

**MASSACHUSETTS NATIONAL GUARD
FULL-TIME MILITARY TOUR (AGR)
VACANCY ANNOUNCEMENT**

**HUMAN RESOURCES OFFICE
2 RANDOLPH ROAD
HANSCOM AFB, MA 01731-3001**

NUMBER: 104-18-07 (AGR) EXPIRES: 15 FEBRUARY 2018 DATED: 20 NOVEMBER 2017

- 1. ELIGIBILITY:** The following AGR position is available to **all current members of the Massachusetts Air National Guard and all those eligible to enlist in the Massachusetts Air National Guard.** Applications will be accepted at the individual's servicing Military Personnel Flight (MPF) until 2359hrs on the expiration date of this announcement.

Position: CONTRACT SPECIALIST	Location: 104th FW 175 Falcon Drive, Westfield, Massachusetts 01085
Min Grade: SSGT/E-5 Max Grade: MSGT/E-7	AFSC: 6C0X1
Unit POC: SMSgt Kyle Kiepke, 698-1593, Comm: (413) 568-9151 Ext: 698-1593 Email: kyle.d.kiepke.mil@mail.mil	AGR Branch POC: MSgt Heather Dragon DSN: 698-1290 Comm: (413) 568-9151 Ext: 6981290 Email: usaf.ma.104-fw.list.104fw-hroremote@mail.mil
Salary: Full-time Military Pay & Allowances	http://www.thenationsfirst.org/

CONTINGENT UPON THE AVAILABILITY OF FUNDS & RESOURCES

MUST HOLD 6C0X1 AFSC TO APPLY

MUST POSSESS DAIWA CONTRACTING LEVEL 1 CERTIFICATION

2. QUALIFICATIONS:

- a. The intent of the AGR program is to assess AFSC qualified individuals. However, any applicant selected who does not possess the AFSC, must sign an agreement to retrain.
 - (1) If the Airman fails to successfully complete the required formal training IAW AFI 36-2201, Volume 2, *Air Force Training Program-Training Management* and AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)* 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.
- b. Applicants for E-8 positions must have the ability to complete the Senior Noncommissioned Officer Academy **within 36 months of assignment** to apply for an AGR position (If applicable).
- c. Members selected for AGR tours must meet the physical qualifications outlined in AFI 48-123, Medical Examinations and Standards, Attachment 2, Medical Evaluation for Continuation Military Service. Medical examinations must be conducted not more than 24 months prior to entry into AGR duty; an AF Form 895 must be completed if the medical examination is more than 30 days old; an HIV test must be completed within six months prior to the tour start date.
- d. 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.

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- e. To accept an AGR position, applicant may not be eligible for or be receiving an Immediate Federal Retirement Annuity (military or civilian). Individuals receiving or eligible to immediately receive a federal annuity and individuals receiving or eligible to immediately receive a state annuity for service as National Guard technicians are not eligible for entry on any type of AGR tour IAW ANGI 36-101.
- f. To accept an AGR position, an applicant's military grade cannot exceed the maximum military grade authorized on the fulltime manning document for the advertised position. Applicants who are overgrade must indicate in writing a willingness to be administratively reduced in grade if selected to the position.
- g. Applicants, if selected, who are not able to complete 20 years of active federal service prior to reaching mandatory separation, must complete the Statement of Understanding contained in ANGI 36-101, Attachment 3.
- h. An individual must not have been previously separated for cause from active duty or a previous AGR tour.
- i. Military technicians may not convert in-place to AGR status. An incumbent military technician may only change to AGR status in conjunction with selection for a different fulltime position, defined as a fulltime position with a different position number.
- j. Members must remain in the position to which initially assigned for a minimum of 24 months.

3. APPLICATION PROCEDURES:

Applicants must turn in the following:

- (1) NGB Form 34-1 <http://www.thenationsfirst.org/assets/ngb-form-34-1.pdf>
- (2) Current **Individual Records Review List (RIP)** from vMPF
- (3) Most recent **Report of Individual Fitness (with a minimum composite score of 75)** from AFFMS
- (4) **SF 181 – Ethnicity and Race Identification (Mandatory)**
<http://www.thenationsfirst.org/assets/sf-181.pdf>
- (5) **AF FORM 422 (REQUIRED FOR ALL - Verified by MDG within 6 months)**
- (6) **Last three EPRs (If applicable)**
- (7) **CORI documents** <http://thenationsfirst.org/available-positions.html>
- (8) **Copy of the front and back of your driver's license**
- (9) **Pre Employment Reference Check Form** <http://thenationsfirst.org/available-positions.html>
- (10) **Retraining Acknowledgement Document (if do not hold advertised AFSC)**
- (11) **Proof of training and certification - DAIWA Contracting Level I Certification**

Please visit the 104th FW SharePoint, MSG > FSS > Human Resources > AGR Job Documents section to retrieve blank forms

- a. Submit forms to the HRO representative at their servicing Manpower and Personnel Flight (MPF). If you are not currently a member of the 104th Fighter Wing, please scan and email your AGR application to the AGR Branch POC above (usaf.ma.104-fw-hroremote@mail.mil). Applications must arrive to the AGR Branch POC **NO LATER THAN 2359 HOURS ON THE EXPIRATION DATE OF THE BULLETIN**. Any applications that arrive to the AGR Branch POC after 2359 hrs will be returned without action.

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APPLICATIONS SENT DIRECTLY TO THE HRO WILL BE RETURNED WITHOUT ACTION.

- b. MPF will certify that the applicant is/is not eligible in accordance with ANGI 36-101. Non-qualified applicants will be notified as soon as possible after receipt of their application by the HRO. All other applicants will be notified within 30 days after the completion of the selection board.

4. JOB DESCRIPTION:

Performs and administers purchasing and contracting functions for commodities, services, and construction. Uses base contracting automation system (SPS/PD2) to prepare, process, and analyze transactions and products. Utilizes sealed bid and negotiated contracting procedures. Performs as contract specialist for pre-award and post-award functions. Develops acquisition plans, solicitations, price analysis, and market trend analysis to determine availability of product or service. Provides guidance to technical personnel involved in the development of statements of work, performance of work statements, or technical specifications. Determines appropriate acquisition methods (sealed bid or negotiated procedures) based on nature of contract, urgency of need, estimated cost, availability of sources, competition, and applicable acquisition policies, directives, and regulations. Achieves the goals and objects of socioeconomic programs as prescribed by regulatory/statutory requirements. Prepares invitation for bid (IFB) or sealed bidding or request for proposals (RFP) for negotiated acquisitions, ensuring that all required terms, conditions, and special provisions exist. Develops source list of responsible contractors. For small business set-asides, coordinates required action with Small and Disadvantaged Business Utilization Specialist and Small Business Administration to effect expanded competitions. Prepares, synopsis, and issues solicitations in accordance with current laws and regulations. Enforces compliance with contractual requirements and monitors contractor progress in relation to an established schedule. Provides administrative coordination and complete contract management. Provides direct technical and administrative supervision over the work of personnel engaged in acquiring a variety of less complex supplies and services. Performs, administers, and trains contingency contracting functions to include ORE and ORI operations. Performs, administers, and trains Government Purchase Card Program. Perform additional duties as assigned through supervisor direction and or as mission dictates.

EDUCATIONAL QUALIFICATIONS REQUIRED OF ALL APPLICANTS: Individual must meet mandatory military requirements and currently hold AFSC 6C051 (or equivalent MOS) to apply. Must be able to communicate effectively in writing and speak distinctly. Never been convicted by courts- martial or received non-judicial punishment for dereliction in the performance of duties involving contracting activities, or larceny or misappropriation of government funds or property. Individual must have an undergraduate degree from a 4-year course of study with a major in any field of study AND at least 24 semester hours in any combination of the following studies: Accounting, Business, Finance, Law, Contracts, Purchasing, Economics, Industrial Management, Marketing, Quantitative Methods, or Organization and Management. Individual will be required to provide proof of training. Individual must possess a DAIWA Contracting Level I Certification (**provide proof of training and proof of certification**).

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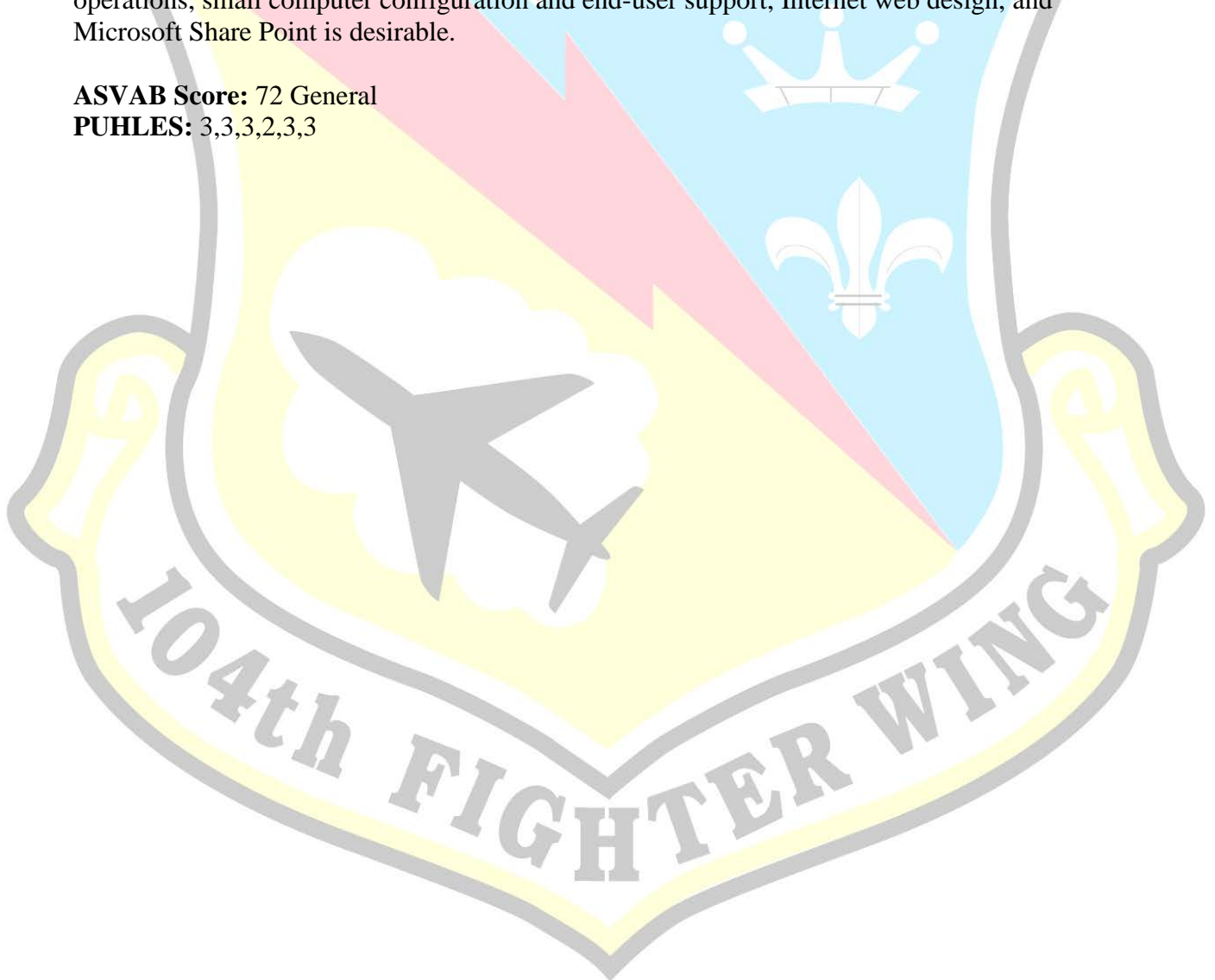
Please check <http://www.thenationsfirst.org/> for updates on job announcements.

TRAINING REQUIRED: Selected individual is required to obtain DAIWA Contracting Level II Certification, and successful completion of CON 234 Contingency Contracting **within the initial AGR order time period or as soon as classes become available.**

GENERAL EXPERIENCE: Technical, analytical, supervisory, or administrative experience which has demonstrated the candidate's ability to analyze problems of organization, workforce, information requirements, etc. and provide systematic solutions; and the ability to deal satisfactorily with others. Experience and working background required in: Standard Procurement System / Procurement Defense Desktop (SPS/PD2), PCF, SAM, WAWF, FEDBIZOPPS, US Bank Access on Line, DEAMS, AFWay, FM Suite, Microsoft Office Suite, and Microsoft Exchange email software. Experience in records management software and operations, small computer configuration and end-user support, Internet web design, and Microsoft Share Point is desirable.

ASVAB Score: 72 General

PUHLES: 3,3,3,2,3,3



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MPCN: 340884557



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