

## HAWAII AIR NATIONAL GUARD

### \*\* ACTIVE GUARD RESERVE FULL TIME Job ANNOUNCEMENT\*\*

**Application Opening Date:**

4 June 20

**Application Closing Date:**

19 June 20

**Position Number**

FY 20-089

**Duty Position:**

**Contracting  
Maintenance Craftsman**

**Grade Min. / Max.:**

**E4 (SrA)- E5 (SSGT)**

**Duty AFSC:**

**6C0X1**

**Duty Location:**

154th Mission Support Group  
91-117 Enterprise Ave.  
Kapolei, HI 96707

**Selecting Official:** Col Robin L Tibaduiza

**Point of Contact:** SMSgt Shane Gaines

**Comm:** 808-672-1235

**Who May Apply:**

Members of the HIANG currently holding AFSC of 6C051

**Qualifications, 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.

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

**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.
  - a. **\*YOU MUST USE THE FOLLOWING LINK TO OBTAIN THE CORRECT VERSION OF NGB FORM 34-1:**  
<https://www.ngbpd.cba.army.mil/Portals/27/forms/ngb%20forms/ngb34-1.pdf?ver=2018-09-28-105133-833>
  - b. \*ALL APPLICANTS Must FULLY complete SECTION IV - PERSONAL BACKGROUND QUESTIONNAIRE of the NGB
  - c. 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.
  - d. **\*\* Application must be signed \*\***
2. Current & complete Report on Individual Personnel (RIP) printout from virtual MPF
3. Most recent copy of current passing fitness assessment
4. SF 50 for technicians.
5. If member is not career status, member must provide a letter from their Wing/GSU commander authorizing them to bring their resource if the position is advertise Dual with a Technician resource.
6. Additional Documents Recommended, but NOT REQUIRED: Last 2 OPRs/EPRs, RESUME, Letter of Recommendations.
7. Applicants who are in a higher grade than the grade for this advertisement must provide a statement of understanding with the application stating you are willing to be voluntarily demoted without prejudice if selected, IAW AFI 36-2502, Paragraph 11.1.2.4.1.1.1.
  - a. If selected for this vacancy, voluntary demotion action must take place prior to being assessed to the AGR program or moved into the position

**\*\*ALL APPLICATIONS MUST BE SENT AS ONE PDF FILE\*\***

NOTE: There is a known issue that digital signatures are being removed from the NGB Form 34-1 once combined as one PDF. To avoid this, once you sign and save the NGB Form 34-1, go to Print, then select "Microsoft Print to PDF". Click Print. Use this copy of the form to combine into the required documents and send to HRO. Always verify the signature is present before you sent to HRO.

Forward application and attachments to:

Inquiries Call: (808) 672-1235

**Applications are required to emailed to:** [ng.hi.hiarnng.mbx.nghi-hro-agr1@mail.mil](mailto:ng.hi.hiarnng.mbx.nghi-hro-agr1@mail.mil)

***Applications must submit through AMRDEC or a DOD government computer and any applications received after 24:00 of close date are returned without action. There is a known issue to sending encrypted messages to this inbox please send an email requesting encryption and you will receive a response you will then be able to send encrypted messages to the email.***

## **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 or Commander approval.
- 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.