



Alaska National Guard
Active Guard Reserve (AGR)
Position Announcement #
AKANG 19-65

<https://dmva.alaska.gov/employment/>

POSITION TITLE: Contracting Officer	AFSC or MOS 64P	OPEN DATE: 13 Nov 2018	CLOSE DATE: 13 Dec 2018
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UNIT OF ACTIVITY/DUTY LOCATION: 176th Mission Support Contracting, Joint Base Elmendorf-Richardson, Alaska	GRADE REQUIREMENT: Min: E1 Max: O4
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SELECTING SUPERVISOR: Col Keolani Bailey	Position Number 812646	PHYSICAL PROFILE: PULHES – N/A	*O4 grade is contingent on controlled grade availability
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AREAS OF CONSIDERATION

- On-board AK ANG AGR (Any AFSC) *this is a commissioning opportunity*
- Alaska Air National Guard members (Any AFSC)
- Nationwide military members eligible for membership in the AKANG (Must hold advertised AFSC)

MAJOR DUTIES MAY INCLUDE

AIR GUARD: Please refer to attached pages for more info on the major duties and initial qualifications for this position for this AFSC or go to: <https://www.my.af.mil> to review the AFOCD

INITIAL ELIGIBILITY CRITERIA

- *In addition to criteria listed on attached pages*
- Security Clearance - Must be able to obtain: Secret
 - Aptitude Requirement: N/A
 - Strength requirement: N/A
 - Applicants below the grade of O-1 must provide proof of Armed Forces Officer Qualifying Test (AFOQT) in application
 - Applicants below the grade of O-1 must provide proof of bachelors degree and certified college transcripts

PREFERRED QUALIFICATIONS

- In addition to the initial eligibility criteria and required forms listed application procedures, the following are preferred qualifications:
- Resume
 - Cover Letter
 - Last 3 Enlisted/Officer Performance Evaluations
 - Official Transcripts - Note: For entry into this specialty, a minimum of 24 semester credit hours (or the equivalent) of study from an accredited institution of higher education in any of the following disciplines: accounting, business, finance, and law, contracts, purchasing, economics, industrial management, marketing, or quantitative methods is mandatory. (AFOCD)
 - DAWIA Certification - Min Level II (Desirable)
 - Experience in commodities, services, and construction
 - Expected to pass the Contracting Officer's Review Board as soon as possible

SPECIAL ANNOUNCEMENT CRITERIA

- Upon selection additional medical verification will be required prior to start of AGR tour
- Continuation beyond initial tour may be subject to evaluation based on AGR Continuation Board

ACTIVE GUARD AND RESERVE REQUIREMENTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities. Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program. IAW ANGI 36-101 "Initial tours may not exceed 6 years. AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required. Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status. An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. Application Package will not be forwarded without statement: ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...." If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee. Members currently on occasional tours exceeding 180 consecutive days may be considered as full-time AGR (members currently on occasional tours 179 days or less are not considered AGR). Any further questions regarding the AGR program may be answered in ANGI 36-101

APPLICATION PROCEDURES

Hard copy applications will NOT be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. Per ANGI 36-101, the application package must include at a minimum, the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness. Items 1-3 are required by the Human Resource Office to determine initial qualifications. If the required documents are not submitted, a letter of explanation must be included. Incomplete packages will not be considered for the position vacancy. Please submit the following:

1. Signed NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Position dated 20131111 (<http://dmva.alaska.gov/employment.htm>) (Do not use outdated form)
2. CURRENT full Records Review RIP available on vMPF (<http://www.afpc.randolph.af.mil/vs>) (Must be a full RIP) (avoid sending SURF/Brief when possible)
3. CURRENT PASSING Report of Individual Fitness from Air Force Fitness Management Systems (AFFMS) or AF Fitness Assessment Scorecard or a signed letter from the Unit Fitness Monitor.
4. Items requested in the "PREFERRED QUALIFICATIONS" section above.
 - Resume
 - Cover Letter
 - Last 3 OPR's (or equivalent)
 - Letter of Recommendation

EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into ONE single PDF (adobe portfolio is not recommended) (consider printing signed documents to PDF prior to combining files) PDF File Name should be: Position Announcement Number, Last name, First name, Grade

Example: ANG 18-XX Doe, Jane E1

Email Subject should be: Announcement Number

Example: ANG 18-XX (must use advertisement # and NOT position # ex: 1234567)

Email Application Package to ng.ak.akarng.mbx.hro-agr@mail.mil

** Applications will be accepted through AMRDEC if standard email procedures do not work**

- AMRDEC SAFE Web Application: <https://safe.amrdec.army.mil/safe/> to above email

**All application documents must be consolidated into a single .pdf file. (Do not put in a PDF Portfolio format)

** Applicants are encouraged to submit early and call HRO for initial review of your application prior to closing date

QUESTIONS:

Applicants are encouraged to call HRO to verify receipt prior to closeout date. To verify the receipt of an application or if you have issues, you may call DSN 317-384-4467 or Commercial 907-428-6467 and/or DSN 317-384-4242 or Commercial 907-428-6242

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board. Selecting supervisor will contact qualified applicants for interviews. After the Human Resources Officer (HRO) approves the selection package, the HRO office will send a notification letter to all applicants of their selection/non-selection. The selection of an applicant is not final until the individual has been notified by the HRO-AGR. After the selecting supervisor makes a selection, the "routing" of the selection package begins and ends with HRO.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.

AFSC 64P4, Staff
 AFSC 64P3, Qualified
 AFSC 64P1, Entry

CONTRACTING
(Changed 30 Apr 16, Effective 18 Jun 15)

1. Specialty Summary. Plans, organizes, manages, and accomplishes contracting functions to provide supplies and services essential to Air Force daily operations and war-fighting mission. Included are accomplishing contracting system processes, formulating contracting policy and procedures, coordinating contracting activities, and directing contracting operations. The contracting system includes effective acquisition planning, solicitation, cost or price analysis, evaluating offers, source selection, contract award, and contract administration. Related DoD Occupational Group: 280400.

2. Duties and Responsibilities:

2.1. Accomplishes contracting processes and functions. Performs acquisition planning to include analyzing purchase requests and technical documents for suitability and determining the proper contracting method and contract type. Prepares and distributes solicitations. Evaluates offers, including cost or price analysis, contractor responsibility and responsiveness to solicitation, and evaluating other selected factors (e.g., quality, contractor management and facilities, delivery, etc.). Selects contract source, assembles contracts, and makes awards. Administers contracts to ensure contract compliance. Negotiates modifications, and takes termination actions for convenience of the government or for default.

2.2. Coordinates contracting activities. Advises commander and staff on contracting operations, as well as impact of new directives and policy on the contracting system. Coordinates with other functional activities to accomplish advance planning and ensure adequacy and correctness of contracting approach, lead-time, purchase descriptions, specifications, funding, etc. Confers with other government agencies, military departments, and commercial concerns to explain mission requirements, contractual interpretations, and policy, program interpretation. Coordinates with staff agencies to accomplish overall mission.

2.3. Formulates contracting policies and procedures. Analyzes contracting system and establishes policies and procedures necessary to improve contracting process and its customer support. Establishes policies based on sound business practices and highest standards of ethical conduct and fiscal responsibility. Develops automated systems essential to enhancing contracting efficiency. Manages military and civilian career development programs to ensure individuals have the opportunity for training, education, and experience needed for mission success and personal advancement.

2.4. Plans, organizes, and directs contracting operations. Directs contracting functions and fosters environment where contracting activities and customers form teams dedicated to meeting Air Force requirements. Determines organizational structure, physical facilities, and personnel requirements for accomplishing contracting responsibilities. Directs accomplishment of contracting system functions, ensures contracting system is responsive to mission needs and requirements, and ensures compliance with statutory and regulatory requirements. Develops and implements internal systems and processes, manual and automated, required to accomplish and monitor the contracting mission.

3. Specialty Qualifications:

3.1. Knowledge. Knowledge is mandatory of contracting process fundamentals, federal acquisition and contracting directives and publications, budgeting and funding procedures, and contract pricing.

3.2. Education. For entry education requirements see [Appendix A, 64P CIP Education Matrix](#).

3.3. Training. For award of AFSC 64P3, it is mandatory to complete the Mission Ready Contracting Officer (MRCO) course, or SAF/AQC-approved equivalent, and complete the Career Field Education and Training Plan requirements.

3.4. Experience. For award of AFSC 64P3, a minimum of 12 months of experience in contracting assignments is mandatory. Also, experience in functions such as determining applicable methods of contracting; developing invitations for bids and requests for proposals; evaluating bids and proposals; and awarding, administering, and terminating contracts.

3.5. Not used.