



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Daniel Dickerson, Fiscal Analyst *DD*
Date: November 13, 2019
Subject: Grant Request – JFO #2980-2981

Enclosed please find two (2) items, which the Joint Fiscal Office has received from the Administration.

JFO #2980 – Three (3) limited-service positions within the VT Military Department. These positions will be titled Security Guard and have been requested by the Department to address the increased security needs for the F-35 aircraft at the 158th Fighter Wing. Funding for the positions will be through an increase in the Federal FY2020 Security Cooperative Agreement between the State and the National Guard Bureau. No State funds will be required for the positions. The limited-service position request form indicates an anticipated end date for the positions as 9/30/2024, however, the federal government will likely continue to fund the positions while the F-35s are in Vermont.

[JFO received 11/06/19]

JFO #2981 – \$200,000 from American Forests to the VT Dept. of Forests, Parks and Recreation. The Department will use this funding to hire one (1) limited-service position, which it is seeking authorization to establish in conjunction with this grant. The position would be titled Forester III and would coordinate State efforts to address climate change impacts on Vermont forests through mitigation and adaptation strategies. The Department is seeking an appropriation of \$50,000 to fund the position through the remainder of State FY20. The remainder of the grant funds will be included in the Department's budget requests for FY21 (full-year) and FY22 (part-year). The position would be 100% grant-funded.

[JFO received 11/07/19]

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. Unless we hear from you to the contrary by November 27, 2019 we will assume that you agree to consider as final the Governor's acceptance of these requests.

JFO 2980

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

RECEIVED
NOV 06 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: 10/8/2019

Name and Phone (of the person completing this request): David Henderson, PHR - (802) 338-3314

Request is for:
 Positions funded and attached to a new grant.
 Positions funded and attached to an existing grant approved by JFO # 1878

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):
National Guard Bureau, Appendix 23 ANG Security Cooperative Agreement (See attached FY 20 Allocation Memorandum)

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
Security Guard (Job Code 701300)	3	Air Services	9/30/24

*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 Bed down of the F35 fifth generation Aircraft has increased Security Requirements due to aircraft being dispersed to multiple Hangars versus a single mass parking area. Manpower authorizations have increased to provide an additional Internal Security Response Team to meet this requirement. 100% Federal Funding is being provided for three additional Security Cooperative Agreement positions.

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)).

[Signature] Signature of Agency or Department Head Date 10/9/2019

[Signature] Approved/Denied by Department of Human Resources Date 10/10/19

[Signature] Approved/Denied by Finance and Management Date 2/10/19

[Signature] Approved/Denied by Secretary of Administration Date 10/23/19

[Signature] Approved/Denied by Governor (required as amended by 2019 Leg. Session) Date 11/6/19

Comments:

RECEIVED
OCT 15 2019
By

JOINT FISCAL OFFICE

NOV 08 2018

RECEIVED



NATIONAL GUARD BUREAU

3501 FETCHET AVENUE

JOINT BASE ANDREWS MD 20762-5157

4 September 2019

MEMORANDUM FOR 158th Security Forces

FROM: NGB/A4S

SUBJECT: FY20 Security Cooperative Agreement (Appendix 23) Annual Allocation

The following is the published FY20 total Annual Allocations and the associated ANG SF unit.

- a. Temp AGRs Allocation: 7
- b. Temp Technicians Allocation: 1
- b. FY20 SCA Annual Allocation: \$ 1,119,302.40
- c. Total unfunded authorizations 40

This is the total funding available for each location. The above figure is your approved budget, assuming that no external funds are available for increase--extending your program beyond this amount should be coordinated and approved within your program, relevant state agencies and NGB/A4SX. Every effort should be made to manage your budget within the fiscal constraints identified above.

Please notify and submit SCA 'Unfunded' to NGB/A4SX. We will receive Unfunded requests beginning in late-October and continuing throughout the year; however, funds—typically—are not sourced until the fourth quarter.

If any of the NGB/A1M provided Temp Technicians are not utilized throughout the year, please identify these positions to NGB/A4SX so that we can move them to alternative wings.

If you have any questions or concerns with your SCA program, to include Temp Technicians, please contact me at james.e.hajovsky.civ@mail.mil, DSN 612-7488.

JAMES E. HAJOVSKY, Civ, DAF
SF Resources PM

Daniel Dickerson

From: Poulin, Christopher Michael SMSgt USAF 158 FW (USA)
<christopher.m.poulin.mil@mail.mil>
Sent: Tuesday, November 12, 2019 2:09 PM
To: Henderson, David; Gragg, Ken
Subject: RE: [Non-DoD Source] Request from Dan Dickerson

Dave,

This is new funding. NGB has increased our annual budget by \$226,000.

CHRISTOPHER POULIN, SMSgt, VTANG
Security Forces Manager
158th Security Forces Squadron
COMM: (802) 660-5488
DSN: 220-5488
christopher.m.poulin.mil@mail.mil

From: Henderson, David <David.Henderson@vermont.gov>
Sent: Tuesday, November 12, 2019 1:52 PM
To: Gragg, Ken <Ken.Gragg@vermont.gov>
Cc: Poulin, Christopher Michael SMSgt USAF 158 FW (USA) <christopher.m.poulin.mil@mail.mil>
Subject: [Non-DoD Source] Request from Dan Dickerson

All active links contained in this email were disabled. Please verify the identity of the sender, and confirm the authenticity of all links contained within the message prior to copying and pasting the address to a Web browser.

Good afternoon sir!

I got a call around 1:30 from Dan Dickerson, who asked about the funding for these 3 Ltd. Svc. Security Guard positions, as neither the memo nor my request were clear: Is the money used to fund these positions NEW funding, or is this funding that is leftover from an existing Grant?

Please let me know when you have a minute.

Regards,

Dave

David C. Henderson, PHR, < Caution-<https://www.youracclaim.com/badges/c2198b25-ed4a-40cd-a7db-cfb66a3bb8f8> > SHRM-CP < Caution-<http://bcert.me/sqadjhssi> >
Administrative Services Coordinator
State of Vermont Military Department

Camp Johnson Building #5
789 VT National Guard Rd.
Colchester, VT 05446

Phone: (802) 338-3314

Fax: (802) 338-3305

david.henderson@vermont.gov < Caution-mailto:david.henderson@vermont.gov >

PLEASE NOTE: MY REGULAR WORKING HOURS ARE TUE-THU FROM 7:30AM – 4:00PM

Daniel Dickerson

From: Gragg, Ken <Ken.Gragg@vermont.gov>
Sent: Tuesday, November 12, 2019 2:14 PM
To: Henderson, David
Cc: Poulin, Christopher Michael SMSgt USAF 158 FW (USA)
Subject: RE: Request from Dan Dickerson

This is an increase in funding for the existing grant.

If you'd like to talk, I'm available anytime this afternoon.

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

From: Henderson, David <David.Henderson@vermont.gov>
Sent: Tuesday, November 12, 2019 1:52 PM
To: Gragg, Ken <Ken.Gragg@vermont.gov>
Cc: Poulin, Christopher Michael SMSgt USAF 158 FW (USA) <christopher.m.poulin.mil@mail.mil>
Subject: Request from Dan Dickerson

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Please let me know when you have a minute.

Regards,

Dave

David C. Henderson, [PHR](#), [SHRM-CP](#)
Administrative Services Coordinator
State of Vermont Military Department
Camp Johnson Building #5
789 VT National Guard Rd.
Colchester, VT 05446

Phone: (802) 338-3314
Fax: (802) 338-3305

david.henderson@vermont.gov

PLEASE NOTE: MY REGULAR WORKING HOURS ARE TUE-THU FROM 7:30AM – 4:00PM

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.

PLEASE NOTE: This RFR C is in conjunction with a JFO request for three more Security Guards at the 158th Fighter Wing.

**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 _____
Comments:	Effective Date: _____
	Date Processed: _____
Willis Rating/Components: Knowledge & Skills: _____ Mental Demands: _____ Accountability: _____	
Working Conditions: _____ Total: _____	

Position Information:

Incumbent: **Vacant or New Position**

Position Number: TBD Current Job/Class Title: 701300- Security Guard

Agency/Department/Unit: Military GUC: 02150

Pay Group: W40 Work Station: S. Burlington Zip Code: 05403

Position Type: Permanent Limited Service (end date) 9/30/24

Funding Source: Core Sponsored Partnership. For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.) 100% Federally funded - Appendix 23

Supervisor's Name, Title and Phone Number: Ed Thomas (802)

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code 701300 Existing Job/Class Title: Security Guard

b. Position authorized by:

- Joint Fiscal Office – JFO # 1878 Approval Date: Pending
- 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: N/A
- b. Date position became vacant: N/A
- c. Current Job/Class Code: N/A Current Job/Class Title: N/A
- d. REQUIRED: Requested (existing) Job/Class Code: N/A Requested (existing) Job/Class Title: N/A
- 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: N/A

For All Requests:

1. List the anticipated job duties and expectations; include all major job duties: Provides immediate response to incidents, potential threats and alarms involving priority resources located in restricted areas. Maintains surveillance over area around, approach to and activity within the restricted area for potential security breaches. Controls entry and exit of military and civilian personnel, vehicles and other equipment at entry points. Patrols the installation to insure federal property and National Guard resources are properly secured. Conducts searches of persons and property within jurisdictional limitations and in accordance with instructions and provisions of applicable regulations and laws. Performs security measures required. Contacts local, federal or civil law enforcement officials to obtain assistance when National Guard resources are threatened. Handles emergencies until appropriate key personnel are contacted, assuming responsibility until their arrival. Monitors intrusion detection equipment and maintains communications with the base patrol and other law enforcement agencies. Provides response to emergencies within the National Guard area of responsibility. Detains suspects within jurisdictional limitations in accordance with instructions and provisions of applicable regulations and laws. Performs duties as security controller to include armory certification, accountability and switchboard duties. Performs related duties as required.

2. Provide a brief justification/explanation of this request: The Bed down of the F35 fifth generation Aircraft has Increased Security Requirements due to aircraft being dispersed to multiple Hangars versus a single mass parking area. Manpower authorizations have increased to provide an additional Internal Security Response Team to meet this requirement. 100% Federal Funding is being provided for three additional Security Cooperative Agreement positions.

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: David Henderson, PHR- Administrative Svcs. Coordinator

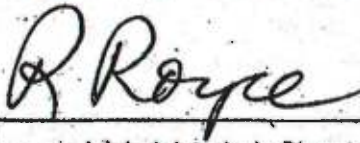
6. Who should be contacted if there are questions about this position (provide name and phone number):
Deputy Adjutant General Ken Gragg - (802) 338-3121

7. How many other positions are allocated to the requested class title in the department: 30

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)*

10/8/2019

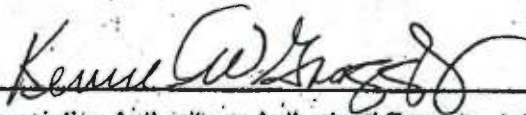
Date



Supervisor's Signature (required)*

10/8/2019

Date



Appointing Authority or Authorized Representative Signature (required)*

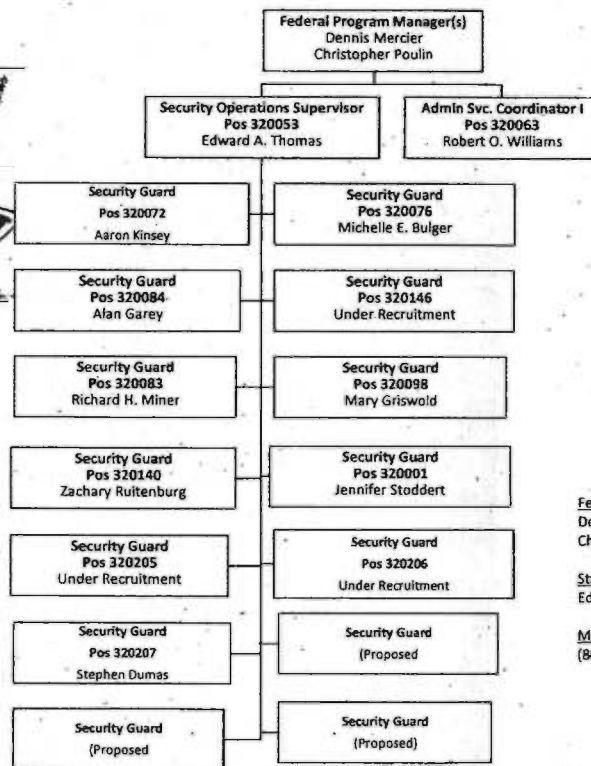
10/9/2019

Date

* Note: Attach additional information or comments if appropriate.

VTANG SECURITY FORCES

UPDATED 02/26/2018



Federal Program Managers
Dennis Mercier (802) 660-5240
Christopher Poulin (802) 660-5488

State Supervisor
Edward Thomas (802) 660-5241

Main Gate
(802) 660-5497

[VERMONT OFFICIAL STATE WEBSITE](#)

AGENCY OF ADMINISTRATION

Department of Human Resources

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SEARCH
CONTACT

JOB SPECIFICATIONS

[Back to Job Specifications List \(/classification-position-management/classification/job-specifications?jobcode=&letter=&paygrade=&keyword=security+guard&result=Search\)](/classification-position-management/classification/job-specifications?jobcode=&letter=&paygrade=&keyword=security+guard&result=Search)

Security Guard

Job Code: 701300

Pay Plan: Classified

Pay Grade: 18

Occupational Category: Protective Services

Effective Date: 04/14/2019

Class Definition:

Security work within an assigned area or base for the Military Department involving the safeguarding of specialized buildings, equipment, weapons and utilities systems against damage or loss, and maintenance of order within the area. Work is performed in accordance with standard operating procedures of the base and programs and under the supervision of the security operations supervisor and may involve rotating shifts providing twenty-four hour a day coverage.

Examples of Work:

Provides immediate response to incidents, potential threats and alarms involving priority resources located in restricted areas. Maintains surveillance over area around, approach to and activity within the restricted area for potential security breaches. Controls entry and exit of military and civilian personnel, vehicles and other equipment at entry points. Patrols

the installation to insure federal property and National Guard resources are properly secured. Conducts searches of persons and property within jurisdictional limitations and in accordance with instructions and provisions of applicable regulations and laws. Performs security measures required. Contacts local, federal or civil law enforcement officials to obtain assistance when National Guard resources are threatened. Handles emergencies until appropriate key personnel are contacted, assuming responsibility until their arrival. Monitors intrusion detection equipment and maintains communications with the base patrol and other law enforcement agencies. Provides response to emergencies within the National Guard area of responsibility. Detains suspects within jurisdictional limitations in accordance with instructions and provisions of applicable regulations and laws. Performs duties as security controller to include armory certification, accountability and switchboard duties. Performs related duties as required.

Environmental Factors:

Incumbents will be expected to work night and weekend shifts and be frequently alone in adverse weather conditions. Integrity, honesty, and tact are important in dealing with staff and the public. Some exposure to dangerous situations is occasionally encountered. Incumbents are expected to carry firearms. Must wear a uniform.

Knowledge, Skills and Abilities:

Working knowledge of first aid procedures.

Awareness of basic security principles and practices.

Ability to act promptly and effectively in preventing unauthorized intrusions.

Ability to understand and carry out oral and written instructions.

Ability to remain alert and work alone during night hours.

Ability to carry a firearm.

Ability to operate standard security motor vehicles.

Ability to establish and maintain effective working relationships.

Minimum Qualifications

High School diploma or equivalent AND EITHER two (2) years or more of experience in the security or law enforcement field OR successful completion of a military law

enforcement/security technical school or police academy program OR completion of two (2) years full-time college coursework in a law enforcement/Criminal Justice field.

Special Note: A current valid State driver's license is required.

A military driver's license and SECRET security clearance must be obtained during the probationary period. Post certifications maintained through written, oral and practical testing.

An incumbent must also be able to lawfully possess and qualify with the appropriate firearms within the probationary period in accordance with National Guard standards.

Preferred Qualifications:

n/a

Special Requirements:

Eligibility for, or membership in the Vermont National Guard is not required.

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.

Commissioner Beth Fastiggi
120 State Street, Montpelier, VT 05620
(802) 828-3491
DHR.General@vermont.gov

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Last Name	Classification Name	Fund Code	Fund Name	Organization Code	Organization Name	FTE	Salary Table	Grade	Step	Base Salary	Health	Dental	Retirement
Vacant	Security Guard	22005	Federal Revenue Fund	2150020000	Military - air service contract	1	CLS	18	01	37,087.00	25,170.21	853.00	6,479.10
Vacant	Security Guard	22005	Federal Revenue Fund	2150020000	Military - air service contract	1	CLS	18	01	37,087.00	25,170.21	853.00	6,479.10
Vacant	Security Guard	22005	Federal Revenue Fund	2150020000	Military - air service contract	1	CLS	18	01	37,087.00	25,170.21	853.00	6,479.10

fe	LTD	EAP	FICA	Total Salary Cost
156.51	85.30	31.00	2,837.16	72,699.27
156.51	85.30	31.00	2,837.16	72,699.27
156.51	85.30	31.00	2,837.16	72,699.27