




STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Daniel Dickerson, Fiscal Analyst 
Date: June 05, 2019
Subject: Grant Request – JFO #2963-2965

Enclosed please find three (3) items, which the Joint Fiscal Office has received from the executive branch. **The Dept. of State's Attorneys and Sheriffs has requested expedited review of JFO #2965.** Members will be contacted by June 14, 2019 for a decision on JFO #2965 unless the member has responded prior to that date.

JFO #2963 – One (1) limited-service position within the Vermont Military Department. The position would be titled Financial Specialist I and would assist the Department in the contracting area to address increasing workloads. The position would be part-time (0.6 FTE) and would be 100% federally funded through the master cooperative agreement between the State and the federal government.

[JFO received 5/23/19]

JFO #2964 – One (1) limited-service position within the Vermont Military Department. The position would be titled Military Emergency Management Program Coordinator and run the installation emergency management (IEM) program. The goals of this program are to:

- 1) prepare Army installations for multi-agency, multi-jurisdictional emergencies,
- 2) provide comprehensive protection for all personnel against all natural, technological, man-made and terrorism hazards,
- 3) sustain critical operations during an emergency, and
- 4) maintain and/or restore essential operations and services post-incident.

Active duty posts and bases typically have an IEM program, and the Department has previously sought funding for a position to staff the program in Vermont and has now received approval for funding through the master cooperative agreement between the State and federal government. The position would be 100% federally funded.

[JFO received 5/23/19]

JFO #2965 – One (1) limited-service position within the VT Dept. of State's Attorneys and Sheriffs. **The Department has requested expedited review for this position in order to have the position filled by July 1, 2019.** The position would be titled Deputy State's Attorney – Domestic Violence/Sexual Assault Prosecutor and would be assigned to Caledonia County. The position will be funded for four years primarily through a sub-grant of federal funds from the VT Center for Crime Victim Services (CCVS). The funded is approximately 80% federal (through

the sub-grant) and 20% State – General Fund, which would be paid by CCVS from its general fund budget.

[JFO received 6/03/19]

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; ddickerson@leg.state.vt.us) if you have questions or would like an item held for legislative review. Except for the expedited review request, unless we hear from you to the contrary by June 21, 2019 we will assume that you agree to consider as final the Governor's acceptance of these requests.

JFO 2964

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

RECEIVED
MAY 23 2019
JOINT FISCAL OFFICE

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

Agency/Department: Vermont Military Department Date: 02/12/2019

Name and Phone (of the person completing this request): David Henderson

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # 2872

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

ARNG Master Cooperative Agreement, Appendix 11 (See attached) 100% Federal Funding

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

Title* of Position(s) Requested	# of Positions	Division/Program	Grant Funding Period/Anticipated End Date
Mil. Emerg. Mgmt. Prgm. Coordinator	1	Security - Camp Johnson	10/01/2018 09/30/2024

*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:

The Army Emergency Management Program is a risk-based, comprehensive, and continual process to prepare for, prevent, mitigate, respond to, and recover from any multi-agency and/or multijurisdictional incident that threatens life, property, operations, or the environment regardless of natural, technological, or human cause. An Installation Emergency Management Coordinator is necessary to run this program and, after six years of requesting (contd.)

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)).

Kenell W. [Signature] 3/28/2019 *
Signature of Agency or Department Head Date

[Signature] 3/29/19
Approved/Denied by Department of Human Resources Date

[Signature] 16 May 19
Approved/Denied by Finance and Management Date

[Signature] 5/19/19
Approved/Denied by Secretary of Administration Date

Comments:

Limited Service positions are typically for 3 years or less.

RECEIVED
APR 22 2019 DHR-11/7/05
By DFM

RECEIVED

MAY 23 2018

JOINT FISCAL OFFICE

Justification - Military Emergency Management Program Coordinator (cont'd.)

funding, the Army Force Protection Division finally said yes. All active duty posts and bases have an IEM Program. We have a regulatory imperative to fund and hire the right person to run this program. The goals of the Army EM Program are to (1) prepare Army installations for multi-agency, multijurisdictional emergencies, (2) provide comprehensive protection for all personnel against all natural, technological man-made, and terrorism hazards, (3) sustain critical operations during an emergency and (4) maintain and/or restore essential operations and essential services post-incident. These four goals, in themselves, demands the attention and hiring of a program coordinator. The successful candidate for this position will be my expert in the Directorate for Military Support for all things regarding preparedness, mitigation, prevention, response and recovery.

APPENDIX 11
ARNG EMERGENCY MANAGEMENT PROGRAM COORDINATOR (EMPC) ACTIVITIES

Section 1101. 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's) federal contribution for the Army National Guard (ARNG) Operations Division, Operations Division Protection Branch (ARNG-ODP) Emergency Management Program Coordinator (EMPC) Activities Cooperative Agreement program within the State. This Appendix is also referred to as the Emergency Management Cooperative Agreement (EMCA)
- b. Statement of Facts.
 - (1) The authorities and provisions set forth in NGR 5-1 are incorporated into this Appendix by reference.
 - (2) NGB is authorized to contribute federal funds to the State for certain expenses incurred in rendering EM implementation, sustainment operations, maintenance and services of EM equipment per 32 USC 106 and 107, Annual Appropriations and Availability of Appropriations and in accordance with Homeland Security Presidential Directive-5, DoDI 6055.17, DoD Installation Emergency Management Program, AR 525-27, Army Emergency Management Program, and DA PAM 525-27, Army Emergency Management Program.
 - (3) ARNG-ODP shall provide 100 percent federal support within funding limitations for authorized/appointed EMPC personnel. EMPC support is authorized for facilities described as joint use of the state and the federal government, and coded for federal support in the Facilities Inventory and Support Plan (FISP).
 - (4) EMPC services rendered beyond the scope of services authorized in this Appendix will not be supported by federal funds.

Section 1102. Additional Definitions.

- a. EM - Emergency Management.
- b. EMPC - Emergency Management Program Coordinator.
- c. MDEP - Management Decision Package
- d. AMSCO - Army Management Structure Codes.

Section 1103. Office of Primary Responsibility.

- a. The Office of Primary Responsibility for this Appendix is the Army National Guard Operations Division, Operations Division Protection Branch (ARNG-ODP), National Guard Bureau, Army National Guard Readiness Center, 111 S. George Mason Drive, Arlington, Virginia 22204-1382.
- b. Chief, Operations Division Protection Branch, for the purposes of this Appendix, is the designee of the Chief, National Guard Bureau, and is the individual authorized: to make final approval of all EMPC program budgets and modifications to them and to the language of this Appendix, to authorize distribution of EMPC funds to the USPFO, to receive specified accounting reconciliation reports, and to take any other action on behalf of NGB, as specifically reserved under this Appendix for ARNG-ODP.

October 2015

The EM program manager, ARNG-ODP, acts on behalf of the Chief, Operations Division Protection Branch in the daily administration of this Appendix

Section 1104. Scope of Agreement.

a. Scope of Services.

- (1) The Grantee shall provide Emergency Management Program Coordinator (EMPC) activities assistance services for ARNG Emergency Management operations within respective State/Region/Territory/District and subordinate ARNG installations/facilities.
- (2) The EMPC will be designated in writing, will be experienced in EM operations and will have successfully completed such specified training as required by the OPR-PM. The EMPC will assist in the synchronization and integration of EM requirements into state/territory/district ARNG operations.

b. Performance Specifications. The Grantee is responsible for and shall furnish, via the EMPC, services incidental to ARNG Emergency Management operations in the state/territory/district/region as required, to include the following:

- (1) Implementation, synchronization, integration, and sustainment of an EM program at the state/territory/district level JFHQ and subordinate ARNG installations/facilities within designated JFHQ AOR.
- (2) Advise and assist in the development and maintenance of state/territory/district JFHQ all hazard/all threat emergency response plans. Coordinate with local, state, tribal and federal agency emergency managers to ensure EM plans are mutually supporting and properly integrated.
- (3) Advise and assist in the organization of command and staff relationships with regards to EM. Assist in the establishment of a functional state/territory/district/regional Emergency Management Working Group (EMWG).
- (4) Shall function as a member of the EMWG.
- (5) Advise and assist in all ARNG emergency planning, coordination, and integration within a state/territory/district or assigned region.
- (6) Advise and assist in the development and dissemination of EM plans, supplemental guidance, and mandatory standards for protecting ARNG installations/facilities, activities and operations related to, preparing for, mitigating the potential effects of, preventing, responding to, and recovering from all multi-agency and/or multi-jurisdictional emergencies on or impacting ARNG installations and facilities.
- (7) Provide planning guidance and assistance to subordinate installations/facilities within state/territory/district or region to assist in establishing an all-hazards risk management program.
- (8) Assist subordinate installations/facilities to develop risk and vulnerability assessments as it relates to specific hazards within respective state/territory/district or assigned region.
- (9) Be available as a subject matter expert for senior commander's/TAG's with regard to their specific responsibilities related to Emergency Management, IAW AR 525-27, and DA PAM 525-27 and DA and ARNG EM policy and guidance.
- (10) Assist state/territory/district and subordinate installations and facilities to establish a training program for all hazards emergency management and response to comply with ARNG policy/guidance.
- (11) Assist with and track Installation EM training requirements.
- (12) Assist state/territory/district or region and subordinate installations to establish a community awareness program (Ready Guard/Army) to ensure Soldiers and family members are provided guidance on individual and family emergency preparedness.
- (13) Advise and assist in developing a data call process within state/territory/district to identify EM supporting requirements to include training and exercise support and sustainment of specialized CBRNE/AEFRP (if issued) equipment.

- (14) Advise and assist ARNG installations with corrective actions identified during EM exercises and inspections.
- (15) Periodically assess installation emergency response capabilities throughout state/territory/district.
- (16) Assist in the preparation and maintenance of contingency plans for the mediation, mitigation, alert and response, recovery, of all hazards / threats or events.
- (17) Assist with coordination between ARNG and federal, state, local, tribal, and Military law enforcement, emergency managers/officials to develop, update, and support the state/territory/district EM plans.
- (18) Assist with the development and coordination of Memoranda of Agreement/Memoranda of Understanding between state/territory/district ARNG and federal, state, local, tribal law enforcement and emergency services to support ARNG installations/facilities.
- (19) Assist with the development and coordination of conducting, publishing and dissemination of annual state/territory/district/region specific EM exercises/assessments and assist subordinate elements in conducting localized EM exercises/assessments.
- (20) Assist with state/territory/district/region compliance with EM training requirements set forth by DA and ARNG. Consolidate and provide training updates for all ARNG personnel, civilians and family members. Ensure EM training is incorporated into unit training plans and pre-mobilization training and exercises.
- (21) Advise and assist the synchronization and integration of the ARNG community awareness program into emergency planning, preparation, and training.
- (22) Establish working relationship with state/territory/district Family Readiness Group (FRGs) to assist in implementing the Ready Guard program.
- (23) Advise and assist in conducting quarterly EM reporting requirements for subordinate installations, facilities and sites.
- (24) Advise and assist in conducting annual EM program reviews and evaluations of subordinate EM programs.
- (25) Advise and assist in EM resource management and ensure EM funding requirements are identified prior to and during the Program Objective Memorandum (POM) cycle.
- (26) Advise and assist with state/territory/district Installation Status Report service 604 entries to ensure the state/territory/district properly identifies levels of readiness.
- (27) Advise and assist in the maintenance of State EM program products on the ARNG GKO portal.
- (28) Provide subject matter expertise to state/territory/district ARNG Commanders and members of EMWG/Protection Working Group.

Section 1105. Authorized Activities/Charges.

- a. Personnel. 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.
 - (1) Grantee contracts for services IAW Section 104
 - (2) Reimbursement of travel expenses is authorized, at a rate consistent with State regulations, for personnel performing EM activities away from main office. However, reimbursement for travel and per diem is as specified in 2 CFR §200.474.
- b. Training. Costs associated with EM certifications, examinations, or licensing which are required to meet ongoing (not initial training requirements) EM goals and objectives as set forth by the ARNG Emergency Management program are authorized. In addition, costs associated with training include required attendance at ARNG EM training workshop events, EM training/certification courses, and specified EM certification training for authorized equipment. Courses and training directly related to enhancing the

October 2015

industry trade performance of authorized EM personnel in the execution of their EM responsibilities may be requested and possibly authorized. Training is not necessarily intended to provide for educational diplomas and certifications.

Section 1106. Unauthorized Activities/Charges.

- a. Procurement of uniforms for EM personnel is not authorized.
- b. Procurement of non-authorized EM equipment as per ARNG EM standards and criteria for an installation /facility is not authorized. HQDA is in the process of developing equipment standards for mass warning and notification systems and CBRNE All Hazards protective suits. For the most recent guidance commands will contact ARNG ODP.
- c. All activities/charges not authorized in Section 105 (Authorized Activities/Charges) or expressly approved in writing by NGB ARNG ODP are unauthorized.

Section 1107. Budget Requirements.

- a. The federal CA PM in the state shall submit a budget to ARNG-ODP EM program manager for approval by 01 APR for each succeeding fiscal year. Upon approval, the budget shall be incorporated into the Appendix. The budget shall list, by line item, all EM assessments, equipment, training, exercises, and program operating costs to be funded under this Appendix and the amount of that line item for which it expects to receive resources from ARNG-ODP.
 - (1) The total amount of the budget shall be the maximum amount for which NGB is obligated to reimburse the Grantee for the costs of performance of this Appendix. The federal CA PM in the state must submit a request to ARNG ODP to increase or decrease the budget amount in accordance with paragraph h. below.
 - (2) ARNG ODP maintains a salary and benefit standard. Federal funding for salaries and benefits will be limited to this amount. Grantees should coordinate with the federal CA PM in the state in establishing salary and benefit levels to ensure that funding will be available. Other funding sources can supplement the federal MCA funding, but must be tracked and recorded in the same manner.
- b. The Budget should be approved before the execution of this Appendix.
- c. The Grantee and the federal CA PM must reconcile quarterly. Upon the request of ARNG ODP, the Grantee, through the federal CA PM, shall provide a report of the total salary and benefits and equipment cost expended for each EMPC.
- d. The Grantee will submit any other requested EM program, financial or budget reports that ARNG-ODP may require.
- e. ARNG-ODP, at its discretion, may unilaterally increase or decrease the federal fiscal year budget total, the total for any facility, or the total for any line item.
- f. AMSCOs: The Grantee shall use the AMSCOs, as provided to the state by the federal CA PM, in accounting for charges to this Appendix. AMSCOs in the ARNG-ODP approved budget are the only authorized AMSCOs for use.
- g. The federal CA PM in the state is granted flexibility to move funding within the MDEP to adjust actual expenditures where they differ from the Budget.
- h. Budget Changes. The federal CA PM in the state must submit a written request through the Grants Officer/USPFO, to decrease or increase funds in its Budget. The request shall include an updated budget reconciliation report as an enclosure. The request shall not be binding unless it is so approved.

October 2015

by ARNG-ODP. The request and approval shall not be binding unless a CA modification to this appendix has been executed.

Section 1108. Appendix Administration.

Changes to the terms and conditions of this Appendix shall be LAW NGR 5-1, Chapter 3.

Section 1109. Funding Limitations.

- a. **Approved Budget/Annual Funding Program (AFP):** The total dollar amount that NGB anticipates, subject to the availability of funds, being available for reimbursement to the Grantee, for its costs in fulfilling its responsibilities under this Appendix. This amount may be increased or decreased by NGB during the fiscal year.
- b. **Total Dollars Obligated:** The total amount of funds obligated by NGB represent 100 percent federal support under this Appendix. Only funds obligated through an executed CA modification to this Appendix are available for reimbursement to the Grantee. Funds shall be obligated as received by the federal CA PM in the state.

1. Fiscal Year FY19	Approved Budget (AFP) \$106,000.00	Total Dollars Obligated \$_____
2. Fiscal Year _____	Approved Budget (AFP) \$_____	Total Dollars Obligated \$_____
3. Fiscal Year _____	Approved Budget (AFP) \$_____	Total Dollars Obligated \$_____
4. Fiscal Year _____	Approved Budget (AFP) \$_____	Total Dollars Obligated \$_____
5. Fiscal Year _____	Approved Budget (AFP) \$_____	Total Dollars Obligated \$_____

October 2015

Section 1110. Agreement Particulars.

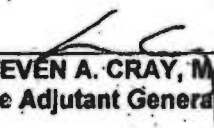
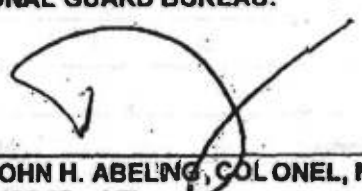

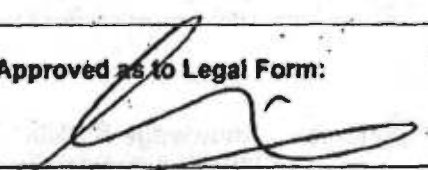
The information below shall be recorded by the Grants Officer's Representative (GOR) for compliance with the reporting requirements of the DoD Assistance Award Action Report System (DAADS) and the Federal Funding Accountability and Transparency Act of 2006, as amended.

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 05448-3099 (To include Zip + 4)	
e. Grantee/Recipient County (Primary Place of Performance):	Chittenden County
f. Grantee/Recipient Congressional District (Primary Place of Performance):	At Large
g. Major Agency:	DOD
h. Agency Code:	2100
i. Funding Agency:	Army
j. Program Source Agency:	21
k. Transaction Type:	Cooperative Agreement
l. CFDA:	12.401
m. CFDA Program Title:	Operation and Maintenance, Army National Guard
n. Program Source Account-Funding:	2065
o. Treasury Appropriation Code:	2065
p. Award/Obligation/Action Date:	1 Oct 2018
q. Starting Date:	1 Oct 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-19-2-1011
v. Approved Budget Amount:	See Appendix, Section 509
w. R&D Award (Yes or No)	No
x. Indirect Cost Rate or CPP Rate:	0%

October 2015

EXECUTION

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

<p>STATE/TERRITORY/ OR DISTRICT OF:</p> <p>_____</p> <p>BY:  STEVEN A. CRAY, MAJOR GENERAL The Adjutant General - VT</p> <p><u>18 Oct 18</u> (Date)</p>	<p>NATIONAL GUARD BUREAU:</p> <p></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></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></p> <p>GONZALO PINACHO, LTC State Judge Advocate</p> <p><u>10/4/18</u> (Date)</p>

Request for Classification Review Position Description Form A

For Department of Personnel Use Only

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

Incumbent Information:

Employee Name: Employee Number:
Position Number: Current Job/Class Title:
Agency/Department/Unit: Work Station: Zip Code:
Supervisor's Name, Title, and Phone Number:
How should the notification to the employee be sent: employee's work location or other address, please provide mailing address:

New Position/Vacant Position Information:

New Position Authorization: Request Job/Class Title:
Position Type: Permanent or Limited / Funding Source: Core, Partnership, or Sponsored
Vacant Position Number: Current Job/Class Title:
Agency/Department/Unit: Work Station: Zip Code:
Supervisor's Name, Title and Phone Number:

Type of Request:

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

22. Assist with Virtual Installation compliance with EM training requirements set forth by the Army and ARNG. Consolidate and provide training updates for all VT-ARNG Soldiers, Civilians, and Families. Ensure EM training is incorporated into unit training plans and pre-mobilization training and exercises.
23. Advise and assist in conducting quarterly EM reporting requirements for subordinate VT-ARNG units/facilities/activities.
24. Advise and assist in EM resource management and ensure EM funding requirements are identified prior to and during the Program Objective Memorandum (POM) cycle.
25. Advise and assist with Installation Status Report service 604 entries to ensure the Virtual Installation properly identifies levels of readiness.
26. Advise and assist in the maintenance of Virtual Installation EM program products on the VTNG portal.
27. Complete training schedule for position as specified in Department of the Army Pamphlet 525-27, chapter 13. Complete additional training as required.
28. Ensure compliance with ARNG protection plan standards and perform measures in accordance with Army Regulation 525-2 and the ARNG Emergency Management Coordinator Program (EMCP) Appendix 11 of Master Cooperative Agreement (MCA). Assist with audits to this program.

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*.

1. Collaborate with Building OICs or NCOICs involved in drafting emergency action plans for armories, maintenance facilities and stand-alone headquarters buildings
2. Collaborate with Members of the Camp Johnson-based Force Protection Working Group and Emergency Management Working Group
3. Partner with the Vermont Department of Emergency Management
4. Partner with the State Hazmat Coordinator
5. Partner with the Colchester Police Department
6. Partner with the St. Michael's Public Safety Office

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.

Completion of Incident Command System 100
Completion of Incident Command System 200
Knowledge of the Homeland Security Exercise and Evaluation Program (HSEEP)

4. Do you supervise?

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

No

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

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

Supervisor expects this Program Manager to work alone and with little supervision needed. Monthly tasks and projects will be agreed upon with deadlines established. Program Manager will assist in updating J-Staff Sync meeting slides every two weeks as well as help to prepare for monthly Senior Leadership Council meetings.

6. Mental Effort

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

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

The most difficult part to this position are familiarization and mastery of applicable regulations and understanding the Incident Command System (ICS). The ability to conceptualize an emergency management awareness campaign, develop appropriate messaging materials and develop assessment mechanisms could also be difficult.

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.*

Assess the viability of current installation emergency management plans and advise on their refinement and improvement.

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?
Inability of subordinate units to submit plans according to published timelines	Occasional

- 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?
Illness (caught from another coworker)	Occasional
Discomfort: None; this is an office setting	

- 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?
None		

--	--	--

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

Type	How Much of the Time?
Sitting (This is primarily a desk job).	

Additional Information:

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

--

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

Supervisor's Section:

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

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

- 1. Advise and assist in the development and dissemination of EM Plans (This program is standing up for the first time. It is critical that building-specific EM plans are developed and submitted to the EM Program Manager. The EMPM can review these plans for thoroughness and adherence to National Guard standards.
- 2. Implementation, synchronization, integration, and sustainment of our EM Program. (Standing this program up for the first time will be challenging. The right person has to be articulate enough to describe all program particulars, garner support from logical EM partners and then carry projects to fruition.

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?

- Knowledge of Emergency Management principles
- Knowledge of the Incident Command System
- Knowledge of Department of Defense Non-commissioned Officer and Commissioned Officer rank insignia. The ability to recognize rank and all inferred courtesies for each rank.
- Knowledge of natural EM partners within a five-mile radius of each armory or Guard facility.

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

None

4. Suggested Title and/or Pay Grade:

~~Installation~~ Emergency Management Program Coordinator

Military

Supervisor's Signature (required):

Steph M. Guin

Date: 14 MAR 2019

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.

None

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: 3/27/2019

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.

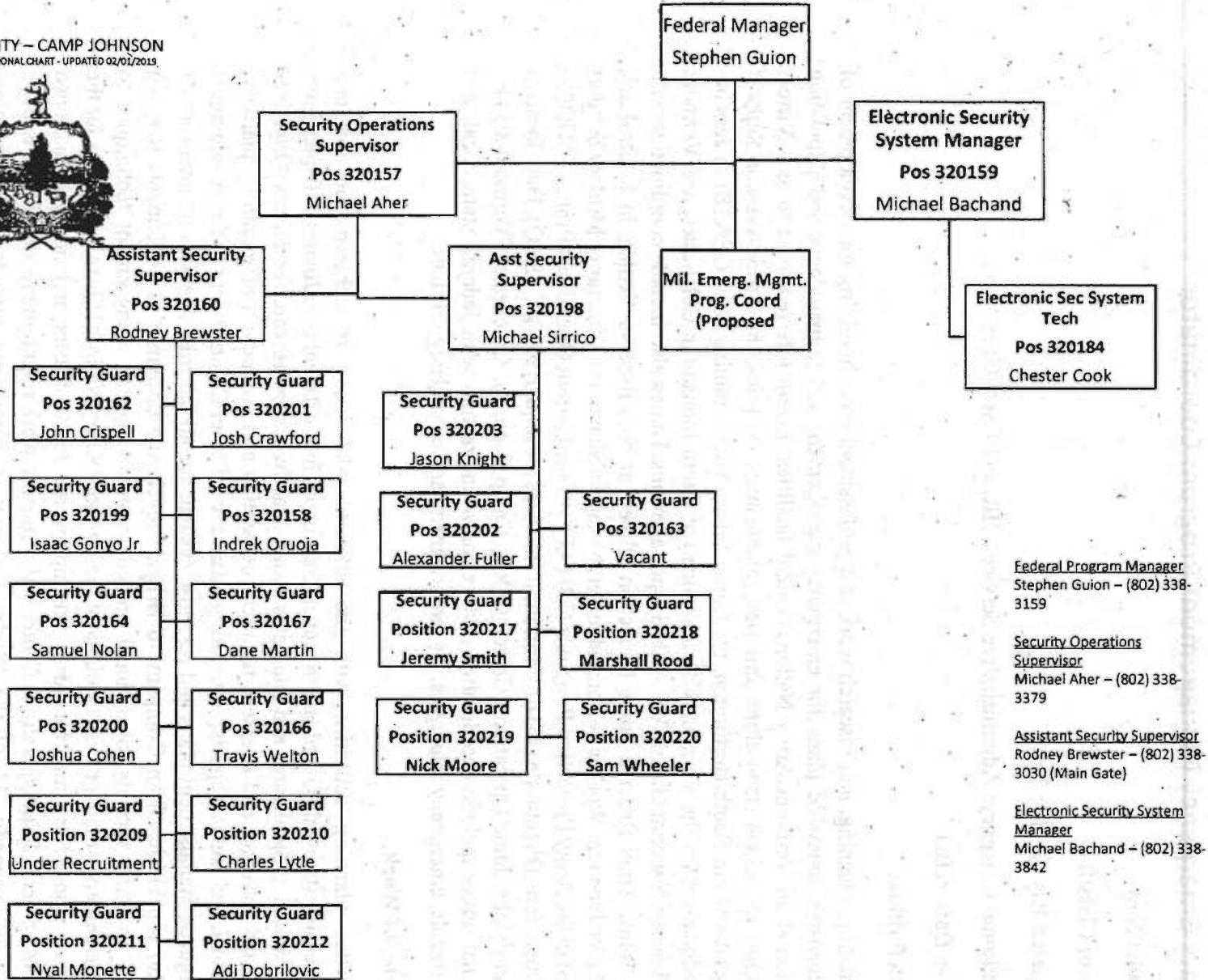
NONE

Suggested Title and/or Pay Grade:

As proposed

Kenie W. Hayes 3/28/2019
Appointing Authority or Authorized Representative Signature (required) Date

SECURITY – CAMP JOHNSON
 ORGANIZATIONAL CHART - UPDATED 02/01/2019



Federal Program Manager
 Stephen Guion – (802) 338-3159

Security Operations Supervisor
 Michael Aher – (802) 338-3379

Assistant Security Supervisor
 Rodney Brewster – (802) 338-3030 (Main Gate)

Electronic Security System Manager
 Michael Bachand – (802) 338-3842

Military Emergency Management Program Coordinator

Job Code: New

Pay Plan: Classified

Anticipated Pay Grade: 24

Occupational Category: Administrative Services, HR, and Fiscal Operations

Effective Date: TBD

Class Definition:

Coordinating, planning, and research work at a professional level, involving the development of comprehensive statewide plans for emergency management and preparedness and population protection at all Vermont Army National Guard facilities; herein referred to as to as a Virtual Installation, to include stand-alone armories, maintenance facilities, the Army Aviation Support Facility (AASF) in South Burlington, the Camp Ethan Allen Training Site (CEATS) in Jericho, the Headquarters for the Vermont National Guard at Camp Johnson in Colchester, and Vermont Army Reserve National Guard (VT-ARNG) special events. Duties also include coordinating with United States Army Reserve Force Protection officers at both Reserve Centers in Rutland and White River Junction. Work is performed under the supervision of the Director of Military Support (DOMS) in the Army Protection Programs Cell (APP) of the Current Operations Branch (CUOPS) of the Operations Directorate (J3) of Vermont Joint Force Headquarters (VT-JFHQ). Duty location is primarily the Joint Operations Center (JOC), Camp Johnson, Colchester, Vermont 05446. Additional duties include coordination and extensive interaction with federal, state, local, and tribal officials, emergency managers, law enforcement, and emergency services.

Examples of Work:

Coordinates planning activities with the ultimate goal being to achieve and maintain comprehensive statewide Guard emergency management. Interacts and coordinates with personnel assigned to each program area and integrates planning activities and research resources. Organizes projects and activities and oversees required preparation and production of monthly, quarterly, semi-annual, and annual reports. Provides guidance to all level Commanders in the development of emergency management plans and response systems for all hazards; oversees maintenance of plans and capabilities from Company to Brigade level; and designs and implements research methods, planning formats, operational procedures and response management techniques to improve emergency management throughout the Vermont Army National Guard. Arranges for the delivery of planned training for Army and applicable Joint officers and non-commissioned officers. Augments Joint Operations Center staff. Specific work requirements detailed in Section 11 04(b) of Appendix 11 of the Master Cooperative Agreement include Implementation, synchronization, integration, and sustainment of the EM program at the Virtual Installation level; Advises and assists in the development and maintenance of Virtual Installation and Area of Interest all hazard/all threat emergency response plans; and coordinates with local, state, tribal and federal agency emergency managers to ensure EM plans are mutually supporting and properly integrated.

Assists in the establishment of a functional Virtual Installation Emergency Management Working Group (EMWG). Shall function as a member of, and provide subject matter expertise, to the Virtual Installation Emergency Management Working Group (EMWG) and Protection Working Group (PWG). Advises and assists in all VT-ARNG planning, coordination, and integration within the Virtual Installation. Advises and assists in the development and dissemination of EM plans. Provides supplemental guidance and mandatory standards for protecting the Virtual Installation, activities and operations related to, preparing for, mitigating the potential effects of, preventing, responding to, and recovering from all multi-agency and/or multi-jurisdictional emergencies on or impacting the Virtual Installation. Provides planning guidance and assistance to subordinate VT-ARNG units/facilities/activities within the Virtual Installation to assist in establishing all-hazards risk management program. Assists subordinate installations/facilities to develop risk and vulnerability assessments as it relates to specific hazards within the Virtual Installation and Area of Interest. Is available as a subject matter expert to VT-ARNG commanders and The Adjutant General (TAG) with regard to their specific responsibilities related to Emergency Management, IAW Army regulation 525-27, Department of the Army Pamphlet 525-27, and other applicable Army and ARNG EM policy and guidance. Assists Virtual Installation and subordinate VT-ARNG units/facilities/activities to establish a training program for all-hazards emergency management and response to comply with Army and ARNG policy/guidance. Assists with and tracks Virtual Installation EM training requirements. Advises and assists the synchronization and integration of the community awareness program (Ready Army) into emergency planning, preparation, and training. Assists subordinate VT-ARNG units/facilities/activities to establish a community awareness program (Ready Army) to ensure Soldiers and Families are provided guidance on individual and family emergency preparedness. Establishes working relationship with VTNG Family Readiness Groups (FRGs) to assist in implementing the community awareness program (Ready Army). Advises and assists in developing a data call process within the Virtual Installation and subordinate VT-ARNG units/facilities/activities to identify EM supporting requirements to include training and exercise support and sustainment of specialized CBRNE/AEFRP (if issued) equipment. Advises and assists subordinate VT-ARNG units/facilities/activities in conducting annual EM program reviews. Advises and assists subordinate VT-ARNG units/facilities/activities with corrective actions identified during EM exercises and inspections; Periodically assess installation emergency management response capabilities throughout the Virtual Installation; Assist in the preparation and maintenance of contingency plans for mitigation, preparedness, response, recovery of all hazards/threats or events; Assist with the coordination between federal, state, local, and tribal officials, emergency managers, law enforcement, and emergency services; and VT-ARNG officials, emergency managers, law enforcement, and first responders to develop, update, and support the Virtual Installation EM plans; Assist with the development and coordination of Memorandums of Agreement (MOAs) and Memorandums of Understanding (MOUs) between the Virtual Installation and subordinate VT-ARNG units/facilities/activities and federal, state, local, and tribal officials, emergency managers, law enforcement, and emergency services to support the Virtual Installation; Assist with the development and coordination of conducting, publishing, and dissemination of annual Virtual Installation specific EM exercises/assessments and assist subordinate VT-ARNG units/facilities/activities in conducting localized EM exercises/assessments; Assist with Virtual

Installation compliance with EM training requirements set forth by the Army and ARNG. Consolidate and provide training updates for all VT-ARNG Soldiers, Civilians, and Families. Ensure EM training is incorporated into unit training plans and pre-mobilization training and exercises; Advise and assist in conducting quarterly EM reporting requirements for subordinate VT-ARNG units/facilities/activities; Advise and assist in EM resource management and ensure EM funding requirements are identified prior to and during the Program Objective Memorandum (POM) cycle; Advise and assist with Installation Status Report service 604 entries to ensure the Virtual Installation properly identifies levels of readiness; Advise and assist in the maintenance of Virtual Installation EM program products on the VTNG portal; Complete training schedule for position as specified in Department of the Army Pamphlet 525-27, chapter 13. Complete additional training as required; Ensure compliance with ARNG protection plan standards and perform measures in accordance with Army Regulation 525-2 and the ARNG Emergency Management Coordinator Program (EMCP) Appendix 11 of Master Cooperative Agreement (MCA). Assist with audits to this program. Performs related work as required.

Environmental Factors:

Normal office working conditions generally prevail with some required travel to various localities throughout the state. Incumbents should possess a valid Vermont driver's license and have some private alternative means of transportation available. Emergency management drills and actual emergencies may require performance outside of normal duty hours. On-call status may be required during certain periods.

Knowledge, Skills, and Abilities:

Knowledge of the concept and purposes of emergency management programs.

Working knowledge of research methods and techniques.

Awareness of nature and effects of various types of natural and other disasters.

Awareness of the principles and procedures involved in program planning.

Awareness of administrative principles and practices.

Ability to logically analyze problems, interpret information, and determine alternatives and present solutions.

Ability to communicate effectively orally and in writing.

Ability to prepare both informal and technical reports.

Ability to establish and maintain effective working relationships.

Knowledge of basic Microsoft Office products (Word, Excel, PowerPoint, etc.)

Minimum Qualifications

Education and Experience:

Bachelor's Degree AND a minimum of one (1) year of work experience at a technical level involving the public sector and dealing with emergency situations.

Preferred Qualifications:

Knowledge of Homeland Security Exercise and Evaluation

Special Requirements:

Incumbents of this job are issued a Department of Defense Common Access Card (CAC), which is issued only upon passing a federal background check (Tier 1) including a fingerprint-supported criminal record check. Candidates must obtain the CAC for successful completion of original probation. Possession of the CAC is a condition of employment.

Military Emergency Management Program Coordinator

Job Code: New

Pay Plan: Classified

Anticipated Pay Grade: 24

Occupational Category: Administrative Services, HR, and Fiscal Operations

Effective Date: TBD

Class Definition:

Coordinating, planning, and research work at a professional level involving the development of comprehensive statewide plans for emergency management and preparedness and population protection at all Vermont Army National Guard facilities; herein referred to as to as a Virtual Installation, to include stand-alone armories, maintenance facilities, the Army Aviation Support Facility (AASF) in South Burlington, the Camp Ethan Allen Training Site (CEATS) in Jericho, the Headquarters for the Vermont National Guard at Camp Johnson in Colchester, and Vermont Army Reserve National Guard (VT-ARNG) special events. Duties also include coordinating with United States Army Reserve Force Protection officers at both Reserve Centers in Rutland and White River Junction. Work is performed under the supervision of the Director of Military Support (DOMS) in the Army Protection Programs Cell (APP) of the Current Operations Branch (CUOPS) of the Operations Directorate (J3) of Vermont Joint Force Headquarters (VT-JFHQ). Duty location is primarily the Joint Operations Center (JOC), Camp Johnson, Colchester, Vermont 05446. Additional duties include coordination and extensive interaction with federal, state, local, and tribal officials, emergency managers, law enforcement, and emergency services.

Examples of Work:

Coordinates planning activities with the ultimate goal being to achieve and maintain comprehensive statewide Guard emergency management. Interacts and coordinates with personnel assigned to each program area and integrates planning activities and research resources. Organizes projects and activities and oversees required preparation and production of monthly, quarterly, semi-annual, and annual reports. Provides guidance to all level Commanders in the development of emergency management plans and response systems for all hazards; oversees maintenance of plans and capabilities from Company to Brigade level; and designs and implements research methods, planning formats, operational procedures and response management techniques to improve emergency management throughout the Vermont Army National Guard. Arranges for the delivery of planned training for Army and applicable Joint officers and non-commissioned officers. Augments Joint Operations Center staff. Specific work requirements detailed in Section 11 04(b) of Appendix 11 of the Master Cooperative Agreement include Implementation, synchronization, integration, and sustainment of the EM program at the Virtual Installation level; Advises and assists in the development and maintenance of Virtual Installation and Area of Interest all hazard/all threat emergency response plans; and coordinates with local, state, tribal and federal agency emergency managers to ensure EM plans are mutually supporting and properly integrated.

Assists in the establishment of a functional Virtual Installation Emergency Management Working Group (EMWG). Shall function as a member of, and provide subject matter expertise, to the Virtual Installation Emergency Management Working Group (EMWG) and Protection Working Group (PWG). Advises and assists in all VT-ARNG planning, coordination, and integration within the Virtual Installation. Advises and assists in the development and dissemination of EM plans. Provides supplemental guidance and mandatory standards for protecting the Virtual Installation, activities and operations related to, preparing for, mitigating the potential effects of, preventing, responding to, and recovering from all multi-agency and/or multi-jurisdictional emergencies on or impacting the Virtual Installation. Provides planning guidance and assistance to subordinate VT-ARNG units/facilities/activities within the Virtual Installation to assist in establishing all-hazards risk management program. Assists subordinate installations/facilities to develop risk and vulnerability assessments as it relates to specific hazards within the Virtual Installation and Area of Interest. Is available as a subject matter expert to VT-ARNG commanders and The Adjutant General (TAG) with regard to their specific responsibilities related to Emergency Management, IAW Army regulation 525-27, Department of the Army Pamphlet 525-27, and other applicable Army and ARNG EM policy and guidance. Assists Virtual Installation and subordinate VT-ARNG units/facilities/activities to establish a training program for all-hazards emergency management and response to comply with Army and ARNG policy/guidance. Assists with and tracks Virtual Installation EM training requirements. Advises and assists the synchronization and integration of the community awareness program (Ready Army) into emergency planning, preparation, and training. Assists subordinate VT-ARNG units/facilities/activities to establish a community awareness program (Ready Army) to ensure Soldiers and Families are provided guidance on individual and family emergency preparedness. Establishes working relationship with VTNG Family Readiness Groups (FRGs) to assist in implementing the community awareness program (Ready Army). Advises and assists in developing a data call process within the Virtual Installation and subordinate VT-ARNG units/facilities/activities to identify EM supporting requirements to include training and exercise support and sustainment of specialized CBRNE/AEFRP (if issued) equipment. Advises and assists subordinate VT-ARNG units/facilities/activities in conducting annual EM program reviews. Advises and assists subordinate VT-ARNG units/facilities/activities with corrective actions identified during EM exercises and inspections; Periodically assess installation emergency management response capabilities throughout the Virtual Installation; Assist in the preparation and maintenance of contingency plans for mitigation, preparedness, response, recovery of all hazards/threats or events; Assist with the coordination between federal, state, local, and tribal officials, emergency managers, law enforcement, and emergency services; and VT-ARNG officials, emergency managers, law enforcement, and first responders to develop, update, and support the Virtual Installation EM plans; Assist with the development and coordination of Memorandums of Agreement (MOAs) and Memorandums of Understanding (MOUs) between the Virtual Installation and subordinate VT-ARNG units/facilities/activities and federal, state, local, and tribal officials, emergency managers, law enforcement, and emergency services to support the Virtual Installation; Assist with the development and coordination of conducting, publishing, and dissemination of annual Virtual Installation specific EM exercises/assessments and assist subordinate VT-ARNG units/facilities/activities in conducting localized EM exercises/assessments; Assist with Virtual

Installation compliance with EM training requirements set forth by the Army and ARNG. Consolidate and provide training updates for all VT-ARNG Soldiers, Civilians, and Families. Ensure EM training is incorporated into unit training plans and pre-mobilization training and exercises; Advise and assist in conducting quarterly EM reporting requirements for subordinate VT-ARNG units/facilities/activities; Advise and assist in EM resource management and ensure EM funding requirements are identified prior to and during the Program Objective Memorandum (POM) cycle; Advise and assist with Installation Status Report service 604 entries to ensure the Virtual Installation properly identifies levels of readiness; Advise and assist in the maintenance of Virtual Installation EM program products on the VTNG portal; Complete training schedule for position as specified in Department of the Army Pamphlet 525-27, chapter 13. Complete additional training as required; Ensure compliance with ARNG protection plan standards and perform measures in accordance with Army Regulation 525-2 and the ARNG Emergency Management Coordinator Program (EMCP) Appendix 11 of Master Cooperative Agreement (MCA). Assist with audits to this program. Performs related work as required.

Environmental Factors:

Normal office working conditions generally prevail with some required travel to various localities throughout the state. Incumbents should possess a valid Vermont driver's license and have some private alternative means of transportation available. Emergency management drills and actual emergencies may require performance outside of normal duty hours. On-call status may be required during certain periods.

Knowledge, Skills, and Abilities:

Knowledge of the concept and purposes of emergency management programs.

Working knowledge of research methods and techniques.

Awareness of nature and effects of various types of natural and other disasters.

Awareness of the principles and procedures involved in program planning.

Awareness of administrative principles and practices.

Ability to logically analyze problems, interpret information, and determine alternatives and present solutions.

Ability to communicate effectively orally and in writing.

Ability to prepare both informal and technical reports.

Ability to establish and maintain effective working relationships.

Knowledge of basic Microsoft Office products (Word, Excel, PowerPoint, etc.)

Minimum Qualifications

Education and Experience:

Bachelor's Degree AND a minimum of one (1) year of work experience at a technical level involving the public sector and dealing with emergency situations.

Preferred Qualifications:

Knowledge of Homeland Security Exercise and Evaluation

Special Requirements:

Incumbents of this job are issued a Department of Defense Common Access Card (CAC), which is issued only upon passing a federal background check (Tier 1) including a fingerprint-supported criminal record check. Candidates must obtain the CAC for successful completion of original probation. Possession of the CAC is a condition of employment.

Classification Name	Fund Code	Fund Name	Organization Code	Organization Name	FTE	Salary Table	Grade	Step	Base Salary	Health	Dental	Retirement	Life	LTD	EAP	FICA	Total Salary Cost
Emergency Response Program Coordinator	22005	Federal Revenue Fund	2150030000	Military - army service contract	1	CLS	24	01	52,738.40	25,170.21	853.00	9,213.40	222.56	121.30	22.50	4,034.49	92,375.85

