkeep of Federally supported range facilities. This position does not open, close or operate federally supported ARNG ranges.

(b) Equipment Operator.

Responsible for the removal of snow, leaves and other refuse and debris from the range area, walks, roads, and parking areas. Responsible for seeding, sodding, mowing, and cleaning of Federally supported ARNG ranges.

(c) Trades Helper.

Laborer assisting the Range Maintenance Worker in the fulfillment of his or her duties.

(d) Foreman.

A working foreman who possesses the proper skills to perform each job under his or her purview. Responsible for supervision, scheduling and monitoring of personnel assigned to the positions of Range Maintenance Worker, Equipment Operator, and Trades Helper.

(2) Not Used.

c. Trades Workers

(1) Supply and Storage

(a) Supply Specialist.

Responsible for the supply activity associated with the FP. Receives stocks, and issues engineer maintenance and operations supplies and equipment. Completes supply documents, performs warehouse management inventories, and forwards completed documents to Supply Clerk.

(b) Supply Clerk.

Accomplishes supply management actions, to include recording receipt, warehouse location, and issues, and maintaining inventory control records.

(c) Warehouseman.

Responsible for storage of FP materiel and supplies.

(d) Equipment Operator/Driver.

Responsible for operation and maintenance of material handling equipment and vehicles associated with the FP.

(e) Property Specialist.

Responsible for accountability of all State and government-furnished property utilized under Appendix 1 of the Master Cooperative Agreement

(2) Custodial Services

(a) Custodian.

Responsible for cleaning facilities. Work entails sweeping and mopping floors, cleaning windows, etc. In the case of BEQ/BOQ space, does not duplicate or perform maids' duties (making beds, laundry, sweeping/vacuuming

floors, etc). Provides simplified maintenance to facilities such as cleaning filters, changing light bulbs, painting, and minor carpentry or plumbing.

(b) Foreman (Custodian).

A working foreman who possesses the proper skills to perform each job under his or her purview.

(c) Supervisor.

Supervises activities of positions and possesses the proper skills to perform each job under his or her purview. Responsible for supervision, scheduling and monitoring personnel assigned to positions of Custodian and Foreman (Custodian).

(3) Buildings and Grounds

(a) Supervisor.

Supervises activities of positions and possesses the proper skills to perform each job under his or her purview. Responsible for supervising, scheduling, and monitoring personnel assigned to all Buildings and Grounds positions as listed below.

(b) Carpentry

1. Carpenter.

Works with wood and other materials, nails, screws, glue and other fasteners, saws, hammers and various power tools to repair Federally supported ARNG facilities.

2. Trades Helper.

Assists the carpenter in his or her duties. May be considered an apprentice.

3. Mason.

Works with bricks, CMUs, cement, concrete, mixers and appropriate finishing tools to repair masonry structures on Federally supported ARNG facilities.

4. Locksmith.

Works with locks, door hardware, and appropriate tools to change or repair locks and hardware on Federally supported ARNG facilities.

5. Foreman.

A working foreman who possesses the proper skills to perform each job under his or her purview. Responsible for supervising, scheduling and monitoring personnel assigned to the positions of Carpenter, Trades Helper, Mason, and Locksmith.

(c) Electrical

1. Electrician.

Works with electrical circuits, motors, outlets, lights, wiring, etc., and appropriate tools and meters to repair Federally supported ARNG facilities.

2. Trades Helper.

Assists the electrician in his or her duties. May be considered an apprentice.

3. Lineman. Works with low and high voltage electricity, above or below ground wiring, street and area security lighting, and appropriate tools and meters to repair Federally supported ARNG facilities.

4. Helper, Lineman.

Assists the lineman in his or her duties. May be considered an apprentice.

5. Cable Repairman.

Works with telephone, coaxial, fiber-optic, etc. cable and appropriate tools and meters to repair Federally supported ARNG facilities.

6. Foreman.

A working foreman who possesses the proper skills to perform each job under his or her purview. Responsible for supervising, scheduling and monitoring personnel assigned to the positions of Electrician, Trades Helper, Lineman, Helper (Lineman), and Cable Repairman.

(d) Mechanical

1. HVAC Mechanic.

Works with heating, ventilating, and air conditioning systems. Possesses some skills in electrical circuits. Uses appropriate tools and meters to repair Federally supported ARNG facilities.

2. Trades Helper.

Assists the HVAC Mechanic in his or her duties. May be considered an apprentice.

3. Foreman.

A working foreman who possesses the proper skills to perform each job under his or her purview. Responsible for supervising, scheduling, and monitoring personnel assigned to the positions of HVAC Mechanic and Trades Helper.

(e) Painting

1. Painter.

Works with paints, stains, sealers, thinners, brushes, rollers and pneumatic spray apparatus to repair Federally supported ARNG facilities.

2. Sign Painter.

Works with paints, stains, sealers, thinners, brushes, rollers and pneumatic spray apparatus to repair signs on Federally supported ARNG facilities.

3. Trades Helper.

Assists the Painter and Sign Painter in the execution of their duties. May be considered an apprentice.

4. Foreman.

A working foreman who possesses the proper skills to perform each job under his or her purview. Responsible for supervising, scheduling, and monitoring personnel assigned to the positions of Painter, Sign Painter, and Trades Helper.

(f) Plumbing1. Plumber.

Works with copper, PVC, black iron, galvanized pipe and appropriate plumbing equipment and tools to repair Federally supported ARNG facilities.

2. Trades Helper.

Assists the Plumber in the execution of his or her duties. May be considered an apprentice.

3. Foreman.

A working foreman who possesses the proper skills to perform each job under his or her purview. Responsible for supervising, scheduling, and monitoring personnel assigned to the positions of Plumber and Trades Helper.

(g) Water Treatment1. Plant Operator.

Responsible for maintaining the distribution of water on a military installation. Monitors water pressure, reads meters, and maintains water towers and supporting pump stations, where applicable.

2. Maintenance Technician.

Responsible for the maintenance and repair of all Federally supported water treatment plants and their in-place equipment.

3. Laboratory Technician. Performs daily chemical tests at the water treatment plants and adjusts levels accordingly. Collects water samples and may deliver them to State and/or country labs for analysis. Maintains records for total production and chemicals used; maintains test results; and prepares and all required reports to country and State health agencies as required.

4. Foreman.

Supervises maintenance and repair of all plant equipment (e.g., pumps, motors, moving parts; removes and replaces worn parts). Ensures adjustments on equipment to meet Board of Health, EPA, and OSHA requirements. Organizes and conducts training in plants to ensure 24-hour coverage by qualified personnel. Instructs in proper plant procedures, laboratory tests, safety techniques and equipment.

(h) Wastewater Treatment1. Plant Operator.

Responsible for maintaining the distribution of sewage treatment on a military installation. Maintains, repairs, and replaces communicator, treatment plants, pumps, sludge returns, skimmers; lubricates equipment.

2. Maintenance Technician.

Responsible for the maintenance and repair of all Federally supported wastewater treatment plants and their in-place equipment.

3. Laboratory Technician.

Performs daily chemical tests at the wastewater treatment plant and adjusts levels accordingly. Collect sewage samples and may deliver them to State and/or country labs for analysis. Maintains records for total production and chemicals used; maintains test results; and prepares and submits all required reports to county and/or State health agencies as required.

4. Foreman.

Supervises activities of wastewater treatment activity positions of Plant Operator, Maintenance Technician, and Laboratory Technician. Supervises and performs maintenance and repair of all plant equipment (e.g., replaces complete pumps and motors, lubricates moving parts, adjusts and changes packing, and removes and replaces worn parts). Makes adjustments on equipment to meet Board of Health, EPA, and OSHA requirements. Organizes and conducts training to ensure 24-hour coverage by qualified personnel; instructs in proper plant procedures, laboratory tests, safety techniques and equipment.

## (i) Central Heating Plant

1. Plant Operator.

Responsible for maintaining the central heat plant on a military installation. Maintains, repairs, and replaces plumbing and or fixtures as required for safe operation.

2. Maintenance Technician.

Responsible for the maintenance and repair of all Federally supported heating plants and their in-place equipment.

3. Foreman.

Supervises activities of central heating plant activity positions of Plant Operator and Maintenance Technician. Supervises and performs maintenance and repair of all plant equipment (e.g., replaces complete pumps and motors, lubricates moving parts, adjusts and changes packing, removes and replaces worn parts). Makes adjustments on equipment to meet requirements. Organizes and conducts training in both plants to ensure 24-hour coverage by qualified personnel; and instructs in proper plant procedures, laboratory tests, safety techniques and equipment.

## (j) Automated Central Wash Facility

1. Electronics/Electrical Technician.

Provides electrical and instrumentation maintenance services in support of post central track-vehicle wash facilities, such as control panels, pumps, alarms, etc.

2. Operations and Maintenance Technician.

Serves as the operator and general maintenance technician for the post central track vehicle wash facility. Typical duties include repair and trouble shooting of pumps, electronic controls and electrical systems, low and high-pressure piping systems and lines.

## (4) Roads and Grounds

## (a) Supervisor.

Supervises activities of positions and possesses the proper skills to perform each job under his or her purview. Responsible for supervising, scheduling and monitoring personnel assigned to Roads and Grounds positions as listed below

## (b) Roads and Railroads

1. Machine Operator.

Responsible for operation of backhoe, dump truck, road graders, bulldozers, and other heavy equipment required in the maintenance and repair of Federally supported roads and railroads.

2. Laborer.

Responsible for providing the hand labor required for the execution of the Machine Operators duties. May use hand shovel, pick, rake, wheelbarrow, and other appropriate tools. May be considered an apprentice.

3. Foreman.

A working foreman who possesses the proper skills to perform each job under his or her purview. Responsible for supervising, scheduling, and monitoring personnel assigned to the positions of Machine Operator and Laborer.

## (c) Land Management

1. Light Equipment Operator.

Responsible for operation of farm tractors, dump trucks, bush hogs, rototillers, and other light equipment required for maintenance and repair of Federally supported land.

2. Heavy Equipment Operator.

Responsible for operation of road graders, bulldozers, scrapers and drag lines and other heavy equipment required for maintenance and repair of Federally supported land.

3. Foreman.

A working foreman who possesses the proper skills to perform each job under his or her purview. Responsible for supervising, scheduling, and monitoring personnel assigned to the positions of Light Equipment Operator and Heavy Equipment Operator.

## (d) Grounds Maintenance

1. Equipment Operator.

Responsible for the removal of snow, leaves, and other refuse and debris from walks, roads, parking, and hutment areas. Responsible for seeding, sodding, mowing, and cleaning to maintain and repair Federally supported grounds.

2. Fence Repairman.

Responsible for repairing fences and for wood and/or metal construction.

3. Foreman.

A working foreman who possesses the proper skills to perform each job under his or her purview. Responsible for supervising, scheduling, and monitoring personnel assigned to the positions of Equipment Operator and Fence Repairman.

## (e) Refuse

## 1. Refuse Handler.

Responsible for pickup and emptying of outdoor refuse containers.

## 2. Refuse Vehicle Operator.

Responsible for operating equipment related to refuse container pickup and discharging refuse at the landfill, tipping station or other collection points.

## 3. Equipment Operator.

Responsible for distributing refuse in a landfill environment, utilizing mechanical equipment.

## 4. Foreman.

A working foreman who possesses the proper skills to perform each job under his or her purview. Responsible for supervising, scheduling, and monitoring personnel assigned to the positions of Refuse Handler, Refuse Vehicle Operator, and Equipment Operator.

## (f) Equipment Maintenance

## 1. Mechanic.

Responsible for the maintenance and repair of all Federally supported roads, railroads, grounds, and refuse/landfill equipment used in support of Appendix 1 of the Master Cooperative Agreement.

## 2. Equipment Records Clerk.

Responsible for maintaining property book and maintenance records of all Federally supported roads, railroads, grounds, and refuse/landfill equipment used in support of Appendix 1 of the Master Cooperative Agreement.

## 3. Welder.

Responsible for the maintenance and repair of all Federally supported roads, railroads, grounds, and refuse/landfill equipment used in support of Appendix 1 of the Master Cooperative Agreement.

## 4. Trades Helper.

Assists the Mechanic and Welder in the execution of their duties. May be considered an apprentice.

## 5. Foreman.

A working foreman who possesses the proper skills to perform each job under his or her purview. Responsible for supervising, scheduling and monitoring personnel assigned to the positions of Mechanic, Equipment Records Clerk, Welder, and Trades Helper.

## d. Fire Prevention and Protection

## (1) Fire Chief.

Responsible for the operation and conduct of fire suppression operations for Federally supported facilities.

## (2) Assistant Fire Chief.

Assists the Fire Chief in the conduct of fire suppression and assigns tasks to ensure proper maintenance on all fire suppression equipment and vehicles.

## (3) Fireman.

Performs fire suppression operations under the leadership of the Fire Chief and Assistant Fire Chief.

## (4) Fire Protection Inspector.

Responsible for providing fire plans and fire suppression procedures within ARNG facilities at the training site.

## (5) Systems Repairman.

Responsible for the maintenance of all fire suppression equipment assigned to the training site.

**D-3. Statewide Logistics Facilities – FP-PAS**

## a. Engineering Administration

## (1) Plans and Services

## (a) Engineering Specialist.

Provides appropriate engineering data to programmers; reviews plans and specifications; reviews bids and makes recommendations for award; inspects construction projects and recommends payments.

## (b) Engineering Aide.

Assists the Engineering Specialist in obtaining routine field data; verifies quantities and measurements, performs labor interviews, and accomplishes other tasks as required by the Engineering Specialist.

## (2) Facility Management

## (a) Engineer Management Specialist.

Responsible for the continuous progress of various construction and other type SRM projects, both present and future.

## (b) Planner-Estimator.

Forecasts previously identified valid projects and requirements, estimates all inclusive costs, and recommends methods of resourcing and budgeting.

(c) Project Scheduler.

Reviews approved work orders, assures that required supplies and materials are in stock or purchased and schedules the accomplishment of the work order within the availability of appropriate personnel and/ or tradesmen.

(d) Production Controller.

Receives work order request, verifies requirement is authorized, completes work order form, and forwards to Planner-Estimator and/or Project Scheduler. Receives, reviews, and files completed work orders.

(3) Resource Management

(a) Fiscal Accounting

1. Accountant.

Serves at the senior level and is responsible for general accounting, bookkeeping, auditing, revenue forecasting and budgeting functions in preparation and maintenance of State and Federal records and accounts. Involved in the disbursement of funds and assists in the preparation and maintenance of the training center's overall fiscal programs.

2. Bookkeeper.

Performs any combination of routine calculating, posting, and verifying duties in processing financial data for use in maintaining accounting records.

3. Accounting Specialist.

Maintains records for receipt and issue of funds. Provides detail accounting of available funds and project expenditures. Provides funding status reports as required.

4. Reimbursement Specialist.

Receives documents and reports that require processing to obtain reimbursement for goods and/or services rendered. Receives actual reimbursements and deposits into appropriate accounts. Ensures that all request for reimbursements are liquidated.

(b) Payroll

1. Payroll Specialist.

Process T&A reports, maintains records, prepares payroll documents, and prepares documentation to obtain salary reimbursement for agreement employees. Also, prepares salary estimates for budgeting. Provides payroll reports as required.

2. Not Used.

(c) Purchasing and Contracting

1. Purchasing and Contracting Clerk.

Responsible for advanced administrative support in the purchase of commodities and services.

2. Purchasing and Contracting Agent.

Responsible for processing commodities and services in a cost effective manner and on a timely basis. Contributes to procurement objectives by serving as a liaison between the training center and vendor by providing a service to the training center and assisting vendors to enter into fair and open competition.

3. Purchasing and Contracting Officer.

Senior level person responsible for formal and informal contracting.

(4) Personnel

(a) Personnel Specialist.

Administers all personnel records, to include employment forms, T&A reports, performance standards, appraisal reports, and other related documents within a personnel file.

(b) Personnel Officer.

Supervises activities of positions and possesses the proper skills to perform each job under his or her purview. Responsible for supervision, scheduling and monitoring of personnel assigned to Personnel Specialist positions.

b. Trades Workers

(1) Supply and Storage

(a) Supply Specialist.

Responsible for the supply activity associated with the FP. Receives stocks, and issues engineer maintenance and operations supplies and equipment. Completes supply documents, performs warehouse management inventories, and forwards completed documents to Supply Clerk.

(b) Supply Clerk.

Accomplishes supply management actions, to include recording receipt, warehouse location, and issues, and maintaining inventory control records.

(2) Custodial Services

## (a) Custodian.

Responsible for cleaning facilities. Work entails sweeping and mopping floors, cleaning windows, etc. Provides simplified maintenance to facilities such as cleaning filters, changing light bulbs, painting, and minor carpentry or plumbing.

## (b) Foreman (Custodian).

A working foreman who possesses the proper skills to perform each job under his or her purview.

## (3) Equipment Maintenance

## (a) Mechanic.

Responsible for the maintenance and repair of all Federally supported roads, railroads, grounds, and refuse/landfill equipment used in support of Appendix 1 of the Master Cooperative Agreement.

## (b) Equipment Records Clerk.

Responsible for maintaining property book and maintenance records of all Federally supported roads, railroads, grounds, and refuse/landfill equipment used in support of Appendix 1 of the Master Cooperative Agreement.

## (c) Welder.

Responsible for the maintenance and repair of all Federally supported roads, railroads, grounds, and refuse/landfill equipment used in support of Appendix 1 of the Master Cooperative Agreement.

## (d) Trades Helper.

Assists the Mechanic and Welder in the execution of their duties. May be considered an apprentice.

## (e) Foreman.

A working foreman who possesses the proper skills to perform each job under his or her purview. Responsible for supervising, scheduling and monitoring personnel assigned to the positions of Mechanic, Equipment Records Clerk, Welder, and Trades Helper.

## (4) Buildings and Grounds

## (a) Supervisor.

Supervises activities of positions and possesses the proper skills to perform each job under his or her purview. Responsible for supervising, scheduling, and monitoring personnel assigned to all Buildings and Grounds positions as listed below.

## (b) Carpentry

1. Carpenter.

Works with wood and other materials, nails, screws, glue and other fasteners, saws, hammers and various power tools to repair Federally supported ARNG facilities.

2. Trades Helper.

Assists the carpenter in his or her duties. May be considered an apprentice.

3. Mason.

Works with bricks, CMUs, cement, concrete, mixers and appropriate finishing tools to repair masonry structures on Federally supported ARNG facilities.

4. Locksmith.

Works with locks, door hardware, and appropriate tools to change or repair locks and hardware on Federally supported ARNG facilities.

5. Foreman.

A working foreman who possesses the proper skills to perform each job under his or her purview. Responsible for supervising, scheduling and monitoring personnel assigned to the positions of Carpenter, Trades Helper, Mason, and Locksmith.

## (c) Electrical

1. Electrician.

Works with electrical circuits, motors, outlets, lights, wiring, etc., and appropriate tools and meters to repair Federally supported ARNG facilities.

2. Trades Helper.

Assists the electrician in his or her duties. May be considered an apprentice.

3. Lineman. Works with low and high voltage electricity, above or below ground wiring, street and area security lighting, and appropriate tools and meters to repair Federally supported ARNG facilities.

4. Helper, Lineman.

Assists the lineman in his or her duties. May be considered an apprentice.

5. Foreman.

A working foreman who possesses the proper skills to perform each job under his or her purview. Responsible for supervising, scheduling and monitoring personnel assigned to the positions of Electrician, Trades Helper, Lineman, and Helper (Lineman).

(d) Mechanical

1. HVAC Mechanic.

Works with heating, ventilating, and air conditioning systems. Possesses some skills in electrical circuits. Uses appropriate tools and meters to repair Federally supported ARNG facilities.

2. Trades Helper.

Assists the HVAC Mechanic in his or her duties. May be considered an apprentice.

3. Foreman.

A working foreman who possesses the proper skills to perform each job under his or her purview. Responsible for supervising, scheduling, and monitoring personnel assigned to the positions of HVAC Mechanic and Trades Helper.

(e) Painting

1. Painter.

Works with paints, stains, sealers, thinners, brushes, rollers and pneumatic spray apparatus to repair Federally supported ARNG facilities.

2. Trades Helper.

Assists the Painter and Sign Painter in the execution of their duties. May be considered an apprentice.

3. Foreman.

A working foreman who possesses the proper skills to perform each job under his or her purview. Responsible for supervising, scheduling, and monitoring personnel assigned to the positions of Painter and Trades Helper.

(f) Plumbing

1. Plumber.

Works with copper, PVC, black iron, galvanized pipe and appropriate plumbing equipment and tools to repair Federally supported ARNG facilities.

2. Trades Helper.

Assists the Plumber in the execution of his or her duties. May be considered an apprentice.

3. Foreman.

A working foreman who possesses the proper skills to perform each job under his or her purview. Responsible for supervising, scheduling, and monitoring personnel assigned to the positions of Plumber and Trades Helper.

(g) Grounds Maintenance

1. Grounds Maintenance Worker.

Responsible for the maintenance and upkeep of grounds at Federally supported logistics facilities.

2. Equipment Operator.

Responsible for the removal of snow, leaves and other refuse and debris from range areas, walks, roads, and parking areas. Responsible for seeding, sodding, mowing and cleaning to maintain and repair at Federally supported logistics facilities.

3. Trades Helper.

Hand laborer for the Grounds Maintenance Worker in the fulfillment of his or her duties.

4. Fence Repairman.

Responsible for repairing fences and for wood and/or metal construction.

5. Foreman.

A working foreman who possesses the proper skills to perform each job under his or her purview. Responsible for supervising, scheduling and monitoring personnel assigned to the positions of Grounds Maintenance Worker, Equipment Operator, Trades Helper, and Fence Repairman.

#### **D-4. Construction and Facilities Management Office FP-PAS**

a. Accounting Specialist.

Responsible for maintaining accounting and fiscal records; prepares, reviews, and analyzes a variety of accounts and records of financial transactions.

b. Administrative Specialist.

Performs administrative functions in support of the FP.

c. Agreements Manager.

Responsible for cooperative agreements, inter-agency agreements, and other support agreements.

d. Architect. Technically responsible for the architectural aspects of real property projects.

e. Architectural/Engineering Technician.



Skilled in different disciplines to assist architects or engineers in the performance of their duties and responsibilities.

f. Budget Analyst.

Prepares, submits and analyzes the execution of the FP State operating budget.

g. Civil Engineer.

Technically responsible for the civil engineering aspects of real property projects.

h. CADD Technician.

Responsible to the various technical disciplines for drafting and/or updating plans for real property projects.

i. Contract Administrator.

Responsible for overall administration and supervision of the contracting function for real property activities.

j. Contracting Specialist.

Assists contract administrator as required.

k. Data Transcriber.

Provides office automation and data transcription services in an automated environment.

l. Electrical Engineer.

Technically responsible for the electrical engineering aspects of real property projects.

m. Energy Conservation Manager.

Responsible for the development, coordination and implementation of a Statewide energy program.

n. Estimator.

Responsible for estimating cost factors related to real property projects.

o. Facilities Coordinator.

Provides direct facilities oversight on matters concerning maintenance, repair and construction activities, to include funding and personnel.

p. Industrial Engineer.

Performs engineering studies relative to the design and installation of systems that will improve the operation of federally supported facilities; conducts utilization studies relative to setting workload standards; conducts surveys and develops measurement techniques to simplify work and improve product quality.

q. Information Systems Manager.

Provides technical management of automated hardware and software systems in support of Construction and Facilities Management Office operations. Supports standardized programs associated with FP, such as FP-PAS, Budget Organization and Tracking System (BOATS), "Facilities Center," Information Status Report (ISR), and others.

r. Information Technology Manager.

Provides technical management of automated hardware and software systems in support of real property activities.

s. Information Technology Specialist.

Assists the Information Technology Manager as required.

t. Master Planner.

Responsible for the development, coordination and maintenance of a statewide Real Property Development Plan. Coordinates and conducts all required planning studies.

u. Master Planning Specialist.

Assists the Master Planner in developing, coordinating and maintaining the Real Property Development Plan. Responsible for collecting and incorporating data into database system(s).

v. Maintenance Manager.

Manages maintenance and repair activities for real property.

w. Mechanical Engineer.

Technically responsible for the mechanical engineering aspects of real property projects.

x. Personnel Officer.

Responsible for the overall administration and supervision of the personnel functions for real property activities.

y. Personnel Specialist.

Assists personnel officer as required.

z. Production Controller.

Receives, verifies and processes work orders for real property.

aa. Project Inspector.

Responsible for project inspections to ensure compliance with project plans and specifications.

ab. Project Manager. Responsible for the identification, administrative development, coordination, and the execution of real property projects.

ac. Project Specialist.

Assists the project manager as required. Responsible for collecting and incorporating data into database system(s).

ad. Program Analyst.

Performs a wide variety of consultative and analytical staff assignments such as program evaluation, policy analysis and formulation, systems development, budgeting, planning, and personnel analysis.

ae. Program Coordinator.

Responsible for program management of acquisition, construction, disposal, other type SRM, and similar activities for all real property facilities.

af. Purchasing Agent. Within delegated authority directly procures goods and services in support of real property activities.

ag. Real Property Manager.

Coordinates all real property transactions to include leases, licenses and other real property instruments.

ah. Real Property Specialist.

Assists the Real Property Manager in real property transactions. Responsible for collecting and incorporating data into database system(s) and responsible for maintaining real property files.

ai. Resource Specialist.

Performs analysis involving areas of fiscal and financial requirements, personnel, workload data, and organizational requirements.

aj. Specification Writer. Responsible for writing technical specifications for various real property projects.

ak. Structural Engineer.

Technically responsible for the structural engineering aspects of real property projects.

al. Surveyor.

Responsible for topographical surveys, establishing legal metes and bounds, and research and development of legal descriptions.