

HAWAII AIR NATIONAL GUARD

ACTIVE GUARD RESERVE FULL TIME Job ANNOUNCEMENT

Application Opening Date:

21 DEC 2018

Application Closing Date:

14 JAN 2019

Position Number

FY 19-012

Duty Position:

**CONTRACTING
SUPERINTENDENT**

Grade Min. / Max.:

MSgt (E7) / SMSgt (E8)

Duty AFSC:

6C071

Duty Location:

154th MSG
360 Mamala Bay
JBPHH, HI 96853

Selecting Official: Colonel Joyce A. Merl

Point of Contact: MSgt Shane Gaines

Comm: 808-672-1235

Who May Apply: **1st Area of Consideration: Open to on-board technician within the (154 MSG) Hawaii Air National Guard that has a duty AFSC 6C071.**

2nd Area of Consideration: Open to military members within the Hawaii Air National Guard that has a duty AFSC 6C071.

3rd Area of Consideration: Open to Air Force military members located in the State of Hawaii that has a duty AFSC 6C071.

4th Area of Consideration: Open Nationwide to Air Force military members that has a duty AFSC 6C071 and must be able to become a member of the Hawaii Air National Guard.

Qualifications, Duties and Responsibilities:

Classification Directory AFECD & AFOCD - (accessed from a .mil computer)

<https://mypers.af.mil/app/categories/c/1363/p/13>

1. 1. Specialty Summary. Manages, performs, and administers contracting functions for commodities, services, and construction using simplified acquisition procedures, negotiation, and other approved methods. Uses automated contracting systems to prepare, process, and analyze transactions and products. Acts as business advisor, buyer, negotiator, administrator, and contracting officer. Supports all functions of contingency operations. Related DoD Occupational Subgroup: 155100.

2. Duties and Responsibilities:

2.1. 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.

2.2. 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 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.

2.3. Determines applicability of contract clauses and special provisions. Prepares solicitations, solicits proposals for commodities, services, and construction requirements. Ensures solicitations are publicly advertised as appropriate.

Reviews and evaluates cost and pricing data/information. Analyzes and reviews award actions. Obtains and evaluates past performance information. Determines contractor responsibility. Evaluates responsiveness of bids and offers. Prepares and conducts negotiations. Prepares bid abstracts. Amends and cancels solicitations. Rejects bids. Reviews and evaluates bids or offers. Recommends contract award. Mediates protests.

2.4. 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. Assesses contractor compliance and determines appropriate actions. Resolves claims, disputes, and appeals. Terminates contracts and administers termination settlements.

2.5. Provides contingency contracting support at stateside or deployed locations in support of joint U. S. and allied forces. Develops and manages contingency contracting program plans.

2.6. 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. Participates in the unit self- inspection program.

3. Specialty Qualifications:

3.1. Knowledge. Knowledge is mandatory of: pricing techniques, market trends, supply sources, US or foreign commercial practices and marketing factors contributing to prices of items, equipment, materials or services. Knowledge is mandatory of basic computer applications, audit procedures, policies, laws, and directives governing purchasing and contingency contracting policies and procedures.

3.2. Education. For entry into this specialty, 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 is desirable, or possession of a baccalaureate degree.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. 6C031. Completion of the apprentice contracting specialist course.

3.3.2. 6C071. Achievement of Level I Certification in contracting under the Acquisition Professional Development Program and completion of Defense Acquisition University (DAU) Contingency Contracting Course (CON 234).

3.4. Experience. The following experience is mandatory for award of the AFSC indicated:

3.4.1. 6C051. Qualification in and possession of AFSC 6C031. Also, experience in functions such as assisting and performing duties involved in simplified acquisition procedures, negotiations, and other approved methods.

3.4.2. 6C071. Qualification in and possession of AFSC 6C051. Also, experience in contracting for commodities, services, construction, and contract administration. Ability to perform Contingency Contracting Officer (CCO) duties.

3.4.3. 6C091. Qualification in and possession of AFSC 6C071.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Ability to communicate effectively in writing.

3.5.1.2. See attachment 4 for additional entry requirements.

3.5.2. For entry, award, and retention of these AFSCs:

3.5.2.1. Ability to speak distinctly.

3.5.2.2. Never been convicted by court-martial or never have received nonjudicial punishment for dereliction in the performance of duties involving contracting activities, larceny, misappropriation of government funds or property or financial irresponsibility.

3.5.2.3. No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of misconduct or engaging in falsification of legal documents or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates and peers, leadership or customers.

3.5.2.4. Never been convicted by a civilian court of a Category 1, 2, or 3 offense, nor exceeded the accepted number of Category 4 offenses. Category 3 and 4 traffic offenses alone are not disqualifying. NOTE: Categories of offenses are described and listed in AFI 36-2002, Regular Air Force and Special Category Accessions, Uniform Guide List of Typical Offenses.

3.5.3. For award and retention of these AFSCs, must maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301, Computer Security.

Additional Duties and Responsibilities:

SORTS Monitor

UDM

FAILURE TO SUBMIT REQUIRED DOCUMENTS WILL RESULT IN THE APPLICATION BEING RETURNED WITHOUT ACTION.

REQUIRED DOCUMENTS:

1. NGB Form 34-1, dated November 2013, Signed, dated and annotated with job number and title.
***YOU MUST USE THE FOLLOWING LINK TO OBTAIN THE CORRECT VERSION OF NGB FORM**

34-1: <http://www.ngbpdcc.ngb.army.mil/forms/Adobe/ngbf34-1.pdf>

*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 being returned without action. **** Application must be signed ****

2. Current & complete Report on Individual Personnel (RIP) printout from virtualMPF
3. Most recent copy of current passing fitness assessment

Forward application and attachments to:

Inquiries Call: (808) 672-1235

Applications are required to emailed to: NG.HI.HIARNG.MBX.NGHI-HRO-AGR@mail.mil

Applications must submit through a DOD government computer and any applications received after 24:00 of close date are returned without action.

NOTE: Due to software constraints, we only accept applications in the following formats by email: MS Word (.docx) or other MS Office products (Outlook file, Excel, PowerPoint) Adobe File (.pdf) Rich Text File (.rtf) Text File (.txt) Tagged Image File

Format (.tif or .tiff) Graphics Interchange Format (.gif) Joint Photographic Expert Group Image (.jpg or .jpeg) and PureEdge Forms

Equal Opportunity/ Basic Eligibility Requirements:

- Application screening will be made without regard to race, religion, color, gender, or national origin.
- Applicants are subject, but not required, to a personal interview, before a military board upon notification of time and place. Necessary travel will be at the expense of the individual. Inquiries concerning specific aspects of the duty position should be directed to the Selecting Official.
- Selection will be made from those applicants determined best qualified in terms of experience, training and demonstrated performance ability.
- All interested members may apply by submitting a completed NGB Form 34-1 and a recent RIP, which can be obtained from the virtual MPF. Due to manning restrictions, positions will not be filled if funding/resource are not available.
- Pregnant females are eligible to apply for AGR tours. Individuals selected for AGR tours must meet all applicable medical and physical requirements in accordance with AFI 48-123 prior to entering or initiating the tour. If selected, they cannot be appointed and entered on active duty until the pregnancy period has expired.
- Must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. Must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and HIV test must be completed not more than six months prior to the start date of the AGR tour. The State Air Surgeon will review all medical examinations and determine if a member is physically qualified to enter on AGR duty.
- Grade inversion is detrimental to the military nature of the ANG and is not authorized.
- 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. Any member in the Fitness Improvement Program (FIP) is ineligible for entry into any type of AGR tour program.
- Should be able to complete 20 years of total active federal military service (TAFMS) prior to reaching mandatory separation - - 28 years commissioned service date for officers; age 60 for enlisted members. Waiver authority of this requirement is The Adjutant General. 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. The HING, HRO AGR Branch will maintain the completed and signed Statement of Understanding.
- Must not have been separated "for cause" from active duty or a previous Reserve Component AGR tour.