

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

**ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT #22-032**

**OPEN DATE: 13 June 2022**

**EXPIRATION DATE: 12 July 2022**

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.

Number of Positions:	1
Title:	CONTRACT SPECIALIST
Position Number:	0107516034
Minimum/Maximum Grade Authorized:	SSgt - MSgt
Required ASVAB	General: 72
Duty AFSC:	6C0X1
Security Clearance: Unit/Duty	Secret
Location:	187 <sup>th</sup> Fighter Wing Mission Support Group Montgomery, Al

Selecting Official: 2nd Lt Adam Thibeault

For more information about this position or the unit of assignment, please call: 334-394-7530

Promotion to the highest grade may not be supported by the units manning authorizations.

**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 (i.e. 21-XXX).

**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)**

- myFitness Report: Must be Current and passing.

**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 Active Duty 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.

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

JFHQ-AL MDM  
ATTN: MSG JIMMY L. ACOFF  
[jimmy.l.acoff.mil@army.mil](mailto:jimmy.l.acoff.mil@army.mil)  
P.O. Box 3711  
Montgomery, AL 36109-0711

\*All emailed packages must be in a single PDF\*

## Preferred skills & qualifications

- Preference will be given to applicants with documented experience in Construction Contracting
- Fully Qualified (Formerly APDP Level 2)

### **DUTIES AND RESPONSIBILITIES:**

The information below was taken for the AFECD, 30 Apr 22  
([https://mypers.af.mil/app/answers/detail/a\\_id/7504/kw/afecd](https://mypers.af.mil/app/answers/detail/a_id/7504/kw/afecd)).

### **CONTRACTING (Changed 30 Apr 22)**

**1. Specialty Summary.** Contracting professionals are responsible for efficient and effective use of taxpayer dollars to meet the Department of Defense and Air Force national defense missions. Contracting professionals are mission-focused business leaders who research, award, administer, and close out contract actions for commodities, services, and construction using simplified acquisition procedures, negotiations, and other approved methods. Contracting members use automated contracting systems, Microsoft Office programs, and other information technology to prepare, process, and analyze transactions and products. Finally, contracting members provide business leadership to all levels of supervision and perform duties as buyers, negotiators, administrators, and warranted contracting officers who support all functions of home station missions and contingency operations. Related DoD Occupational Subgroup: 155100.

#### **2. Duties and Responsibilities:**

2.1. Contracting professionals are required to perform a wide range of business functions including, but not limited to: research contracting requirements to determine the best course of action on procuring the commodities, services, and construction required to enable execution of assigned missions. Formulates business strategy, and produces documentation to build a historical file of all matters dealing with the acquisition of the requirement sufficient enough to protect the Air Force from litigation. Obtains and analyzes data on industry trends, and recommends a course of action to varying layers of leadership and a wide range of units as appropriate.

2.2. Researches applicable Federal, Department of Defense, and Air Force guidelines to ensure contractual actions and documentation meet requirements from cradle to grave. Establishes courses of action based on applicable laws, regulations, and professional business judgement. Researches and applies applicable provisions and clauses in order to protect the government and the Air Force.

2.3. Performs electronic commerce and electronic contracting utilizing available information technology and web-based systems, and works directly with interested parties to determine the best value to the government. Produces various contract documents including but not limited to: determinations and findings, justification and approvals, contract award document, abstracts, memorandums for record, and contract payment records. May also perform evaluation of bid pricing, review of contracts prior to award, determining contractor responsibility, post, amend or cancel solicitations, mediation of protests, and contract award negotiations.

2.4. Conducts site visits to determine adequacy of contractor compliance and customer satisfaction. Interviews contractor employees to determine labor law compliance. Trains and monitors quality assurance personnel, and determines appropriate actions in instances of non-performance of an established contract. Contracting members may be required to resolve claims, disputes, and appeals, and may perform termination of contracts and negotiate and administrate termination settlements.

2.5. Provides contingency contracting support at CONUS and OCONUS locations in support of Air Force, joint U.S., and allied forces. Develops and manages contingency contracting program plans.

#### **3. Specialty Qualifications:**

3.1. The following provides minimum qualifications for award of the AFSCs indicated. In addition, enlisted contracting members must adhere to the Department of Defense Acquisition Professional Development Program (APDP) by achieving Contracting Level I and Level II certifications at appropriate milestones. The minimum requirements as well as the typical chronological order for award of upgraded AFSCs and APDP certifications is as follows: 3.1.1. 6C011 (Helper) – AFSC assigned while students are attending the Air Force Contracting Mission Ready Airman Course. 3.1.2. 6C031 (Apprentice) – Awarded upon completion of the Air Force Contracting Mission Ready Airman Course. 3.1.3. 6C051 (Journeyman) – Requires possession of AFSC 6C031, a minimum of 12 months on the job training from the date of enrollment in 6C051 upgrade training, completion of the 6C051 core qualification tasks found within the 6C0X1 Career Field Education and Training Plan (CFETP), and completion of the 6C051 Career Development Course.

3.1.4. 6C071 (Craftsman) – SSgt-selects or higher are authorized to enter into upgrade training for this skill level. Requires possession of AFSC 6C051, a minimum of 12 months on the job training from the date of enrollment into 6C071 upgrade training, completion of the 6C071 core qualification tasks found within the 6C0X1 CFETP, and completion of the 6C071 Career Development Course.

3.1.5. 6C091 (SEL) – Requires possession of AFSC 6C071, minimum rank of SMSgt, and member must have completed the Air Force Senior Noncommissioned Officer Academy or sister service equivalent.

3.2. ¶For award and retention of 6C0X1 AFSCs: 3.2.1. ¶Members must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*

3.2.2. ¶Commanders may disqualify enlisted members in cases where members are convicted by court-martial or receive non-judicial punishment for: Category 1, 2, or 3 crimes (**NOTE:** Categories of offenses are described and listed in AFMAN 36-2032, *Military Recruiting and Accessions.*), dereliction in the performance of duties involving contracting activities, misappropriation of government funds or property, financial irresponsibility, committing acts of misconduct relating to or engaging in falsification of legal documents, or failure to exercise sound leadership principles with respect to morale or welfare of subordinates, peers, leadership or customers.

3.3. ¶**Mandatory requirements for Non-prior service Airmen or Airmen who are being reclassified into 6C0X1:**

3.3.1. ¶For entry into, award of, and retention within these AFSCs of paragraph 3, members must:

3.3.2. ¶Demonstrate the ability to speak distinctly and communicate effectively in writing.

3.3.3. ¶Never have been convicted by court-martial and never received non-judicial punishment for dereliction in the performance of duties involving contracting activities, larceny, misappropriation of government funds or property, or financial irresponsibility.

3.3.4. ¶Have no record of disciplinary action (Letter of Reprimand [LOR], Article 15 or court-martial) for committing acts of misconduct relating to or engaging in falsification of legal documents or documented failures (LOR, Article 15 or court-martial) to exercise sound leadership principles with respect to morale or welfare of subordinates, peers, leadership, or customers.

3.3.5. ¶Never have been convicted by a civilian court of a Category 1, 2, or 3 offense, or exceed the acceptable number of Category 4 or 5 offenses. Category 3, 4, or 5 traffic offenses alone are not disqualifying. **NOTE:** Categories of offenses are described and listed in AFMAN 36-2032, *Military Recruiting and Accessions.*

3.3.6. ¶See attachment 4 for additional entry requirements.

3.4. ¶**Mandatory requirements for first term and career Airmen retraining into the 6C0X1 AFSC:**

3.4.1. ¶**Cross Trainee applicant must be E-5 or below and cannot possess a promotion sequence line number E-6 prior to initial official notification of attendance to the Air Force Contracting Mission Ready Airman Course.**

3.4.2. ¶Those seeking to cross-train into Contracting must have an interview with the nearest permanently assigned SEL of a numbered contracting flight or contracting squadron. The cross-training candidate must obtain a written endorsement from the contracting SEL for entry into the AFSC 6C0X1. If a SEL of a numbered contracting flight or squadron is not available, the 6C MAJCOM Functional Manager must review and endorse the cross-training approval package. **NOTE:** Numbered flight SEL or squadron SEL **MUST** possess the Contracting vector for SEL in order to endorse the individual.

3.4.3. ¶In order to qualify for an interview, members must meet the following criteria:

3.4.4. ¶Member must have a current and passing Fitness Assessment at the time of the interview with the contracting SEL.

3.4.5. ¶Member must complete the Contracting Retraining Assessment.

3.4.6. ¶Member must have the ability to speak distinctly and communicate effectively in writing.

3.4.7. ¶Must not have been convicted by court-martial nor received an Article 15 for the past 3 years, and can never been convicted by court-martial nor ever received an Article 15 for dereliction in the performance of duties involving contracting activities, larceny, misappropriation of government funds or property, financial irresponsibility, or committing acts of misconduct relating to or engaging in falsification of legal documents.

3.4.8. ¶Applicants can never been convicted by a civilian or military court of any Category 1 offense and can never have been convicted by a civilian or military court of other Category 2 offensive involving violence, theft, or a crime of sexual nature. No convictions by a civilian or military court of other Category 2 or 3 offense within the past 3 years, nor exceed the acceptable number of Category 4 or 5 offenses. Category 3, 4, or 5 traffic offenses alone are not disqualifying. **NOTE:** Categories of offenses are described and listed in AFMAN 36-2032, *Military Recruiting and Accessions.*

3.4.9. ¶See attachment 4 for additional entry requirements.

**The information below was taken from ANGI 36-101, 21 April 2022.**

**5.1. Accession Standards.** Reference this Chapter and [Attachment 2](#), AGR Eligibility Checklist, to assist in the accession of an AGR (to include occasional and AGR deployment backfill tours). Members selected for AGR tours must meet the medical retention standards outlined in DAFMAN 48-123 and the USAF Medical Standards Directory. An Airman with a Mobility Restriction annotated on an AF Form 469 at the time of his/her AGR package evaluation will not be eligible to start an AGR order. However, selection of a member is possible if the member is medically cleared of any Mobility Restricting Duty Limiting Condition (DLC) prior to starting an AGR order in accordance with AFI 48-133, *Duty Limiting Conditions*. AGR accession package evaluations require the SAS, or delegated Flight Surgeon/Provider, certifying authority approval on an AF Form 422 prior to starting an AGR order in accordance with DAFMAN 48-123.

5.1.1. A pregnant Airman may be accessed into the AGR program, to include for the purpose of an occasional tour, with the concurrence of the commander and HRO.

5.1.2. An Airman with an approved, duty-restricting shaving waiver for Pseudo Folliculitis Barbae may be accessed into the AGR program, to include for the purpose of an occasional tour, with concurrence from medical, the commander, and the HRO. Facial hair must be grown out naturally, any shaping or styling of the facial hair is not allowed, and the facial hair cannot interfere with the wear of any personal protective gear, such as a gas mask, or the performance of duties. If this should happen, the member's ability to safely perform duties is compromised and the member may require an evaluation to determine fitness for military duties in accordance with AFI 44-102, *Medical Care Management* and DAFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

5.1.3. An Airman may still be accessed into the AGR program if they have a Duty Restriction, Fitness Restriction, and/or "Deployable with Limitation" DLC provided the restriction does not preclude satisfactory performance of required military duties of the Airman's office, grade, rank, or rating in accordance with DAFMAN 48-123 and AFI 48-133.

**5.2. Air Force Specialty Code (AFSC) Requirements.** The intent of the AGR program is to assess AFSC-qualified individuals. If an applicant is selected who does not possess the AFSC, the member must sign an agreement to retrain including the statement in [paragraph 5.2.1.1](#).

5.2.1. Retraining. Enlisted Airmen currently serving in an AGR status may be selected for a vacant, AGR position on the UMD without the awarded duty AFSC subject to the following restrictions:

5.2.1.1. If the UMD position requires a mandatory training school for the award of the 3-level AFSC, they may be assigned immediately. The following statement will be included in the remarks section of the AF Form 2096, *Classification/On-The-Job Training Action*:

"I acknowledge that I will attend the first available course that would qualify me in the new AFSC. I will complete the course successfully and progress in training to a skill-level compatible with my UMD assignment. Failure to do so will result in the termination of my AGR tour."

The AF Form 2096 must be accomplished before the orders are published.

5.2.1.2. If the Airman fails to successfully complete the required formal training in accordance with DAFI 36-2670, *Total Force Development* and AFMAN 36-2100, *Military Utilization and Classification*, or fails to attend the first available course without permission from the commander or supervisor due to exceptional circumstances, the individual will be removed from AGR status.

5.2.1.3. Individuals must continue to progress in training in accordance with DAFI 36-2670 and AFMAN 36-2100, to a skill-level compatible with their UMD assignment. Airmen who do not progress to the next skill-level will be removed from AGR status.

5.2.1.4. Airmen approved for retraining may incur a Reserve Service Commitment in accordance with AFMAN 36-2100 upon completion of training.

**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. 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 AFI 36-2502, *Enlisted Airman Promotion/Demotion Programs*, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.

**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 and has completed formal training for which an AFSC has been awarded

**5.5. Air Force Fitness Standards.** AGR Airmen are subject to the provisions of AFMAN 36-2905, *Air Force Physical 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 Physical Fitness Assessment (PFA), an overall "Pass" rating is required and any DLC must be resolved prior to accession.

**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 Defense Information System for Security (DISS).

5.6.1. AGR follow-on assignments will not be issued without a current favorable adjudicated security clearance investigation. Extensions to orders while awaiting security clearance adjudication will be considered on a case-by-case basis and must be submitted through TAG or CG, or designee, to NGB/A1PP for consideration.

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 his/her unit security manager to initiate a new security investigation. The HRO/AGR Manager will not issue the AGR orders until the 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 a previous Reserve Component AGR tour or from any Active Component. Requests for waiver to this policy will be annotated on the AF Form 679 and routed to NGB/A1PP.

**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 of TAFMS). Anyone whose order, whether active duty (AD) or full-time National Guard duty (FTNGD) other than for training, places them at 18 years or more of TAFMS will require a signed, approved sanctuary waiver in accordance with DAFI 36-2110, *Total Force Assignments*.

**5.10. Inability to attain 20 years TAFMS.** AGR applicants should be able to attain 20 years of TAFMS in the AGR career program. Waiver authority of this requirement is The Adjutant General, Commanding General, or designee. Individuals selected for AGR tours that cannot attain 20 years of TAFMS prior to reaching mandatory separation must complete the Statement of Understanding contained in [Attachment 3](#). The HRO will maintain the completed, 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](#).

#### **ELIGIBILITY REQUIREMENTS FOR ENTRY INTO THE AGR PROGRAM:**

- Must be a member or eligible to become a member of the Alabama Air National Guard.
- Member will be required to hold a compatible military assignment in the unit they are hired to support.
- Member's military grade will not exceed the maximum military duty grade authorized on the Unit Manning Document (UMD) for the position.
- Member must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards, Attachment 2 before being placed on an AGR tour.
- Member must have retain-ability to complete the tour of military duty.
- Member must not be eligible for, or receiving a federal retirement annuity.
- Member must comply with standards outlined in AFI 36-2905, Fitness Program to be eligible for entry into the AGR program.
- Member must meet all eligibility criteria in ANGI 36-101, The Active Guard/Reserve Program.
- Member must hold required AFSC or be eligible for retraining (if applicable) and meet all eligibility criteria in AFECDA/AFODC

#### **ADDITIONAL DUTIES**

AGR members will participate with their unit of assignment during Regular Scheduled Drill (RSD). AGR tour lengths in the State of Alabama are at the discretion of the Group Commander. Initial tours will not exceed 6 years. To be considered for this position you must meet all minimum AFSC requirements to include the minimum ASVAB qualifying score. Scores are reflected on your personnel vMPF RIP. If your ASVAB score does not meet the minimum required IAW AFECDA Attachment 4, contact your servicing MPF. You have the option to retake the test. You must schedule your test date and receive your new scores prior to the announcement closing date. Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program. A law enforcement background check may be required prior to appointment to this position. By submitting a resume or application for this position, you authorize this agency to accomplish the check.