



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: June 19, 2014
Subject: Grant Request #2684, #2685, #2686

Enclosed please find three (3) items that the Joint Fiscal Office has received from the administration. Two limited service positions are associated with these requests.

JOB #2684 – Indefinite loan of one armored vehicle (estimated value: \$658,000) from the U.S. Department of Defense to the Vermont Department of Public Safety. This vehicle will assist the State Police in responding to barricaded suspects, active shooters, hostage rescues, natural disasters, and other critical incidents. **The Department of Public Safety has already spent \$7,100 on transportation of this vehicle, and has included notice of this spending in anticipation of approval.**

[JFO received 06/13/14]

JFO #2685 – **One (1) limited service position** in the Vermont Military Department. This Security Guard position will enhance security at Camp Johnson. The position is 100% federally funded through an existing agreement with the National Guard Bureau.

[JFO received 06/18/14]

JFO #2686 – **One (1) limited service position** in the Vermont Military Department. This Security Systems Specialist position will provide access control and video surveillance planning for installation of new systems, and maintenance and inspection services for three existing systems at Vermont Army National Guard facilities. The position is 100% federally funded through an existing agreement with the National Guard Bureau.

[JFO received 06/18/14]

Please review the enclosed materials and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; nlavery@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 July 3 we will assume that you agree to consider as final the Governor's acceptance of these requests.

**STATE OF VERMONT
GRANT POSITION ACCEPTANCE FORM**

JFO 2685

GRANT SUMMARY: Federal funding from the National Guard Bureau to the Vermont Army National Guard (ARNG) is provided under an Appendix (grant), a periodic, usually annual, allocation under a Master Cooperative Agreement (MCA). The VT ARNG Security Cooperative Agreement, Appendix 3, includes funding to support filling an additional security position for the remainder of the federal fiscal year which ends September 30, 2014. Future federal fiscal year funding for the added position has been assured. A federal assessment has determined that VT ARNG security would be optimized with staffing of 32 security guard positions for 24/7/365 coverage. Presently, there are 9 filled positions. This Appendix 3 Modification will fund 10 filled positions.

DATE: May 22, 2014
DEPARTMENT: Vermont Military Department
GRANT AMOUNT: \$770,000
GRANT PERIOD: May 7, 2014 – September 30, 2014
GRANTOR/DONOR: The National Guard Bureau

POSITIONS REQUESTED (LIMITED SERVICE):
One Security guard

ANY ON-GOING, LONG-TERM COSTS TO THE STATE:
None – 100% federal funding

COMMENTS:
The new limited service position will begin to strengthen Camp Johnson (Colchester, VT) security which has been assessed to need three times the current amount of security staffing if proposed federal programs for the Army and Air Guard units at the base are realized over the next 5 years.



DEPT. FINANCE AND MANAGEMENT:
SECRETARY OF ADMINISTRATION:
SENT TO JOINT FISCAL OFFICE:

(INITIAL) 5/23/14 Recommend approval
(INITIAL) 15/23/14 DB
(DATE) 5/23/14 5-22-14

**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, CJ SECURITY Date: 7 May 2014

Name and Phone (of the person completing this request): MICHAEL AHER

Request is for:

- Positions funded and attached to a new grant.
 Positions funded and attached to an existing grant approved by JFO # APPENDIX 3

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

NATIONAL GUARD BUREAU
APPENDIX 3 - ARNG SECURITY GUARD ACTIVITIES

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>
Security Guard	One (1)	One (1)	Camp Johnson Security 5/7/14 thru 9/30/14

*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:

Total number of security guards required (as validated IAW manning template) is 32. The FY14 Security Guard programmed funding (Appendix 3) is sufficient to support additional security guards.

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)).

Michael Aher
Signature of Agency or Department Head 8 May 14
Date

Molly Paul
Approved/Denied by Department of Human Resources 5/9/14
Date

[Signature]
Approved/Denied by Finance and Management 5/23/14
Date

[Signature]
Approved/Denied by Secretary of Administration 05/23/14
Date

Comments:

MAY 15 2014

ARNG-OD (OMNG)

I. Physical Security Matters, MDEP QPSM (SAG 131): Provides resources physical security programs and equipment to support Army installations requirements. Procures, installs, maintains and/or leases physical security equipment to include, but not limited to, barriers; blast mitigation devices; communication systems; explosives detection devices; intrusion detection systems and devices; personnel protection (excluding hard cars); sensors; site improvements; management/planning; and security forces. **POC is Mr. Dennis Brousseau at 703-607-9691, DSN 327 ALT POC is Ms. Kelly Seyal at 703-604-8055, DSN 324.**

COOPERATIVE AGREEMENT MODIFICATION

Agreement/Appendix Title and Number: W912LN-10-2-1003

Project Name/Description and Location: VT ARNG SECURITY COOPERATIVE AGREEMENT

Modification Number: P14001

ISSUED BY: THE NATIONAL GUARD BUREAU

(Grantor is USPFO for Vermont, 789 Vermont National Guard Road, Colchester, VT 05446-3099)

ISSUED TO: THE STATE OF VERMONT

(Grantee is The Adjutant General for Vermont, 789 Vermont National Guard Road, Colchester, VT 05446-3099, Chittenden County, At Large, USA)

This modification is issued pursuant to the Authorities, 31 U.S.C. Chapter 63; MCA and Appendices Article VII, Sect 703; MCCA Article XII, Sect 1201 of the basic cooperative agreements. Mark purpose and obtain signatures as appropriate IAW NGR 5-1, Chapter 3.

- a. FUNDING
 b. TERMS AND CONDITIONS
 c. TERMINATION
 d. OTHER ADMINISTRATIVE

DESCRIPTION OF MODIFICATION: This modification is to establish the FY14 budget. The Approved Budget / Annual Funding Program (AFP) is the total 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. Funding information is attached. Also attached is the revised "Section 309. Funding Limitations" information for the Appendix.
 Total award amount for this modification: No amount awarded at this time; this reflects the anticipated/estimated budget.


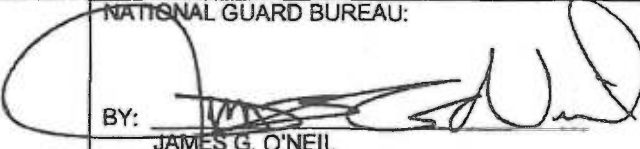
Maximum Funding Limitations (shows the Allotment)				Estimated Cost (shows the AFP)	
Federal Share	Previous Federal Balance	This Modification/Change	Revised Federal Balance to State		Estimated Cost Balance
100%		.00	.00		770,000.00
*IKA (this amount subtracted from Federal Share)	SUBTRACT	SUBTRACT .00	SUBTRACT .00		SUBTRACT .00
FEDERAL TOTAL		.00	.00		770,000.00
State Share	Previous State Balance	This Modification/Change	Revised State Balance		
STATE TOTAL		.00	.00		.00

*Within the Federal Share indicated above, \$.00 is withheld and designated specifically for In-Kind Assistance (IKA) through Federal procurement procedures. The IKA amount is reflected on the Modification; however, this amount is not reported in DAADS.

EXECUTION:

Except as provided herein, all terms and conditions of the Cooperative Agreement and/or Appendix remain unchanged in full force and effect.

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

THE STATE OF VERMONT:		NATIONAL GUARD BUREAU:	
BY: <u> </u>		BY: <u> </u>	
STEVEN A. CRAY Major General The Adjutant General		JAMES G. O'NEIL Colonel, NGB USPFO for Vermont	
Date: <u>26 Sep 13</u>		Date: <u>26 Sep 13</u>	
APPROVED AS TO LEGAL FORM: (if applicable) BY: _____ Date: _____ STATE ATTORNEY GENERAL OR DESIGNEE		NGB-OPR-PM: (if applicable) BY: _____ Date: _____ APPROVED AS TO LEGAL FORM: (if applicable) BY: _____ Date: _____ STAFF JUDGE ADVOCATE	

**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: N/A Current Job/Class Title: SECURITY GUARD

Agency/Department/Unit: 32/MILITARY GUC: N/A

Pay Group: 18 Work Station: CAMP JOHNSON Zip Code: 05446

Position Type: Permanent Limited Service (end date) 30 SEP 2014

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

Supervisor's Name, Title and Phone Number: STEPHEN M. GUION, SGM, SECURITY MANAGER, 802-338-3159

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code 18 Existing Job/Class Title: SECURITY GUARD

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:

Main Gate: Provide detail protection and defense of Vermont Army National Guard's (VTARNG) resources against foreign and domestic sabotage and acts of terror/terrorism; Provide security control to all base entry points; Ensure personnel accessing installations are authorized; Utilize all support equipment, i.e. under-vehicle camera system, electronic gates, computers, landline and portable radios, scanners etc.; Ensure safety precautions and procedures are followed; conduct extensive vehicle and cargo searches when required; must be familiar with Military customs and courtesies, terminology and language; must be able to enforce Army Threat Conditions and Anti-terrorism measures

Base Patrol/Response: Must provide response force capabilities at all times; respond to all emergencies to include: alarm activations, insecure facilities; breaches in perimeters and assist local police, when required. Provide round the clock surveillance of perimeters (interior/exterior); restricted areas, ammo dump; Must be trained to operate vehicles, radio and surveillance equipment; when necessary stop destruction of Army resources; must be trained to deploy and move in tactical manner while coordinating with other patrols/forces;.

2. Provide a brief justification/explanation of this request:

These 11 positions are extremely important both on the local and national levels in support of Homeland Security, providing safety for military resources/personnel as well as local municipalities and general population.

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).

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: SGM STEPHEN M. GUION SECURITY MANAGER

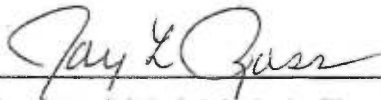
6. Who should be contacted if there are questions about this position (provide name and phone number):
SGM STEPHEN M. GUION 802-338-3159

7. How many other positions are allocated to the requested class title in the department: 9

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.) N/A

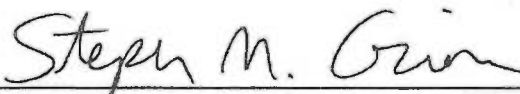
Attachments:

- 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)*

05/07/2014
Date



Supervisor's Signature (required)*

7 MAY 2014
Date



Appointing Authority or Authorized Representative Signature (required)*

8 MAY 14
Date

* Note: Attach additional information or comments if appropriate.

VTARNG DIRECTOR
OF MILITARY
SUPPORT (DOMS)

VTARNG STATE
SECURITY
MANAGER

SECURITY
OPERATIONS
SUPERVISOR

SECURITY GUARD

