

AIR NATIONAL GUARD
Joint Force Headquarters
187th FIGHTER WING, MONTGOMERY, ALABAMA
117th AIR REFUELING WING, BIRMINGHAM, ALABAMA

ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT # 24 - 040

OPEN DATE: 5 DECEMBER 2024

EXPIRATION DATE: 5 JANUARY 2025

OPEN TO: NATIONWIDE

Number of Positions: 1

Position Title: CONTRACT SPECIALIST

Func Code: 47B100

PEC#: 59969K

UMDA Position #: 0082149234

AFSC: 6C0X1 ELIGIBLE

ASVAB REQUIRE: G72

Grade: AMN-MSGT

Security Clearance: SECRET

Unit/Duty Location: 117TH MISSION SUPPORT GROUP

Selecting Official: COLONEL MICHAEL MARSHALL

HRO Remote: MSGT SAMANTHA CROTZER

START DATE NO EARLIER THAN 1 APRIL 2025

APPLICATION REQUIREMENTS

Signed NGB Form 34-1, [NGB Forms](#)

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

AF Form 422: Must be signed and verified within 6 months from your Medical Group

Air Force Fitness Management System II (AFFMS II) Fitness Report: Must be Current and passing

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.

Email completed application packages to:

JFHQ-AL MDM

ATTN: MS. CALNECIA GREGG

ng.al.alarng.list.j1-air-mdm@army.mil

P.O. Box 3711

Montgomery, AL 36109-0711

All emailed packages must be in a single PDF

JOB INTRO/TITLE:
CONTRACTING

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.

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 nonperformance 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.

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 the Core Contracting Certification 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 Apprentice Course.
 - 3.1.2. 6C031 (Apprentice) – Awarded upon completion of the Air Force Contracting Apprentice 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).
 - 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.
 - 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:

- 3.3.1.1. Demonstrate the ability to speak distinctly and communicate effectively in writing.
- 3.3.1.2. 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.
- 3.3.1.3. 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.
- 3.3.1.4. Never have been convicted by a civilian court of a Category 1, 2, or 3 offenses, 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.
- 3.3.1.5. 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 applicants 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 Apprentice Course. Waivable for ANG through ANG Contracting CFM.
 - 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. While not mandatory, it is recommended that members considering retraining into the 6C0X1 career field, provide a letter of recommendation from their Unit Commander or equivalent as a part of their retraining package. If an SEL of a numbered contracting flight or squadron is not available, the 6C MAJCOM Functional Manager must review and endorse the crosstraining approval package. All 6C0X1 retraining packages must be reviewed and approved by the 6C0X1 Career Field Manager. 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:
 - 3.4.3.1. Member must have a current and passing Fitness Assessment at the time of the interview with the contracting SEL.
 - 3.4.3.2. Member must complete the Contracting Retraining Assessment.
 - 3.4.3.3. Member must have the ability to speak distinctly and communicate effectively in writing.
 - 3.4.3.4. 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.
 - 3.4.3.5. 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 Category2 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.
 - 3.4.4. See attachment 4 for additional entry requirements

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, Medical Examination and Standards (DAFMAN 48-123), 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 DAFMAN 36-2905, Fitness Program to be eligible for entry into the AGR program.

Member must meet all eligibility criteria in ANGI 36-101, The Air National Guard Active Guard and Reserve (AGR) Program.

Member must hold required AFSC or be eligible for retraining (if applicable) **and meet all eligibility criteria in AFECD/AFOCD**

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 Squadron Commander.

Initial tours will not exceed 6 years. Follow-on tours will be from 1 to 6 years, per ANGI 36-101

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 RIP.

If your ASVAB score does not meet the minimum required IAW AFECD 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

APPLICATION INSTRUCTIONS

***APPLICATIONS MUST BE SUBMITTED FOLLOWING THE INSTRUCTIONS ON THIS ANNOUNCEMENT.
***** INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED ********

WRITTEN EXPLANATION IS REQUIRED FOR ANY MISSING DOCUMENTS

Current AGR members and those who wish to become an AGR must submit the following:

AGR Eligibility Checklist found in ANGI 36-101 ([see below](#)).

NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, Form Version Dated 11 November 2013

Announcement number and position title must be annotated on the form

Download the current form version from;

<http://www.ngbpdc.ngb.army.mil/forms/Adobe%20PDF-F/ngb34-1.pdf>

Current Report of Individual Personnel (RIP). Documents must show your ASVAB scores.

RIP can be obtained from the servicing Force Support Squadron (FSS)

In lieu of a RIP, applicant may provide a printout from the virtual MPF (vMPF)

Select 'Record Review', and then 'Print/View All Pages'

Copy of current passing physical fitness assessment. (From AF Portal, <https://www.my.af.mil/>)

AF Form 422, Physical Profile Serial Report <https://asims.afms.mil/imr/MyIMR.aspx> (CURRENT within 5 years, validated within 12 months, working copy is acceptable)

ALANG - Air Technicians interested in converting to AGR status:

Selection for the advertised position does not constitute acceptance into the AGR program.

Once notification of a selection is made, the individual is required to submit a request for AGR medical clearance through the Medical Group, to the State Air Surgeon.

The State Air Surgeon will evaluate the request and notify MDG of the member's medical clearance approval or denial.

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

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 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 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)

5.7. 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](#).