



## 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 #102-24-15

**OPEN DATE: 2 Jan 2024**

**EXPIRATION DATE: 31 Jan 2024**

**Open To:** All members or those eligible to become members of the Massachusetts Air National Guard holding the 64PX AFSC, or eligible to retrain into the 64PX AFSC.

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|--|------------------------------|
| <b>Number of Positions:</b>              | <b>1</b>                     |
| <b>Position Title:</b>                   | <b>Contracting Officer</b>   |
| <b>Unit/Duty Location:</b>               | <b>102 MSG Otis ANGB, MA</b> |
| <b>Minimum/Maximum Grade Authorized:</b> | <b>2Lt / Capt</b>            |
| <b>Duty AFSC:</b>                        | <b>64P3</b>                  |
| <b>Required ASVAB:</b>                   | <b>N/A</b>                   |
| <b>Security Clearance:</b>               | <b>SECRET</b>                |
| <b>PULHES:</b>                           | <b>N/A</b>                   |

**POC:** Lt Col Beth Crouch, (508) 968-4662, email [bethann.crouch.1@us.af.mil](mailto:bethann.crouch.1@us.af.mil)

**HRO Remote:** Ms. Kimberly Brown (508) 968-4596, email [102.IW.HRO.Org@us.af.mil](mailto:102.IW.HRO.Org@us.af.mil)

**\*POSITION IS CONTINGENT UPON THE AVAILABILITY OF FUNDS AND RESOURCES\***

**\*PCS Authorized\***

#### **SPECIALTY SUMMARY:**

Plans, organizes, manages, and accomplishes contracting functions to provide supplies and services essential to Air Force daily operations and war-fighting mission. Included are accomplishing contracting system processes, formulating contracting policy and procedures, coordinating contracting activities, and directing contracting operations. The contracting system includes effective acquisition planning, solicitation, cost or price analysis, evaluating offers, source selection, contract award, and contract administration. Related DoD Occupational Group: 280400.

#### **DUTIES AND RESPONSIBILITIES:**

Accomplishes contracting processes and functions. Performs acquisition planning to include analyzing purchase requests and technical documents for suitability and determining the proper contracting method and contract type. Prepares and distributes solicitations. Evaluates offers, including cost or price analysis, contractor responsibility and responsiveness to solicitation, and evaluating other selected factors (e.g., quality, contractor management and facilities, delivery, etc.). Selects contract source, assembles contracts, and makes awards. Administers contracts to ensure contract compliance. Negotiates modifications and takes termination actions for convenience of the government or for default.

Coordinates contracting activities. Advises commander and staff on contracting operations, as well as impact of new directives and policy on the contracting system. Coordinates with other functional activities to accomplish advance planning and ensure adequacy and correctness of contracting approach, lead-time, purchase descriptions, specifications, funding, etc. Confers with other government agencies, military departments, and commercial concerns to explain mission requirements, contractual interpretations, and policy, program interpretation. Coordinates with staff agencies to accomplish overall mission.

Formulates contracting policies and procedures. Analyzes contracting system and establishes policies and procedures necessary to improve contracting process and its customer support. Establishes policies based on sound business practices and highest standards of ethical conduct and fiscal responsibility. Develops automated systems essential to enhancing contracting efficiency. Manages military and civilian career development programs to ensure individuals have the opportunity for training, education, and experience needed for mission success and personal advancement.

Plans, organizes, and directs contracting operations. Directs contracting functions and fosters environment where contracting activities and customers form teams dedicated to meeting Air Force requirements. Determines organizational structure, physical facilities, and personnel requirements for accomplishing contracting responsibilities. Directs accomplishment of contracting system functions, ensures contracting system is responsive to mission needs and requirements, and ensures compliance with statutory and regulatory requirements. Develops and implements internal systems and processes, manual and automated, required to accomplish and monitor the contracting mission.

#### **SPECIAL REQUIREMENTS:**

Knowledge. Knowledge is mandatory of contracting process fundamentals, federal acquisition and contracting directives and publications, budgeting and funding procedures, and contract pricing.

Education. For entry education requirements see [Appendix A, 64P CIP Education Matrix](#).

Training. For award of AFSC 64P3, it is mandatory to complete the Mission Ready Contracting Officer (MRCO) course, or SAF/AQC-approved equivalent, and complete the Career Field Education and Training Plan requirements.

Experience. For award of AFSC 64P3, a minimum of 12 months of experience in contracting assignments is mandatory. Also, experience in functions such as determining applicable methods of contracting; developing invitations for bids and requests for proposals; evaluating bids and proposals; and awarding, administering, and terminating contracts

#### **MINIMUM QUALIFICATION REQUIREMENTS:**

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 DAFMAN 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 Understanding contained in Attachment 3 of ANGI 36-101.
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 AFSC are outlined in the AFECD/AFOCD.

**LENGTH OF TOUR:**

Initial AGR tour orders are probationary. The probationary period will be a minimum three 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).

**APPLICATION REQUIREMENTS:**

- ☐ 1. NGB Form 34-1, signed <https://massnationalguard.org/assets/ngb-form-34-1.pdf>
  - ☐ 2. Current Report of Individual Personnel (RIP): Obtain from Virtual Military Personnel Flight (vMPF) – Self-Service Actions
    - ☐ Select “Personal Data”
    - ☐ Select “Record review/Update”
    - ☐ Scroll to bottom on left hand panel click “view/print all pages”
    - ☐ A printer friendly window should pop up to print, if not, right click on page and scroll down to print
  - ☐ 3. Copy of last promotion order (OFFICERS ONLY) may be obtained from PRDA
  - ☐ 4. AF Form 422: Must be obtained and verified by Medical Group within 6 months of submission
    - \*For enlisted members **NOT** part of the MA ANG the AF 422 **MUST** be within 2 years
    - \*For officers **NOT** part of the MA ANG **OR** commissioning opportunity the AF 422 **MUST** be within 1 year and include the following:
      - ☐ Purpose of physical: Commissioning / Officer Transfer / Officer Reappointment
      - ☐ Date of physical exam / PHA / RCPHA
      - ☐ Physical is cleared for Commission / Officer Transfer / Reappointment Statement
  - ☐ 5. MYFSS Fitness Report: Current, passing within 12 months
  - ☐ 6. SF 181, Ethnicity and Race Identification <https://massnationalguard.org/assets/sf-181.pdf>
  - ☐ 7. Pre-Employment Reference Check Form <https://www.massnationalguard.org/assets/pre-employment-reference-check2.pdf> (not required for current permanent MA ANG AGRs)
  - ☐ 8. CORI, signed (not required for current permanent MA ANG AGRs)  
<https://www.massnationalguard.org/assets/cori-request-baker--2016.pdf>
  - ☐ 9. Copy of driver’s license, front and back (not required for current permanent MA ANG AGRs)
  - ☐ 10. Last 3 EPR/OPR **\*A MFR must be submitted for any missing EPR/OPR**
  - ☐ 11. Retraining Acknowledgment Document (required for applicants who do not hold the AFSC – Contact HRO-Remote for template)
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- ☐ Use the Wingman concept to proof read application
  - ☐ All required documents must be submitted electronically as **ONE** .pdf file to Ms. Kimberly E. Brown NLT 2359 on the advertisement expiration date
  - ☐ Include **ONLY** the documents listed above