



**DEPARTMENT OF THE AIR FORCE  
MASSACHUSETTS NATIONAL GUARD**

Human Resources Office  
2 Randolph Road  
Hanscom AFB, Massachusetts 01731-3001



**ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT #104-23-006**

**OPEN DATE: 13 October 2022**

**EXPIRATION DATE: 12 November 2022**

**Open To: All members eligible to enlist in Mass ANG, any AFSC.**

<b>Number of Positions:</b>	<b>1</b>
<b>Position Title:</b>	<b>Contract Specialist</b>
<b>Unit/Duty Location:</b>	<b>104th Fighter Wing, Westfield, Massachusetts 01085</b>
<b>Minimum/Maximum Grade Authorized:</b>	<b>SrA/E3-MSgt/E7</b>
<b>Duty AFSC:</b>	<b>6C0X1</b>
<b>Required ASVAB:</b>	<b>G: 72</b>
<b>Security Clearance:</b>	<b>Secret</b>
<b>PULHES:</b>	<b>G, 3, 3, 3, 2, 3, 3</b>
<b>Position POC:</b>	<b>Maj Sarah Sinclair, 413-568-9151 ext. 698-1549 <a href="mailto:sarah.sinclair@us.af.mil">sarah.sinclair@us.af.mil</a></b>
<b>Technician Advertisement Refer to:</b>	<b>N/A</b>

**HRO Remote: 413-568-9151 ext. 698-1290 / 698-2509 // [104FW.HROREMOTE@us.af.mil](mailto:104FW.HROREMOTE@us.af.mil)**

**\*POSITION IS CONTINGENT UPON THE AVAILABILITY OF FUNDS AND RESOURCES\***  
**\*\*MUST PROVIDE PROOF OF COVID VACCINATION BEFORE COMING ON BOARD\*\***

**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

**DUTIES AND RESPONSIBILITIES:**

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. 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.
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.

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.

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.

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## LENGTH OF TOUR

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Initial AGR tour orders are probationary. The probationary period will be a minimum of three years and maximum of six years. Follow-on tour will not exceed six years and will not be extended beyond an enlisted Airman's Expiration Term of Service (ETS) or an Officer's Mandatory Separation date (MSD).

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## SPECIAL REQUIREMENTS

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Any cross-trainee needs to be interviewed by the Regional Chief prior to interview board.

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## MINIMUM QUALIFICATION REQUIREMENTS

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1. Air National Guard, Air Force Reserve or the United States Air Force members who have not achieved a passing Fitness Assessment score are ineligible for entry into the AGR program.
2. Air National Guard members must meet the physical qualifications outlined in AFI 48-123 prior to entry on AGR duty.
3. An applicant on a medical profile may apply for AGR tours as long as meet the aforementioned requirement and subsequently are medically cleared off any DLC/medical profile prior to starting a new AGR tour.
4. Applicants who do not hold the duty AFSC for the advertised position must meet minimum ASVAB requirements.
5. Must meet any Special Requirements as specified in the Position Description.
6. Failure to obtain and maintain a SECRET or TOP SECRET (if applicable) security clearance will result in removal from the AGR program.
7. Selected individual must extend/re-enlist for a period equal to or greater than initial tour end date.
8. IAW ANGI 36-101, paragraph 5.3., to accept an AGR position, an applicant's military grade cannot exceed the maximum military authorized grade for the AGR position. Overgrade enlisted applicant must indicate, in writing, the willingness to be administratively reduced in grade when assigned to the position. Officers may not enter into the AGR program in an overgrade status.
9. IAW ANGI 36-101, paragraph 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.
10. IAW ANGI 36-101, paragraph 5.10, applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD). Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation must complete a Statement of

11. IAW ANGI 36-101, paragraph 6.6.1., members should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard.

12. Entry/retention requirements for AFSCs are outlined in the AFECD/AFOCD.

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## APPLICATION REQUIREMENTS

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1. NGB Form 34-1, signed (<https://www.massnationalguard.org/index.php/careers/available-positions.html>)
2. Current Report of Individual Personnel (RIP): Obtain from Virtual Military Personnel Flight (vMPF); <https://w45.afpc.randolph.af.mil/AFPCSecureNet40/CheckPortal.aspx>)
3. AF Form 422: Must be obtained and verified within 6 months from your Medical Group
4. myFitness Individual Tracker Report: Current, passing within 12 months  
<https://myfss.us.af.mil/USAFCommunity/s/login/?ec=302&startURL=%2FUSAFCommunity%2Fs%2F>)
5. SF 181, Ethnicity and Race Identification (<https://www.massnationalguard.org/index.php/careers/available-positions.html>)
6. Pre-Employment Reference Check Form  
(<https://www.massnationalguard.org/index.php/careers/available-positions.html>); not required for permanent on-board AGRs)
7. Last 3 EPRs (AFPC Secure, PRDA; <https://w45.afpc.randolph.af.mil/AFPCSecureNet40/CheckPortal.aspx>)
8. CORI, signed (not required for current permanent MA ANG AGRs)
9. Copy of driver's license, front and back (not required for current permanent MA ANG AGRs)
10. Retraining Acknowledgement Document (required for applicants who do not hold the AFSC)

- Applications must be submitted by email NLT 2359 on the advertisement expiration date
- Include ONLY the documents listed above
- If submitting application by email, all required documents must be submitted as **one .pdf file (no adobe portfolios please)** to [104fss.agrjobapps.org@us.af.mil](mailto:104fss.agrjobapps.org@us.af.mil)

**\*NOTE: To combine files in one PDF, you must print any secure and/or digitally signed documents to "Microsoft PDF."  
Once printed, you can combine the newly printed PDF files with all other application documents.\***