



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Senior Staff Associate
Date: December 21, 2021
Subject: Grant Request – JFO #3084

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration.

JFO #3084 – Four (4) limited-service positions to the Vermont Military Department, Air National Guard: two (2) Military Maintenance HVAC Specialists, one (1) Military Storekeeper, and one (1) Electrician. Positions are 75% funded through previously approved JFO Grant #2737. The remaining 25% is from State General Funds and the increase has already been incorporated into the program budget.

[Received December 16, 2021]

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson: sanderson@leg.state.vt.us) if you have questions or would like this item held for legislative review. Unless we hear from you to the contrary by January 10, 2021, we will assume that you agree to consider as final the Governor's acceptance of this request.

Sorsha Anderson

From: Gragg, Ken <Ken.Gragg@vermont.gov>
Sent: Monday, December 20, 2021 8:44 PM
To: Sutter, Matthew; Daniel Dickerson
Cc: Sorsha Anderson; Fedele, Kimberly
Subject: Re: MIL LSP Positions

Follow Up Flag: Follow up
Flag Status: Flagged

Good evening Dan,

I think I can clarify all the questions/ concerns. The reference to 64% is related to the percentage of the 25 positions federally authorized for reimbursement.

A portion of the 25 positions are 100% federally reimbursed. But the positions being requested are 75% federally reimbursed. The reference to 89% is to demonstrate total federal reimbursement for all positions collectively. Again the positions being requested are federally reimbursed at 75%. The remaining 25% is covered with state General Funds. We have sufficient GF to cover the requested positions. The increase in GF payroll was already programmed in our budget. As well as the fact there will be a reduction in contract services with the new personnel performing work we currently have to outsource.

Regarding a copy of Appendix 1 of the National Guard Bureau - Master Cooperative Agreement, I've included Kim Fedele (our Finance Manager), who should be able to send you and electronic copy.

Please don't hesitate to reach out with any questions.

Ken Gragg
Deputy Adjutant General

Get [Outlook for iOS](#)

From: Daniel Dickerson <ddickerson@leg.state.vt.us>
Sent: Monday, December 20, 2021 12:12 PM
To: Sutter, Matthew; Gragg, Ken
Cc: Sorsha Anderson
Subject: RE: MIL LSP Positions

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Hi Matt and Ken,

Sorsha and I are trying to make sense of the paperwork attached to these Military Dept. positions and are not having much success. The limited-service request form indicates that the federal government will match a minimum of 75% on these positions through an attached cooperative agreement (which appears to be expired). Then it states that the manpower authorization is 25 positions, within which federal funding is 89%. Then it says that are operating at 64%. So my questions are as follows:

1. Does 64% mean that they are at 64% manpower? I am assuming that is the case but just verifying.
2. If they are authorized 25 positions (I am assuming this is per the federal agreement) are you sure that these positions aren't already authorized at the state level? In other words, are we positive that this request is necessary?
3. If they are at 64% manpower then each of these positions would be federally funded at 89%, correct?

4. If I am correct on #2, can you tell me where the remaining 11% is coming from? If it is state funding can you confirm that we have that capacity?
5. Do you happen to have a current version of the cooperative agreement? The one that accompanied the request ended on September 30, 2020 and the funding share numbers only go to FY 2018 (so it isn't very helpful)

Thank you both for any help that you can provide so that we can accurately present this request to the Joint Fiscal Committee.

Best,
Dan

Daniel Dickerson
Senior Fiscal Analyst
Vermont Legislative Joint Fiscal Office
One Baldwin Street | Montpelier, VT 05633-5701
802.828.2472

From: Reinold, Anna <Anna.Reinold@vermont.gov>
Sent: Wednesday, December 15, 2021 5:05 PM
To: Sorsha Anderson <SAnderson@leg.state.vt.us>; Theresa Utton-Jerman <TUTTON@leg.state.vt.us>
Cc: Daniel Dickerson <ddickerson@leg.state.vt.us>; Sutter, Matthew <Matthew.Sutter@vermont.gov>
Subject: MIL LSP Positions

Good evening,

Please find attached LSP requests for MIL. These positions are funded through Master Cooperative Agreement and include: (2) HVAC Specialists, (1) Military Storekeeper, and (1) Electrician.

Thank you,

Anna Reinold
Executive Assistant
Department of Finance & Management
109 State Street, 5th Floor
Montpelier, VT 05609-0401
Ph: 802-828-2376

**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: Vermont Military Department/ Air National Guard Date: 12 Aug 2021

Name and Phone (of the person completing this request): Maj Philip DeLong, 802-660-5273

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # 2737

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

Air National Guard Master Cooperative Agreement - Appendix 21 (Attached)

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

Military Maintenance HVAC Specialists (Job Code 870301), Two (2) Positions, Military Dept. Air Svcs. Contracts, Ltd. Svc. end 9/30/24*

Military Storekeeper (020400), One (1) position, Military Dept. Air Svcs. Contracts, Ltd. Svc. end date 9/30/24*

Electrician (840900), One (1) position, Military Dept. Air Svcs. Contracts, Ltd. Svc. end date 9/3/24*

* Although End Dates are identified as 9/30/24, it is anticipated that Military funding will be ongoing

*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:

These positions receive a minimum of 75% Federal funding through a Military Cooperative Agreement (MCA). Our approved manpower authorization is 25 positions, which the federal government will fund up to 89%. We are currently operating at 64%. Operating at this level increases overtime, reduces quality of life, and negatively impacts the organizations ability to care for facilities which increases capital improvement costs and reduces ability to maintain military readiness. The identified positions help to address these issues.

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)).

Kenneth W. Gragg Jr.

Digitally signed by Kenneth W. Gragg Jr.

Date: 2021.08.19 11:39:30 -04'00'

Signature of Agency or Department Head _____ Date _____

Aimee Pope Digitally signed by Aimee Pope Date: 2021.08.19 15:39:55 -04'00'

Approved/Denied by Department of Human Resources _____ Date _____

Adam Greshin

Digitally signed by Adam Greshin Date: 2021.11.15 09:13:36 -05'00'

Approved/Denied by Finance and Management _____ Date _____

Douglas Farnham

Digitally signed by Douglas Farnham Date: 2021.12.07 12:56:57 -05'00'

Approved/Denied by Secretary of Administration _____ Date _____

Approved/Denied by Governor (required as amended by 2019 Leg. Session) _____ Date 12/14/21

Comments:

Electrician

Job Code: 840900

Pay Plan: Classified

Pay Grade: 20

Occupational Category: Equipment Maintenance

Effective Date: 07/20/2008

Class Definition:

Highly skilled electrical installation and maintenance work for a department or agency involving the design and completion of routine and complex electrical work and oversight of contracted work. Work is performed under the direction of a Supervisor or Manager.

Examples of Work:

Performs routine and complex electrical installation and repair work from beginning to end, including materials, cost, and work-hour estimates. Supervises all electrical within assigned area that requires the department to obtain permits, and signs all permit requests within assigned area. Diagnoses and repairs fire alarm problems. Reviews equipment specifications and provides recommendations based on the electrical service in place or estimated renovation costs. Orders and maintains an electrical equipment supply stock. Supervises other maintenance staff on a project basis. May diagnose and repair heating, ventilation, and air condition problems. May perform other construction and maintenance activities as requested. Performs related duties as required.

Environmental Factors:

Work is performed in and around assigned buildings and systems. Work with charged systems may be required on occasion. Work in all weather conditions is required. Transport of materials such as spools of wire, electrical motors, and ladders requires lifting weights up to fifty pounds. An incumbent is required to work on ladders, in crawl spaces, and under equipment and furniture.

Knowledge, Skills and Abilities:

Thorough knowledge of the methods, practices, tools and materials used in electrical installation and repair work.

Considerable knowledge of safety procedures used in the electrical trade.

Considerable knowledge of VOSHA requirements as they apply to assigned projects and activities.

Working knowledge of other trades relevant to completion of large-scale projects.

Working knowledge of supervisory principles and techniques.

Ability to read and interpret blueprints and specifications of significant complexity.

Ability to follow instructions.

Ability to plan, lay out, assign, inspect, and supervise the work of mechanics, apprentices, and other laborers.

Ability to estimate materials and to order and control materials to ensure most economical use.

Ability to prepare and maintain basic project reports and records.

Ability to communicate effectively as required in the class role.

Ability to complete assignments correctly, in a safe and timely manner, and according to code.

Minimum Qualifications

Current Licensed Electrician's license AND two (2) years or more of experience installing and maintaining electrical systems.

Preferred Qualifications:

Special Requirements:

n/a

Military Maintenance HVAC Specialist

Job Code: 870301

Pay Plan: Classified

Pay Grade: 21

Occupational Category: Equipment Maintenance

Effective Date: 09/20/2015

Class Definition:

Develops, performs and oversees system installation and maintenance work for the Vermont Military Department. Work involves the heating, ventilation, and air conditioning (HVAC) equipment and energy monitoring systems. Incumbents, working under the rules and regulations of the United States Military. Work is performed under the direction of a District Facilities Manager or Facilities Supervisor.

Examples of Work:

Performs maintenance for assigned HVAC systems maintained by the Vermont Military Department. Works with and trains maintenance staff to make necessary minor repairs. Oversees preventive maintenance and major maintenance. Recommends to supervisor whether repairs should be made by a contractor or performed by the Department. Maintains concise maintenance records. Acts as a consultant to district staff on HVAC systems and coordinating activities between facilities. Recommends methods for increasing energy efficiency. May assist with the development of technical sections of requests for proposals related to HVAC systems. Coordinates and inspects contracted work as assigned. May supervise maintenance staff or contractors on a project basis. Primary operator and monitor of the direct digital control systems

(DDC) for the more complex HVAC systems. Troubleshoot and repair gas, oil, and biomass, boiler systems. Performs maintenance and repairs on cooling towers and chiller systems. Performs emergency repairs as needed on a 24/7 basis. Performs related duties as required.

Environmental Factors:

Duties are performed at military facilities in Vermont. Incumbents often works near or with hazardous materials, including ammunition, and may encounter harassment or hostile behavior, and must be able to respond in a calm and professional manner. Work requires entering confined spaces. Since work is performed at military installation, an incumbent must be eligible to obtain and hold secret security clearance issued by federal government. An incumbent must be able to climb ladders, lift weights up to 75 pounds; and work in cramped, wet, or poorly ventilated areas. Climbing, crawling, reaching and standing, for extended periods of time are often required. This position may require emergency response to calls outside of regular work hours. Some potential for physical injury may be present.

Knowledge, Skills and Abilities:

Considerable knowledge of the methods, materials, practices, and tools used in HVAC mechanical maintenance and repair.

Considerable knowledge of safety procedures in the maintenance and construction field.

Knowledge of the various types of equipment used in plant and institutional settings.

Ability to prepare and implement schedules of maintenance.

Ability to read and interpret blueprints and manuals, and to work from specifications, rough sketches, and instructions of a complex and technical nature.

Knowledge in the use of arithmetic functions.

Ability to communicate effectively as required in the class role.

Ability to establish and maintain effective working relationships.

Awareness of supervisory principles and practices.

Minimum Qualifications

High School diploma or equivalent AND possession of a current Universal Refrigerant Recovery Certificate.

Note:

Applicants must be eligible to receive and maintain Federal secret security clearance.

Note: Possession of a commercial driver's license (CDL) is required within 6 months of employment.

Preferred Qualifications:

Possession of an R-410 Safety Certificate.

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 fingerprint-supported criminal record check. Candidates must obtain the CAC for successful competition of original probation. Possession of the CAC is a condition of employment.

Military Storekeeper

Job Code: 020400

Pay Plan: Classified

Pay Grade: 18

Occupational Category: Equipment Maintenance

Effective Date: 12/11/2005

Class Definition:

Specialized stores and inventory control work for the Military Department involving operation of a central stores facility for buildings and grounds equipment. Incumbent is in charge of a warehouse complex containing a wide variety of buildings and grounds construction and maintenance equipment and supplies. Position is responsible for manufacture and control of all keys. Supervision may be exercised over other employees on a project basis. Work is performed under the general supervision of the Military Property Officer.

Examples of Work:

Requisitions, receives, stores and issues supplies, including electrical, janitorial, hearing, plumbing, and roofing supplies, parts and materials; hardware, paint and lumber; and tools and equipment. Maintains stock and inventory records. Contacts vendors to order or expedite deliveries. Makes local supply purchases when authorized. Maintains a parts and supply salvage system. Prepares or examines invoices and bills in order to record deliveries and/or collect fees due. Checks quantity and quality of goods received for conformity to purchase orders and specifications and determines whether other items can be substituted for missing or defective items. Operates and maintains key cutting machinery.

Performs related work as required.

Environmental Factors:

Incumbents must be able to move heavy objects, function independently, and supervise other employees. Some delivery and errand duties are present.

Incumbent should possess a valid Vermont driver's license or have some means of transportation available.

Knowledge, Skills and Abilities:

Knowledge of shipping and stockroom methods and procedures.

Knowledge of periodic and perpetual inventory procedures.

Knowledge of purchase and requisition procedures.

Knowledge of methods, practices, tools, and materials used in building and mechanical maintenance and repair work.

Ability to make arithmetical calculations with speed and accuracy.

Ability to keep inventory records and controls.

Ability to prepare written and oral reports.

Ability to establish and maintain effective working relationships.

Sufficient physical strength to permit the lifting and moving of heavy objects.

Minimum Qualifications

Education: High school graduation or GED.

Experience: Three years work experience including two in retail hardware sales with inventory or stores control duties or two at the journeyman level in buildings construction.

Note: College may be substituted for the general experience on a semester for six months basis.

Additional work experience may be substituted for the high school education on a six months for semester basis.

Preferred Qualifications:

Special Requirements: N/A

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

- **This form is to be used by management to request the allocation of a new position, or reallocation of a vacant position, to an EXISTING class title.**
- Employee requests must be submitted on the separate "Position Description Form A."
- Requests for full classification, to determine the appropriate pay grade for any job class must be submitted on "Position Description Form A."
- This form was designed in Microsoft Word to download and complete on your computer. This is a form-protected document, so information can only be entered in the shaded areas of the form.
- To move from field to field use your mouse, the arrow keys or press Tab. Each form field has a limited number of characters. Use your mouse or the spacebar to mark and unmark a checkbox.
- Where additional space is needed to respond to a question, you will need to attach a separate page, and number the responses to correspond with the numbers of the questions on the form. Please contact your Personnel Officer if you have difficulty completing the form.
- All sections of this form are required to be completed unless otherwise stated.
- The form must be complete, including required attachments and signatures or it will be returned to the department's personnel office.

**Request for Classification Action
New or Vacant Positions
EXISTING Job Class/Title ONLY
Position Description Form C/Notice of Action
For Department of Personnel Use Only**

| | |
|---|-----------------------------|
| Notice of Action # _____ | Date Received (Stamp) _____ |
| Action Taken: _____ | |
| New Job Title _____ | |
| Current Class Code _____ | New Class Code _____ |
| Current Pay Grade _____ | New Pay Grade _____ |
| Current Mgt Level ____ B/U ____ OT Cat. ____ EEO Cat. ____ FLSA ____ | |
| New Mgt Level ____ B/U ____ OT Cat. ____ EEO Cat. ____ FLSA ____ | |
| Classification Analyst _____ | Date _____ |
| 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: Current Job/Class Title:

Agency/Department/Unit:

GUC:

Pay Group: Work Station: Zip Code:

Position Type: Permanent Limited Service (end date)

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

Supervisor's Name, Title and Phone Number:

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

New Position(s):

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

b. Position authorized by:

Joint Fiscal Office – JFO # 2737 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: Requisitions, receives, stores and issues supplies, including electrical, janitorial, hearing, plumbing, and roofing supplies, parts and materials; hardware, paint and lumber; and tools and equipment. Maintains stock and inventory records. Contacts vendors to order or expedite deliveries. Makes local supply purchases when authorized. Maintains a parts and supply salvage system. Prepares or examines invoices and bills in order to record deliveries and/or collect fees due. Checks quantity and quality of goods received for conformity to purchase orders and specifications and determines whether other items can be substituted for missing or defective items. Operates and maintains key cutting machinery.

Performs related work as required.

2. Provide a brief justification/explanation of this request: These positions receive a minimum of 75% Federal funding through a Military Cooperative Agreement (MCA). Our approved manpower authorization is 25 positions, which the federal government limits to 22 positions. We are currently operating at 16 hired positions. Operating at this level increases overtime, reduces quality of life, and negatively impacts the organizations ability to care for facilities which increases capital improvement costs and reduces ability to maintain military readiness. The identified positions help to address these issues.

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). Not supervisory

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: MAJ Philip DeLong, /David Henderson, Admin Svcs. Coord. III

6. Who should be contacted if there are questions about this position (provide name and phone number): David Henderson - (802) 338-3314/Ken Gragg (802) 338 -3116

7. How many other positions are allocated to the requested class title in the department: 1

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).

Roxanne Royce

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

8/18/2021

Date

Philip De Long

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

8/18/2021

Date

Kenneth W.
Gragg Jr.

Digitally signed by Kenneth W.
Gragg Jr.
Date: 2021.08.19 11:36:22
-04'00'

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

Date

* Note: Attach additional information or comments if appropriate.

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.
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**Request for Classification Action
New or Vacant Positions
EXISTING Job Class/Title ONLY
Position Description Form C/Notice of Action
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| | |
|---|-----------------------|
| 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: N/A Current Job/Class Title: N/A

Agency/Department/Unit: 2150020000 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.) Minimum 75% Federal, 25% General Funding

Supervisor's Name, Title and Phone Number: MAJ Philip DeLong, (802) 660-

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

New Position(s):

- REQUIRED: Allocation requested: Existing Class Code 870301 Existing Job/Class Title: Military Maintenance HVAC Specialist
- Position authorized by:

- Joint Fiscal Office – JFO # 2737 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: Performs maintenance for assigned HVAC systems maintained by the Vermont Military Department. Works with and trains maintenance staff to make necessary minor repairs. Oversees preventive maintenance and major maintenance. Recommends to supervisor whether repairs should be made by a contractor or performed by the Department. Maintains concise maintenance records. Acts as a consultant to district staff on HVAC systems and coordinating activities between facilities. Recommends methods for increasing energy efficiency. May assist with the development of technical sections of requests for proposals related to HVAC systems. Coordinates and inspects contracted work as assigned. May supervise contractors on a project basis. Primary operator and monitor of the direct digital control systems (DDC) for the more complex HVAC systems. Troubleshoot and repair gas, oil, and biomass, boiler systems. Performs maintenance and repairs on cooling towers and chiller systems. Performs emergency repairs as needed on a 24/7 basis. Performs related duties as required.

2. Provide a brief justification/explanation of this request: These positions receive a minimum of 75% Federal funding through a Military Cooperative Agreement (MCA). Our approved manpower authorization is 25 positions, which the federal government limits to 22 positions. We are currently operating at 16 hired positions. Operating at this level increases overtime, reduces quality of life, and negatively impacts the organizations ability to care for facilities which increases capital improvement costs and reduces ability to maintain military readiness. The identified positions help to address these issues.

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). Not supervisory

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: MAJ Philip DeLong/David Henderson.
Administrative Svcs. Coordinator III

6. Who should be contacted if there are questions about this position (provide name and phone number):
MAJ Delong - (802) 660 - 5273, David Henderson (802) 338-3314

7. How many other positions are allocated to the requested class title in the department: 3

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).

Roxanne Royce

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

8/18/2021

Date

Philip De Long

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

8/18/2021

Date

Kenneth W. Gragg Jr. Digitally signed by Kenneth W.
Gragg Jr.
Date: 2021.08.19 11:38:23 -04'00'

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

Date

* Note: Attach additional information or comments if appropriate.

VERMONT DEPARTMENT OF PERSONNEL
Request for Classification Action
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Position Description Form C

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- 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.
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|--|-----------------------|
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| 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: _____ |
| Working Conditions: _____ | Accountability: _____ |
| | Total: _____ |

Position Information:

Incumbent: **Vacant or New Position**

Position Number: Current Job/Class Title:

Agency/Department/Unit:

GUC:

Pay Group: Work Station: Zip Code:

Position Type: Permanent Limited Service (end date)

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

Supervisor's Name, Title and Phone Number:

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

New Position(s):

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

b. Position authorized by:

Joint Fiscal Office – JFO # 2737 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: Performs routine and complex electrical installation and repair work from beginning to end, including materials, cost, and work-hour estimates. Supervises all electrical within assigned area that requires the department to obtain permits, and signs all permit requests within assigned area. Diagnoses and repairs fire alarm problems. Reviews equipment specifications and provides recommendations based on the electrical service in place or estimated renovation costs. Orders and maintains an electrical equipment supply stock. Supervises other maintenance staff on a project basis. May diagnose and repair heating, ventilation, and air condition problems. May perform other construction and maintenance activities as requested. Performs related duties as required.

2. Provide a brief justification/explanation of this request: These positions receive a minimum of 75% Federal funding through a Military Cooperative Agreement (MCA). Our approved manpower authorization is 25 positions, which the federal government limits to 22 positions. We are currently operating at 16 hired positions. Operating at this level increases overtime, reduces quality of life, and negatively impacts the organizations ability to care for facilities which increases capital improvement costs and reduces ability to maintain military readiness. The identified positions help to address these issues.

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). Not supervisory

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: MAJ Philip DeLong/David Henderson,
Administrative Svcs. Coord. III

6. Who should be contacted if there are questions about this position (provide name and phone number):

Major DeLong/David Henderson (802) 338-33140

7. How many other positions are allocated to the requested class title in the department: 0

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).

Roxanne Royce

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

8/18/2021

Date

Philip De Long

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

8/18/2021

Date

Kenneth W. Gragg Jr. Digitally signed by Kenneth W.
Gragg Jr.
Date: 2021.08.19 11:37:31 -04'00'

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

Date

* Note: Attach additional information or comments if appropriate.

APPENDIX 21 ANG FACILITIES OPERATIONS AND MAINTENANCE ACTIVITIES

Section 2101. General.

a. This Appendix to the Master Cooperative Agreement (MCA) prescribes the terms, conditions, policies and administrative procedures related to the National Guard Bureau's (NGB) federal contribution for Facilities Operation and Maintenance Activities (FOMA) of the Air National Guard (ANG) within a State.

b. Statement of Facts.

(1) The authorities and provisions set forth in National Guard Regulation (NGR) 5-1 are incorporated into this Appendix by reference.

(2) The FOMA Appendix provides Federal support to the State Military Department for operation and maintenance (Non-Repair) of authorized facilities, leases, real property operations, day to day real property maintenance and/or preventative maintenance costs and it allows for the procurement of emergent repair requirements through state procurement procedures utilizing non-matched Federal funds for buildings and systems listed in the USAF Real Property Inventory Detail List (RP-RCS-SAF-MIL(A) 7115) for each installation under tenant code "54" (ANG) per Air Force Instruction 32-9005.

(3) Facilities not identified on the Real Property Inventory Detail List requiring federal support must be approved by NGB/A4AIR or be a part of an approved Airport Use Agreement, Support Agreement or an Airport Joint Use Agreement (AJUA). NGB/A4AIR approval will be included as an attachment to this Appendix. Attendant site facilities include, but are not limited to roads, sidewalks, railroads, grounds, airfields, storage areas, fencing, liquid fuel storage and dispensing systems, utility plants and systems for water, storm drainage, sanitary sewage, electricity, communications charges (for administration of this Appendix only), gas, steam, heating, refrigeration, and air conditioning, where authorized.

(4) Federal support may require Grantee matching funds. Specific funding ratios are dependent upon the determination of Unit Missions and can be found on the NGB/A4 SharePoint site: CE Cooperative Agreement Funding Levels, within this appendix and in the current NGB/FM Financial Guidance. This file and or the current NGB/FM Financial Guidance will be updated as policy changes occur and will be the primary source for determining funding ratios for the FOMA program. Otherwise, the requirement for Grantee matching funds is based on unit mission(s) as provided below or upon specific notification from NGB/A4AIA.

(5) The Federal government will contribute 100% of allowable costs for operating and maintaining Regional Simulator Facilities, Regional Training Centers (CRTCs) (excluding units collocated with a CRTC), Ranges, Weather Schools, Foreign and Regional Training Sites, Regional Equipment Operator's Training Schools (REOTS), Technical Education Center (TEC) and allowable costs described as Base Operating Support (BOS), on specific installations, as identified by NGB/A4AIA.

(a) Grantee matching funds representing a minimum 15% of allowable FOMA costs are required for ANG Installations designated as Air Education and Training Command (AETC) supported (gained) unless identified above.

(b) Grantee matching funds representing a minimum 20% of allowable FOMA costs are required for ANG Installations designated as permanent active home station fighter alert units (A) and Space Command at Greeley, Colorado.

(c) Grantee matching funds representing a minimum 25% of allowable FOMA costs are required for all other unit/missions.

(d): No grantee matching funds are required for emergent repair requirements funded utilizing Federal local SRM funds (998 funds)

(e) Grantee matching funds for ANG approved non-nominal leases shall represent a minimum XX% of

allowable FOMA costs are required for a units particular location (e.g., 15%, 20%, 25%, etc.).

(f) Grantee matching funds for non-consumption related Storm Water Fees shall represent a minimum XX% of allowable FOMA costs are required for a units particular location (e.g., 15%, 20%, 25%, etc.). Line of Accounting requirements will follow SRM/FOMA and MCA FinPlan guidelines.

(6) NGB/A4AIA requires that a copy of Appendix 21 (CA) when: (1) the initial agreement or modification to the initial agreement during each fiscal year, (2) a modification to the initial funding, (3) any reduction of Federal funding and (4) Appendix close-out.

Section 2102. Additional Definitions. (Reserved)

Section 2103. Office of Primary Responsibility.

a. The Office of Primary Responsibility for this Appendix is the Civil Engineer (NGB/A4), National Guard Bureau, Air National Guard Readiness Center, 3501 Fetchet Avenue, Andrews AFB, MD 20762.

b. The Civil Engineer, for the purposes of this Appendix, is the NGB individual authorized final approval of all Facility Operations and Maintenance Activities, financial plans and modifications, and the language of this Appendix. NGB/A4 is authorized to distribute and recall any/all Facility Operations and Maintenance funds to the United State Property and Fiscal Officer (USPFO), and to take any other action on behalf of NGB or the Chief, NGB, as specifically reserved under this Appendix. Within the Logistics and Installations Directorate, the Chief, Asset Management Division (NGB/A4A) acts for the Logistics and Installations Director in the day-to-day administration of Appendix 21 which is further delegated to the Installations Support Branch (NGB/A4AI)

Section 2104. Scope of Agreement.

a. Scope of Services.

(1) The Grantee shall furnish services incidental to the operation, sustainment, restoration, and modernization of those facilities authorized federal support and listed on the current (RP-RCS-SAF-MIL (A) 7115). Facilities may include Runway Supervisory Units (RSU), pads and appurtenances, runway distance markers and navigational aids (when not maintained by an Airport Authority), or other ANG funded and required facilities not identified in the 7115 report, however, approved by NGB/A4A. Facilities identified as part of an approved AJUA will be maintained and funded through the appropriate AJUA.

(2) The Grantee may contract for these services provided that all required and appropriate paragraphs and clauses prescribed in Article VIII of the MCA are included in the contracts and that the performance specifications listed below are met.

b. Performance Specifications.

(1) The Grantee shall have sufficient funds available to meet the non-federal share of the cost for operation maintenance and or preventive maintenance.

(2) The Grantee shall operate and maintain all facilities according to minimum standards required by applicable federal, state, and local agencies for the maintenance and operation of such facilities.

Section 2105. Authorized Activities/Charges.

a. Personnel.

(1) Payments for 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. Salaries are validated on the Washington DC geographic area or the unit's geographic area, whichever is higher. Salary costs over the Federal Cap (WG or GS) based on the Manpower Authorization Letters will be borne by the Grantee. Manning authorization does not equate to funding, growth must be preapproved in writing by NGB/A4AI.

(2) If a State has a pay raise, pay cap, pay freeze or hiring freeze, or employee furloughs for like positions throughout the State, then 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 Federal Civil Service grade and series position in the geographic area.

(3) Merit and Incentive awards based on performance that exceeds standards and contributes to improvements in organizational productivity, customer service, or accomplishment of organizational goals. Awards should be consistent and available with other similar State government positions. Must be approved, in writing, in advance by NGB/A4AI

(4) Costs for training tuition, registration, travel and per diem for personnel employed under this agreement when the training courses, seminars, or workshops are required for the employee's position. Fees for training of FOMA employees are authorized when associated with new requirements or periodic certification, examinations, or licenses that are required by state or federal agencies when operating or maintaining a real property facility.

(5) Travel expenses for personnel performing ANG real property operations and maintenance activities at a location other than that assigned, are allowable to the extent they are payable and at a rate consistent with state regulations.

(6) Costs for OSHA physicals and Personal Protective Equipment (PPE) only when required for the state FOMA staff.

b. Operations and Maintenance.

(1) Costs for normal day to day maintenance and preventive maintenance of the ANG physical plant, which includes but is not limited to buildings, structures, and storage areas, improved or semi improved grounds, storm drains, insect and rodent control, snow removal/pavement clearance, grass and weed cutting, utility and sewage systems, gas, steam, heating, refrigeration, air conditioning ventilation, and liquid fuel storage and dispensing facilities.

(2) Utilities costs for water, electricity, gas, sewage, and other purchased utility services.

(3) Storm Water Fees, non-consumption related, funded through SRM/FOMA and state matched.

(4) Preventive maintenance costs of Real Property Installed Equipment (RPIE).

(5) Operation, maintenance and preventive maintenance costs for structural fire protection, fire alarm systems and fire suppression systems when required for ANG Real Property Installed Equipment, in accordance with ANG Engineering Technical Letter (ETL) 14-2 or most current version, Use of Appendix 21 (FOMA) Funds to Support Organizational Equipment.

(6) Costs of custodial services, refuse collection and disposal.

(7) Cost of supplies for day to day maintenance of buildings and grounds, that include equipment and subcontracts of authorized infrastructure are allowable. Verification of the proper federal account should be emphasized to ensure non-FOMA funds are used for those items funded under other federal programs such as local 100% S/R&M or Base O&M. Actual FOMA supplies will be located within the Base Civil Engineer (BCE) work area.

(8) Cost of housekeeping and operational supplies, utilities, services and subcontracts for those items necessary to provide essential FOMA support of authorized facilities are allowable. If these supplies and/or services are shared by activities outside FOMA support guidelines, the Grantee may charge only the appropriate proportional amount to FOMA.

(a) Housekeeping supplies are those used in the cleaning of the physical plant (e.g., mops, brooms, floor sweepers, cleansers, brushes, window cleaner) as defined in ETL 14-13 over most current version.

(b) Operational supplies are those items used or consumed in support of the execution of the FOMA Appendix. Verification of the proper federal account should be emphasized to ensure non-FO funds are used for those items funded under the federal S/R&M program of this FOMA agreement.

(9) Costs for technical engineering, non-personal services for the preparation of studies, specialized phases of design, drafting, land surveying, construction inspections, etc., when the Computer Aided Design (CAD) position is vacant (non-construction).

(10) Costs for currently approved NGB/A4 negotiated Airport Joint Use Agreement (AJUA), which follows the main Units mission percentages matching shares.

(11) Emergent repairs that are unplanned in nature, require component replacement of systems after troubleshooting has determined a repair is required, or otherwise repair an assembly or portion of a facility that no longer functions as intended may be accomplished by state procurement procedures. Requisition of materials, labor, equipment, contract costs and CPP charges (as applicable) for these requirements are reimbursed at 100% and are funded Federally utilizing local SRM (998) funds.

(12) Commercial communications costs, including toll charges and wireless communication charges are authorized, when in direct support of the FOMA appendix, within the limitations of Federal Communications regulations.

(13) Traditional Leases and Non-Nominal ANG Approved Leases

c. Equipment and Tools.

(1) Costs for Non Logistics Ground Transportation (LGT) or Grantee vehicles, equipment and/or tools that exceed a line-item cost of \$5,000 must be approved, in writing, in advance of purchase or lease, by NGB/A4AI. Must also be for the sole purpose of this appendix.

(a) Reimbursement for costs that were approved, in writing, in advance, by NGB/A4AIA for the maintenance and or repairs to Grantee owned equipment, tools, and vehicles used solely in support of the FOMA Appendix may be charged to FOMA, provided the costs do not exceed 50% of the current value—one-time cost, not life cycle of equipment.

(2) Rental of equipment or tools is authorized when it is determined the most cost effective method and is necessary to perform authorized services. Rental periods exceeding 150 days must be approved, in writing, in advance of the rental, by NGB/A4AI. Rental of equipment or tools listed under the Unit's Allowance Standards or local LGT are to be funded from those sources and not through the FOMA program. The Grantee is fully responsible for costs not approved by NGB/A4AI.

d. Support

(1) Support costs for certain Morale Welfare Recreation (MWR) or other revenue generating activities may be provided to the activity without reimbursement when authorized under the provisions of AFI 32-1061, paragraph 3-4, AFI 65-106, chapter 2, AFI 32-9003 chapter 6, and AR 60-10/AFJI 34-211, paragraph 1-4. Such support will be provided using the applicable determination of direct and indirect costs and in the ratio prescribed in the instructions cited.

(2) Centralized Personnel Plan (CPP), not to exceed 3% of overall appendix. Approved and signed CPP must accompany FinPlan submittal. **Charge the CPP proportional share for emergent repair requirements to the 100% federally funded local SRM (998) funds provided.**

Section 2106. Unauthorized Activities/Charges.

FOMA funding will not be used to support the following:

(1) Bowling alleys, camping areas, golf course and/or pro shop, VIP quarter, Package (Class VI) stores, family housing/living quarters, museums, store front recruiting offices, utilities and interior renovations for AAFES facilities, revenue producing facilities such as Officers' Club or Open Mess, NCO Club, Services Club, credit union, bank, child care facilities, non-ANG licensed facilities, and recreational vehicle parking areas.

(2) Organizational furniture items, including but not limited to, modular furniture, window dressings (shades, curtains, etc.), plants, etc.

(3) Costs for vehicles or equipment purchased through NGB/A4 Logistics (LGT Vehicles) or listed in an NGB Allowance Standard (AS) and not originally purchased with FOMA funds without approval from NGB/A4AI.

(4) Costs associated with procurement and/or maintenance of utility poles or other related communication facilities.

- (5) Costs for the purchase, repair, operation, and maintenance of copy machines or inventory control equipment.
- (6) Costs for the purchase of computer or like equipment.
- (7) Communication costs for items used for traditional Guardsmen requirements.
- (8) Costs associated with the purchase of any item listed in an applicable Allowance Standard or not classified or listed as Real Property Installed Equipment.
- (9) Costs associated with training for the purpose of employment qualification.
- (10) Funding to support a lodging operation at locations other than TEC and CRTCs. If lodging is approved as the most cost effective measure in lieu of contract quarters, all costs associated with the lodging operation (utilities, lodging personnel, repair and maintenance of the facility, housekeeping supplies, soap, towels, linen, etc.) must be funded from (NGB/A1) the contract quarters program. These funds may be transferred to FOMA for execution. The funding ratio for approved lodging costs is 100% federal funds.
- (11) Costs for the purchase or rental of uniforms for employees. This would include any personalized type clothing or non-PPE.
- (12) Costs of courses for professional training, whether accredited or non-accredited, not specifically required for the performance of duties of an approved position covered under this agreement.
- (13) Reimbursement of monthly or one-time worker's compensation payouts (claims); additional post-retirement costs, such as additional costs associated with any reimbursement to the state for any post-employment payments to former employees to include health insurance; early retirement incentives, such as bonuses or payouts; post-retirement payment of vacation or annual leave, is not authorized.
- (14) Reimbursement of costs incurred by, or associated with, the process of collective bargaining between the State and its employees covered by a Bargaining Unit for the purposes of negotiating matters involving employment issues, such as general working or safety conditions on the job, job qualifications and the like, is not authorized.
- (15) Reimbursement of costs associated with arbitration services, professional or otherwise, in the negotiation and settlement of a grievance or other formal complaint filed by an employee or a group of employees, is not authorized. These are matters between the State and the employee(s), and such costs shall be borne by the Grantee.
- (16) If Federal funding through the Appendix is unavailable the CPP shall become a Wing bill if approve by the States USPFO.
- (17) Any major maintenance or repairs of pavements, ramps or walkways except associated with Local SRM (998 funding).

Section 2107. Financial Plan Requirements.

a. Annual Financial Plan Submission.

(1) A FOMA Financial Plan (FinPlan) shall be submitted each fiscal year to the local ANG Comptroller's office within each Unit, the State Military Department and a courtesy copy provided to NGB/A4AI and the your State Grants Officer representative (GOR). The FinPlan shall indicate anticipated expense amounts, by line item, and shall be based on the maximum Grantee share amount available during the year for which funding is requested. FinPlan submissions are due to NGB/A4AI within the timeframe indicated in the budget call documents, and local Finance Office timetables for submission of Installation and GSU location FinPlan.

(2) The annual FinPlan shall be validated/approved prior to execution of this Appendix. The total amount of the validated/approved FinPlan shall be the maximum amount NGB/A4 is obligated to reimburse the Grantee for the cost of performance of this Appendix.

(3) NGB/A4, at its discretion, may unilaterally increase or decrease the FinPlan totals to include increasing the budget line items that do not involve a Grantee match requirement, increasing line items and waiving the Grantee match requirements on a case-by-case basis. Increases may also occur based upon assurances of the availability of state matching funds.

b. Element of Expense/Investment Codes (EEIC): The EEICs listed in the NGB/A4 approved FinPlan are the only EEICs authorized for use. Additional guidance on the proper use of financial data will be provided as part of the annual fiscal year Financial Guidance issued through NGB/FM.

c. Master Cooperative Agreement/Appendix Changes.

(1) Requests for changes to this Appendix to incorporate initial fiscal year funding shall be sent to NGB/A4AI for review and approval. The request will reflect the unit spending plan based on the amount of approved federal funding, as provided in the approved FinPlan, and the availability of state matching funds.

(2) Per NGR 5-1, an approved and signed initial FY CA modification document should be sent to NGB/A4AI. This should be forwarded upon completion and the modification with initial funding is to be forwarded within 45 days of issuance.

(3) Fiscal year close out requests shall be forwarded to NGB/A4AI for review and approval. Requests will list a summary of all changes and or executed CA modifications processed during the fiscal year that affected this Appendix but did not require NGB/A4AI approval. This list shall contain, at a minimum, the modification number, date of modification, and a synopsis of the processed change. If no modifications were made to this Appendix, other than initial and close out, indicate no other action taken during the fiscal year.

d. FOMA Funding.

(1) Federal funding provided under this Appendix is requirements based and issued within the constraints and limitations of the federal budget. Funding will be provided for authorized personnel positions listed on the manpower authorization document. Manning authorization does not equate to funding, growth must be preapproved in writing by NGB/A4AI. Federal funding for salaries will not exceed the amount listed on the approved budget for personnel.

(2) Funding will be provided to support only those activities designated in Section 2105. The FOMA may be funded through a combination of Facility Operations (FO) Program funds, Sustainment, Restoration, and Modernization (S/R&M) Program funds and local Base Operation and Maintenance (O&M) funds as approved by the local Financial Management Board (FMB). Funds transferred to the Appendix from local FO, S/R&M or O&M programs can only be used for authorized activities/charges listed in Section 2105. The transfer of funds into the FOMA from other funding programs or the State Military Department, does not require NGB/A4AI approval, but does require a funding modification to the Appendix. Funding the FOMA with other program funds does not guarantee that future year FOMA budgets will be increased accordingly and may require continued from other local funding programs. The request and approval shall not be binding unless a CA modification to this appendix has been executed.

(3) Funding may not be transferred from the FOMA program without the prior written approval of NGB/A4AI. Restrictions assigned to FOMA activities apply to the transferred funding and may be used to accomplish the activities authorized under the terms and conditions of the appendix. **When local SRM / Base O&M funds are transferred to the FOMA Appendix, the state is required to provide matching funds if provided for maintenance activities described in section 2105 para (1) – (10).** The transfer of funds to the FOMA program does not change the original Approved Budget/AFP Limitation. Transfers require a funding modification to the FOMA Appendix

(4) Funding for the FOMA Agreement must be obligated within 45 days of receipt. NGB/A4AI, at its discretion, may unilaterally withdraw funding if not coded correctly (by PEC, RC/CC & EEIC) and or obligated after the 45 days. All excess and unmatched funding must be returned at the earliest convenience but preferably before Aug 15, per NGB/FM Financial Guidance.

(5) Funding during a Continuing Resolution (CR) will be at the sole discretion of NGB/FM. The percentage of authorization is established by NGB/FM, in accordance with OMB guidance. NGB/A4AI will not conduct any FM Checkbook or funding actions until actual funding has been released by NGB/FM.

e. Local SRM (998) Funding

(1) Federal Funding for emergent repair requirements provided under this appendix are subject to the constraints of the federal budget system and are normally identified in the first modification to the cooperative agreement as 998 Local SRM Funds. No State matching funds shall be required for charges utilizing Local SRM (998) funding.

(2) Funding will be provided for the activities described in Section 2105 para (11) and the proportional share for CPP as required.

(3) Up to 50% of local SRM funding may be added to the cooperative agreement throughout the year as determined by the requirements identified by the BCE

Section 2108. Appendix Administration.

a. Personnel/Supervision.

(1) All SMD or state contracted personnel will be located within the Base Civil Engineer (BCE) work area and will receive technical direction (direct management of for priorities, time and funding accountability) from the BCE or the BCE's designated representative. The BCE may elect to assign personnel under this Appendix to a Geographically Separated Unit (GSU) for which they are responsible.

(2) FOMA manpower authorizations will be determined by NGB/A4AI and issued, at a minimum, every four years based on the 7115 Real Property Inventory Detail List records. FOMA manpower authorizations may be adjusted by NGB/A4AI upon justification or due to a permanent mission change.

(3) Supervision of employees will be in accordance with state/SMD policy and procedures. The BCE, or their designated representative, will provide input to the SMD regarding personnel actions (i.e. hiring, performance evaluations, terminations, performance counseling).

b. Equipment/Supplies.

(1) The use of new, existing, and/or surplus government property is authorized upon proper certification by the SMD that such material will be used for FOMA purposes. The value of this property will not be charged to the SMD or used by the SMD to meet the matching funds requirement.

(2) Certain items of government equipment may be provided for SMD use as Government Furnished Equipment (GFE) and/or Vehicles. The absence of GFE and/or Vehicles does not relieve the SMD from its primary responsibility for performance of the terms and conditions outlined in this Appendix. Accountability of GFE and/or Vehicles will be in accordance with Chapter 8. Considerations for damage to Air Force Property used in support of Appendix 21 will be determined using AFMAN 23-220, Chapter 22.10. The SMD/state may insure against the cost of repair on federal vehicles and/or GFE used by SMD employees when such insurance is required by state law or is part of consistent agency practice. The failure to secure insurance against damage renders costs associated with any damage, as a direct or indirect result of the use of a federal vehicle and/or GFE by an SMD employee, as a cost to the state. The Grantee's liability for lost or damaged GFE will be in accordance with applicable State laws.

(3) Supplies and services will be obtained by the Grantee using state/SMD procurement procedures as the primary means of securing services.

(4) The use of federal contracting or procurement (In-Kind Assistance) to obtain supplies or services requires written USPFO approval per NGR 5-1, Chapter 9. IKA is the exception to state contracting or procurement.

a) The use of IKA does not alleviate the Grantee's burden to match the federal funding.

(5) Changes to the instructions, terms and/or conditions to this Appendix shall be executed IAW NGR 5-1, Chapter 3. The change shall not be binding unless it is so approved and a CA modification to this appendix has been executed.

Section 2109. 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 State for its costs in fulfilling its responsibilities under this Appendix. This amount may be increased or decreased by NGB during the fiscal year.

b. Total Dollars Obligated. The total amount of funds obligated for NGB's share under this Appendix. Only funds obligated through an executed CA modification to this appendix are available for reimbursement to the Grantee. Funding must be obligated within 45 days upon receipt by the Base Comptroller Office.

c. Accomplished as IKA. The total dollars expended through federal acquisition.

d. The following funding limitations are provided for each fiscal year as it occurs.

1. Fiscal Year 2016:

| | Approved Budget/(AFP) | Total Dollars Obligated |
|----------------------|--------------------------------------|-------------------------|
| Federal Share (100%) | \$ 154,823.00 | \$ 222,325.00 |
| Federal Share (75%) | \$ 1,242,513.00 | \$ 1,229,372.90 |
| Federal Share (50%) | \$ 0.00 | \$ 0.00 |
| Federal Total | \$ 1,397,336.00 | \$ 1,438,697.90 |
| | Accomplished as In-Kind Assistance | \$ 13,000.00 |
| | Accomplished as 100% Local SRM (998) | \$ |
| Grantee Share (50%) | \$ 0.00 | \$ 0.00 |
| Grantee Share (25%) | \$ 414,171.00 | \$ 416,136.07 |
| Grantee Total | \$ 414,171.00 | \$ 416,136.07 |

2. Fiscal Year 2017:

| | Approved Budget/(AFP) | Total Dollars Obligated |
|----------------------|--------------------------------------|-------------------------|
| Federal Share (100%) | \$ 191,258.00 | \$ _____ |
| Federal Share (75%) | \$ 1,359,327.00 | \$ _____ |
| Federal Share (50%) | \$ 0.00 | \$ _____ |
| Federal Total | \$ 1,550,585.00 | \$ _____ |
| | Accomplished as In-Kind Assistance | \$ _____ |
| | Accomplished as 100% Local SRM (998) | \$ _____ |
| Grantee Share (50%) | \$ 0.00 | \$ _____ |
| Grantee Share (25%) | \$ 453,109.00 | \$ _____ |
| Grantee Total | \$ 453,109.00 | \$ _____ |

3. Fiscal Year 2018:

| | Approved Budget/(AFP) | Total Dollars Obligated |
|----------------------|--------------------------------------|-------------------------|
| Federal Share (100%) | \$ 184,554.00 | \$ _____ |
| Federal Share (75%) | \$ 1,395,229.00 | \$ _____ |
| Federal Share (50%) | \$ 0.00 | \$ _____ |
| Federal Total | \$ 1,579,783.00 | \$ _____ |
| | Accomplished as In-Kind Assistance | \$ _____ |
| | Accomplished as 100% Local SRM (998) | \$ _____ |
| Grantee Share (50%) | \$ 0.00 | \$ _____ |
| Grantee Share (25%) | \$ 465,076.33 | \$ _____ |
| Grantee Total | \$ 465,076.33 | \$ _____ |

4. Fiscal Year _____:

| | Approved Budget/(AFP) | Total Dollars Obligated |
|--------------------------------------|-----------------------|-------------------------|
| Federal Share (100%) | \$ _____ | \$ _____ |
| Federal Share (75%) | \$ _____ | \$ _____ |
| Federal Share (50%) | \$ _____ | \$ _____ |
| Federal Total | \$ _____ | \$ _____ |
| Accomplished as In-Kind Assistance | \$ _____ | |
| Accomplished as 100% Local SRM (998) | \$ _____ | |
| Grantee Share (50%) | \$ _____ | \$ _____ |
| Grantee Share (25%) | \$ _____ | \$ _____ |
| Grantee Total | \$ _____ | \$ _____ |

5. Fiscal Year _____:

| | Approved Budget/(AFP) | Total Dollars Obligated |
|--------------------------------------|-----------------------|-------------------------|
| Federal Share (100%) | \$ _____ | \$ _____ |
| Federal Share (75%) | \$ _____ | \$ _____ |
| Federal Share (50%) | \$ _____ | \$ _____ |
| Federal Total | \$ _____ | \$ _____ |
| Accomplished as In-Kind Assistance | \$ _____ | |
| Accomplished as 100% Local SRM (998) | \$ _____ | |
| Grantee Share (50%) | \$ _____ | \$ _____ |
| Grantee Share (25%) | \$ _____ | \$ _____ |
| Grantee Total | \$ _____ | \$ _____ |


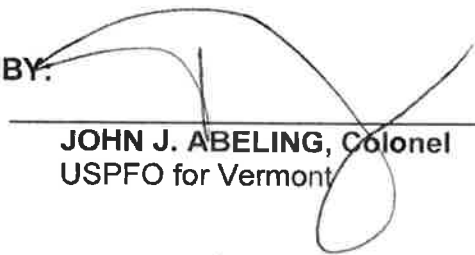


Section 2110. Agreement Particulars.

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.

- a. Grantee/Recipient Category: Government
- b. Grantee/Recipient Type: State Government
- c. Grantee/Recipient DUNS: 07098020243
- d. Primary Place of Performance (if different from 'Issued To' on CA Modification Form):
Vermont National Guard, Office of the USPFO, 789 National Guard Road, Colchester, Vermont 05466-3099
- 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: 5700
- i. Funding Agency: Air
- j. Program Source Agency: 57
- k. Transaction Type: Cooperative Agreement
- l. CFDA: 12.401
- m. CFDA Program Title: Operation and Maintenance, Air National Guard
- n. Program Source Account-Funding: 3840
- o. Treasury Appropriation Code: 3840
- p. Award/Obligation/Action Date: 1 Oct 2015
- q. Starting Date: 1 Oct 2015
- r. Ending Date: 30 Sep 2020
- s. Record Type: Individual Action
- t. Fiscal Year/Quarter: FY16/1st Quarter
- u. Unique Federal Award Identification Number (FAIN) W912LN-16-2-1021
- v. Approved Budget Amount: The amount in the App, Sec 2109
- w. R&D Award (Yes or No) No
- x. Indirect Cost Rate or CPP Rate: 0%

EXECUTION

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

| | |
|--|---|
| <p>STATE/TERRITORY/ OR DISTRICT OF: VERMONT</p> <p>BY:  _____ STEVEN A. CRAY, Major General The Adjutant General</p> <p><u>1 August 2018</u> (Date)</p> | <p>NATIONAL GUARD BUREAU:</p> <p>BY:  _____ JOHN J. ABELING, Colonel USPFO for Vermont</p> <p><u>1 August 2018</u> (Date)</p> |
| <p>Approved as Legal Form:  _____ JACOB A. HUMBERT Assistant Attorney General for Vermont</p> <p><u>7/25/18</u> (Date)</p> | <p>Approved as to Legal Form:  _____ GONZALO PINACHO, Lieutenant Colonel State Judge Advocate</p> <p><u>6/28/2018</u> (Date)</p> |

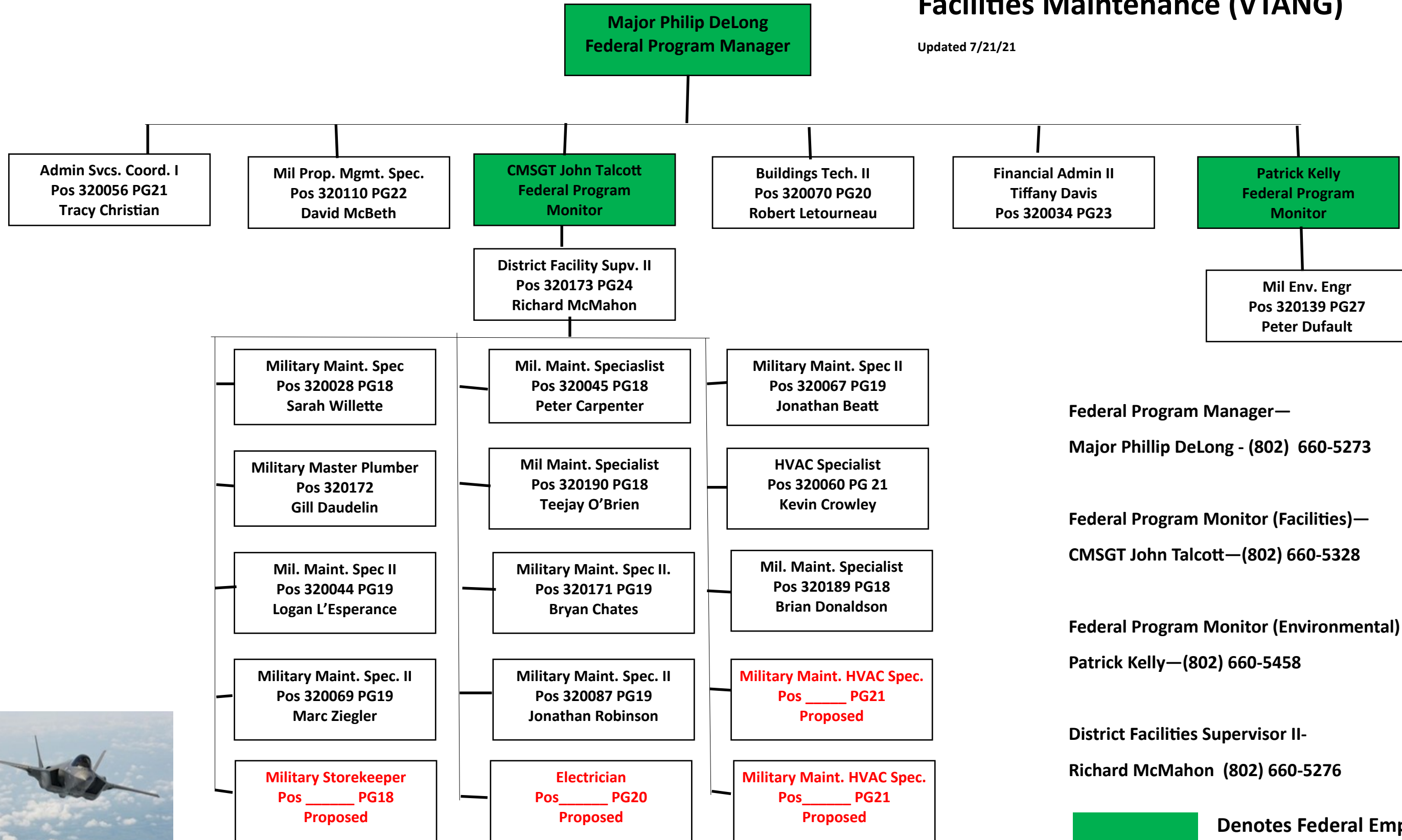
| | A | B | C | D | E | F | G | H | I | |
|----|---|------------------------------------|---|-------------|---|-------------|--|--------------|---|--|
| 1 | | | | | | | | | | |
| 2 | UNIT: 158 FW | MCA Summary | | | | | FY: 2022 | | | |
| 3 | FOMA: 80% | | | | | | Base: Burlington International Airport | | | |
| 4 | POC: Major Philip R. Delong Jr. | | | | | | State: VT | | | |
| 5 | | | | | | | | | | |
| 6 | WARNING - Both FO and SRM onboard exceed authorized | | | | | | | | | |
| 7 | SUMMARY BY APPENDIX: | | | | | | | | | |
| 8 | Appendix 21 | Type Funds | | Prior FY | | Current FY | | Requested FY | | |
| 9 | FO/FOMA | Federal (100%) | | \$207,400 | | \$196,134 | | \$233,281 | | |
| 10 | | Federal | | \$1,063,700 | | \$1,284,330 | | \$1,575,626 | | |
| 11 | | State | | \$265,925 | | \$321,083 | | \$393,907 | | |
| 12 | | Total | | \$1,537,025 | | \$1,801,547 | | \$2,202,814 | | |
| 13 | SRM/FOMA | Federal | | \$513,800 | | \$499,030 | | \$546,545 | | |
| 14 | | State | | \$128,450 | | \$124,758 | | \$136,637 | | |
| 15 | | Total | | \$642,250 | | \$623,788 | | \$683,182 | | |
| 16 | | Total Federal (100%) | | \$207,400 | | \$196,134 | | \$233,281 | | |
| 17 | | Total FO/FOMA and SRM/FOMA Federal | | \$1,577,500 | | \$1,783,360 | | \$2,122,171 | | |
| 18 | | Total FO/FOMA and SRM/FOMA State | | \$394,375 | | \$445,840 | | \$530,544 | | |
| 19 | | Appendix 21 Total | | \$2,179,275 | | \$2,425,334 | | \$2,885,996 | | |
| 20 | | | | | | | | | | |
| 21 | | | | | | | | | | |
| 22 | | | | | | | | | | |

Organizational Chart

Base Civil Engineering/ Facilities Maintenance (VTANG)



Updated 7/21/21



Federal Program Manager—
Major Phillip DeLong - (802) 660-5273

Federal Program Monitor (Facilities)—
CMSGT John Talcott—(802) 660-5328

Federal Program Monitor (Environmental)
Patrick Kelly—(802) 660-5458

District Facilities Supervisor II-
Richard McMahon (802) 660-5276

Denotes Federal Employee

