

AIR NATIONAL GUARD
187TH Mission Support Group
187TH FIGHTER WING, MONTGOMERY, ALABAMA

ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT # 21-005

OPEN DATE: 10 December 2020

EXPIRATION DATE: 31 Jan 2021

This announcement is open to all current members of the Alabama Air National Guard and those eligible for membership in the Alabama Air National Guard. This is a commissioning opportunity for enlisted members.

Number of Positions:	1
Title:	Contracting Officer
Position Number:	0088486134
Minimum/Maximum Grade Authorized:	2 nd Lt (O-1) – Maj (O-4)
Duty AFSC:	064P3
Security Clearance: Unit/Duty	Secret
Location:	187 th Fighter Wing Montgomery, AL

Selecting Official: Col Thomas J. Abell

For more information about this position or the unit of assignment, please call: 334-394-7401

APPLICATION REQUIREMENTS

NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position; Dated 11 Nov 13)

- Announcement number and position title must be annotated on the form.

Report of Individual Personnel (RIP): Obtain from Virtual Military Personnel Flight (vMPF)

- RIP can be obtained from the servicing Force Support Squadron (FSS) or Virtual MPF (vMPF)
- Select Record Review and Print/View All pages (vMPF instructions)

Report of Individual Fitness (Must Be Current)

- Print from the Air Force Fitness Management System (AFFMS)
- Airman must meet the minimum requirements for each fitness component in addition to scoring an overall composite score of 75 or higher for entry into the AGR program.

AF Form 422, Physical Profile Serial Report

- Must be signed and validated within 12 months from your Medical Group (working copy is acceptable)

DD 214 (Certificate of Release or Discharge from Active Duty)

- Former USAF members only

All applications must be submitted with a completed AGR Eligibility Checklist, found in ANGI 36-101. Your unit's HRO Remote Designee or the appropriate FSS representative must complete this checklist.

PROJECTED START DATE: 01 April 2021

Mail, hand carry, or email completed application packages to:

JFHQ-AL MDM
ATTN: MSG John Kilpatrick
john.d.kilpatrick.mil@mail.mil
P.O. Box 3711
Montgomery, AL 36109-0711

All emailed packages must be in a single PDF

DESCRIPTION OF DUTIES

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.

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.

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.

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.

Candidate must successfully pass a contracting Officers' Review Board (CORB). Will continue to undergo continuous contracting training and earn no less than 80 hours of contracting related continuous learning point every two years.

- Must qualify for, be appointed for, AND accept and exercise a Contracting Officer's Warrant
- May be required to travel by military or commercial aircraft in performance of TDY assignments
- May be required to work more than 40 hours per week.
- Required to handle and safeguard sensitive and/or classified information in accordance with regulations to reduce potential compromise.
- Must meet the Defense Acquisition Workforce Improvement Act (DAWIA) requirements applicable to the duties of the position.
- Contracting Level II required for assignment.
- Must Meet the continuing acquisition education requirements IAW, DoDI 5000.66 Paragraph E2.2.8
- In accordance with the Ethics in Government Act, 1978, incumbent is required to file an OGE Form 450, Confidential Financial Disclosure Report, upon appointment and will be required to file annually.
- Must have completed two year of experience in contracting positions, which must have equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of this position.
- Member must provide documentation of current qualification (i.e., College Transcript(s) with applicable university logo, DAWIA **Contracting Level II certificate**, with application in order to be considered for the position.

Air National Guard membership and Compatibility Requirement

This vacancy announcement will be for an initial active duty tour of one (1) to six (6) years. Subsequent tours will be from one (1) to six (6) years. The selected applicant will be placed in Active Guard/Reserve (AGR) military status under Title 32, USC 502(f). The incumbent will participate with the unit of assignment during unit training assemblies and annual training periods. After an applicant is selected for this position incumbent will be assigned to AFSC **064P3** at the Mission Support Group, 187th Fighter Wing, AI. If a selected applicant's grade is higher than the announced grade of the position (Enlisted only), the selected applicant may be required to request an administrative reduction to the announced grade of the position. The wearing of the Air Force uniform as prescribed in AFI 36-2903 is required for the incumbent of this position. Acceptance of the position constitutes concurrence with these requirements as conditions of employment. Military Grade Inversion is not authorized in the National Guard AGR Program.

Other Requirements

- Members selected for initial AGR positions must meet the medical standards as outlined in AFI 48-123 prior to assignment.
- A current PHA with associated documentation must be less than 12 months old. Applicants whose PHA is greater than 12 months old will require a current exam as appropriate.
- Member must also be current in all IMR requirements (i.e. dental, immunizations, etc.)
- Member must comply with standards outlined in AFI 36-2905, Fitness Program and ANGI 36-101, Air National Guard AGR program. To be eligible for entry into the AGR program, a passing score of 75 or better on the fitness test is required. Member must meet ALL eligibility criteria in ANGI 36-101.
- Enlisted member must not have been previously separated from active duty or a previous AGR tour for cause.
- Member must have sufficient retain ability to obtain 20 years of Active Federal Service for retirement purposes. A waiver request to this policy will be considered on a case-by-case basis.
- AGRs and their authorized dependents may be entitled to PCS benefits provided by law IAW the Joint Federal Travel Regulations (JTR)-PCS entitlements. Individuals entitled to PCS entitlements should not leave their HOR until PCS orders are provided.

DUTIES AND RESPONSIBILITIES: The information below was taken for the AFECD, 31 Oct 2020
(<https://mypers.af.mil/ci/fattach/get/9910080/1555961061/redirect/1/filename/AFECD%2030%20Apr%2019%20Finalv3.pdf>).

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

The information below was taken from ANGI 36-101, 03 June 2010.

5.3. Grade. To accept an AGR position, an applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Reference paragraph 6.6. for proper assignment to a position/unit.

5.3.1. 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 **22 ANGI36-101 3 JUNE 2010** position. Acceptance of demotion must be in writing and included in the assignment application package.

5.3.2. Approval in writing from NGB/A1M is required prior to the accession of any O-6. In addition, any officer may not enter the AGR program in an overgrade status.

5.4. Commissioning of Enlisted Member. Enlisted personnel applying for officer positions must be eligible for commissioning upon application for AGR duty. Assignment to the AGR tour will not become effective until the individual receives a commission in the ANG and as a Reserve of the Air Force.

5.5. Air Force Fitness Standards. AGR Airmen are subject to the provisions of ANGI 10-248, *Air National Guard (ANG) Fitness Program* until superseded by AFI 36-2905, *Fitness Program*. 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 DLC which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.

5.6. Security Clearance. AGRs must have a current favorable adjudicated personnel security investigation that is commensurate with their currently assigned AFSC. Local security representatives can provide verification of security clearance information using the Joint Personnel Adjudication System (JPAS).

5.6.1. AGR follow-on assignments will not be issued without a current favorable adjudicated security clearance investigation.

5.6.2. If a top-secret security clearance is not held by Airmen selected for an AGR assignment that requires access to top-secret information, the Airman must initiate a security clearance update. The AGR selectee must notify their unit security manager to initiate a new security investigation. The HRO/AGR Manager will not issue the AGR orders until security clearance upgrade is initiated and the member has a current favorable investigation.

5.7. Separated for Cause. To be accessed in the AGR program, an individual must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour.

5.8. Retainability for an AGR Assignment. Enlisted personnel must obtain sufficient retainability to fulfill an AGR assignment.

5.9. Sanctuary. It is not the intent of the AGR program to bring non-career applicants into the sanctuary zone [18 to 20 years Total Active Federal Military Service (TAFMS)]. Anyone whose order [AD or FTNGD orders (other than training)] places them at 18 years or more TAFMS will require a signed and approved sanctuary waiver IAW AFI 36-2131, *Administration of Sanctuary in the Air Reserve Components*.

5.10. Inability to attain 20 years TAFMS. AGR applicants should be able to attain 20 years TAFMS in the AGR career program. Waiver authority of this requirement is The Adjutant General. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete the Statement of Understanding contained in Attachment 3. The HRO will maintain the completed and signed Statement of Understanding.

5.11. Medical Requirements. Applicants for permanent, occasional or AGR deployment backfill tours must meet the requirements outlined in Chapter 12