

Oregon Air National Guard



OREGON MILITARY DEPARTMENT
JOINT FORCE HEADQUARTERS-OR-AC/AGR
P. O. Box 14350
SALEM, OREGON 97309-5047

YOU MAY EMAIL YOUR APPLICATION TO:
JFHQORAC.AGR.OMB@ANG.AF.MIL

NATIONWIDE ACTIVE GUARD/RESERVE (AGR) **POSITION VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: AF13-542

OPEN DATE:
22 Jul 2013

CLOSING DATE:
22 Aug 2013

UNIT/LOCATION:

**142D MISSION SUPPORT GROUP.
142D FIGHTER WING, PORTLAND, OREGON**

POSITION:

**SUPERVISORY CONTRACT SPECIALIST
(Position Contingent on Resource Availability)**

PD #: D13000

MAX MILITARY RANK AT TIME OF HIRE: **SMSGT / E-8**

GRADE/SERIES:

GS-1102-11

NOTES:

UMD Position #: 0837524
-PROMOTION TO THE HIGHEST GRADE MAY NOT BE SUPPORTED BY THE UNITS MANNING AUTHORIZATIONS.
-PROMOTION TO THE GRADES OF O-4, O-5, E-8, E-9 ARE CONTINGENT ON THE AVAILABILITY OF A CONTROL GRADE.

AFSC / MINIMUM ASVAB SCORE REQUIRED: **6C091 / Gen = 72**

(Applicants without the 6C0x1 AFSC, must be eligible to cross-train to qualify)

*For additional information about ASVAB scores,
reference the "Additional Information" section in this announcement.*

WHO MAY APPLY FOR THIS POSITION:

THIS ANNOUNCEMENT IS OPEN TO ALL CURRENT MEMBERS OF THE OREGON AIR NATIONAL GUARD AND
THOSE ELIGIBLE FOR MEMBERSHIP IN THE OREGON AIR NATIONAL GUARD

AREA OF CONSIDERATION:

FIRST AREA: CURRENT PERMANENT FULL-TIME SUPPORT PERSONNEL OF THE OREGON AIR NATIONAL GUARD

SECOND AREA: CURRENT TRADITIONAL MEMBERS OF THE OREGON AIR NATIONAL GUARD

THIRD AREA: THOSE ELIGIBLE FOR MEMBERSHIP IN THE OREGON AIR NATIONAL GUARD

FOR MORE INFORMATION ABOUT THIS POSITION OR THE UNIT OF ASSIGNMENT, PLEASE CALL:

Shop/Section POC: CMSgt Loren Bradd, 503-335-4492, DSN-638-4492

UNIT HR LIAISON: TSGT AARON JONES, 503-335-4029, DSN-638-4029

DESCRIPTION OF DUTIES

This position is located in the ANG Base Contracting Office which performs a variety of contracting functions for base and tenant activities. Its purpose is to; (a) serve as chief of the branch, directly supervising personnel engaged in procuring various supplies, services and construction, and (b) contract for a variety of nonrecurring technical and complex acquisitions which frequently require special handling, revisions and/or other specialized terms through sealed bid and negotiated contracting procedures with some contracts covering more than one year.

-- Serves as a contract officer responsible for pre-award and post-award functions for a variety of services, supply, construction and architectural-engineering (A-E) contracts. Utilizing sealed bid and negotiated contracting procedures,

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******* PLEASE READ THIS ANNOUNCEMENT COMPLETELY *******

acquires a variety of nonrecurring technical and complex supply and service requirements. This involves acquisition of specialized services and a variety of mission essential supply contracts which are complicated by urgent delivery requirements and which require specialized terms and conditions. Contracts for a variety of complex A-E and construction projects ranging from minor remodeling to major rehabilitation, new construction, building maintenance and paving. Such projects range up to and in excess of \$100,000 depending on the incumbent's contract authority.

-- Establishes project objectives and timeframes. Develops acquisition plans, solicitations, price analysis and market trend analysis to determine availability of product or service. Monitors industry factors such as strikes, shortage and inflation. Identifies new sources as required. Reviews industry publications and meets with industry representatives to acquire or exchange information on a continuing basis.

-- Provides guidance to technical personnel involved in the development of statements of work, performance of work statements, or technical specifications. Reviews requirements and recommends revisions.

-- 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 objectives of socio-economic programs as prescribed by regulatory/statutory requirements.

-- Prepares invitation for bid (IFB) for sealed bidding or request for proposals (RFP) for negotiated acquisitions, ensuring that all required terms, conditions, special provisions, item descriptions and regulatory/statutory requirements are included. Identifies potential sources and publicizes proposed requirements. Arranges and conducts pre-bid, pre-negotiation meetings and on-site visits with contractor representatives, civil engineers, customers and other interested parties.

-- 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 competition.

-- Prepares, synopsisizes, and issues solicitation in accordance with current laws and regulations. Reviews the returned bid offers for compliance, evaluates offers, selects contractor and awards contract. Ensures fund obligations are sufficient, and prepares legal review packages and forwards to appropriate office.

-- Enforces compliance with contractual requirements and monitors contractor progress in relation to an established schedule. Recommends appropriate progress payments to contractors and withholdings from these payments as necessary. Conducts labor surveys and investigations, checks payrolls for compliance with applicable wage rates, monitors insurance certificates and initiates related correspondence.

-- Provides administrative coordination and complete contract management. Serves as a centralized clearing point for all matters affecting the contract including changes, invoices, payments, fund obligations and adjustments, claims disputes, terminations, travel allowances, quality and performance. Negotiates with the contractor to resolve problems concerning obligations of both parties and pursues through appropriate channels that contracts be terminated for default or for convenience of the government and effects termination when appropriate. Issues suspension of work or stop work orders as necessary and negotiates equitable claim settlements between the government and the contractor. Analyzes data provided by the "Government Project Engineer and Inspector" to determine appropriate contractual actions. Negotiates changes of all magnitudes, including any necessary negotiations for additional work. This includes obtaining technical analysis of proposals and pricing coordination, conducting negotiations, and preparing price negotiation memorandum to support cost increases and/or decreases.

-- Provides direct technical and administrative supervision over the work of personnel engaged in acquiring a variety of less complex supplies and services primarily through competitive bid procedures. Such work requires in excess of 25% of the incumbent's time. Interviews and makes selections to fill vacancies. Orients new employees, explains job requirements, and prepares employee performance standards. Provides technical advice, instructions, and answers to technical questions posed by subordinates. Provides training and cross training to ensure continuity of operations. Plans work schedules on a weekly or project basis to assure an even flow and distribution of work. Reassigns personnel to accomplish abnormal workloads. Reviews work in progress, upon completion, or on a spot-check basis. Grants leave, rates employee performance, initiates action to commend or discipline subordinates and performs other administrative functions as required. Resolves complaints of employees that are within his/her jurisdiction, contacting higher levels of supervision or other organizations, as appropriate, for information and counseling purposes.

-- Performs other duties as assigned.

ELIGIBILITY REQUIREMENTS FOR ENTRY INTO THE AGR PROGRAM

- Must be a member or eligible to become a member of the Oregon 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

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Document (UMD) for the position.

- Member must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards, Attachment 2 before being placed on an AGR tour.
- Member must have retainability 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 AFI 36-2905, Fitness Program to be eligible for entry into the AGR program.
- Member must meet all eligibility criteria in ANGI 36-101, The Active Guard/Reserve Program.
- Member must hold the required AFSC or be eligible for retraining to the required AFSC and meet all eligibility criteria in AFMAN 36-2108/2105.

ADDITIONAL INFORMATION

- AGR members will participate with their unit of assignment during Unit Training Assemblies (UTAs).
- AGR tour lengths in the State of Oregon are governed by TAG-OR Command Policy Memorandum 127.
- Initial tours will not exceed 6 years. Follow-on tours will be from 1 to 6 years.
- 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 AFMAN 36-2108 Attachment 39, contact your servicing MPF. You have the option to retake the test, however; 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

AGR APPLICATIONS

Current AGR members or those who desire to become AGR, must submit the following:

- NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, **dated November 2010**. Announcement number and position title must be annotated on the form. Download the current form version from; http://www.ngbpdcc.ngb.army.mil/forms/ngbf34_1.htm
- Current Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (VMPF). Select 'Record Review', and then 'Print/View All Pages'. Documents must show your ASVAB scores.
- Copy of current passing physical fitness assessment. (from AF Portal)
- Have completed at least 24 semester credit hours (or the equivalent) of study from an accredited institution of higher education in any of the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.**
- **NOTE** Applicants are required to submit a copy of their college transcripts with their application in order to be considered.**

ORANG - 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 to change status through their current chain of command and forward to the Joint Forces Headquarters Office, AGR Section.
- The AGR Manager will evaluate the request against The Adjutant Generals state policy (CPM 131) to ensure compliance.
- The Adjutant General is the final approving authority.

Current Technicians who wish to remain in Technician status must submit the following:

- Optional Form 612, Application for Federal Employment
- Or a Standard Form 171/172
- And a Copy of current passing physical fitness assessment
- And detailed Resume

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- ❑ And a list of references

TECHNICIAN APPLICATIONS WILL BE EVALUATED ON THE FOLLOWING EXPERIENCE:

General Experience – Your resume or OF 612 must describe your experience which directly relates to the position being advertised and must be substantiated with your months of experience under your job history.

Specialized Experience for Technicians – Within your resume and/or OF612 please identify how you have gained specialized experience for this position. Applicants applying at the **GS-11** level must have **36 months** experience in positions which demonstrate the required Specialized Experience.

READ THIS SECTION COMPLETELY!!

IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION

- ❑ Applicant must type or print in legible dark ink, **SIGN AND DATE** the application, or use **DIGITAL SIGNATURE** on the new form versions
- ❑ Include the announcement number and position title on your application.
- ❑ ALL APPLICANTS Must FULLY complete SECTION IV - PERSONAL BACKGROUND QUESTIONNAIRE of the NGB FORM 34-1. Any "YES" answers to the questions (except 9 & 10) require a separate sheet fully explaining the "YES" response. A current passing Fit Test will suffice for a "YES" response to question 17. FAILURE to provide this documentation will result in the application not being processed.
- ❑ **E-Mail is the preferred method of application receipt.**
- ❑ **Limit file size to less than 3MB (1MB or less is ideal)**
- ❑ You may paper clip your application. **Do not** staple, bind, tab, or use document protectors.
- ❑ Submit only single sided copies of all application documents submitted.
- ❑ Do not fax applications.
- ❑ Applications mailed in government envelopes will not be accepted.
- ❑ When mailing your application it is recommended that you obtain a delivery confirmation receipt showing the date your application was mailed.
- ❑ Applications will be accepted until 1630 of the announcement closing date.

E-MAIL APPLICATIONS TO: jfhqorac.agr.omb@ang.af.mil (preferred method)

**Place the Announcement Number and Last Name ONLY in the E-Mail Subject Line.
(Example: AF13-5xx – Doe)**

Applications can also be mailed to:

The Oregon Military Department
JFHQ-OR-AC / AGR
P.O. Box 14350 / 1776 Militia Way
Salem, Oregon 97309-5047

All applications (E-Mail or US Mail) must be received or post marked by the announcement closing date.

*THE OREGON AIR NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER
SEEKING THE MOST HIGHLY QUALIFIED APPLICANTS*

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