

# Oregon Air National Guard



**OREGON MILITARY DEPARTMENT**  
NGOR-AC/AGR  
P. O. Box 14350  
SALEM, OREGON 97309-5047

YOU MAY EMAIL YOUR APPLICATION TO:  
[142.WG.JFHQ-OR-AC-AGR.Org@us.af.mil](mailto:142.WG.JFHQ-OR-AC-AGR.Org@us.af.mil)

VIEW ALL CURRENT AIR AGR JOB ANNOUNCEMENTS AT:  
<http://www.142fw.ang.af.mil/Resources/Careers/>

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

**ANNOUNCEMENT NUMBER: AF22-645** **OPEN DATE:** 23 August 2022 **CLOSING DATE:** 23 September 2022

UNIT/LOCATION:

**173D MISSION SUPPORT GROUP**  
**173RD FIGHTER WING, KLAMATH FALLS, OREGON**

POSITION:

**CONTRACTING OFFICER**  
(Vacancy and grade contingent on resource availability)

PD #: D2385

**POSITION GRADE: MAJOR**

MAX MILITARY RANK AT TIME OF APPLICATION AND HIRE: MAJOR\*

GRADE/SERIES:

MIN MILITARY RANK AT TIME OF APPLICATION AND HIRE: 2LT

GS-1102-12

**NOTES:**

-PROMOTION TO THE HIGHEST GRADE MAY NOT BE SUPPORTED BY THE UNITS MANNING AUTHORIZATIONS

UMD Position #:

0088381534

- PROJECTED START DATE: TBD

**POSITION AFSC: 064P3\*\***

**\*\*This is a cross-training-opportunity;**

**This is a commissioning opportunity**

**Must meet DAWIA CONTRACTING (Professional) certification requirements and pass a Contracting Officer's Review Board (CORB) and hold a warrant.**

**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

**AREAS 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:**

SECTION/SHOP SUPERVISOR: COLONEL WILLIAM WILKINSON 541-885-6357/DSN 830-6357

HR LIAISON: SMSGT AIMEE WHALING/MEGHAN McMACKIN, 541-885-6580 / DSN 830-6580

**APPLICATIONS MUST BE SUBMITTED IN ACCORDANCE WITH INSTRUCTIONS ON THIS ANNOUNCEMENT.**

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

## DESCRIPTION OF DUTIES

This position is located in the ANG Base Contracting Office. This is a National Guard Dual Status Technician position requiring military membership, compatible military skill assignment, and classification. The primary purpose of this position is to serve as a lead contract specialist. This position requires the incumbent to serve a Contracting Officer and hold a warrant. This position provides sound business advice in the planning and execution of pre-award and post-award functions, using a wide range of common contracting methods and contract types, to assist in the procurement of standard or specialized services, commodities, and/or construction within an operational contracting office.

### MAJOR DUTIES:

1. Plans the overall approach to meet contracting program objectives for procuring a wide variety of requirements. Performs market research/analysis to determine availability of the requirement; analyzes market trends, commercial practices, conditions and technological advances and determines the sources to be solicited. Determines appropriate method of procurement using a wide range of contracting methods and contract types. Selects appropriate contracting approaches, techniques, and procedures to solve a variety of acquisition problems. Analyzes contracting issues and recommends best course of action. Performs acquisition planning along with the program manager/customer, technical, legal, finance and contract pricing personnel to develop market research, acquisition strategy, milestones, evaluation/source selection criteria, and/or incentive or award fee provisions, as applicable. Exercises latitude in dealing with problems arising during the pre-award phase of the procurement action. Plans and carries out the work, selecting the approaches and techniques to be used, and determines actions to be taken on assigned contracts. Uses judgment in interpreting guidelines, in adapting procurement procedures to specific situations and in recommending solutions to problems encountered. Provides business advice and assistance to technical personnel involved in the development of the performance work statement/statement of work or data requirements. Reviews requisition packages for adequacy and compliance with administrative, regulatory, and procedural requirements and consistency with current market practices and conditions. Reviews procurement requests to determine whether, based on market analysis, the requirement can be performed by small businesses; actively solicits Small Businesses and a wide range of socioeconomic groups. If appropriate, initiates action to have all or part of a procurement set-aside exclusively for small business/socioeconomic performance. Prepares applicable determinations and findings. Assists with the development of evaluation criteria to use in determining source selection and "best value" requests for proposals which include utilization of past performance data and technical qualifications for awards based on other than lowest price. Procurements usually involve a variety of considerations such as socioeconomic, market conditions and strategy, difficult-to-define scopes of work, legal conditions, rigid deadlines, or incentive arrangements. Resolves problems that limit competition and modifies clauses that discourage potential offerors. Conducts pre-proposal/pre-bid conferences and modifies requirements as necessary. Serves as the point of contact for assigned procurements. (30%)
2. Procures a wide variety of services, commodities, and/or construction. Applies all statutory requirements including regulations, policies, procedures, business and industry practices, market trends, Government Accountability Office (GAO) and Comptroller General Decisions, public law, case law, and precedents to all acquisitions. Contracts assigned may contain a variety of unique attributes such as special handling provisions or other specialized terms and conditions, unfavorable market conditions, and limited competition or sole source requirements. Ensures the price schedule is properly structured, prepares the solicitation, determines sources to be solicited, issues solicitations and amendments, and determines the acceptability of offers based on an analysis of financial and technical information gained. Obtains and reviews subcontracting plans as required. Recommends the competitive range. Conducts any necessary conferences to discuss proposals received; performs price or cost analysis; plans and conducts negotiations on price, technical requirements, terms and conditions of the contract. Determines need for final proposal revisions. Recommends award. Prepares final contract to include appropriate standard clauses and special provisions, final pricing and payment terms, and incentives. Documents reason for decision and justifies basis for award. Prepares the unit's response to any protests, as required, fully documenting and defending the Government's position. Takes any necessary corrective action resulting from a protest. Enters all contractual information into a contract writing system software database. (30%)
3. Executes post-award contract performance management actions on assigned contracts. Monitors and evaluates contractor performance for compliance with terms and conditions of contracts and ensures timely submission of technical progress reports and performance metrics. Makes field site visits to detect and/or correct labor standards violations, takes appropriate action to expedite delivery or performance when required by mission changes, monitors the contractors' use of government-furnished property inventories, and issues change orders as necessary. Obtains additional funds or de-obligates funds, as required. Negotiates and prepares contract modifications caused by changes in technical requirements, in quantities, ordering unpriced options, and similar issues. Creates modifications for corrective action. Analyzes price and cost elements of the proposed change(s) and obtains audits when required. Analyzes a wide variety of contract administration problems. Reviews contractor invoices for completeness, allowability, allocability, use of proper approved rates and conformance with contract terms and conditions, and approves/disapproves and certifies for payment. Prepares contract modifications, administrative change orders, and supporting documents for all contract actions including termination. Recommends cure or show cause notices. Determines liquidated or actual damages for nonperformance and/or recommends termination action. Prepares replies to other involved agencies, appeal boards, or congressional inquiries. Reviews completed official contract file to determine that all contractual actions are satisfied, there are no pending administrative actions to be resolved, all file documents are signed, there are no litigation actions pending, and the contract is complete in every respect and ready to be closed. (20%)
4. Provides business advice and guidance to technical personnel and others on contracting work and prepares correspondence. Represents the interest of the organization in a professional manner in meetings and various contacts outside the agency on a variety of issues that often are not well-defined. Provides advice, guidance, training and assistance

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to technical or program personnel, functional commanders and/or contractors on contractual language, legal responsibilities, and acquisition and business related issues. Prepares letters, memoranda, documents, or reports that support contractual actions or recommendations. Researches and recommends appropriate action or interpretation of issues. (20%)  
 Performs other duties as assigned.  
 x. Other duties as assigned.

**ELIGIBILITY REQUIREMENTS FOR ENTRY INTO THE AGR PROGRAM**

- Member must meet all eligibility criteria in ANGI 36-101, The Active Guard/Reserve 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 AFI 36-2905, Fitness Program to be eligible for entry into the AGR program.
- Member must hold required AFSC or be eligible for retraining (if applicable) and meet all eligibility criteria in AFECDA/AFOCD

**ADDITIONAL INFORMATION**

- AGR members will participate with their unit of assignment during Regular Scheduled Drill (RSD).
- AGR tour lengths in the State of Oregon are governed by Director of Staff - Air
- Initial AGR tours in Oregon will not exceed 3 years; follow-on tours will be from 1 to 6 years, per ANGI 36-101 and ORANG force management policy
- 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 this background 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, **Form Version Dated 11 November 2013**
  - o Announcement number and position title must be annotated on the form
  - o Download the current form version from;  
<https://www.ngbpmc.ng.mil/Portals/27/forms/ngb%20forms/ngb34-1.pdf?ver=2018-09-28-105133-833>
- Current Report of Individual Personnel (RIP). **Documents must show your ASVAB scores.**
  - o RIP can be obtained from the virtual MPPF (vMPF)
  - o Select 'Record Review', and then 'Print/View All Pages'
- Copy of current passing Fitness Tracker report from the myFSS application: <https://myfss.us.af.mil/USAFCommunity/s/>
- Last three Performance Reviews
- Résumé
- Non commissioned applicants must provide copies of the following items showing that they meet the minimum requirements of the AFOCD for this AFSC:**
- Copy of their Air Force Officer Qualifying Test (AFOQT)
- Copy of college transcript showing their degree

**ORANG - Air Technicians interested in converting to AGR status:**

- Selection for the advertised position does not constitute acceptance into the AGR program.
- **Indicate in your email your intent to convert to an AGR, if selected.**
- 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.

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**ORANG - Air Technicians wishing to remain in Air Technician status:**

If you are a Technician applying to this PVA and choose to remain a Technician, you will need to submit the same above application documents **AND a Résumé** to the AGR mailbox.

**READ THIS SECTION COMPLETELY!!**

**IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION**

- AGR Service in the Oregon Air National Guard is governed by applicable AFI, ANGI, Selective Retention Review Boards (SRRB) and Command Policy Memorandums (CPM)
- Applicant must type or print in legible dark ink, **SIGN AND DATE** the application, or **DIGITALLY SIGN**
- ALL APPLICANTS Must FULLY complete SECTION IV - PERSONAL BACKGROUND QUESTIONNAIRE of the NGB FORM 34-1
- Use SECTION V – CONTINUATION/REMARKS to fully explain any "YES" answers, (except 9, 10 & 17)
- **FAILURE** to provide this documentation will result in the application not being processed
- **E-Mail is the preferred method of application receipt**
- **All documents must be consolidated into a single PDF, in the order listed above, with the announcement number and last name as the file name (example: AF22-XXX - Doe). Do NOT use the portfolio feature. Documents that cannot be combined due to digital signatures should be attached separately following the same naming convention ("AF22-XXX – Doe – 1")**
- Limit file size to less than 5MB
- Applications mailed in government envelopes will not be accepted
- When mailing your application it is recommended that you obtain a delivery confirmation receipt
- Applications will be accepted until the announcement closing date

Email applications to [142.WG.JFHQ-OR-AC-AGR.Org@us.af.mil](mailto:142.WG.JFHQ-OR-AC-AGR.Org@us.af.mil) (preferred method). Place the Announcement Number and Last Name ONLY in the E-Mail Subject Line. (example: AF22-XXX Doe) Encrypted email may be sent to this address.

Applications can also be mailed to:

The Oregon Military Department  
NGOR-AC / AGR - Air  
P.O. Box 14350; 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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