

NATIONWIDE

HUMAN RESOURCES OFFICE
MARYLAND NATIONAL GUARD
219 WEST HOFFMAN STREET
BALTIMORE, MARYLAND 21201-2288
TELEPHONE: (667) 296-3498

POSITION VACANCY ANNOUNCEMENT 24-049a

Open Date: 02 April 2024 Close Date: 02 May 2024

FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION VACANCY

BRANCH OF SERVICE: AIR NATIONAL GUARD (ANG)

POSITION TITLE: CONTRACTING SPECIALIST (X2) POSITIONS

HIGHEST GRADE AUTH PER ANGI 36-101, AGR/MIL TECH GRADE COMPARABILITY TABLE: MSgt/E7

UNIT MANNING DOCUMENT-GUARD GRADE/ POSITION AVAILABLE: MSgt/E7

ORGANIZATION/LOCATION: 175th Force Support Squadron, MDANG, 2701 Eastern Boulevard, Middle River, Maryland 21220-2801

SALARY: Full Military Pay and Allowances, depending on rank and longevity of selectee

WHO MAY APPLY: OPEN TO MEMBERS OF THE MARYLAND AIR NATIONAL GUARD AND THOSE ELIGIBLE FOR MEMBERSHIP

QUALIFICATION/ELIGIBILITY REQUIREMENTS

1. Refer to ANGI 36-101, The Active Guard/Reserve Program, for general eligibility requirements for initial entry into the AGR Program and specific guidelines for utilization, and assignment of currently on-board AGR members.
2. Applicants must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards.
3. Applicant must meet weight requirements at the time of entry into the AGR Program. Any member on the ANG Fitness Improvement Program is ineligible for entry into AGR status.
4. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.
5. Category 1 AGR resources (recruiters, security forces, range, air defense, civil support) are fenced and are not able to move AGR asset.
6. Highly desired that member have completed the appropriate level of PME corresponding to their grade/rank.

BRIEF OF DUTIES AND RESPONSIBILITIES

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. Research 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. 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. 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. 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.

AFSC

AFSC:6C071 Applicants must meet the basic eligibility requirements specified in ANGI 36-101, The Active Guard/Reserve Program and the Air Force Enlisted Classification Directory (AFECD) 30 APR 2023. 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. 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, is appropriation 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. For entry into, award of, and retention within these AFSCs of paragraph 3, members must: Demonstrate the ability to speak distinctly and communicate effectively in writing. 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. 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. 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. Applicants can never be 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.

SPECIAL INFORMATION (IF APPLICABLE)

1. Appropriate military uniform will be worn during duty hours.
2. Existing MDANG promotion policies apply.
3. Initial tours may not exceed 3 years. Follow-on tour lengths may be from 1 to 6 years.
4. Official notification to applicants of selection or non-selection is by letter from the Human Resources Office (HRO).
5. May be authorized PCS IAW the JFTR.
6. Must currently have or be able to obtain **SECRET** clearance.

APPLICATION PROCEDURES / REQUIRED DOCUMENTS (IF APPLICABLE)

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED
APPLICATIONS WILL NOT BE RETURNED!

SUBMIT APPLICATION IN ORDER LISTED BELOW

- NGB Form 34-1 *Application for Active Guard Reserve (AGR) Position*, **DATED 20131111**, Signed, dated and annotated with Vacancy Announcement Number.
- Military Personnel **Report of Individual Person (RIP) Attached, or Virtual MPF Inquiry Will Suffice.**
- AGR Profile Verification Statement (**fourth page of this announcement**).
- Most Recent Air Force Fitness Management System (AFFMSII)
- Letters of Recommendation, Cover Letter, Resume and other attachments are permitted, but are not mandatory.
- All DD214s or NGB 22
- Completed Questionnaire (**below**)

For Positions Advertised to “Current On-Board AGR Applicants Only”:

- Current On-Board AGR** member, you must submit Commander Memorandum of Authorization with your application.

Questionnaire:

Y / N

- Are you currently a Maryland Air National Guard Member? If not, What state?
- Are you currently AGR? If so, what State?
- Are you currently a Technician? If so, what State?
- Are you currently deployed? If so, what location?
- Are you currently on ADOS? If so, with who? & what is the ending date?
- Are you currently in a “fenced” position?

Please provide current telephone number and **Military Email** address (Selection and Non-selection Memos will be sent via **Encrypted Email**):

Email:

Phone:

FORWARD APPLICATIONS AND ATTACHMENTS VIA EMAIL TO: 175.WG.HRO.AGR.PROGRAM.Org@us.af.mil
SUBMIT ONE PDF DOCUMENT TITLED: 24-049a LAST NAME- CONTRACTING SPECIALIST

ALL APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY! NO EXCEPTIONS.
Applications must be received in the HRO office, by 1700 on the closing date. Applications received after the closing date WILL NOT BE CONSIDERED.

**AGR VACANCY APPLICATION
PROFILE VERIFICATION STATEMENT**

NAME

ANNOUNCEMENT #

A. FITNESS PROGRAM TEST VERIFICATION

MEMBER MEETS STANDARDS IN ACCORDANCE WITH AFI 36-2905

YES NO

*Signature/Rank/Title Verifying Official

*Current supervisor, commander, or designated WMP Monitor

B. APTITUDE SCORES

Mech: Admin: Gen: Elect:

**Signature/Rank/Title Verifying Official

**Current supervisor, commander, or Customer Service Representative

C. CURRENT AF Form 422, PHYSICAL PROFILE SERIAL REPORT

P U L H E S X Factor Dated

MEMBER IS IS NOT QUALIFIED FOR WORLD WIDE SERVICE

**Signature/Rank/Title Medical Certifier

ATTACH TO NGB FORM 34-1

APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION