

Oregon Air National Guard



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

<http://www.orport.ang.af.mil>

NATIONWIDE ACTIVE GUARD/RESERVE (AGR) POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: AF08-517B

OPEN DATE:
15 Feb 08

CLOSING DATE:
Open Until Filled

UNIT/LOCATION:

173D FIGHTER WING, KLAMATH FALLS, OREGON

POSITION:

CONTRACT SPECIALIST

Amended to change Certification Requirement.

PD #: 80276 **MAX MILITARY RANK AT TIME OF HIRE:** MSgt / E-7

PROMOTIONAL POTENTIAL BASED ON CIVILIAN GRADE COMPARABILITY (Ref. ANGI 36-101): CMSgt / E-9

GRADE/SERIES: **NOTES:** PROMOTION TO THE HIGHEST GRADE MAY NOT BE SUPPORTED BY THE UNITS MANNING AUTHORIZATIONS,
GS-1102-09 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: 6C0X1 / GENERAL = 72

For additional information about ASVAB scores,
reference the "Additional Information" section in this announcement and AFMAN 36-2108.

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: ALL 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: SMSGT JERRY FULS, 541-885-6495, DSN 830-6495

UNIT HR LIAISON: MSGT AXBERG, 541-885-6580, DSN 830-6580

DESCRIPTION OF DUTIES

Provides direct support for all 173 FW procurement actions and serves as subject matter expert on procurement issues. Responsible for central procurement and contracting support for the 173 FW in the area of supplies, services, automated data processing (ADP) equipment, small purchases, A-76 and environmental support programs.

1. Manages, performs, and administers contracting functions for commodities, services, and construction using simplified acquisition procedures, negotiation, and other approved methods. Uses automated systems to prepare, process, and analyze transactions and products. Acts as business advisor, buyer, negotiator, and contract administrator for wing leadership.
2. Advises government and contractor personnel on contracting related issues. Obtains data on marketing trends, supply sources, and trade information. Prepares memoranda, determinations and findings, justifications, and approvals. Documents contracting files. Prepares documents, processes transactions, and maintains files applicable to automated contracting systems and other electronic methods. Analyzes statistical data pertinent to contracting functions. Ensures contractors comply with bonding, insurance, and tax requirements as applicable. Supports studies pursuant to competitive sourcing.
3. Performs market research. Reviews requirements to include descriptions, government furnished property, availability of funds, justifications for sole source, brand name purchasing, and delivery requirements. Reviews proposed documents to ensure contractual

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correctness and compliance with regulations, directives, laws, statutes, and contracting policies. Reviews government estimates. Determines appropriate contracting methods and contract types. Maximizes use of commercial items and practices. Interprets and explains government procedures and regulations.

4. Determines applicability of contract clauses and special provisions. Prepares solicitations for commodities, services, and construction requirements. Ensures solicitations are publicly advertised as appropriate. Reviews and evaluates cost/pricing data/information. Analyzes and reviews award actions. Obtains and evaluates past performance information. Determines contractor responsibility. Evaluates responsiveness of bids and offers. Prepares negotiations. Prepares bid abstracts. Prepares solicitation amendments and cancellations. Reviews and evaluates bids or offers. Recommends contract award.

5. Conducts site visits to determine adequacy of contractor compliance and customer satisfaction. Interviews contractor employees to determine labor law compliance. Trains and monitors COR personnel. Assesses contractor compliance and determines appropriate actions. Resolves claims, disputes, and appeals. Prepares contract terminations and administers termination settlements.

6. Evaluates methods and procedures used in purchasing commodities, services, and construction. Ensures contractors' adherence to delivery schedules and prices. Prepares and presents evaluation in the form of correspondence and briefings.

7. In cases of disputes concerning deliverables or contract terms, researches to determine intent of contract language. Researches pre-award and negotiation documentation and contract language. Prepares position documentation as to contract terms.

8. Assists in conducting local implementation of government-wide socioeconomic programs such as small business, minorities, and women owned business for all acquisitions assigned. Continually monitors contractor's status as to acceptability in these programs.

APPLICATIONS WILL BE EVALUATED BASED ON THE FOLLOWING EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES (KSAS):

Qualifications Needed:

Education: - Completion of 24 semester hours in business related subjects, such as accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management or possession of a bachelor degree.

QUALIFICATIONS REQUIRED of Technicians:

General Experience – Experience which has provided some familiarity with medical care and a basic knowledge of procedures and equipment used in providing support services to medical or health personnel. Must have a knowledge of administrative methods and procedures used in providing support services.

Specialized Experience for Technicians - Applicants must have **12 months** specialized experience or equivalent in positions which demonstrates possession of the following knowledge, skills, and abilities (KSAs):

1. Knowledge of negotiating and awarding contracts, contract modifications, and/or subcontracts.
2. Ability to administer the terms and conditions of contracts, including preparing contract modifications, evaluation of performance under the contract, and contract termination.
3. Ability to analyze proposed prices or costs, including such aspects as evaluating technical and audit reports, forecasting price trends, evaluating economics factors, estimating production efficiencies, and evaluating methods of allocating costs through various types of overhead and general administrative expense.
4. Knowledge to formulate policies and procedures for the acquisition of goods or services, to participate in procurement management reviews, and contract clearance, or developing positions on claims and protests related to contracts.

In addressing each KSA you should describe accurately and completely the tasks, activities, education, and experience that demonstrate your possession of the KSAs listed above. Also, give the percentage of time or number of months you performed the KSA. Include all military experience (Active duty and Reserve Component), qualifications or training in AFSC or MOS related to the position. Active military and National Guard experience is important when evaluating applications for Excepted Service positions. Be specific as to the AFSC(s) you possess and months experience performing duties in it. Mere possession of an AFSC is not necessarily qualifying experience, months of actual experience is the qualifying factor. A combination of education and experience is authorized as noted in substitution of education for experience. Take your time and prepare a proper application.

Substitution of Education for Specialized Experience: High school graduate or the equivalent may be substituted for three months of specialized experience. Education in schools above the high school level may be substituted for experience on the basis of one academic year of study (i.e., 36 weeks of substantially full-time study or 30 semester hours, or the equivalent) for 12 months of the required experience. Please specify if you are substituting education for experience and identify the curriculum or courses you are using for substitution.

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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 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 ANGI 10-248, Air National Guard 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

Current AGR members and those who wish to become an AGR must submit the following:

- NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position. Announcement number and position title must be annotated on this form.
- 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 physical fitness assessment.

Applicants from out of state and members transferring from another branch of service must also submit the following:

- SF507, Addendum to Medical History, (CURRENT within 12 months)
- AF Form 422, Physical Profile Serial Report (CURRENT within 12 months)
- SF600, Preventive Health Assessment (PHA) to include current Blood Pressure, Height, and Weight.

AGR applicants are not required to answer the Knowledge, Skills, and Abilities (KSAs).

For 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 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 detailed Resume or Standard Form 171/172.

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- ❑ Technicians must answer the Knowledge, Skills, and Abilities (KSAs) and explain their experience in relation to the KSAs.
- ❑ Copy of current physical fitness assessment.

IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION

- Applicants must type or print in legible dark ink, SIGN AND DATE each application.
- Be sure to include the announcement number and position title on your application.
- You may staple your application. Do not 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.

MAIL APPLICATIONS TO:

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

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

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