



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee members  
From: Sorsha Anderson, Senior Staff Associate  
Date: July 26, 2022  
Subject: Position Requests – JFO #3104-3105

Enclosed please find two (2) items, which the Joint Fiscal Office has received from the Administration. This request is being held for the Joint Fiscal Committee meeting planned for July 28, 2022.

**JFO #3104** – One (1) limited-service position within the Vermont Military Department titled Administrative Assistant A. This position would be housed within the Department's Starbase program and is being requested in order to share some responsibilities with the Starbase Administrator. This position previously existed but when the incumbent left in 2017 the position was not rehired. The position will be fully funded with federal dollars through the existing cooperative agreement with the U.S. Department of Defense.

*[Received July 26, 2022]*

**JFO #3105** – One (1) limited-service position within the Vermont Military Department titled Military Energy Manager. This position would be housed within the Department's Construction and Facilities Maintenance Office (CFMO) and is being requested to oversee the Energy Efficiency and Resiliency Program. These responsibilities were previously performed by a federal employee, but due to federal personnel reductions the State will now need to fulfill these responsibilities. The position will be fully funded with federal dollars through the existing cooperative agreement with the U.S. Department of Defense.

*[Received July 26, 2022]*

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson: sanderson@leg.state.vt.us) if you have questions prior to the upcoming JFC meeting.

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: 10/11/21

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

Request is for:

- Positions funded and attached to a new grant.
Positions funded and attached to an existing grant approved by JFO # 3090

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

National Guard Master Cooperative Agreement, Appendix #1

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:

Table with 4 columns: Title\* of Position(s) Requested, # of Positions, Division/Program, Grant Funding Period/Anticipated End Date. Row 1: Military Energy Manager (Job Code ?????), ONE, Military Maintenance, 9/30/25

\*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:

This position currently oversees the Energy Efficiency and Resiliency program and projects at Military Training and Operations Facilities that are spread at locations statewide. This positions are part of the Construction & Facilities Maintenance Office (CFMO) reorganization and are required to replace Federal personnel reductions in Project Management and Program Management staffing levels. This staffing adjustment is needed to ensure the VT Military Department and VT Army National Guard Training and Operations Facilities are able to meet Standard Operational Readiness Requirements and respond promptly to any Local and/or National Emergencies.

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)).

DocuSigned by: Kenneth Gragg 6/1/2022

Signature of Agency or Department Head Date

Aimee Pope

Digitally signed by Aimee Pope
Date: 2022.06.16 16:10:22 -0400

Approved/Denied by Department of Human Resources Date

Adam Greshin

Digitally signed by Adam Greshin
Date: 2022.06.21 16:39:49 -0400

Approved/Denied by Finance and Management Date

Approved/Denied by Secretary of Administration Date

7/25/22

Approved/Denied by Governor (required as amended by 2019 Leg. Session) Date

Comments:

**VERMONT DEPARTMENT OF PERSONNEL**  
**Request for Classification Review**  
**Position Description Form A**

- **This form is to be used by managers and supervisors to request classification of a position (filled or vacant) when the duties have changed, and by managers and supervisors to request the creation of a new job class/title (for a filled, vacant, or new position), and by employees to request classification of their position.**
- This form was designed in Microsoft Word to download and complete on your computer. This is a form-protected document, so information can only be entered in the shaded  areas of the form.
- If you prefer to fill out a hard copy of the form, contact your Personnel Officer.
- To move from field to field use your mouse, the arrow keys or press Tab. Each form field has a limited number of characters. Use your mouse or the spacebar to mark and unmark a checkbox.
- Where additional space is needed to respond to a question, you might need to attach a separate page, and number the responses to correspond with the numbers of the questions on the form. Please contact your Personnel Officer if you have difficulty completing the form.
- The form must be complete, including required attachments and signatures or it will be returned to the department's personnel office. All sections of this form are required to be completed unless otherwise stated.

**INSTRUCTIONS:** Tell us about the job. The information you provide will be used to evaluate the position. It will not be used in any way to evaluate an employee's performance or qualifications.

Answer the questions carefully. The information you give will help ensure that the position is fairly evaluated. Here are some suggestions to consider in completing this questionnaire:

- Tell the **facts** about what an employee in this position is actually expected to do.
- Give **specific examples** to make it clear.
- Write in a way so a person unfamiliar with the job will be able to understand it.
- Describe the job **as it is now**; not the way it was or will become.
- Before answering each question, read it carefully.

**To Submit this Request for Classification Review:** If this is a filled position, the employee must sign the original\* and forward to the supervisor for the supervisor's review and signature. The Personnel Officer and the Appointing Authority must also review and sign this request before it is considered complete. The effective date of review is the beginning of the first pay period following the date the complete Request for Classification Review is date stamped by the Classification Division of the Department of Personnel.

\*An employee may choose to sign the form, make a copy, submit original to supervisor as noted above, while concurrently sending the copy to the Classification Division, 144 State Street, Montpelier, with a cover note indicating that the employee has submitted the original to the supervisor and is submitting the copy as a **Concurrent** filing.

**If this is a request (initiated by employees, VSEA, or management) for review of all positions in a class/title please contact the appropriate Classification Analyst or the Classification Manager to discuss the request prior to submitting.**

### Request for Classification Review Position Description Form A

#### 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: _____	

#### 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.*

**What** - Oversees/Manages the Energy Efficiency and Resiliency program and projects at Military Training and Operations Facilities that are spread at locations statewide. Manages the planning, layout, inspections, and supervision of Energy Efficiency and Resiliency related planning, improvements, and construction.

**How** - Keeps records and assures the timely submittal of required reports and recommendations on needed facility repairs. The timeliness and content of these reports are critical for the funding resource validation in support of VT-ARNG facilities. Manages and reviews the cost estimates, Energy requirements, and HVAC equipment replacement costs to meet operational needs. Coordinates and inspects contracted work with/without assistance from Architect and/or Engineering professionals of design to assure compliance with plans, specifications and codes. Recommends both short and long term Energy Efficiency and Resiliency plans and projects. Performs related work as required.

**Why** - To assure the VT Military Department and VT Army National Guard Training and Operations Facilities are Energy Efficient and Resilient to meet Standard Operational Readiness Requirements and respond promptly to any Local and/or National Emergencies.

## 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.*

Professional Architects and Engineers, Attorneys  
 Facility Managers from other State Agencies such as AOT, BGS, and Forest & Parks  
 Military Department Management - Adjutant General, Deputy Adjutant General,  
 Construction & Facilities Management Officer, VTARNG Chief of Staff and Subordinate  
 Command Officers, Construction Project Managers, Fiscal and Contracting...

**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.

Certified Energy Manager (CEM) or able to acquire within 6 months

Bachelor of Science is desired but may be replaced by 5 years experience in the field of Energy Efficiency and Resiliency

Proficiency in MS Word, MS Excel, MS Outlook.

Significant knowledge of energy efficiency and renewable energy technologies.

Knowledge of and experience with National Guard energy database, reporting, and analysis software programs is extremely valuable

**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:

No

**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.

Work assignments are based on General Guidelines exercising a high level of independence in consideration of multiple factors (budget, life safety, facility condition, customer needs,...) in deciding Priorities of Projects and Tasks that then are further specified and delegated to Subordinate Staff.

Performance supervision and evaluation is provided by Military Operations Mgr, while basic job duties and requirements are well described in Federal Policy, DoD Regulations, and Code of Federal Regulations.

Additional construction and maintenance projects tasks are created by facilities energy performance data, energy resiliency priorities, or leadership's planning direction.

**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.*

The Mental Challenges of this position are both intense and varied.

The highly detailed and technical evaluation of facility's utilities usage and cost data to provide critical guidance of Military Department policy, planning, and implementation on energy resilience and efficiency projects.

Military facilities projects range in value from tens of thousands to multi-millions of dollars and must conform to economic analysis based justifications in part founded on their contribution to energy resiliency and efficiency.

The federally required Military Facilities Energy Management Program has rigorous reporting and analysis standards that necessitates constant attention to meet a variety of monthly, quarterly and annual deadlines that directly effects the funding of the overall Military Facilities annual average \$10M sustainment budget along with the separate projects

Understanding the Construction and Maintenance Processes sufficiently to find appropriate resources in either research or consultation to solve problems that may arise in any projects various trades or disciplines.

Familiarity with State and Military Environmental requirements, HVAC systems, life safety, structural systems and architectural design.

The Military Department's responsibilities are for State and Federal Facilities with varied combinations in funding sources and reimbursements, the Management of accounting for the multiple funding sources becomes very complex.

Will be required to work at times in a military live fire training area life safety is always a critical concern, Short time lines to create and design solutions and complete tasks due to limited access. Building and training area safety factors are that there can be 1500+ Troops, Law Enforcement, Biathlon, and other Civilian groups training in the facilities that are maintained.

## 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.*

Collect and analyze facilities utility data for implementation of energy resiliency and efficiency measures to improve the Readiness and Effectiveness of Vermont National Guard Training and Operations.

Supervises A&E Professionals for project designs. Reviews Plans and Specifications as prepared by A/E's and ensures that they conform with the needs of customers. Arranges and participates in meetings with customers and A/E's to ensure the A/E understands the program for projects. Provides oversight on submittals from A/E's and redirects design effort as needed to keep projects within limits of scope and budget.

**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?
Office	60%
Field	40%

- 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?
Live Amunition	5
Live Fire Ranges	5
Adverse Weather	15

- 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?

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

Type	How Much of the Time?
Sitting/Driving	50%
Standing/Walking/Climbing	50%



**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.

N/A, Position is New

Employee's Signature (required): \_\_\_\_\_ 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?

Managing the multiple and varied competing Priorities for the Military Facilities Energy Management Program to achieve the highest possible Military Facilities Readiness and Efficiency within current and projected available resources.

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?

Skills in Energy Manager Program and Project Management Supervision along with Significant Knowledge of Construction and Facilities Operations.

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

N/A, Position is New

4. Suggested Title and/or Pay Grade:

Military Energy Manager, Pay Grade 26

Supervisor's Signature (required):

DocuSigned by:

John Patry

Date:

5/31/2022

**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).

N/A

Suggested Title and/or Pay Grade:

As reviewed by classification

Personnel Administrator's Signature (required): DocuSigned by:  
*Sarah Adams*  
8B362EA8D99D43D... Date: 5/31/2022

**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:

Appointing Authority or Authorized Representative Signature (required) DocuSigned by:  
*Kenneth Gragg*  
56A15B989959480... Date: 6/1/2022

**Certificate Of Completion**

Envelope Id: 7DD651DB21FD450ABDF7937619D30D66  
Subject: Please DocuSign: Mil Energy Program Mgr RFR Form A 5-23-2022.docx  
Source Envelope:  
Document Pages: 9  
Certificate Pages: 5  
AutoNav: Enabled  
Envelopeld Stamping: Enabled  
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

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Envelope Originator:  
David Henderson  
Agency of Digital Services  
One National Life Drive, Dewey Building  
Montpelier, VT 05620  
david.henderson@vermont.gov  
IP Address: 159.105.67.249

**Record Tracking**

Status: Original  
5/31/2022 2:04:55 PM  
Security Appliance Status: Connected  
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david.henderson@vermont.gov  
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Location: DocuSign

**Signer Events**

John Patry  
john.patry@vermont.gov  
Security Level: Email, Account Authentication  
(None)

**Signature**



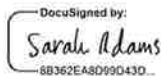
Signature Adoption: Pre-selected Style  
Signed by link sent to john.patry@vermont.gov  
Using IP Address: 73.4.21.226

**Timestamp**

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Viewed: 5/31/2022 2:11:18 PM  
Signed: 5/31/2022 2:17:17 PM

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Not Offered via DocuSign

Sarah Adams  
sarah.adams@vermont.gov  
Security Level: Email, Account Authentication  
(None)



Signature Adoption: Pre-selected Style  
Signed by link sent to sarah.adams@vermont.gov  
Using IP Address: 66.31.142.64

Sent: 5/31/2022 2:17:18 PM  
Viewed: 5/31/2022 3:09:42 PM  
Signed: 5/31/2022 3:46:52 PM

**Electronic Record and Signature Disclosure:**  
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ID: 4d6814e6-47ad-4f24-a75f-d7523c4190ac

**In Person Signer Events**

**Signature**

**Timestamp**

**Editor Delivery Events**

**Status**

**Timestamp**

**Agent Delivery Events**

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**Intermediary Delivery Events**

**Status**

**Timestamp**

**Certified Delivery Events**

**Status**

**Timestamp**

**Carbon Copy Events**

**Status**

**Timestamp**

**Witness Events**

**Signature**

**Timestamp**

**Notary Events**

**Signature**

**Timestamp**

**Envelope Summary Events**

Envelope Sent  
Certified Delivered  
Signing Complete  
Completed

**Status**

Hashed/Encrypted  
Security Checked  
Security Checked  
Security Checked

**Timestamps**

5/31/2022 2:09:20 PM  
5/31/2022 3:09:42 PM  
5/31/2022 3:46:52 PM  
5/31/2022 3:46:52 PM

**Payment Events**

**Status**

**Timestamps**

**Electronic Record and Signature Disclosure**

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### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

**How to contact MIL:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [SOV.DocuSign@vermont.gov](mailto:SOV.DocuSign@vermont.gov)

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- ii. send us an email to [SOV.DocuSign@vermont.gov](mailto:SOV.DocuSign@vermont.gov) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify MIL as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by MIL during the course of your relationship with MIL.



**Certificate Of Completion**

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 Subject: Please DocuSign: Please\_DocuSign\_Mil\_Energy\_Program\_Mgr\_RFR\_F (1).pdf  
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 Document Pages: 14 Signatures: 0  
 Certificate Pages: 4 Initials: 0  
 AutoNav: Enabled  
 EnvelopeId Stamping: Enabled  
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

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Envelope Originator:  
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**Signer Events**

Sarah Adams  
 sarah.adams@vermont.gov  
 Security Level: Email, Account Authentication  
 (None)

**Signature****Completed**

Signed by link sent to sarah.adams@vermont.gov  
 Using IP Address: 66.31.142.64

**Timestamp**

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 Viewed: 5/31/2022 3:59:00 PM  
 Signed: 5/31/2022 3:59:31 PM

**Electronic Record and Signature Disclosure:**  
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Envelope Summary Events	Status	Timestamps
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Completed	Security Checked	5/31/2022 3:59:31 PM
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Parties agreed to: Sarah Adams

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Envelope Id: 934C0EF1AD00471D85D480E3EE87FEFF

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Subject: Please DocuSign: DHR-JFO\_Limited\_Service\_Position\_Request\_Form - Military Energy Mgr May 22.pdf...

Source Envelope:

Document Pages: 19

Signatures: 2

Envelope Originator:

Certificate Pages: 1

Initials: 0

David Henderson

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Envelope Stamping: Enabled

One National Life Drive, Dewey Building

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Montpelier, VT 05620

david.henderson@vermont.gov

IP Address: 159.105.65.8

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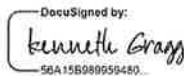
Kenneth Gragg

Ken.Gragg@vermont.gov

Deputy Adjutant General

Security Level: Email, Account Authentication (None)

**Signature**



Signature Adoption: Pre-selected Style

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Envelope Sent

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6/1/2022 7:30:42 AM

Certified Delivered

Security Checked

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Signing Complete

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**Payment Events**

**Status**

**Timestamps**

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## APPENDIX 1

# ARNG FACILITIES PROGRAMS

### Section 101. General.

a. This Appendix to the Master Cooperative Agreement (MCA) prescribes terms, conditions, policy and administrative requirements related to the National Guard Bureau's (NGB's) federal contribution of the ARNG-I&E OPR in relations to Installations Base Operation Support (BOS) & Facility Sustainment Restoration Modernization (FSRM) programs of the Army National Guard within the State.

#### b. Statement of Facts.

(1) The authorities and provisions set forth in PARC policy the former National Guard Regulation (NGR) 5-1 or successor CNGB instruction and manual and NGR 420-10 are incorporated into this Appendix by reference.

(2) The ARNG-I&E BOS & FSRM programs provide federal support to the State Military Department (Grantee) for the operation and maintenance of authorized facilities coded on the Facilities Inventory and Support Plan (FISP), and the guidance prescribed in NGR 420-10.

1. The ARNG-I&E O&M BOS SAG 131 support includes funding for the following; Utilities, Leases, Municipal Services, Engineering Services, Fire and Emergency Services, Construction Tails, Barracks Replacement Furniture, Energy Audits and Installations Management for services and products identified for the joint use of the state and federal government.

2. The ARNG-I&E O&M FSRM SAG 132 support includes; Facility Sustainment, Restoration, Modernization, Demolition and Energy/ Utilities for facility projects identified for the joint use of the state and federal government.

3. The USPFO shall not reimburse the State Military Department for any costs for a facility unless **ARNG-IEZ** has approved or will approve that facility for support, or unless **ARNG-IEZ** has explicitly authorized an exception. The binding media for registering support is the FISP.

4. NGR 420-10 authorizes NGB to provide federal funding based on the agreement support code (ASC), as defined in NGR 420-10 Chapter 7 for expenses for operating and maintaining facilities.

### Section 102. Additional Definitions.

a. Definitions not included in PARC Policy the former NGR 5-1 that are specific to this Appendix include:

(1) Real Property: Land and facilities.

(2) Facility: A separate and individual building, structure, utility system, or other real property improvement.

(3) Facilities Operations: The actions and functions performed to support real property requirements, such as leases, utilities (including distribution), solid waste management, pest control, custodial activities, snow removal and other pavement clearance operations, grounds maintenance, real property administration, master planning, fire and emergency services, and related engineering management.

(4) Sustainment: Maintenance and repair activities necessary to keep an inventory of facilities in good working order. It includes regularly scheduled adjustments and inspections, preventive maintenance tasks, and emergency response and service calls for minor repairs. It also includes major repairs or replacement of facility components (usually accomplished by contract) that are expected to occur periodically throughout the life cycle of facilities. This work includes cyclical roof replacement, refinishing of wall surfaces, repairing and replacement of heating and cooling systems, replacing tile and carpeting, and similar types of work. It does not include landscaping, mowing, soil stabilization, and similar activities, which are municipal services.

(5) Restoration: Repair and replacement work to restore facilities damaged by lack of sustainment, excessive age, natural disaster, fire, accident, or other causes. It reduces the backlog of facilities rated C-3 and C-4 on the Installation Status Report. Restoration may be overhaul, reprocessing, or replacement of deteriorated component parts/materials to current industry standards. Restoration is also the relocation or reconfiguration of building components and utility systems, and the upgrade of the same to current building

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and other codes. Based on the NDAA for FY17, restoration now includes conversion (The work required to change the design use of a facility so that it may be used for a different purpose.) AR 405-70 3-6

(6) Modernization Construction: The construction of new facilities or alteration of existing facilities solely to implement new or higher standards (including regulatory changes), to accommodate new functions (or change the purpose of a facility), or to replace building components that typically last more than 50 years (such as foundations and structural members). The erection, installation, or assembly of a new facility; the relocation of a facility; the complete replacement of an existing facility; or the addition, expansion and extension. This includes installed building equipment (not furniture) and made a part of facilities and related site preparation, excavation, filling and landscaping or other land improvements. It also includes increases in components of facilities for functional reasons and the extension of utilities to areas not previously served. The federal share of the project cost cannot exceed the statutory ceiling in 10 U.S.C. 18263b. It is separately defined, because failure to adhere to the statutory limitations of construction may result in an anti-deficiency violation.

(7) Facilities Inventory and Support Plan (FISP): The FISP is an electronic document that provides detailed information on all federal/state owned, state operated, ARNG facilities within each state, Commonwealth or Territory. It details information on structures, activities, locations, and lists other pertinent data required for federal participation for support. The FISP registers the real property inventory, to include the agreement support code, which dictates the federal reimbursement for each real property facility.

(8) FSRM Facilities Sustainment Restoration and Modernization: Expenditures under the Appendix that directly go toward sustainment or restoration of real property. Specifically, these are expenditures properly chargeable against AMSCOs beginning with 132G78 and 132G76. (Refer to the DFAS 37-100-xx for the complete sublist of AMSCO's that support xx78 and xx76)

(9) Facilities Programs Personnel Allocation Standard (FP-PAS). The NGR 420-10 directs the use of FP-PAS to calculate the service requirements that are not generated via a manpower study. FP-PAS is the automated system used by **ARNG-IEZ** and the States and Territories to determine service requirements for the federally reimbursed State employees. It standardizes the maximum number and types of employees required to provide the necessary services in order to provide support to the Construction and Facility Management Office (CFMO). The FP-PAS system evaluates the requirements generated by Virtual State, Training site facilities (with the agreement support code of TSC (Defined in the NGR 420-10) and as per the NG Pam 415-12 chapter 5) and the Construction and Facility Management Office support. The signed FP-PAS (Results All) tab must be submitted as enclosure 1 on an annual basis as part of the Master Cooperative Agreement process. The true execution of the services is not to exceed the FP-PAS authorized CME federally reimbursed values. Appendix 1 is not complete unless Enclosure 1 (Signed FP-PAS) is included.

(10) For non FP-PAS CPP requirements, a list is provided as Enclosure 2 of Appendix 1 and to have the funds executed under SAG 131 Engineering Services AMSCO 131G79.A0 using SIO 80050714. Appendix 1 is not complete unless Enclosure 2 (Summary of CPP expenses) is included.

(11) An Appendix 1 Equipment inventory (Enclosure 3) is to be conducted and submitted on an annual basis. The Appendix 1 Inventory is for equipment that has been purchased with this appendix. The PARC policy, the former NGR 5-1 states that the states are to keep track at a min of items greater than \$5,000. However, the \$5,000 value doesn't allow ARNG-I&E the necessary visibility in order to POM for the replacement of these critical items at the end of their life-cycle. Parameters of the inventory - major end items that have been purchased with appendix 1; equipment with combustible engines (ex. Lawn mowers, chain saws, pumps..... etc); electronics (ex. Computers, plotters, GPS..... etc); Tools valued over \$500; Rolling stock (ex. Fire trucks, dump trucks, graders, bobcats, street sweepers..... etc); Snow clearing equipment (ex. Plow attachments, sanders, chemical treatment spreaders, snow blowers.....etc). Appendix 1 is not complete unless Enclosure 3 (Appendix 1 Equipment inventory) is included.

### **Section 103. Office of Primary Responsibility.**

a. The Office of Primary Responsibility for this Appendix is the Army National Guard Installations Division (**ARNG-IEZ**).

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b. Chief, **ARNG-IEZ**, for the purposes of this Appendix, is a designee of the Chief, National Guard Bureau, and is the individual authorized to make final approval of all Facilities Programs budgets and modifications to them and to the language of this Appendix, to authorize distribution and recall of Real Property Operations and Maintenance funds to the USPFO, to receive specified accounting reconciliation reports, and to take any other action on behalf of **ARNG-IEZ** or the Chief, NGB, as specifically reserved under this Appendix for **ARNG-IEZ**. The Chief **ARNG-IEZ** may adjust the state reimbursement based on the Title 10 code section 18233 for specific event.

**Section 104. Scope of Agreement.**

a. Scope of Services.

(1) The Grantee shall furnish services incidental to the operation, sustainment, restoration, and modernization of those facilities authorized federal support and listed on the current FISP, including attendant site facilities, that are necessary and directly required for those facilities. Attendant site facilities include, but are not limited to roads, sidewalks, railroads, grounds, airfields, storage areas, fencing, liquid fuel storage and dispensing systems, utility plants and systems for water, storm drainage, sanitary sewage, electricity, communications charges (for administration of this Appendix only), gas, steam, heating, refrigeration, and air conditioning, where authorized.

(2) The Grantee may contract for the services, provided that the required and appropriate paragraphs and clauses are included as prescribed in the MCA, and that the performance specifications listed below are met.

b. Performance Specifications.

(1) The Grantee shall comply with federal provisions relating to the evaluation of flood hazards and to the prevention, control, and abatement of water pollution.

(2) The Grantee shall have sufficient funds available to meet the non-federal share of the cost for operations, sustainment, restoration, modernization, or construction projects. Sufficient funds shall be available when projects are completed to assure effective operation and sustainment of facilities for the purposes for which the state conducts their sustainment, restoration, and modernization.

(3) IEZ recommended FSRM project authorization and approval matrix: States may embrace more stringent requirements.

Action	CFMO	USPFO/ TAG	ARNG I&E	ASA (I&E)	Congress
<b>Repair: Sustainment (To include Maintenance) and Restoration</b>					
Repair < \$100K	X				
\$100K <= Repair <= \$3M (50% or Less R/R ratio)		X			
\$3M <= Repair <= \$7.5M (75% or Less R/R ratio)			X		
Repair > \$7.5M (75% or Greater R/R ratio)			X	X	X
<b>Construction: Modernization and MILCON</b>					
O&M Modernization (L7) <= \$750K		X	X		
O&M Modernization (L7) \$750K to \$2M			X		
UMMC (MILCON) \$2M-\$6M	X	X	X	X	
Standard MILCON Greater than \$6M	X	X	X	X	X



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(4) If requested, the Grantee shall obtain ARNG-I&E approval of final working drawings and specifications before it advertises or places a project on the market for bidding. The Grantee shall execute the project, or cause it to be executed, to final completion according to the approved plans and specifications. For those projects that require the initial approval of ARNG-I&E above the FSRM USPFO's approval limits for Repair and Construction, the Federal CA PM shall submit to the ARNG-I&E the following requirements for project programmatic acceptance and approval:

1. For Repair Projects >\$3,000,000 to <\$7,500,000.
  - (a) Projects above \$3 million must be forwarded to ARNG-I&E for approval.
  - (b) CFMO Memo/Request to exceed USPFO approval limit
  - (c) Project Repair Replacement Ratio- Projects over >=50%
  - (d) Economic Cost Analysis
  - (e) Technical Review Statement
  - (f) DD Forms 1390/1391 are required for repair over \$3,000,000
  - (g) NGB Form 420-R – OMNG Project Request
  - (h) Economic Cost Analysis
  - (i) Command Safety Officer Risk Assessment Code (RAC) —required for LHS projects
  - (j) Technical Review Statement
  
2. For Repair Projects DASA-IHP+ Division Congressional Notification >=\$7,500,000
  - (a) Projects above \$7.5 million must be forwarded to DASA-IHP for approval
  - (b) DD Forms 1390/1391 are required for repair over \$3,000,000
  - (c) Project Approval Form-The NGB Form 420-R
  - (d) CFMO Memo/Request to exceed USPFO approval limit
  - (e) Project Repair Replacement Ratio- Projects over >=75%
  - (f) Economic Cost Analysis
  - (g) Technical Review Statement
  - (h) Building Life Cycle Costing (BLCC5)
  - (i) Project Repair Replacement Ratio- Projects over >=75%
  - (j) Certification to comply with 10 USC Section 2461
  - (k) Flood Damage Vulnerability Assessment.
  - (l) Congressional Notification Letters
  - (m) Technical Review Statement
  
3. For Construction Projects between \$750,000 to \$2,000,000
  - (a) Each state is to go through the standard project development process as outline in the NGR 420-10 and submission to ARNG-I&E for review and acceptance.
  - (b) The acceptance process for these FSRM modernization projects with a federal share between \$750,000 to \$2,000,000 will follow the standard NGR 420-10 and Army National Guard Installations and Environmental (ARNG-I&E) Installations and Environmental Handbook and Program Guidance 420 Review Checklist and instructions. The following will be key focal points for the NGB Form 420-R:
    - (i) Project Description Section: Clearly define the description of what is proposed to be built/construct to include type of facility/functional area; size and unit of measure (ex. 1,000SF, SY, LF; Gal...etc), state if the project complies Per Army Sustainable Design and Development policy, minimize construction within designated 100-year floodplain, and the project meets all UFC, AR, NGR and NG PAM and local/state/federal code requirements.
    - (ii) Project Justification Section: The State clearly stipulates the justification for the project. The review will include an RPLANS review/concurrence, that the Type-A and Type C construction justifications are clearly stated, and what if any exceptions to criteria (ETC) are necessary to NG PAM 415-12.
    - (iii) Project Funding Section: The project funding section meets the requirements of the DFAS 37-100-xx, the NGR 420-10 and I&E program guidance.
    - (iv) Project Facilities Section: The 420-R depicts that the facilities that are being constructed are clearly depicted.

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(v) Environmental Section: The Environmental Program Manager (EPM) has completed the ECOP process and depicts what level of NEPA is required for this project, and any potential pitfall that are expected

(c) Project "APPROVAL" Process for O&M minor construction/modernization projects with an estimated federal share between \$750,000 to \$2,000,000. Project will be submitted in either one of two categories, which are IN-CYCLE and OUT-OF-CYCLE.

(i) IN-CYCLE are projects that are submitted as part of the annual HardLock process, where these projects will be approved in bulk.

1. The project is submitted on the state's annual HardLock memo
2. The project is submitted on the state's annual HardLock LRCP submission as part of the annual Real Property Development Plan (RPDP)
3. The NGB Form 420-R has been accepted

(ii) OUT-OF-CYCLE are projects that are submitted "OUTSIDE" of the annual HardLock process, where these projects will be approved on an individual bases.

1. The State submits a request memo detailing why the project is out of cycle and where the project funding is coming from.

2. An updated LRCP has been attached to the memo with inclusion in the Real Property Development Plan (RPDP)

3. The NGB Form 420-R has been accepted.

(5) The NGB-IEZ recommended signature requirements of the NGB Form 420-R:

1. The Environmental Program Manager is to sign "Block 13" of the NGB Form 420-R, validating that "All environmental impacts will be assessed in accordance with 32 CFR Part 651, Environmental Analysis of Army Actions".

2. The Construction Facility Management Officer (CFMO) is to sign "Block 15" of the NGB Form 420-R, validating that "all entries are accurate and complete and that all Federal, State, and local statutory requirements have or will be satisfied". Additionally that the HE/SHE concurs with the work classification, project information and funding data on the document. This signature authority is only to be delegated with a written delegation of authority in the absence of the CFMO.

3. The USPFO is to sign "Block 16" of the NGB Form 420-R, validating/ approving that all necessary authority levels have been meet and that the project is available for federal funding. For projects that exceeds the USPFO authority, (ARNG I&E, DASA IHP or Congress) an attached memorandum from the approving authority level shall be attached to the 420-R authorizing the project.

(6) The Grantee shall design and/or modify all facilities to comply with the appropriate accessibility standards, unless such facilities are exempt from compliance: the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by the Physically Handicapped," Number A117.1-1961, as modified (41-CFR 101-19.6); the Uniform Federal Accessibility Standards (UFAS), published as FED-STD-795 (1 April 1988), or the Americans with Disabilities Act (Public Law 101—336), as implemented in the Federal Register 26 July 1991. The Grantee shall be responsible for conducting inspections to ensure compliance with these specifications by contractors.

(7) The Grantee shall provide and maintain competent and adequate architectural engineering supervision and inspection at project sites to ensure that the completed work conforms to the approved plans and specifications. It shall furnish progress reports and other information as the ARNG-I&E may require.

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

(9) The Grantee shall cause work on a project to be commenced within a reasonable time after receipt of notification from the ARNG-I&E that funds have been approved. Furthermore, the Grantee shall ensure that the project shall be performed to completion with reasonable diligence.

(10) The Grantee shall not dispose of or encumber its title or other interests in the site and facilities during the period of federal interest for a minimum of 5 years from the date of beneficial occupancy. If the Grantee removes the federal interest prior to the completion of the 5 years, the Grantee shall repay a prorated share of the federal investment. (AR 420-1 3-30 3C)

#### **Section 105. Authorized Activities/Charges.**

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- a. Authorized costs as per section 107 and as per activities shown in NGR 420-10.
- b. Payment for salaries, to include allowable benefits (burden), in accordance with State personnel policy for like state government positions within the same geographic area for validated FP-PAS positions. When there is no like state government position available, salaries and benefits will be equivalent to a comparable grade and series Federal Civil Service position in the geographic area. Exceptions to a state government position or comparable Federal Civil Service position must be approved by ARNG-I&E.
  - (1) Benefit (Burden) costs include Social Security (**FICA**) contributions; workers compensation **insurance**, medical **insurance** and unemployment insurance (**FUTA**) premiums; and **contributions** to the State retirement system not to exceed the OMB approved cap for reimbursement.
  - (2) Costs for merit and incentive awards based on performance providing the awards are part of a program available and consistent with those offered to similar state government positions.
  - (3) If a state has a pay raise, pay freeze or pay cap, a hiring freeze or employee furloughs for like positions throughout the State then State FP-PAS employees will have corresponding limitations.
  - (4) Travel expenses for FP-PAS personnel performing ARNG FP-PAS activities at a location other than that assigned, at a rate consistent with state travel policy.
  - (5) Costs for training, registration, travel and per diem for FP-PAS when the training courses, seminars and workshops are authorized by ARNG-I&E for the FP-PAS position. Attendance at CFMO University, DBIA training and ISR training is authorized
  - (6) Fees associated with new requirements, periodic certification, examinations, or licenses required by state or federal agencies for the performance of FP-PAS activities.
- c. Costs for travel and per diem for FP-PAS employees whose salary receives no federal reimbursement to attend ARNG-I&E sponsored courses required to perform duties of the position.

**Section 106. Unauthorized Activities/Charges.**

- a. Unauthorized costs and activities as shown in NGR 420-10 and all other activities/charges not otherwise approved by **ARNG-IEZ**.
- b. Reimbursement for courses, whether accredited or non-accredited, and professional training not specifically required for performance of position duties covered under this agreement.
- c. Reimbursement of monthly or one-time worker's compensation payouts (claims); additional post-retirement costs, such as additional costs associated with reimbursement to the state for any post-employment payments to former employees to include health insurance; early retirement incentives, such as bonuses or payouts; post-retirement payment of vacation or annual leave, shall not be authorized.
- d. Reimbursement of costs incurred by, or associated with, the process of collective bargaining between the State and its employees covered by a Bargaining Unit for the purposes of negotiating matters involving employment issues, such as general working or safety conditions on the job, job qualifications and the like, shall not be authorized.
- e. Reimbursement of costs associated with arbitration services, professional or otherwise, in the negotiation and settlement of a grievance or other formal complaint filed by an employee or a group of employees, shall not be authorized. These are matters between the State and the employee(s), and such costs shall be borne by the Grantee.
- f. For request of activities not stated in the Appendix, the Grantee is to request authorization for that activity from the Grantor.

**Section 107. Budget Requirements.**

- a. Limitations.
  - (1) The Federal CA PM shall submit a budget via the designated automated system each fiscal year for installations BOS & FSRM programs. The budget shall list by line item the installations BOS & FSRM programs to be funded under this Appendix and the amount of that line item for which it expects reimbursement from ARNG-I&E. Upon the approval of the budget, its summary sheet shall be incorporated into this Appendix. It shall also state the FSRM projects for the fiscal year.
    1. The listed summary total amounts on the approved installations BOS & FSRM programs budget and any approved modifications to this budget constitute the maximum amount NGB intends to

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reimburse the state for its installations BOS & FSRM programs under this Appendix. This budget shall be incrementally funded. Subject to the availability of funds, ARNG-I&E shall provide additional funds to the Grantee for Facilities Programs activities monthly until the approved maximum amount is reached or until ARNG-I&E approves an increase to this maximum amount.

2. The Federal CA PM may obligate and disburse any Lease funds are to be approved in the ARNG Grants/ Lease module. All facility leases are to be issued in AMSCO 131G79.R0 and 131G79.T0 only for activities authorized by these AMSCOs as per the DFAS 37-100-xx. All other BOS related services which are generated from the lease location are "NOT" to be paid out of the LEASE MDEP and rather the proper MDEP of the requiring service. All airport use agreements are to utilize the 131G79.T0 AMSCO. The Federal CA PM must return to **ARNG-IEZ** any funds for which it has no authorized requirements. It may transfer 131G79.R0 and 131G79.T0 funds to other AMSCOs covered under this Appendix only with the prior written approval of **ARNG-IEZ**.

3. The State CA PM is to limit the use of Fire and Emergency Services (F&ES) on the operations of a fire station as depicted by the DFAS 37-100-xx and defined by DODI 6055.06. State are to use F&ES to pay for states fire monitoring program, and state fire marshals. State will not use F&ES to pay for "Fire Extinguishers", rather states are to use "Faculties Sustainment Funds" to fund new and replacement "Fire Extinguishers". States are not to use F&ES for controlled burns, nor for the Personnel Protective Equipment for wildland fire teams, rather these expenses to be paid out of grounds maintenance. F&ES shall pay for any reimbursement of billable items for a non-controlled fire event.

4. The state may not decrease the Federal funds contribution in its FSRM or decrease the Federal funds contribution in its Facilities Program Budget without prior authorization of **ARNG-IEZ** and the written approval of the USPFO.

5. The sum of federal reimbursements and program income may not exceed the requirements listed for each AMSCO in the approved installations BOS & FSRM programs Appendix budget. The state must have prior written USPFO approval of an amended budget before it may request a reimbursement or receive program income that would bring its receipts above the AMSCO requirements in the previously approved budget.

(2) The ARNG-I&E CA PM has the flexibility to move funding within the AMSCOs of each MDEP. Movement between MDEPs is to be requested from the ARNG-I&E losing and gaining MDEP Managers. Approval of the realignment request will be issued from the ARNG-I&E Appendix Manage.

b. Authorized AMSCOs: The state CA PM shall use any of the following AMSCOs per appropriate activity as depicted in the current DFAS 37-100-xx: 131G35.xx, 131G4050, 131G56.D0, 131G79.xx, 132G76.xx, 132G78.xx, 131G5210, 131G5220, and 132G93.xx (The xx indicates all sub activities within that AMSCO as depicted in the current year DFAS 37-100-xx). The State CA PM must receive written ARNG-IEZ approval to use additional AMSCOs in accounting for charges to this Appendix, that are not depicted in the DFAS 37-100-xx. No charge shall be made to the listed AMSCOs unless it specifically falls under the guidelines of the AMSCO as defined in the current DFAS Manual 37-100-xx. The State Military Department (SMD) shall use the AMSCO's provided by the State CA PM in accounting to this Appendix.

c. Cost Sharing is dependent on the ASC as defined in NGR 420-10.

(1) For Tails for both MILCON and O&M to include Life Cycle Replacement Furniture AMSCOs; 131G4050, 131G35xx, BB140000, MA0781000 are authorized for 100 percent federal reimbursement regardless of the facilities ASC. The required state match is to be reconciled at the Sub Activity Group (SAG) level (BOS and FSRM) separately, to ensure the correct state share has been applied.

(2) For Indoor Firing Range (IFR) Remediation Projects; Initial Remediation is to be funded at 100% regardless of the ASC. The 100% funding is to address the "LEAD" levels in the entire Readiness Center that was effected by lead from an IFR. This Initial Remediation can be either a FSRM Sustainment Project or a BOS Custodial Project. Recurring IFR Cleaning is to be funded at the ASC and is to be conducted to ensure that the lead levels remain under the ARNG directed levels.

(3) For Stand Alone Facilities (SAF) security upgrade projects; the base line regulations for these measures is the UFC 4-023-07 7 section 5-5.4.1 Small caliber ballistics. The interface with the provided door locking hardware will be an input to the power supply of the locking mechanism. Typical power supplies have a dry input that triggers the output to energize. Any power supply which supports a normally open dry contact

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actuation will be sufficient to integrate with the deployed ESS hardware. The ARNG requirements for Appendix 1 is depicted in the Annual Program Guidance is to be funded at 100% regardless of the ASC.

d. Budget Changes.

(1) The State CA PM must submit a written request to decrease the federal funds in its FSRM or to decrease the federal funds in its Facilities Programs. For direct funded service and projects, the ARNG-I&E gaining and losing PM must concur with the administrative realignment request. The State CA PM must furnish a copy of the said request to **ARNG-IEZ**. The request shall include an updated budget reconciliation report and justification as enclosures. The request shall not be binding unless it is so approved. The request and approval shall not be binding unless a State CA modification to this appendix has been executed.

(2) Federal CA PM budget changes not requiring **ARNG-IEZ** written approval shall be reflected in the periodic reports they are required to submit to **ARNG-IEZ**.

1. Changes the CA PM makes to the budget during the fiscal year do not require **ARNG-IEZ** approval. However, the TAG and the USPFO must execute a CA modification, when the State Military Department wishes to decrease the federal funds in its FSRM or to decrease the Federal funds in its approved installations BOS & FSRM programs budget. Such modifications must include a cover letter, the modification, and reconciliation. The change shall not be binding unless a CA modification to this Appendix has been executed.

2. Annual Funding Program (AFP) may not be transferred from the installations BOS & FSRM programs without a signed modification to the Appendix that includes justification for the transfer. Transfers of funds within the FP Appendix that remain part of the FP do not require a modification.

3. Funding transfers into the installations BOS & FSRM programs, whether from **ARNG-IEZ**, other NGB program managers, the State Military Department, PBAC, or program income, do not require **ARNG-IEZ** approval. They will, however, require a modification to the installations BOS & FSRM programs Appendix. The transfer shall not be binding unless a State CA modification to this Appendix has been executed.

4. State CA PM's must submit via e-mail an electronic copy and uploaded to GKO <https://gkoportal.ng.mil/armg/ie/D02/B04/E6/SitePages/Home.aspx> in the correct state folder of the executed Appendix and all modifications thereto to **ARNG-IEZ** immediately upon execution.

e. Budget Reports.

The State CA PM shall submit any requested financial or budget report that **ARNG-IEZ** may require.

**Section 108. Appendix Administration.**

**ARNG-IEZ** and NGB-PARC-A must approve any changes to the instructions, terms or conditions of the Appendix, IAW PARC policy, the former NGR 5-1, Chapter 3. The change shall not be binding unless it is so approved. The change and approval shall not be binding unless a CA modification to this appendix has been executed.

**Section 109. Funding Limitation.**

a. In accordance with Section 107, the following funding limitations are provided for each fiscal year as it occurs:

1. **SAG 131 Fiscal Year 20xx:**

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

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**2. SAG 132 Fiscal Year 20xx:**

	Approved Budget/(AFP)	Total Dollars Obligated
<b>Federal Share (100%)</b>	\$ _____	\$ _____
<b>Federal Share (75%)</b>	\$ _____	\$ _____
<b>Federal Share (50%)</b>	\$ _____	\$ _____
<b>Federal Total</b>	\$ _____	\$ _____
<b>Accomplished as In-Kind Assistance</b>	\$ _____	
<b>Grantee Share (50%)</b>	\$ _____	\$ _____
<b>Grantee Share (25%)</b>	\$ _____	\$ _____
<b>Program Income</b>	\$ _____	\$ _____
<b>Grantee Total</b>	\$ _____	\$ _____

**Section 1010. Section Particulars**

a. **Approved Budget/Annual Funding Program (AFP):** The total dollar amount that ARNG-RMC-BE as per ARNG-I&E anticipates, subject to the availability of funds, being available for reimbursement to the Grantee for its costs in fulfilling its responsibilities under this Appendix. This amount may be increased or decreased by ARNG-I&E during the fiscal year.

b. **Total Dollars Obligated:** The total amount of funds obligated for NGB's share under this Appendix, through an executed State CA modification to this appendix are available for reimbursement to the Grantee. Funds shall be obligated as received by the State CA PM.

c. **Accomplished as In-Kind Assistance:** Is defined as the total dollars expended through federal acquisition. This dollar amount may reflect anticipated In-Kind Assistance and be updated as IKA is approved, but as a minimum shall reflect the total dollars accomplished through In-Kind Assistance in support of this Appendix for each fiscal year as it occurs.

d. **Program Income:** The net income received by the Grantee from fees for services performed and 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 Grantee contribution regardless of the percentage of federal contribution reflected in this Appendix. This dollar amount may reflect anticipated Program Income and be updated as Program Income is reported, but as a minimum shall reflect the total dollars received as Program Income for each fiscal year as it occurs

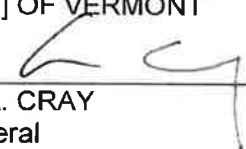
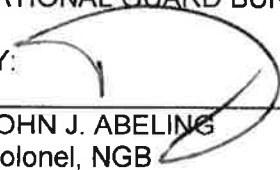
e. The information below shall be recorded by the Grants Officer's Representative (GOR) for compliance with the reporting requirements of the DoD Assistance Award Action Report System (DAADS) and the Federal Funding Accountability and Transparency Act of 2006, as amended.

- a) Grantee/Recipient Category: Government
- b) Grantee/Recipient Type: State Government
- c) Grantee/Recipient DUNS: 070980243
- d) Primary Place of Performance (if different from 'Issued To' on CA Modification Form): Vermont National Guard, 789 National Guard Road, Colchester, VT 05446-3099
- e) Grantee/Recipient County (Primary Place of Performance): Chittenden
- f) Grantee/Recipient Congressional District (Primary Place of Performance): At Large
- g) Major Agency: DOD

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h) Agency Code:	2100
i) Funding Agency:	Army
j) Program Source Agency:	21
k) Transaction Type:	Cooperative Agreement
l) CFDA:	12.401
m) CFDA Program Title:	Operation and Maintenance, Army National Guard
n) Program Source Account-Funding:	2065
o) Treasury Appropriation Code:	2065
p) Award/Obligation/Action Date:	10/01/2015
q) Starting Date:	10/01/2015
r) Ending Date:	9/30/2020
s) Record Type:	Individual Action
t) Fiscal Year/Quarter:	FY19/1 <sup>st</sup> Quarter
u) Unique Federal Award Identification Number (FAIN)	W912LN-16-2-1002
v) Approved Budget Amount:	TBD
w) R&D Award (Yes or No)	no
x) Indirect Cost Rate or CPP Rate:	0%

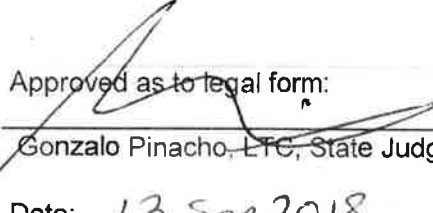
**IN WITNESS WHEREOF: The parties, by their signatures, execute this Appendix and agree to its terms and conditions.**

THE STATE [COMMONWEALTH, DISTRICT, OR TERRITORY] OF VERMONT BY:  <hr/> STEVEN A. CRAY Major General The Adjutant General Date: <u>26 Sep 18</u>	NATIONAL GUARD BUREAU BY:  <hr/> JOHN J. ABELING Colonel, NGB USPFO for Vermont Date: <u>27 Sep 18</u>
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Approved as to legal form:   


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 JACOB A. HUMBERT, Assistant Attorney General  
 Date: 21 SEPT 2018

Approved as to legal form:   


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 Gonzalo Pinacho, LTC, State Judge Advocate  
 Date: 13 Sep 2018

ENCLOSURE 1

**STATE OF VERMONT  
ADJUTANT GENERAL'S OFFICE  
Vermont National Guard**

**FP-PAS Attached**





ENCLOSURE 2

**STATE OF VERMONT  
ADJUTANT GENERAL'S OFFICE  
Vermont National Guard**

**CENTRALIZED PERSONNEL PLAN (CPP) – FY 2019**

**NOT APPLICABLE**

ENCLOSURE 3

**STATE OF VERMONT  
ADJUTANT GENERAL'S OFFICE  
Vermont National Guard**

**Equipment Inventory attached**



150	00000001101	John Deere Gator XUV 825I	ACOLCAMPJH BLDG 2	MIL-M524	1M0825CETGM115649	Harvest Equipment	APPX 1	21584	2150040000	DMAINTEQUP	1.0000	17755.950	12/28/2016
150	00000001114	BJB035-1/FLOOR SCRUBBER,LYNDON	ALYNARMORY LYNDONVILLE	MIL-10537748		Swish Kenco Ltd	APPX 1	22005	2150030000	EMAINTEQUP	0.5000	3390.000	11/21/2011
150	00000001106	TOYOTA HIGHLANDER HYBRID	ACOLCAMPJH BLDG 5	MIL-M182	5TDDGRFH2HS022072	ALDERMAN'S MOTOR CARS LLC	APPX 1	22005	2150030000	DTRUCKS	1.0000	44965.000	1/18/2017
150	00000001114	NOBLES SPEED SCRUBBER 20"	ALYNARMORY LYNDONVILLE	MIL-377748	105377748	Swish Kenco Ltd	APPX 1	22005	2150030000	DMAINTEQUP	0.5000	3390.000	11/21/2011
150	00000001184	15000LB AUTOMOTIVE LIFT	ACOLCAMPJH BLDG 2	MIL-001-005	12157-001-005	AutoZone	APPX 1	22005	2150030000	DMAINTEQUP	0.5000	3725.000	0/15/2017
150	00000001186	3/4 TON PICKUP TRUCK FOUR WHEE	ACOLCAMPJH BLDG 5	MIL-M184	3C8MRSJ44HG639010	Central Chrysler Jeep Dodge	APPX 1	22005	2150030000	DPUTRUCKS	1.0000	28319.740	8/1/2017
150	00000001188	TRACKED ZERO TURN MOWER	AJERETHALL CEATS	MIL-M420	MIL-M420	Perkins Power Equipment	APPX 1	22005	2150030000	DMOWERS	1.0000	20098.000	10/4/2017
150	00000001195	HP LASERJET MFP M775Z	ACOLCAMPJH BLDG 5	MIL-JCKBLOFF	MXJCKBLOFF	HP, Inc	APPX 1	22005	2150030000	DPRINTERS	1.0000	6592.600	10/31/2017
150	00000001188	BJB059-17 FLOOR SCRUBBER	ABERAMORY ARMORY	MIL-10873968	MIL-SS300-10573968	Swish White River	APPX 1	22005	2150030000	DMAINTEQUP	1.0000	8490.000	11/14/2017
150	00000001189	DARLEY HONDA FIRE PUMP	AJERETHALL CEATS	MIL-M905	MIL-M905	Kimtek Corporation	APPX 1	22005	2150030000	DMAINTEQUP	1.0000	6284.120	10/16/2017
150	00000001201	3/4 TON PICKUP TRUCK FWD REG	ACOLCAMPJH BLDG 5	MIL-M185	1G02KUEG6JZ187001	Shearer Buick GMC	APPX 1	22005	2150030000	DPUTRUCKS	0.5000	22293.750	12/8/2017

# State of Vermont Military Department –

# Building #5, MPIO - Org Chart

 Federal Employee

