



Mailing Address:
1 Baldwin Street
Drawer 33
Montpelier, Vermont 05633-5701

Tel.: (802) 828-2295
Fax: (802) 828-2483

STATE OF VERMONT
JOINT FISCAL COMMITTEE
1 Baldwin Street
Montpelier, Vermont 05633-5701

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management

From: Rebecca Buck, Staff Associate *RB*

Date: January 9, 2008

Subject: Status of Positions Request

No Joint Fiscal Committee member has requested that the following item be held for review:

JFO #2308 – Request from the Military Department to establish three (3) new limited service positions: Maintenance Mechanic II. These sponsored positions will be 95% federally funded through a continuing Master Cooperative Agreement and will provide the needed maintenance support for the temporary additional Vermont National Guard mission expected in January 2008.

[JFO received 12/10/07]

In accordance with 32 V.S.A. §5, the requisite 30 days having elapsed since this item was submitted to the Joint Fiscal Committee, the Governor's approval may now be considered final. We ask that you inform the Secretary of Administration and your staff of this action.

cc: Linda Morse
Michael Dubie
Molly Paulger
Jenny Audet

State of Vermont

Department of Finance & Management
109 State Street, Pavilion Building
Montpelier, VT 05620-0401

Jim Reardon, Commissioner

[phone] 802-828-2376

[fax] 802-828-2428

MEMORANDUM

TO: Representative Michael Obuchowski
FROM: David Beatty, Budget Analyst, F&M *DB*
RE: December 21, 2007
DATE: Adding grant positions to the Military department during the statewide position reduction project

Becky Buck forwarded the following two questions on your behalf for our response:

- 1) Why are we creating positions while at the same time we are reducing/eliminating positions?
- 2) How is the creation of these positions justified in an analytical sense vs. those that are being deleted?

The Department of Human Resources process of managing state positions, with an overall goal of reducing the total number of state positions by certain amounts during the current and next fiscal year, will likely include decisions to add positions in some areas and to eliminate positions in other areas. These position decisions will be made within the framework of achieving a sustainable level of state government considering departments' mission, program responsibilities and services. Obviously, departments' ability to utilize resources in an effective and efficient manner will be challenged.

Factors that favor adding these positions to the Military department at this time include the importance of the federal alert mission that the Military is accepting, the 25/75 and 20/80 state/federal funding for the positions, the significant economic effect and family support benefit of bringing these jobs to the Burlington area (the relocation of the alert assignment from Virginia to Vermont involves bringing Guard members back to the state full-time instead of deploying these Vermonters to Virginia for temporary duty away from their family), and the short-term nature of the positions.

Going forward the administration is looking at end dates for limited services positions. Departments have been put on notice that this is an area the administration is looking at closely and will be monitoring limited service position expiration dates with the goal of eliminating those positions at that time, although each situation will be reviewed on a case-by-case basis.

Please do not hesitate to contact me if I can be of further assistance.

cc: Jim Reardon, Commissioner of F&M
Sue Zeller, Deputy Commissioner of F&M
Linda McIntire, Deputy Secretary of Administration
Molly Paulger, Director, DHR Classification, Compensation & HRIS
Becky Buck, JFO



Mailing Address:
1 Baldwin Street
Drawer 33
Montpelier, Vermont 05633-5701

Tel.: (802) 828-2295
Fax: (802) 828-2483

STATE OF VERMONT
JOINT FISCAL COMMITTEE
1 Baldwin Street
Montpelier, Vermont 05633-5701

MEMORANDUM

To: Joint Fiscal Committee Members

From: Rebecca Buck, Staff Associate *RB*

Date: December 13, 2007

Subject: Positions Requests

Enclosed please find two (2) requests which the Joint Fiscal Office recently received from the Administration:

JFO #2308 – Request from the Military Department to establish three (3) new limited service positions: Maintenance Mechanic II. These sponsored positions will be 95% federally funded through a continuing Master Cooperative Agreement and will provide the needed maintenance support for the temporary additional Vermont National Guard mission expected in January 2008.

[JFO received 12/10/07]

JFO #2309 – Request from the Military Department to establish two (2) new limited service positions: one (1) Administrative Assistant A and one (1) Construction Clerk III. These sponsored positions will be 100% federally funded through a continuing Master Cooperative Agreement and will provide needed administrative support.

[JFO received 12/12/07]

The Joint Fiscal Office has reviewed these submissions and determined that all appropriate forms bearing the necessary approvals are in order.

In accordance with the procedures for processing such requests, we ask you to review the enclosed and notify the Joint Fiscal Office (Rebecca Buck at 802/828-5969; rbuck@leg.state.vt.us or Stephen Klein at 802/828-5769; sklein@leg.state.vt.us) if you would like any item held for legislative review. Unless we hear from you to the contrary by December 27 we will assume that you agree to consider as final the Governor's acceptance of these requests.

cc: James Reardon, Commissioner
Linda Morse, Administrative Assistant
Michael Dubie, Adjutant General
Molly Paulger, Classification Manager
Jenny Audet, Classification Program Technician

JFO #
2308

**STATE OF VERMONT
GRANT POSITION ACCEPTANCE FORM**

GRANT SUMMARY: Master Cooperative Agreement, (W912LN-07-2-1021)
Appendix FY08 1021

DATE: December 4, 2007

DEPARTMENT: Department of Military
VTANG Air Service contract

GRANT AMOUNT: \$1,903,965

GRANT PERIOD: December 1, 2007 – December 31, 2010

GRANTOR/DONOR: U.S. Department of Defense/National Guard Bureau

POSITIONS REQUESTED (LIMITED SERVICE):

Three (3) Maintenance Mechanic II positions (\$36,000 annual salary plus benefits: 95% federally funded with 5% general funds from the Air Service FY 2007 carryforward for FY 08 costs and fully budgeted for FY 09.)

ANY ON-GOING, LONG-TERM COSTS TO THE STATE:

The positions are expected to be needed for 3 years for Burlington Air Guard alert 24/7 duty. Three years of state service will automatically qualify the people filling these positions eligible for state employee RIF rights.

COMMENTS:

Formal federal verification of the alert assignment and cost sharing arrangement will be available in January 2008. *DWS*

DEPT. FINANCE AND MANAGEMENT:

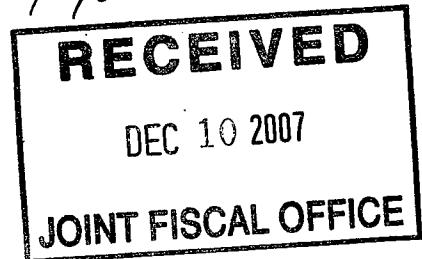
(INITIAL) *[Signature]*

SECRETARY OF ADMINISTRATION:

(INITIAL) *[Signature]*

SENT TO JOINT FISCAL OFFICE:

(DATE) *12/4/07*



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

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

Agency/Department: Military Date: 07 SEPTEMBER 2007

Name and Phone (of the person completing this request): William A. LaPointe 6605328

Request is for:

Positions funded and attached to a new grant.

X Positions funded and attached to an existing grant approved by JFO # _____

THIS WILL BECOME PART OF OUR APPENDIX 21 BUDGET THAT WAS ESTABLISHED WITH THE DEPARTMENT.

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

DEPARTMENT OF DEFENSE/NATIONAL GUARD BUREAU

(US Government, Air National Guard 80% / State of Vermont 20%)

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:

MAINTENANCE MECHANIC II 3 Limited Service Positions AIR SERVICE CONTRACT/VTANG

01 DECEMBER 2007 THROUGH 31 DECEMBER 2010

*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.

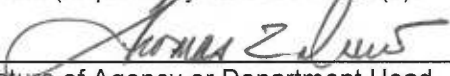
3. Justification for this request as an essential grant program need:

1. A temporary additional mission is expected for the Vermont Air Guard in early January 2008. We have been told this mission could last between 3 and 4 years providing Homeland defense with our fighter jets on alert. The positions requested will be required to support the added workload that will come with 24/7 hour flying schedule. Maintenance crews and pilots will be here around the clock. Facility use as well and plowing and sweeping must continue to facilitate aircraft take off on very short notice anytime day or night. Federal funds will be provided to support part of the salaries in anticipation for this temporary mission. We request that these positions come on board in October in order that the individuals have enough time to train to meet the new requirements. Our snow removal equipment is very specialized and personnel will work in the vicinity of jets, aviation fuel and liquid oxygen as well as live munitions. Train up time is imperative for effective safe operations by early January.

REC'D OCT 0-1 2007

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

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)).

 09/25/07
Signature of Agency or Department Head Date

Molly O. Paulye 10/1/07
Approved/Denied by Department of Human Resources Date

 12/4/07
Approved/Denied by Finance and Management Date

 12/4/07
Approved/Denied by Secretary of Administration Date

Comments:

REC'D OCT 01 2007

Request for Classification Review Position Description Form A

For Department of Personnel Use Only

Notice of Action # _____		Date Received (Stamp)	
Action Taken: _____		RECEIVED SEP 27 2007 STATE OF VERMONT DEPT. OF PERSONNEL	
New Job Title _____			
Current Class Code _____	New Class Code _____		
Current Pay Grade _____	New Pay Grade _____		
Current Mgt Level _____ B/U _____ OT Cat. _____ EEO Cat. _____ FLSA _____			
New Mgt Level _____ B/U _____ OT Cat. _____ EEO Cat. _____ FLSA _____			
Classification Analyst _____ Date _____	Effective Date: _____		
Comments: _____		Date Processed: _____	
Willis Rating/Components: _____	Knowledge & Skills: _____	Mental Demands: _____	Accountability: _____
	Working Conditions: _____	Total: _____	

Incumbent Information:

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

New Position/Vacant Position Information:

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

Type of Request:

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

1. Job Duties

This is the **most critical** part of the form. Describe the activities and duties required in your job, **noting changes (new duties, duties no longer required, etc.) since the last review.** Place them in order of importance, beginning with the single most important activity or responsibility required in your job. The importance of the duties and expected end results should be clear, including the tolerance that may be permitted for error. Describe each job duty or activity as follows:

- **What** it is: The nature of the activity.
- **How** you do it: The steps you go through to perform the activity. Be specific so the reader can understand the steps.
- **Why** it is done: What you are attempting to accomplish and the end result of the activity.

For example a Tax Examiner might respond as follows: **(What)** *Audits tax returns and/or taxpayer records.* **(How)** *By developing investigation strategy; reviewing materials submitted; when appropriate interviewing people, other than the taxpayer, who have information about the taxpayer's business or residency.* **(Why)** *To determine actual tax liabilities.*

The position priority is to support Military flying operations for Homeland defense by operating small, medium and large equipment for the purpose of plowing and removing snow/ airfield pavement sweeping and vacuuming / mowing lawns / grounds and minor heavy equipment maintenance and transportation of supplies to buildings.(30%) This individual also works with Military Maintenance Specialists performing all types of general building maintenance. This includes plumbing repairs, carpentry, electrical repairs using common hand tools and small power and cutting tools like drills, saws, torches for cutting metal and welding equipment. (55%) Person must be able to read and understand Material Safety Data Sheets (MSDS) for all of the products used in the course of their duties. Must be able to scope maintenance work and order supplies necessary to accomplish job. Must be able to record time worked and use work order software to track materials. Must be able to work independantly and report progress to supervisor. (15%)

2. Key Contacts

This question deals with the personal contacts and interactions that occur in this job. Provide brief typical examples indicating your primary contacts (**not** an exhaustive or all-inclusive list of contacts) other than those persons to whom you report or who report to you. If you work as part of a team, or if your primary contacts are with other agencies or groups outside State government describe those interactions, and what your role is. For example: you may *collaborate, monitor, guide, or facilitate change.*

Works with Military Maintenance Specialists; District Facilities Manager; Federal Production Controller; Command Post personnel, Military security police, Firefighters, Burlington Airport FAA Tower and Airport Administration personnel

3. Are there licensing, registration, or certification requirements; or special or unusual skills necessary to perform this job?

Include any special licenses, registrations, certifications, skills; (such as counseling, engineering, computer programming, graphic design, strategic planning, keyboarding) including skills with specific equipment, tools, technology, etc. (such as mainframe computers, power tools, trucks, road equipment, specific software packages). Be specific, if you must be able to drive a commercial vehicle, or must know Visual Basic, indicate so.

Must obtain CDL within 6 months of employment. Must be able to operate specialized Airport snow removal equipment (up to 25 ton); Vacuum sweeper truck, trucks (up to 5 ton); tractors; forklifts; skid steer, small bucket loader; mowers (all types); power tools and hand tools. General knowledge of plumbing, structural and electrical trades and safety procedures, as well as radio skills will be required. Must have good computer and communication skills. Must understand and adhere with strict compliance to all airfield operation criteria as working conditions will be in the vicinity of military aircraft loaded with live weapons. Will require a security background check and security clearance, flight line access badge and completion of the flight line driver's course. Must be customer oriented and work well with others.

4. Do you supervise?

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

Will be responsible for night operations associated with airfield pavements and responding to facility problems in the priority alert areas. Will also be required to work independently accomplishing facility maintenance and repair work orders in non priority facilities on a daily basis.

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

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

Mechanic will be assigned work orders by the District Facilities Manager or be able to respond to service calls. Assignments will change with weather requirements on the airfield or by service calls placed to individual directly from Pilots, Supervisor of Flying (SOF) or alert personnel. These individuals will have to be able to work a flexible shift during the snow season from 1 November to 1 April start and stop times will be on a second and third shift schedule.

6. Mental Effort

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

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

Must understand the Air Sovereignty Mission of the Vermont Air National Guard and how

their responsibilities affect the mission. Must prioritize issues while demonstrating flexibility under shifting needs. Should organize tasks well in order to complete maintenance work in a timely manner. Concentration and safety is very important when operating heavy equipment around live munitions and Aircraft. Safety is of primary concern.

7. Accountability

This section evaluates the job's expected results. In weighing the importance of results, consideration should be given to responsibility for the safety and well-being of people, protection of confidential information and protection of resources.

What is needed here is information not already presented about the job's scope of responsibility. What is the job's most significant influence upon the organization, or in what way does the job contribute to the organization's mission?

Provide annualized dollar figures if it makes sense to do so, explaining what the amount(s) represent.

For example:

- A social worker might respond: *To promote permanence for children through coordination and delivery of services;*
- A financial officer might state: *Overseeing preparation and ongoing management of division budget: \$2M Operating/Personal Services, \$1.5M Federal Grants.*

Individual will be accountable for his/her actions in support of the ASA mission performing pavement maintenance activities and keep taxiways clear of debris and snow. Individual will be accountable for performing maintenance in a safe and accurate way.

8. Working Conditions

The intent of this question is to describe any adverse conditions that are routine and expected in your job. It is not to identify special situations such as overcrowded conditions or understaffing.

- a) What significant mental stress are you exposed to? All jobs contain some amount of stress. If your job stands out as having a significant degree of mental or emotional pressure or tension associated with it, this should be described.

Type	How Much of the Time?
Pressure from deadlines to clear pavement	20%
Ability to work different shifts as needed	60%

- b) What hazards, special conditions or discomfort are you exposed to? (Clarification of terms: **hazards** include such things as potential accidents, illness, chronic health conditions or other harm. Typical examples might involve exposure to dangerous persons, including potentially violent customers and clients, fumes, toxic waste, contaminated materials, vehicle accident, disease, cuts, falls, etc.; and **discomfort** includes exposure to such things as cold, dirt, dust, rain or snow, heat, etc.)

Type	How Much of the Time?
Potential equipment accidents	30%
Working in the elements	70%

Exposure to chemicals, fumes, loud noise	60%
--	-----

c) What weights do you lift; how much do they weigh and how much time per day/week do you spend lifting?

Type	How Heavy?	How Much of the Time?
Boxes, tools and equipment etc.	75lbs	20%

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

Type	How Much of the Time?
Sitting, standing, bending, reaching	All equally divided at the same rate depending on the job. 100%
Driving / Operating / Maintaning Heavy Equipment	20%

Additional Information:

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

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

Supervisor's Section:

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

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

The individuals selected for these positions are going to carry some heavy responsibilities that the rest of the work force already does. They will be responsible for maintaining the aircraft movement areas in a clear - bare pavement condition during a 24-7 requirement for the f-16 movements. These are not all of the duties but they are the most demanding. The entire mission depends on those aircraft being able to fly on a moments notice.

2. What do you consider the most important knowledge, skills, and abilities of an employee in this job (not necessarily the qualifications of the present employee) and why?

With the changing technology of the work being done and constant changes in the work place the individuals will need to have above average learning skills and fully understand the military way of doing business. All of the systems that we are responsible for repairing require some previous knowledge of the building trades and job flexibility.

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

These positions will be used to handle additional work load associated with a more demanding 24/7 mission.

4. Suggested Title and/or Pay Grade:

Maintenance Mechanic II

Supervisor's Signature (required): *A. Paul Invernizzi* Date: *7 Sept 07*

Personnel Administrator's Section:

Please complete any missing information on the front page of this form before submitting it for review.

Are there other changes to this position, for example: Change of supervisor, GUC, work station?

Yes No If yes, please provide detailed information.

Attachments:

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

Draft job specification is **required** for proposed new job classes.

Will this change affect other positions within the organization? If so, describe how, (for example, have duties been shifted within the unit requiring review of other positions; or are there other issues relevant to the classification review process).

These are New/limited

Suggested Title and/or Pay Grade:

PG 16 - Maintenance Mechanic II

Personnel Administrator's Signature (required): *Jay L. Guss* Date: *9/12/07*

Appointing Authority's Section:

Please review this completed job description but **do not alter** or eliminate any of the entries. Add any clarifying information and/or additional comments (if necessary) in the space below.

Suggested Title and/or Pay Grade:

Thomas E. New
Appointing Authority or Authorized Representative Signature (required)

09/18/07
Date

CIVIL ENGINEERING VTANG

GUC: 32040 (Exception noted in shaded box)

Updated: 1/31/07

GERALD "PAUL" IRVINE
Plant Maintenance Supervisor B
Pos# 320043
CLASSIFIED SERVICE

LOUIS L DION
Buildings HVAC Specialist
Pos# 320060
CLASSIFIED SERVICE

TRACY IRISH
Administrative Secretary
Pos# 320056
CLASSIFIED SERVICE

ROBERT T LETOURNEAU
Building Technician II
Pos# 320070
CLASSIFIED SERVICE

KRISTY JONES
Federal Programs Administrator
Pos# 320168
LIMITED/CLASSIFIED SERVICE

STEVEN K BARNES SR
Military Maintenance Spec
Pos# 320055
CLASSIFIED SERVICE

PETER DUFAULT
Environmental Engineer C
Pos# 320139
CLASSIFIED SERVICE

KEVIN CROWLEY
Military Maintenance Spec
Pos# 320044
CLASSIFIED SERVICE

CLEMENT Z DEVLIN
Military Maintenance Spec
Pos# 320087
CLASSIFIED SERVICE

MICHELLE V JEWELL
Maintenance Mechanic II
Pos# 320045
CLASSIFIED SERVICE

RICHARD R MCMAHON
Military Maintenance Spec
Pos# 320028
CLASSIFIED SERVICE

RAYMOND H WILLEY
Military Maintenance Spec
Pos# 320067
CLASSIFIED SERVICE

MARC C ZIEGLER
Military Maintenance Spec
Pos# 320069
CLASSIFIED SERVICE

DAVID J MCBETH
Military Property Mgt Spec
Pos# 320110
CLASSIFIED SERVICE
GUC: 32060

VACANT

VACANT

VACANT



Guard Agreement - Funding 2.5%

3 New Positions

Job Specifications

MAINTENANCE MECHANIC II

Job Code: 840500

Pay Plan: CLS Salary Administration Plan

Pay Grade: 16

Occupational Category: Equipment Maintenance

Effective Date: 11/23/1999

Class Definition:

Skilled maintenance work at or above the journeyman level of difficulty and responsibility in the construction, structural maintenance and repair of buildings, grounds and utilities. An employee in this class may supervise Maintenance Mechanics I and other maintenance personnel and volunteers in construction repair, alteration or general preventive maintenance work and may also independently perform specialized and difficult work in a skilled trade area. Positions report to a technical supervisor.

Examples of Work:

Plans, lays out, draws sketches, and orders materials for new construction or difficult alteration work which does not require engineering level design skills. Supervises volunteers and employees engaged in actual construction and alteration work. Supervises skilled and semi-skilled tradesmen in the maintenance and repair of machinery, equipment, buildings and utilities. Supervises and participates in the installation and repair of electrical equipment, wiring, plumbing and heating and ventilation equipment and lines. May prepare daily weekly project status reports and related paperwork. Ensures that proper safety procedures and applicable codes are observed. Performs related work as required.

Environmental Factors:

Duties are performed at state buildings including correctional facilities. Contact with inmates may be anticipated. Incumbents may encounter harassment or hostile behavior, and must be able to respond in a calm and professional manner. Must be able to climb ladders, lift weights up to 75 pounds, and work in cramped, wet, or poorly ventilated areas.

Plumbing repairs often entail exposure to raw sewage, for which protective clothing must be worn. Certain positions may require possession of a valid driver's license. Some potential for physical injury may be present.

Minimum Qualifications:**Knowledge, Skills and Abilities**

-Considerable knowledge of the methods, practices, tools and materials used in building and mechanical maintenance work.

-Considerable knowledge of safety procedures used in construction and maintenance activities.

-Skill at or **above** the journeyman level in the use and care of tools and equipment.

-Ability to read and interpret blueprints of significant complexity.

Ability to follow and communicate complex oral and written instructions.

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

-Ability to estimate material needs and devise cost effective solutions to repair problems.

-Ability to prepare and maintain basic project reports and records.

Education and Experience

Education: High School graduation, preferably including vocational training courses.

Experience: Three years in building construction, structural maintenance, automotive, building or machine repairs, including one year at a journeyman level.

Special note: Related technical post-secondary education may be substituted for up to two years of the required experience on a semester for six months basis. State licensure at the master level in any trade area is considered qualifying.

Special Requirements

n/a

[Back](#)



DEPARTMENT OF THE AIR FORCE
AIR NATIONAL GUARD

21 September 2005

MEMORANDUM FOR USPFO VERMONT

FROM: ANG/CECM
3500 Fetchet Avenue
Andrews AFB MD 20762-5157

SUBJECT: Approval of FY06 Appendix 1021 to Master Cooperative Agreement

FY06 Appendix 1021 to Master Cooperative Agreement W912LN-06-2-1021 is Acknowledged and Approved. Our office however is noting the difference in your figures as found on page five and the eventual funding which will require a modification to this appendix. Please keep in mind that the actual validation and eventual funding may require more state matching funds. Please feel free to contact our office if you have any comments and or questions and have a good FY06.

If you have any questions, please call the undersigned at DSN 278-7169.

A handwritten signature in cursive script, reading "Lincoln M. Stevens".

LINCOLN M. STEVENS, CMSgt, USAF
Appendix 21 Program Manager
Engineering Division

158 FW/FM/CE



DEPARTMENTS OF THE ARMY AND AIR FORCE
NATIONAL GUARD BUREAU

U.S. PROPERTY AND FISCAL OFFICER FOR VERMONT
CAMP JOHNSON, COLCHESTER, VERMONT
05446-3004

REPLY TO
ATTENTION OF

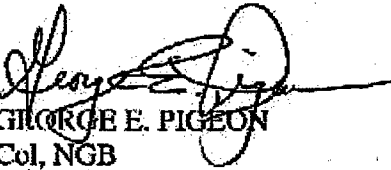
VT-PFO-GOR

17 August 2005

MEMORANDUM FOR SMSgt Lincoln Stevens, ANG/CECM, 3500 Fetchet Avenue, Andrews
AFB, MD 20762-5157

SUBJECT: Review and Approval of Appendix 21, ANG Facilities Operations & Maintenance
Activities

1. Vermont's Master Cooperative Agreement, DAHA43-01-2-1000 is due to expire on September 30, 2005. A new Master Cooperative Agreement, W912LN-06-2-1000 was signed on 10 August 2005 by the Adjutant General for Vermont, and the United States Property and Fiscal Officer.
2. The new Master Cooperative Agreement will include nine (9) VT Air National Guard, and Army National Guard Appendices. To implement the new appendices, Appendix 21, Facilities Operations & Maintenance Activities is enclosed for your review as to its format and funding. With your approval and signature, please return to this office, one complete original Appendix in the envelope provided.
3. Execution of Appendix 21, W912LN-06-2-1021 under the new MCA is 01 October 2005.
4. Point of contact is Mrs. Barbara S. Jarrett at (802) 338-3183 or DSN 636-3183 should you have any questions. Our facsimile line is x3375.


GEORGE E. PIGEON
Col, NGB
USPFO for Vermont

Attachment:
As stated

MASTER COOPERATIVE AGREEMENT APPENDIX MODIFICATION REQUEST

AGREEMENT NO.: **W912LN-07-2-1021**
MODIFICATION NO.: **P00001**

APPENDIX NAME : **FY08 1021**

CMSgt _William A. LaPointe_____
Program Monitor

Date Submitted to Program Manager

Maj Adam T. Rice _____
State Program Manager

Date Submitted to Assist USPFO for Air

THRU:

Cpt Todd H. Domachowski_____
Assistant USPFO for Air

Date Submitted to Budget Officer

THRU:

Ms. Judi Stone_____
State Budget Officer

Date Verified/Approved

THRU:

Barbara S. Jarrett_____
Grants and Agreements Officer

Date Verified/Approved

TO: USPFO-VT, ATTN: GRANTS & AGREEMENTS OFFICER, BLDG #3, CAMP JOHNSON,
COLCHESTER, VT

1. Request this modification be issued as **FY 08 P0001** to show **FY 08 INITIAL** obligation figures for the above agreement.

This change:

- Shows total FO/FOMA validated total to be: \$1,114,100
- Shows total SRM/FOMA validated total to be: \$364,900
- Shows total State FY08 appropriated amount to be: \$424,964.77 (see attached breakout)

	Maximum Funding Limitations			Estimated Cost	
	Previous Balance	Current Modification	Revised Balance	Previous Balance	Revised Balance
Federal Share					
100%	\$ 145,000.00		\$ 145,000.00		\$ 151,000.00
75%	\$ 1,334,000.00		\$ 1,334,000.00		\$ 1,466,389.00
100% In-Kind Assistance			\$ -		\$ 35,000.00
Federal Total	\$ 1,479,000.00		\$ 1,479,000.00	\$ -	\$ 1,652,389.00
State Share					
25%	\$ 424,964.77		\$ 424,964.77		\$ 488,696.00
Grand Total	\$ 1,903,964.77	\$ -	\$ 1,903,964.77	\$ -	\$ 2,141,085.00

STATE FY08

STATE FY08 ORIGINAL VALIDATION	\$	385,279.00
FY07 APPDX 21 CARRY OVER	\$	3,881.87
FY07 APPDX 22 CARRYOVER	\$	1,398.90
FY07 BUDGET ADJ CARRY OVER	\$	102,570.00
TRANSFER GF to PAYBACK	\$	(68,000.00)
in-state travel approp reduction	\$	(165.00)
TOTAL STATE FY08 APPROPRIATION	\$	424,964.77

APPENDIX 21 - ANG FACILITIES OPERATIONS AND MAINTENANCE ACTIVITIES**Section 2101: General:**

a. This Appendix relates to the National Guard Bureau's (NGB) Federal contribution for Facilities Operation and Maintenance Activities (FOMA) of the Air National Guard within a State.

b. The provisions set forth in NGR 5-1 are incorporated into this Appendix by reference.

c. Statements of Fact.

1. Facilities supported by this Appendix include:

(a) Buildings and systems covered under this Appendix are listed in the USAF Real Property Inventory Detail List (RCS: HAF-PRE (AR) 7115) for each installation under tenant code "54" (Air National Guard).

(b) Utilities support may be provided to facilities under construction when stipulated in the construction contract of an approved Sustainment, Restoration, Modernization (SRM) or Military Construction (MILCON) project and for temporary leased or facilities acquired for interim use.

(c) Facilities not identified on the Real Property Inventory Detail List requiring maintenance and repair by the ANG through an airport use or other type of agreement (i.e., relocatable facilities, leased space, etc.), shall be added as supported facilities in the FOMA appendix or by modification of an existing agreement. Such facilities may include Runway Supervisory Unit (RSU), pads and appurtenance, Runway Distance Markers (when not maintained by an Airport Authority) Navigational Aids (when not maintained by an Airport Authority) or other ANG funded and operationally required facilities, not identified on the Real Property Inventory Detail List. Facilities meeting the above criteria must be approved by ANG/CEP prior to receiving Federal support. Evidence of ANG/CEP approval must be current and on file with CEP. The inclusion of facilities not listed on 7115 records requires initiation and approval, by ANG/CECM, of a modification to this Appendix. This type modification will be incorporated as an attachment to the Appendix.

2. NGR 5-1 authorizes the NGB to contribute up to 100% of allowable costs for operating and maintaining Regional Simulator Facilities, Combat Readiness Training Centers (excluding units collocated on a CRTC), Ranges, Weather Schools, Technical Education Centers, Regional Training Sites (RTS), Detached Alerts, Foreign Training, and Regional Equipment Operators Training Schools (REOTS).

3. NGR 5-1 authorizes NGB to contribute up to 85% of allowable costs for the operation and maintenance of flying training bases. Federal match requirements will be based on validated program requirements and are subject to the availability of Federal funds.

4. NGR 5-1 requires 20% State matching funds for allowable costs for Active Home Station Fighter Alert units, and Space Command at Greeley, Colorado. When the State provides this contribution, NGB is authorized to contribute 80% of these expenses. Temporary alert status or fluctuating mission status is not included in this paragraph.

APPENDIX 21 - ANG FACILITIES OPERATIONS AND MAINTENANCE ACTIVITIES**Section 2101: General:**

a. This Appendix relates to the National Guard Bureau's (NGB) Federal contribution for Facilities Operation and Maintenance Activities (FOMA) of the Air National Guard within a State.

b. The provisions set forth in NGR 5-1 are incorporated into this Appendix by reference.

c. Statements of Fact.

1. Facilities supported by this Appendix include:

(a) Buildings and systems covered under this Appendix are listed in the USAF Real Property Inventory Detail List (RCS: HAF-PRE (AR) 7115) for each installation under tenant code "54" (Air National Guard).

(b) Utilities support may be provided to facilities under construction when stipulated in the construction contract of an approved Sustainment, Restoration, Modernization (SRM) or Military Construction (MILCON) project and for temporary leased or facilities acquired for interim use.

(c) Facilities not identified on the Real Property Inventory Detail List requiring maintenance and repair by the ANG through an airport use or other type of agreement (i.e., relocatable facilities, leased space, etc.), shall be added as supported facilities in the FOMA appendix or by modification of an existing agreement. Such facilities may include Runway Supervisory Unit (RSU), pads and appurtenance, Runway Distance Markers (when not maintained by an Airport Authority) Navigational Aids (when not maintained by an Airport Authority) or other ANG funded and operationally required facilities, not identified on the Real Property Inventory Detail List. Facilities meeting the above criteria must be approved by ANG/CEP prior to receiving Federal support. Evidence of ANG/CEP approval must be current and on file with CEP. The inclusion of facilities not listed on 7115 records requires initiation and approval, by ANG/CECM, of a modification to this Appendix. This type modification will be incorporated as an attachment to the Appendix.

2. NGR 5-1 authorizes the NGB to contribute up to 100% of allowable costs for operating and maintaining Regional Simulator Facilities, Combat Readiness Training Centers (excluding units collocated on a CRTC), Ranges, Weather Schools, Technical Education Centers, Regional Training Sites (RTS), Detached Alerts, Foreign Training, and Regional Equipment Operators Training Schools (REOTS).

3. NGR 5-1 authorizes NGB to contribute up to 85% of allowable costs for the operation and maintenance of flying training bases. Federal match requirements will be based on validated program requirements and are subject to the availability of Federal funds.

4. NGR 5-1 requires 20% State matching funds for allowable costs for Active Home Station Fighter Alert units, and Space Command at Greeley, Colorado. When the State provides this contribution, NGB is authorized to contribute 80% of these expenses. Temporary alert status or fluctuating mission status is not included in this paragraph.

5. NGR 5-1 requires 25% State matching funds for allowable costs related to all other ANG units/missions not otherwise described above. When the State provides this contribution, NGB is authorized to contribute up to 75% of these expenses.

Section 2102: Office of Primary Responsibility;

a. The Office of Primary Responsibility for this Appendix is The Civil Engineer (ANG/CE), National Guard Bureau, Air National Guard Readiness Center, 3500 Fetchet Avenue, Andrews AFB, MD 20762-5157.

b. The Civil Engineer, for the purposes of this Appendix, is a designee of the Chief, National Guard Bureau, and is the individual authorized final approval of all Facility Operations and Maintenance Activities, financial plans and modifications to them, and the language of this Appendix. ANG/CE is authorized distribution and recall of Facility Operations and Maintenance funds to the USPFO; and to take any other action on behalf of NGB or the Chief, NGB, as specifically reserved under this Appendix. Within the Civil Engineer Directorate, the Chief, Engineering Division (ANG/CEC) acts for The Civil Engineer in the day-to-day administration of this Appendix.

c. The Assistant USPFO for Air (Real Property) acts for the unit on all matters relating to this Appendix. The Assistant USPFO for Air (Real Property), at each ANG base/installation is directly responsible for real property accountability, maintenance of real property records, and implementation of AF and ANG procedures to account for all Federal real property used by ANG units assigned to the flying base, GSU or CRTC assigned civil engineering support. (NGR 130-6).

Section 2104: Statement of Work:

a. Authorized Activities. FOMA shall include, but is not limited to:

1. Normal day to day maintenance and repair of the physical plant, which includes but is not limited to buildings, structures, airfield pavements, roads, walks and storage areas, improved grounds, railroads, storm drains, insect and rodent control, snow removal, grass and weed cutting, utility and sewage systems, gas, steam, heating, refrigeration, air conditioning, ventilation, and liquid fuel storage and dispensing facilities.

2. Day to day operation of utility plants and systems, heat, refrigeration, air conditioning, ventilation, and liquid fuel storage and dispensing facilities.

3. Provision to purchase utilities to include water, electricity, gas, sewage, and other purchased utility services.

4. Replacement In-Kind (RIK) of Real Property Installed Equipment (RPIE).

5. Maintenance and repair of structural fire protection, fire alarms and fire suppression systems when required for Real Property Installed Equipment.

6. Provision of custodial service, garbage, and refuse collection, recycling and disposal.

7. Provision of technical engineering non-personal services to supplement in-house capability for the preparation of studies, specialized phases of design, drafting, land surveying, construction inspections, etc. Such costs are authorized when the Computer Aided Design (CAD) position is vacant or the level of expertise of assigned personnel required for a specific project is insufficient for the project.

b. Scope of Services:

1. The State shall furnish services, through direct hire or contract, incidental to the operation, maintenance, and repair of those facilities authorized Federal support as listed above.

2. The State may contract for these services. Required and appropriate paragraphs and clauses must be included in the contracts, as prescribed in the MCA. Performance standards listed in NGR 5-13-101 must be met.

c. Performance Specifications:

1. The State shall have sufficient funds available to meet the non-Federal share of the cost for operation maintenance, repair, sustainment, restoration, or modernization.

2. The State 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.

d. Authorized Charges: Authorized charges are specified in NGR 5-11.

Section 2105. Financial Plan Requirements.

a. Limitations.

1. The unit shall submit a Financial Plan (Fin Plan) for FOMA each fiscal year to each ANG Base Finance Office within each State with a courtesy copy provided to ANG/CECM. The Fin Plan shall indicate anticipated expense amounts, by line item, and shall be based on the maximum State share amount available during the year for which funding is requested. Upon approval of the Fin Plan, by ANG/CECM, the unit will initiate an initial modification to this Appendix in order to incorporate the approved budget. The initial modification to this Appendix will reflect the unit spending plan based on the amount of approved Federal funding, as provided in the approved Fin Plan, and the availability of State matching funds.

2. The Fin Plan shall be approved before execution of this Appendix and shall be submitted for approval to ANG/CECM. Fin Plan submissions are due to ANG/CECM within the timeframe indicated in the budget call documents, but will be due generally during April or May of the current fiscal year. Facility Managers and/or Base Civil Engineers will be provided exact due dates by ANG/CECM. Units must also adhere to local Finance Office timetables for submission of the ANG Base Fin Plan.

3. The total amount of the approved Fin Plan shall be the maximum amount ANG/CE is obligated to reimburse the State for the cost of performance of this Appendix.

4. ANG/CE, at its discretion, may unilaterally decrease the Fin Plan total, unilaterally increase Fin Plan line items that do not involve a match requirement, and may unilaterally increase Fin Plan line

items and waive match requirements on a case-by-case basis. ANG/CE may also increase Fin Plan line item totals based on assurances of the availability of State matching funds.

b. **Element of Expense/Investment Codes (EEIC):** The EEICs listed in the ANG/CE approved Financial Plan are the only EEICs authorized for use. Additional guidance on the proper use of financial data is provided as part of the current fiscal year Financial Guidance issued through ANG/FM.

c. The unit shall reconcile the Financial Plan amounts on an annual and mid-year basis, at a minimum, with the ANG Base Finance Office.

d. **Cost Sharing:**

1. Depending on the FOMA activity line item in the approved Fin Plan, NGB shall contribute no more than 100 percent, 85 percent, 80 percent, or 75 percent of the total cost of the activity as stated in NGR 5-1/ANGI 63-101.

2. The Fin Plan shall list the total NGB contribution for each level of Federal participation, i.e., 100 percent, 85 percent, 80 percent, and 75 percent, and it shall list the total State share.

Section 2106. Appendix and Financial Plan Changes.

a. The unit must submit a modification request to the USPFO to decrease or increase the amount of Federal funds approved in the Fin Plan or to change instructions, terms, or conditions of this Appendix. The USPFO shall furnish a copy of the fully executed modification to ANG/CECM when the requested action results in a decrease of Federal funds. Modifications required to increase Federal funding, when funded locally, are not forwarded to ANG/CECM. Modifications to the terms and conditions of this Appendix will be forwarded to ANG/CECM and are not effective until approved by the ANG/CE Program Manager. Modifications requiring ANG/CECM approval must be submitted, via email, as scanned documents. Hard copy documents requesting language changes are the only exception to this requirement.

b. The modification shall be on an instrument containing the signatures of both the USPFO and TAG or authorized designees. Modifications submitted for changes to the Appendix template must be forwarded to the NGB Office of Grants and Cooperative Agreements for approval and must include signature blocks for the USPFO and TAG counsel.

c. Modifications to this Appendix incorporating initial fiscal year funding shall be sent to ANG/CECM for review and approval. The initial modification to this Appendix will reflect the unit spending plan based on the amount of approved Federal funding, as provided in the approved Fin Plan, and the availability of State matching funds. This modification must contemplate actual State match availability.

d. Fiscal year close out modifications shall be forwarded to ANG/CECM for review and approval. Close out modifications will list a summary of all modifications processed during the fiscal year that affected this Appendix but did not require ANG/CECM 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.

Section 2107. Funding Limitation.

a. Funding.

Federal Share (100% Tenant Reimbursed) Not included in State Share computations	\$ <u>140,000.00</u>
Federal Share (100%)	\$ _____
Federal Share (85%)	\$ _____
Federal Share (80%)	\$ _____
Federal Share (75%)	\$ <u>920,850.00</u>
Federal Share (Total) *	\$ <u>1,060,850.00</u>

***This is the Maximum Federal Funding Limitation for this Appendix.**

State Share (15%)	\$ _____
State Share (20%)	\$ _____
State Share (25%)	\$ <u>306,950.00</u>
Program Income _____	
State Share (Total)	\$ <u>306,950.00</u>
Grand Total	\$ <u>1,367,800.00</u>

b. Program income: Program income is the gross income received by the State from fees charged for services performed and/or from the use or rental of real or personal property, the operation and maintenance of which is supported under this Appendix. Program income shall be added to the budget as a State contribution regardless of the percentage of Federal contribution reflected in this Appendix, but is not considered a part of the required State match amount.

c. In-kind Assistance.

Within the Federal Share indicated above, \$ _____ is withheld for in-kind assistance using Federal procurement procedures. The use of in-kind assistance shall be the decision of the USPFO. Requests to use In-Kind Assistance must be approved in writing by the USPFO. The use of In-Kind Assistance shall be the decision of the USPFO alone. ANG/CE approval is not necessary.

EXECUTION

By executing this Appendix, the parties agree to its terms and conditions.

IN WITNESS WHEREOF, the parties or their designated representatives execute this Appendix. Designation must be verified by USPFO prior to award.

<p>THE STATE [COMMONWEALTH, OR TERRITORY] OF VERMONT</p> <p>BY: <u><i>Martha T. Rainville</i></u> MARTHA T. RAINVILLE, MG ADJUTANT GENERAL for VERMONT</p> <p><u>03 AUGUST 2005</u> Date</p>	<p>NATIONAL GUARD BUREAU</p> <p>BY: <u><i>George E. Pigeon</i></u> GEORGE E. PIGEON, Col, NGB USPFO for VERMONT</p> <p><u>10 Aug 05</u> Date</p>
<p>Approved as to Fin Plan form:</p> <p><u><i>Adam T. Rice</i></u> ADAM T. RICE, Major, VTANG State Program Manager</p>	<p>Approved as to Fin Plan form:</p> <p><u><i>Lincoln M. Stearns</i></u> ANG/CE Program Manager</p>
<p>Approved as to legal form:</p> <p><u><i>Richard D. [Signature]</i></u> Counsel</p>	<p>Approved as to legal form:</p> <p><u><i>[Signature]</i></u> Counsel</p>

The use of in-kind assistance is to be the exception and not the rule. Use of In-Kind Assistance does not release the State from its original State share of the total Appendix amount.i



DEPARTMENTS OF THE ARMY AND AIR FORCE
NATIONAL GUARD BUREAU
U.S. PROPERTY AND FISCAL OFFICER FOR VERMONT
CAMP JOHNSON, COLCHESTER, VERMONT
05446-3004

REPLY TO
ATTENTION OF

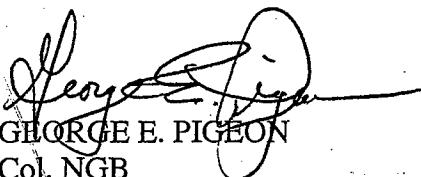
VT-PFO-GOR

17 August 2005

MEMORANDUM FOR SMSgt Lincoln Stevens, ANG/CECM, 3500 Fetchet Avenue, Andrews AFB, MD 20762-5157

SUBJECT: Review and Approval of Appendix 21, ANG Facilities Operations & Maintenance Activities

1. Vermont's Master Cooperative Agreement, DAHA43-01-2-1000 is due to expire on September 30, 2005. A new Master Cooperative Agreement, W912LN-06-2-1000 was signed on 10 August 2005 by the Adjutant General for Vermont, and the United States Property and Fiscal Officer.
2. The new Master Cooperative Agreement will include nine (9) VT Air National Guard, and Army National Guard Appendices. To implement the new appendices, Appendix 21, Facilities Operations & Maintenance Activities is enclosed for your review as to its format and funding. With your approval and signature, please return to this office, one complete original Appendix in the envelope provided.
3. Execution of Appendix 21, W912LN-06-2-1021 under the new MCA is 01 October 2005.
4. Point of contact is Mrs. Barbara S. Jarrett at (802) 338-3183 or DSN 636-3183 should you have any questions. Our facsimile line is x3375.


GEORGE E. PIGEON
Col, NGB
USPFO for Vermont

Attachment:
As stated

APPENDIX 21 - ANG FACILITIES OPERATIONS AND MAINTENANCE ACTIVITIES**Section 2101: General:**

a. This Appendix relates to the National Guard Bureau's (NGB) Federal contribution for Facilities Operation and Maintenance Activities (FOMA) of the Air National Guard within a State.

b. The provisions set forth in NGR 5-1 are incorporated into this Appendix by reference.

c. Statements of Fact.

1. Facilities supported by this Appendix include:

(a) Buildings and systems covered under this Appendix are listed in the USAF Real Property Inventory Detail List (RCS: HAF-PRE (AR) 7115) for each installation under tenant code "54" (Air National Guard).

(b) Utilities support may be provided to facilities under construction when stipulated in the construction contract of an approved Sustainment, Restoration, Modernization (SRM) or Military Construction (MilCON) project and for temporary leased or facilities acquired for interim use.

(c) Facilities not identified on the Real Property Inventory Detail List requiring maintenance and repair by the ANG through an airport use or other type of agreement (i.e., relocatable facilities, leased space, etc.), shall be added as supported facilities in the FOMA appendix or by modification of an existing agreement. Such facilities may include Runway Supervisory Unit (RSU), pads and appurtenance, Runway Distance Markers (when not maintained by an Airport Authority) Navigational Aids (when not maintained by an Airport Authority) or other ANG funded and operationally required facilities, not identified on the Real Property Inventory Detail List. Facilities meeting the above criteria must be approved by ANG/CEP prior to receiving Federal support. Evidence of ANG/CEP approval must be current and on file with CEP. The inclusion of facilities not listed on 7115 records requires initiation and approval, by ANG/CECM, of a modification to this Appendix. This type modification will be incorporated as an attachment to the Appendix.

2. NGR 5-1 authorizes the NGB to contribute up to 100% of allowable costs for operating and maintaining Regional Simulator Facilities, Combat Readiness Training Centers (excluding units collocated on a CRTC), Ranges, Weather Schools, Technical Education Centers, Regional Training Sites (RTS), Detached Alerts, Foreign Training, and Regional Equipment Operators Training Schools (REOTS).

3. NGR 5-1 authorizes NGB to contribute up to 85% of allowable costs for the operation and maintenance of flying training bases. Federal match requirements will be based on validated program requirements and are subject to the availability of Federal funds.

4. NGR 5-1 requires 20% State matching funds for allowable costs for Active Home Station Fighter Alert units, and Space Command at Greeley, Colorado. When the State provides this contribution, NGB is authorized to contribute 80% of these expenses. Temporary alert status or fluctuating mission status is not included in this paragraph.

5. NGR 5-1 requires 25% State matching funds for allowable costs related to all other ANG units/missions not otherwise described above. When the State provides this contribution, NGB is authorized to contribute up to 75% of these expenses.

Section 2102: Office of Primary Responsibility;

a. The Office of Primary Responsibility for this Appendix is The Civil Engineer (ANG/CE), National Guard Bureau, Air National Guard Readiness Center, 3500 Fetchet Avenue, Andrews AFB, MD 20762-5157.

b. The Civil Engineer, for the purposes of this Appendix, is a designee of the Chief, National Guard Bureau, and is the individual authorized final approval of all Facility Operations and Maintenance Activities, financial plans and modifications to them, and the language of this Appendix. ANG/CE is authorized distribution and recall of Facility Operations and Maintenance funds to the USPFO; and to take any other action on behalf of NGB or the Chief, NGB, as specifically reserved under this Appendix. Within the Civil Engineer Directorate, the Chief, Engineering Division (ANG/CEC) acts for The Civil Engineer in the day-to-day administration of this Appendix.

c. The Assistant USPFO for Air (Real Property) acts for the unit on all matters relating to this Appendix. The Assistant USPFO for Air (Real Property), at each ANG base/installation is directly responsible for real property accountability, maintenance of real property records, and implementation of AF and ANG procedures to account for all Federal real property used by ANG units assigned to the flying base, GSU or CRTIC assigned civil engineering support. (NGR 130-6).

Section 2104: Statement of Work:

a. Authorized Activities. FOMA shall include, but is not limited to:

1. Normal day to day maintenance and repair of the physical plant, which includes but is not limited to buildings, structures, airfield pavements, roads, walks and storage areas, improved grounds, railroads, storm drains, insect and rodent control, snow removal, grass and weed cutting, utility and sewage systems, gas, steam, heating, refrigeration, air conditioning, ventilation, and liquid fuel storage and dispensing facilities.

2. Day to day operation of utility plants and systems, heat, refrigeration, air conditioning, ventilation, and liquid fuel storage and dispensing facilities.

3. Provision to purchase utilities to include water, electricity, gas, sewage, and other purchased utility services.

4. Replacement In-Kind (RIK) of Real Property Installed Equipment (RPIE).

5. Maintenance and repair of structural fire protection, fire alarms and fire suppression systems when required for Real Property Installed Equipment.

6. Provision of custodial service, garbage, and refuse collection, recycling and disposal.

7. Provision of technical engineering non-personal services to supplement in-house capability for the preparation of studies, specialized phases of design, drafting, land surveying, construction inspections, etc. Such costs are authorized when the Computer Aided Design (CAD) position is vacant or the level of expertise of assigned personnel required for a specific project is insufficient for the project.

b. Scope of Services:

1. The State shall furnish services, through direct hire or contract, incidental to the operation, maintenance, and repair of those facilities authorized Federal support as listed above.

2. The State may contract for these services. Required and appropriate paragraphs and clauses must be included in the contracts, as prescribed in the MCA. Performance standards listed in NGR 5-13-101 must be met.

c. Performance Specifications:

1. The State shall have sufficient funds available to meet the non-Federal share of the cost for operation maintenance, repair, sustainment, restoration, or modernization.

2. The State 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.

d. Authorized Charges: Authorized charges are specified in NGR 5-11.

Section 2105. Financial Plan Requirements.

a. Limitations.

1. The unit shall submit a Financial Plan (Fin Plan) for FOMA each fiscal year to each ANG Base Finance Office within each State with a courtesy copy provided to ANG/CECM. The Fin Plan shall indicate anticipated expense amounts, by line item, and shall be based on the maximum State share amount available during the year for which funding is requested. Upon approval of the Fin Plan, by ANG/CECM, the unit will initiate an initial modification to this Appendix in order to incorporate the approved budget. The initial modification to this Appendix will reflect the unit spending plan based on the amount of approved Federal funding, as provided in the approved Fin Plan, and the availability of State matching funds.

2. The Fin Plan shall be approved before execution of this Appendix and shall be submitted for approval to ANG/CECM. Fin Plan submissions are due to ANG/CECM within the timeframe indicated in the budget call documents, but will be due generally during April or May of the current fiscal year. Facility Managers and/or Base Civil Engineers will be provided exact due dates by ANG/CECM. Units must also adhere to local Finance Office timetables for submission of the ANG Base Fin Plan.

3. The total amount of the approved Fin Plan shall be the maximum amount ANG\CE is obligated to reimburse the State for the cost of performance of this Appendix.

4. ANG/CE, at its discretion, may unilaterally decrease the Fin Plan total, unilaterally increase Fin Plan line items that do not involve a match requirement; and may unilaterally increase Fin Plan line

items and waive match requirements on a case-by-case basis. ANG/CE may also increase Fin Plan line item totals based on assurances of the availability of State matching funds.

b. Element of Expense/Investment Codes (EEIC): The EEICs listed in the ANG/CE approved Financial Plan are the only EEICs authorized for use. Additional guidance on the proper use of financial data is provided as part of the current fiscal year Financial Guidance issued through ANG/FM.

c. The unit shall reconcile the Financial Plan amounts on an annual and mid-year basis, at a minimum, with the ANG Base Finance Office.

d. Cost Sharing.

1. Depending on the FOMA activity line item in the approved Fin Plan, NGB shall contribute no more than 100 percent, 85 percent, 80 percent, or 75 percent of the total cost of the activity as stated in NGB 5-1/ANGI 63-101.

2. The Fin Plan shall list the total NGB contribution for each level of Federal participation, i.e., 100 percent, 85 percent, 80 percent, and 75 percent, and it shall list the total State share.

Section 2106. Appendix and Financial Plan Changes.

a. The unit must submit a modification request to the USPFO to decrease or increase the amount of Federal funds approved in the Fin Plan or to change instructions, terms, or conditions of this Appendix. The USPFO shall furnish a copy of the fully executed modification to ANG/CECM when the requested action results in a decrease of Federal funds. Modifications required to increase Federal funding, when funded locally, are not forwarded to ANG/CECM. Modifications to the terms and conditions of this Appendix will be forwarded to ANG/CECM and are not effective until approved by the ANG/CE Program Manager. Modifications requiring ANG/CECM approval must be submitted, via email, as scanned documents. Hard copy documents requesting language changes are the only exception to this requirement.

b. The modification shall be on an instrument containing the signatures of both the USPFO and TAG or authorized designees. Modifications submitted for changes to the Appendix template **must** be forwarded to the NGB Office of Grants and Cooperative Agreements for approval and must include signature blocks for the USPFO and TAG counsel.

c. Modifications to this Appendix incorporating initial fiscal year funding shall be sent to ANG/CECM for review and approval. The initial modification to this Appendix will reflect the unit spending plan based on the amount of approved Federal funding, as provided in the approved Fin Plan, and the availability of State matching funds. This modification must contemplate actual State match availability.

d. Fiscal year close out modifications shall be forwarded to ANG/CECM for review and approval. Close out modifications will list a summary of all modifications processed during the fiscal year that affected this Appendix but did not require ANG/CECM 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.

Section 2107. Funding Limitation.

FY2006

a. Funding.

Federal Share (100% Tenant Reimbursed) Not included in State Share computations	\$ <u>140,000.00</u>
Federal Share (100%)	\$ _____
Federal Share (85%)	\$ _____
Federal Share (80%)	\$ _____
Federal Share (75%)	\$ <u>920,850.00</u>
Federal Share (Total) *	\$ <u>1,060,850.00</u>

***This is the Maximum Federal Funding Limitation for this Appendix.**

State Share (15%)	\$ _____
State Share (20%)	\$ _____
State Share (25%)	\$ <u>306,950.00</u>
Program Income _____	
State Share (Total)	\$ <u>306,950.00</u>
Grand Total	\$ <u>1,367,800.00</u>

b. Program income: Program income is the gross income received by the State from fees charged for services performed and/or from the use or rental of real or personal property, the operation and maintenance of which is supported under this Appendix. Program income shall be added to the budget as a State contribution regardless of the percentage of Federal contribution reflected in this Appendix, but is not considered a part of the required State match amount,

c. In-kind Assistance.

Within the Federal Share indicated above, \$ _____ is withheld for in-kind assistance using Federal procurement procedures. The use of in-kind assistance shall be the decision of the USPFO. Requests to use In-Kind Assistance must be approved in writing by the USPFO. The use of In-Kind Assistance shall be the decision of the USPFO alone. ANG/CE approval is not necessary.

The use of in-kind assistance is to be the exception and not the rule. Use of In-Kind Assistance does not release the State from its original State share of the total Appendix amount.i

EXECUTION

By executing this Appendix, the parties agree to its terms and conditions.

IN WITNESS WHEREOF, the parties or their designated representatives execute this Appendix. Designation must be verified by USPFO prior to award.

<p>THE STATE [COMMONWEALTH, OR TERRITORY] OF VERMONT</p> <p>BY: <u><i>Martha T. Rainville</i></u> MARTHA T. RAINVILLE, MG ADJUTANT GENERAL for VERMONT</p> <p><u>03 AUGUST 2005</u> Date</p>	<p>NATIONAL GUARD BUREAU</p> <p>BY: <u><i>George E. Pigeon</i></u> GEORGE E. PIGEON, Col, NGB USPFO for VERMONT</p> <p><u>10 Aug 05</u> Date</p>
<p>Approved as to Fin Plan form:</p> <p><u><i>Adam T. Rice</i></u> ADAM T. RICE, Major, VTANG State Program Manager</p>	<p>Approved as to Fin Plan form:</p> <p><u><i>Lincoln M. Stearns</i></u> ANG/CE Program Manager</p>
<p>Approved as to legal form:</p> <p><u><i>Michael J. ...</i></u> Counsel</p>	<p>Approved as to legal form:</p> <p><u><i>[Signature]</i></u> Counsel</p>