

Alaska Air National Guard Announcement Number: **AKANG 09-103**

Position Title: **Contract Specialist**

Required AFSC: **6C0X1/ANY**

Grade Requirement: **MIN E5 MAX E7**

UNIT/DUTY LOCATION: **168 MSG, EIELSON AFB, AK**

OPENING DATE: 7 OCT 2009

CLOSING DATE: 5 NOV 2009

OPEN: NATIONWIDE (All members eligible for membership in the Alaska Air National Guard)

WHO MAY APPLY/AREAS OF CONSIDERATION: Open to all AFSC qualified members. All members MUST meet the grade requirement and medical requirements outlined below IAW ANGI 36-101, Para 2-1.

** AGRs who do not possess advertised AFSC must sign a statement stating they will retrain to the required AFSC upon accepting the position within 12 months.**

SELECTING SUPERVISOR: MSgt Kuntz

VICE: Kuntz

Initial Eligibility Criteria: **Aptitude requirements:** **MECH:** **ADMIN:** **GEN:** 72 **ELECT:**

Duties: The incumbent is responsible for numerous contracting transactions such as assisting and participating in contract negotiation for supply and services acquisition, and construction to include facility modification, rehabilitation, new construction, and facility maintenance. Assists with the total range of contracting actions from acquisition planning, solicitation actions, contract award, contract administration and contract closeout procedures. --Assists with pre-award, post-award, and contract closeout functions for a variety of supply, services, and construction contracts within the Air National Guard (ANG). Contracting is established through sealed bidding procedures with some assignments involving negotiated small disadvantaged business program contracts, architect/engineer contracts and Job Ordering Contracting (JOC) delivery orders. --Assists in the development of, or initiates advance acquisition or contracting plan for projects. Recommends the appropriate contract type and applicable special provisions as they apply to the particular project. Prepares Commerce Business Daily (CBD) synopsis, selects provisions of the solicitation applicable to the particular procurement and prepares the Invitation for Bid (IFB) or Request for Proposal (RFP) for procurements. This includes preparation of solicitation provisions, proposal documents, contract clauses, and plans and specifications. Compiles Bidders Mailing List and issues the solicitation and subsequent amendment(s), if applicable. Ensures that prospective contractor site visits and prebid conferences are conducted where appropriate. --At the public bid opening, may draft Abstract of Bids and serve as Bid Opening Officer. Determines the responsiveness of all bids and prepares Bid Opening Report for distribution to the organization requirements office. Conducts pre-award survey of apparent low bidder with emphasis on financial resources, stability, past performance and capacity. Prepares responsibility determination for review and approval. Has responsibility for ensuring that funds obligation is in accordance with public law and that the pending contract is not over obligated. Assists in the preparation of the legal review package to contract award for submittal to the state or NGB-AQ. --Prepares and distributes award package consisting of signed and approved contracts and labor and authority letters. Coordinates or conducts the pre-construction/performance conference; acts as recorder and prepares the minutes. Prepares Notice to Proceed (NTP). Receives and reviews contractor's performance and payment bonds and obtains bond legal review and acceptance. Evaluates contractor's Certificate of Insurance. Drafts Individual Procurement Action Report and award synopsis for Commerce Business Daily publication. Receives request for contract modifications and makes recommendation as necessary. Drafts the request for the contractor's proposal for equitable adjustment and obtains government estimate from project engineer. Prices and 802760003 negotiates supplemental agreements when authorized. Writes Price Negotiation Memorandum (PNM). --Maintains contract files. Enforces compliance with contractual requirements and monitors contract progress in relation to an established schedule in order to recommend and approve an appropriate established schedule and to recommend and approve appropriate progress payments to contractors. Conducts labor surveys and investigations. Checks payrolls for compliance with applicable wage rates. Monitors insurance certificates, and initiates necessary correspondence. Provides contract administration coordination. Completes contract management, and is the central clearing point for all matters affecting the contract including changes, invoices, payments, funds obligation and adjustments, claims, disputes, travel allowances, quality, services, and terminations. --Recommends the issuance of suspension of work or stop work orders, as necessary and negotiates equitable settlements for claims between the government and the contractor. If applicable, recommends that contracts be terminated for default or for the convenience of the government.

Initial Eligibility Criteria:

Specialty Qualifications: IAW AFECD:

3. Specialty Qualifications:

3.1. Knowledge. Knowledge is mandatory of: pricing techniques, market trends, supply sources, US or foreign commercial practices and marketing factors contributing to prices of items, equipment, materials or services. Knowledge is mandatory of basic computer applications, audit procedures, policies, laws, and directives governing purchasing and contingency contracting policies and procedures.

3.2. Education. For entry into this specialty, completion of 24 semester hours in business related subjects, such as accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management is desirable, or possession of a baccalaureate degree.

Applicants need to submit Current Records Review Rip (vMPF RIP)*

HOW TO APPLY: Interested applicants who meet the eligibility requirements listed above may apply by submitting the below listed documents to the **Alaska National Guard, Human Resources Office (HRO), Bldg 49000, Room D-209, P.O. Box 5800, Ft Richardson, AK 99505-5800**. Applicants must type or print in legible dark ink and sign and date each application. Packets received without a signed and dated NGB Form 34-1 or incomplete packages will result in non-consideration and the application will *not* be forwarded to the selecting supervisor. Applicants may include copies of their Certificates of Training that may be applicable to the position you are applying for but **MUST INCLUDE ALL OF THE BELOW LISTED DOCUMENTS** 1-4. If the required documents/forms are not submitted with the application package, a letter of explanation must be provided

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position)
2. **CURRENT** Fitness Test
3. World Wide Deployability statement (from the clinic)
4. Current Records Review Rip or VMPF Rip

Applications will only be accepted if they are physically received in the Human Resource Office (HRO) by 1600 hours on the closing date of the vacancy announcement, or if mailed, postmarked by the closing date of the vacancy announcement. **No exceptions will be made.** HRO highly recommends applications be mailed certified return receipt and well in advance of the closing date. U.S. government postage paid envelopes or distribution system may not be used in submitting applications.

QUESTIONS: Call SMSgt Catherine Pointer COMM (907) 377-8750, DSN 317-377-8750.

To verify receipt of application you may call HRO at 907-428-6247

1. Applicant must not have been previously separated "for cause" from active duty or an AGR tour.
2. Applicant must be medically qualified under the provisions of AFI 48-123. An induction physical must be conducted not more than 24 months prior to entry on AGR duty. An SF Form 507 must be completed if physical is more than 30 days old. HIV test cannot be more than six (6) months old prior to the tour start date. Personnel age 40 or older are required to have a Risk Index calculated. If the Risk Index exceeds 10,000, a stress EKG is required. Retention physicals (every five years) and flight physicals are not valid physicals for accession into the AGR program.
3. Applicants must meet the fitness assessment standards IAW ANGI 10-248 at the time they are placed into the AGR program.
4. Enlisted applicant's military grade cannot exceed the maximum military grade authorized. Over grade applicant **must indicate in writing**, willingness to be administratively reduced in grade when assigned to the position.
5. IAW ANGI 36-101, Para 2.6., "Initial tours may not exceed 6 years... Tours may not extend beyond an enlisted member's ETS or an officer's MSD (Mandatory Separation Date).
6. IAW ANGI 36-101, paragraph 2.1.3.7, applicant must be able to complete 20 years of active federal service prior to MSD for officer and age 60 for enlisted members. Exceptions may be considered by ANGRC/DP on a case-by-case basis for exceptional circumstances. Approval will be limited to one four-year tour. Extensions will not be considered.
7. Applicants receiving or eligible to immediately receive a federal retirement annuity or a state annuity for service as National Guard technicians are not eligible for entry on an AGR tour.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and MOS some positions may have gender restrictions.