



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

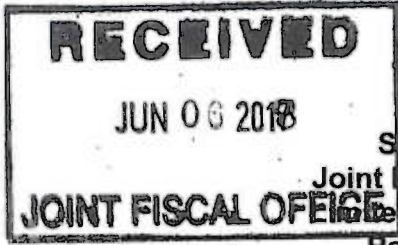
To: Joint Fiscal Committee members  
From: Daniel Dickerson, Fiscal Analyst *DWD*  
Date: June 11, 2018  
Subject: Position and Grant Requests – JFO #2917- #2918

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

**JFO #2917** – One (1) limited-service position within the VT Military Department. The position would be titled Military Property Management Specialist and would be charged with maintaining real property records for the VT Army National Guard (VTARNG). The additional position is being requested due to increasing audit and regulation requirements in recent years and due to the increase in the real property value of VTARNG land and facilities. The position would be funded through 9/30/2019 from 100% federal dollars.  
*[JFO received 6/6/18]*

**JFO #2918** – \$250,000 from the Great Lakes Fisheries Commission to the VT Dept. of Fish and Wildlife. The grant money would be used to fund an angler survey of Lake Memphremagog aimed at improving the management of the lake as a fishery. \$175,000 of the money would be given as a sub-grant to an organization in Quebec for survey work on the Canadian side of the lake and the remainder would be used for seasonal staff and operating expenses over two years on the Vermont side of the lake.  
*[JFO received 6/8/18]*

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; [ddickerson@leg.state.vt.us](mailto:ddickerson@leg.state.vt.us)) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by June 25, 2018 we will assume that you agree to consider as final the Governor's acceptance of these requests.



JFO 2917

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** Date: **May 2, 2018**  
Name and Phone (of the person completing this request): **Ken Gragg (802) 338-3110**  
Request is for:

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

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

**Army National Guard Facilities Programs, App. 1, Section W1912LN-15-2-1001**

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 Property Management Specialist (.6 FTE), PG 22		Army (21500330000)	10/1/14 - 9/30/19	

\*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:

Due to the new regulations issued by the Army Auditing Agency of the requirements to pass a DoD audit as well as the restricted rules on land use, the increase in these regulations has exceeded the current staff's workload capabilities and requires a part time (.6FTE) Property Management Specialist to maintain the 2.2 million square feet of building space, 2.7 million square yards of roads, parking, sidewalks, and helicopter pads and 400,000 linear feet

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)).

Ken Gragg 5/2/2018  
Signature of Agency or Department Head Date

Amee Piro 5/14/18  
Approved/Denied by Department of Human Resources Date

5/31/18 [Signature] 1 June 18  
Approved/Denied by Finance and Management Date

[Signature] 6/1/18  
Approved/Denied by Secretary of Administration Date

Comments:

MAY 16 2018

**Position Request Form Justification (continued)**

of exterior lighting, security fencing and utilities which accumulate to over 650 million dollars. The department has over 120,000 acres of Federal and State-owned land that require real estate transactions and contracts for use.

You will also find in a separate attachment an Excel Spreadsheet that shows the current budget for the next fiscal year with the addition of this position.

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

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

**Position Information:**

Incumbent: **Vacant or New Position**

Position Number:  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):**

- REQUIRED: Allocation requested: Existing Class Code  Existing Job/Class Title:
- Position authorized by:

- Joint Fiscal Office – JFO #  Approval Date:
- Legislature – Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session)
- Other (explain) -- Provide statutory citation if appropriate.

**Vacant Position:**

- a. Position Number:
- b. Date position became vacant:
- c. Current Job/Class Code:  Current Job/Class Title:
- d. REQUIRED: Requested (existing) Job/Class Code:  Requested (existing) Job/Class Title:
- e. Are there any other changes to this position; for example: change of supervisor, GUC, work station? Yes  No  If Yes, please provide detailed information:

**For All Requests:**

1. List the anticipated job duties and expectations; include all major job duties:
2. Maintain Real Property records for the Vermont Army National Guard. EXPECTATION: Every property record must be analyzed annually for current use code, size, type of construction, funding source, ownership and any structural or capital improvement changes using state and federal regulations such as the DA PAM 415-28 Category Codes, Army Regulation (AR) 405-10 – Acquisition of Real Property and Interests Therein, 405-20 – Federal Legislative Jurisdiction, 405-45 – Real property Inventory Management, 405-70 – Utilization of Real Property, and 405-90 – Disposal of Real Property, UFC1-300-08 – Criteria for Transfer and Acceptance of DoD Real Property as well as complying with DoD directives, policies and Instructions that come from the Deputy Secretary of Defense . This is accomplished by reviewing facility files, project files, blueprints and interviewing project managers. While both Federal and state property must be captured in the federal system, state property must also be captured in a separate state system. Both the Federal and state databases continue to expand with new data fields to capture newly required information pushed down from the Department of Defense. This requires returning to the data to extract information from facility files, project files, blueprints and possibly interviewing of project managers. There is no room for error when entering this information. To do so could result in a loss of Operations & Maintenance (O&M) funds for the State of Vermont as well as the Vermont Army National Guard VTARNG
3. Input construction, maintenance and sustainment projects into the project module of a federal government database from current year to 7 years out to assure the earliest possible generation of construction funding for VTARNG Facilities. EXPECTATION: To capture the entire process of the life of a project, to include Planning, Design and Construction contracts, invoices, assets and timelines. This is done by reading and capturing the important aspects of the planning and contract documents, entering in all invoices to be paid and assigning them to a work order, interviewing project managers, visiting sites and attending project meetings all while staying in the Federal and State laws as well as the rules and guidelines of Army regulations for Real Property and Construction. All data is entered into a specific module in the federal program which in turn can be seen by head quarters staff in Washington D.C as well as our staff in the state of Vermont. Often times it takes phone calls or trips to Washington to secure funds for the VTARNG

4. Real Property and PRIDE Supporting Documents and Forms. EXPECTATION: Complete all required forms needed for certain actions. 1) DD Form 1354 (Transfer or Real Property). This form captures all real property to be picked up by the VTARNG. This form establishes the date the project is started and completed and what function the facility will serve. It identifies the quantity and unit of measure for the various Real Property aspects of the project. The cost and type of funding used to build, support and maintain this facility or structure. This has three stages: draft, interim and final. The draft is required prior to NGB's release of construction funds. The interim captures any changes to the original project plans and reflects what is actually built and spent. The final represents the transfer of the property from the contractor to the National Guard 2) Form 420 (Minor Construction project Form) This form establishes the scope of capital improvement, new construction, maintenance and sustainment projects up to \$750,000. It provides project description, justification, and data necessary for entry of the project into the PRIDE database. 3) Form 1390/91 (Major Construction Project Form). This form is created by the project managers and given to the Real Property person to enter and create a project, in excess of \$750,000, into the PRIDE data base. As with the 420 form this initiates the beginning of a project which NGB can access and track from Washington. 4) Form 337 (Disposal form) This form is created by the real property specialist to request disposal of assets on both state and federal property. This form shows the original cost and year the facility was built as well as location and type of construction. The real property specialist must determine what the estimated total sale value of the property is before having it signed by the approving authority. 5) McKinney Act Federal property information checklist form. This form is used in accordance with the McKinney-Vento Homeless Assistance Act of 1987. This act requires the federal government to list any property that is no longer needed for government mission to be listed on the HUD list before it's to be disposed of. This ensures the McKinney-Vento Act gets sight of the facility and determines if it can or cannot be used for another purpose in this program before disposed. 6) Serial and voucher number register. This form is created to comply with NGB requirements. All forms 490, 1390/91 and 1354's and any other form used in Real Property receive a Serial number and voucher number to be put on the form; this is recorded on the register. The register and originals are kept together and filed along with the Facility Information folders in the Real Property Office.
5. ) Site Visits. EXPECTATION: Conduct physical site visits must be done on a minimum of 20% of our 1,800 assets a year. Using a variety of different tools we are required to verify the use of the facility or asset, give it a category code. Based off of that code we are to capture the physical size of the facility or asset. The year built, funds and type of materials must also be verified and put into the PRIDE system. It is also our responsibility to make sure the facility is still being used for what it was designed for and if its function has changed those corrections need to be documented in both the system and FIF file.
6. Real Estate. EXPECTATION: Part of a team, review and negotiate current and new real estate Instruments such as license, lease, permit, Memorandum or Agreement (MOA), Memorandum of Understanding (MOU) or easement and renewals of an existing documents. This task deals with corresponding with the Corps of Engineers, and NGB as well as the requesting party (the VTARNG, FAA, State or outside party).
7. State Asset Management Construction in Progress (CIP). EXPECTATION: Capture, verify and provide real property asset information to the Asset Manager for both National Guard assets and Vet Affairs assets
8. Letters. EXPECTATION: Follow all the requirements for official communications letters to be written from time to time. This needs to be done following state and federal formatting guidelines with respect to program and venue the communication are being directed.

9. Standard Operating Procedures. EXPECTATIONS: Write SOPs for best business practices in use but written down to comply with audit and Inspector General inspections.
10. Office Supplies Maintenance. EXPECTATION: On a periodic basis, office supplies to support the Federal Construction and Environmental employees of the building are ordered. When the order arrives, it is inventoried, special orders are delivered and the remainder is stocked in a common use cabinet

2. Provide a brief justification/explanation of this request: Due to the overwhelming amount of audit standards and regulation requirements due to the vast growth in the Real Property Department it has proven necessary to increase the departments staff more than initially planned.

The VTARNG inventory has grown from 1.35 million square feet of building space, over 2 million square yards of roads, parking, helicopter landing pads and sidewalks, as well as 200,000 linear feet of exterior lighting, security fencing, and power, communications, water and sewer lines and the accumulated Real Property value of the VTARNG's facilities including both Federal and State is in excess of \$400M in 2012 to 2.2 million square feet of building space, over 2.7 million square yards of roads, parking, helicopter landing pads and sidewalks, as well as 400,000 linear feet of exterior lighting, security fencing, and power, communications, water and sewer lines. The accumulated Real Property value of the VTARNG's facilities including both Federal and State is in excess of \$650M in 2017. That's an average of 46% increase in the last 5 years. This department has also increased our real estate actions due to the increased usage and projects of our 12,000 acres owned by both Federal and State entities.

3. If the position will be supervisory, please list the names and titles of all classified employees reporting to this position (this information should be identified on the organizational chart as well). N/A

#### Personnel Administrator's Section:

4. If the requested class title is part of a job series or career ladder, will the position be recruited at different levels? Yes  No

5. The name and title of the person who completed this form: Angela Leclair, Military Property Maintenance Specialist II

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

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

8. Will this change (new position added/change to vacant position) affect other positions within the organization? (For example, will this have an impact on the supervisor's management level designation; will duties be shifted within the unit requiring review of other positions; or are there other issues relevant to the classification process.) NO

#### Attachments:

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

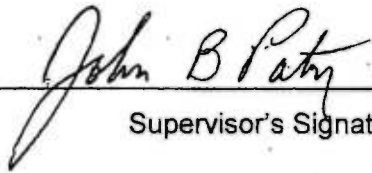
Class specification (optional).

For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position, etc.

Other supporting documentation such as memos regarding department reorganization, or further explanation regarding the need to reallocate a vacancy (if appropriate).

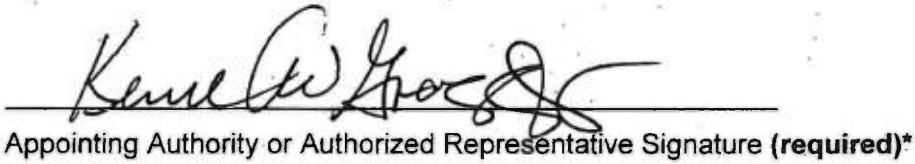
\_\_\_\_\_  
Personnel Administrator's Signature (required)\*

\_\_\_\_\_  
Date

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

5-1-2018

\_\_\_\_\_  
Date

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

5/2/2018

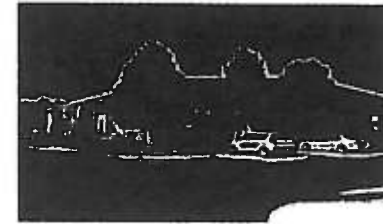
\_\_\_\_\_  
Date

\* Note: Attach additional information or comments if appropriate.



**MPIO/ENVIRONMENTAL – CAMP JOHNSON**

UPDATED 01/15/2018



Federal Program Manager  
Robert Gingras – (802) 338-3041

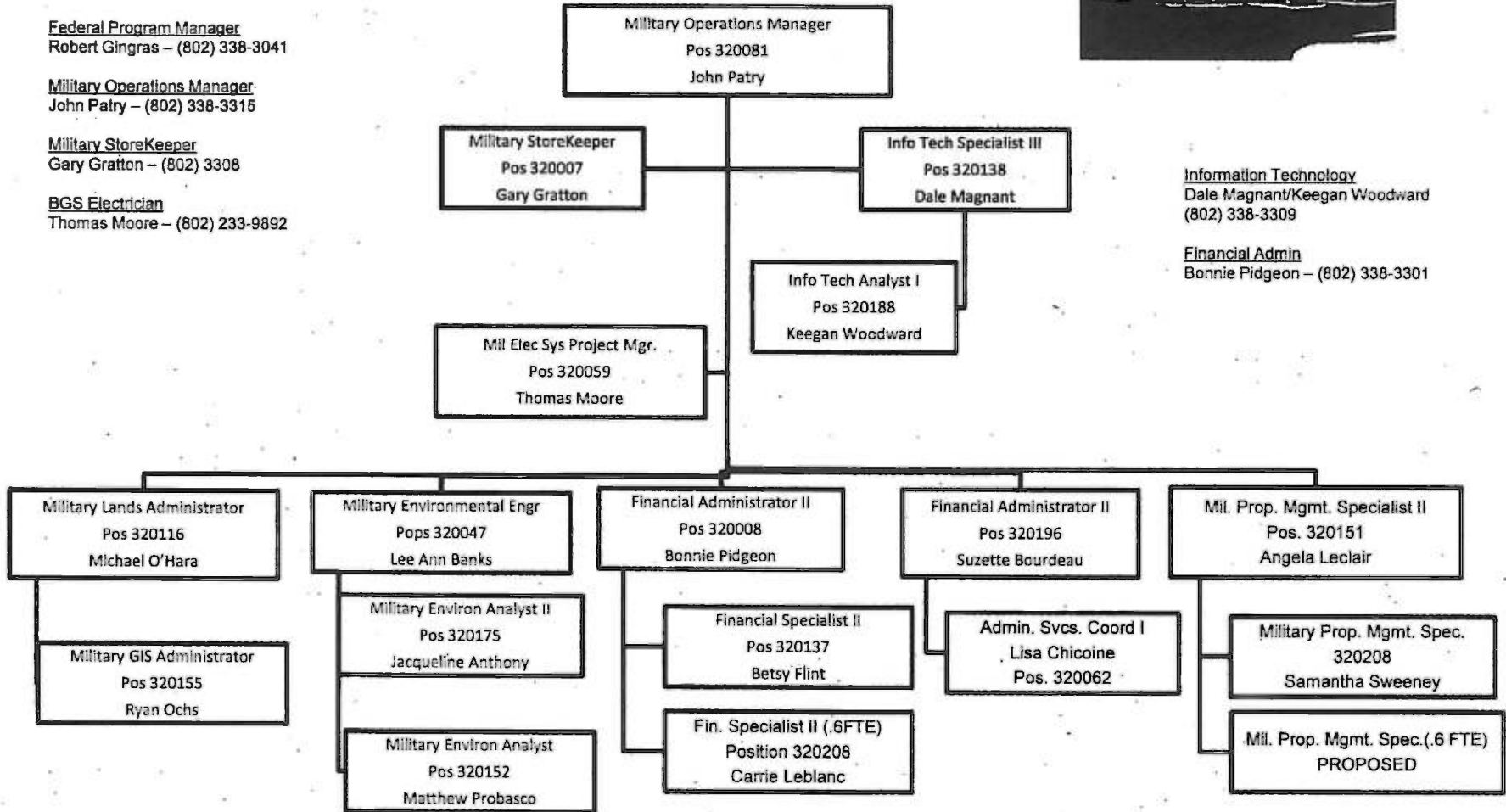
Military Operations Manager  
John Patry – (802) 338-3315

Military StoreKeeper  
Gary Gratton – (802) 3308

BGS Electrician  
Thomas Moore – (802) 233-9892

Information Technology  
Dale Magnant/Keegan Woodward  
(802) 338-3309

Financial Admin  
Bonnie Pidgeon – (802) 338-3301



AGENCY OF ADMINISTRATION

## Department of Human Resources

SEARCH
CONTACT

### JOB SPECIFICATIONS

[Back to Job Specifications List \(job specifications list?\)](#)

[jobcode=&letter=&paygrade=&category=&keyword=Military+Property+&result=Search\)](#)

### MILITARY PROPERTY MANAGEMENT SPECIALIST

**Job Code:** 701500

**Pay Plan:** Classified

**Pay Grade:** 22

**Occupational Category:** Equipment Maintenance

**Effective Date:** 04/09/1998

**Class Definition:** Administrative and technical work involving two primary functions: the acquisition, management, and disposal of property and equipment for the Vermont Military Department at the Vermont Air National Guard base and installation, maintenance, and training related to computer systems. Work is performed under the general supervision of an administrative supervisor.

**Examples of Work:** Two sets of functions are performed, property management and computer system support and training. Develops and recommends programs for the acquisition of leaseholds, easements, permits, land exchanges, and licenses from both private land owners and government agencies. Researches and interprets legal documents such as deeds and abstracts of titles. Participates in site selection surveys and assists in obtaining right of entry. Assigns the rights of both government and private property for temporary use. Provides real property statistics and recommendations concerning the utilization, development and disposal programs of real property. Maintains a quantitative

and monetary capital asset account. Develops information to identify, inventory, protect, and nominate for listing on the National Register of Historic Sites, existing properties that are considered to be of historical significance. Coordinates with the Army Corps of Engineers in the amendment of existing Air National Guard leases, the outgranting of property to other users, and any encroachment activities. Responsible for continuous space use studies to insure full and efficient use of all building space. Prepares and submits all required real property reports. Provides training nationally regarding the interpretation and application of National Guard property management policies. Researches and recommends hardware and software purchases. Configures base computer software systems. Performs hardware repairs or oversees their repair. Performs database extracts to produce custom reports. Trains users. Provides Internet accessibility. Performs related duties as required.

**Environmental Factors:** Work is performed in a standard office setting as well as all areas of the base. Some negotiations may prove stressful. Travel in and out of state is required. Private means of transportation may be required for in-state travel.

#### **Minimum Qualifications**

**Knowledge, Skills and Abilities:** Knowledge of policies, methods and techniques used in property appraisal, acquisition and management.

Knowledge of property appraisal concepts and practices.

Knowledge of computer hardware and at least one software operating system.

Ability to read and interpret complex plans, blueprints and specifications.

Ability to prepare and maintain a variety of reports related to program activities and costs.

Ability to communicate effectively in the class role.

#### **Education and Experience:**

Associates degree AND a combination of one (1) year experience in real property management and/or reading and interpreting plans/drawing

OR

High School diploma or equivalent AND a combination of three (3) years' experience in real property management and/or reading and interpreting plans/drawing

## Daniel Dickerson

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**From:** Gragg, Ken <Ken.Gragg@vermont.gov>  
**Sent:** Wednesday, June 06, 2018 2:49 PM  
**To:** Daniel Dickerson  
**Subject:** Re: Request from JFO - Re: limited-service position

Good afternoon Dan,

Not budgeting health insurance was an oversight on my part. I should have budgeted the default amount (\$17k) I believe. The funds are available. If the grant continues past 9/30/2019 (99.9% likely), yes we would continue the position. The position is 100% fed funded, so no residual cost to GF.

Ken

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**From:** Daniel Dickerson <[ddickerson@leg.state.vt.us](mailto:ddickerson@leg.state.vt.us)>  
**Sent:** Wednesday, June 6, 2018 10:36:37 AM  
**To:** Gragg, Ken  
**Subject:** Request from JFO - Re: limited-service position

Hi Ken,

I just received a limited-service position request from the Military Department for a property management specialist. I have a couple of questions prior to forwarding the materials to the Joint Fiscal Committee:

1. On your budget sheet, I am wondering why you didn't budget anything for health insurance?
2. Do you intend at this point to extend the position beyond 9/30/2019 upon receipt of additional federal funding?
3. It looks from the budget spreadsheet as though the position is completely federally funded but can you confirm this? Would the state be on the hook for any indirect costs (i.e. office space, equipment, etc.)?

Thanks  
Dan

**Daniel Dickerson**  
*Fiscal Analyst / Business Manager*  
Vermont Legislative Joint Fiscal Office  
One Baldwin Street | Montpelier, VT 05633-5701  
802.828.2472

## Aronowitz, Jason

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**From:** Gragg, Ken  
**Sent:** Thursday, May 17, 2018 7:47 AM  
**To:** Aronowitz, Jason  
**Subject:** RE: just received grant funded LTS position request  
**Attachments:** Appx 1001.tif

Good morning Jason,

This grant has been in existence for decades and does not have a JFO number that I'm aware of. The Master Cooperative Agreement is W912LN-15-2-1001, Appendix 1, ARNG Facilities Programs. I've included the narrative that outlines the scope of work for the Appendix. The CFDA is 12.401.

Ken

Kenneth W. Gragg Jr.  
Finance Director  
Military Department - State of Vermont  
802-338-3110 (Office)  
802-310-3456 (Cell)  
[Ken.gragg@vermont.gov](mailto:Ken.gragg@vermont.gov)

**From:** Aronowitz, Jason  
**Sent:** Wednesday, May 16, 2018 12:00 PM  
**To:** Gragg, Ken <Ken.Gragg@vermont.gov>  
**Subject:** just received grant funded LTS position request

Hi Ken,

I need some information on the grant to be able to process this. What is the name of the approved grant, and its JFO number? A CFDA number would be helpful as well. If it is too old to have a JFO number, I will need an explanatory email to send on to JFC. Thanks – Jason

Jason Aronowitz  
Budget Analyst  
Finance and Management  
109 State Street 5<sup>th</sup> Floor  
Montpelier, VT 05609  
(802) 622-4102