

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

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: AF22-589	OPEN DATE: 6 April 2022	CLOSING DATE: 21 May 2022
UNIT/LOCATION: 142D MISSION SUPPORT GROUP 142D WING, PORTLAND, OREGON		
POSITION: CONTRACTING SPECIALIST (Vacancy and grade contingent on resource availability)		
PD #: AGR ONLY	POSITION GRADE: MSGT MAX MILITARY RANK AT TIME OF APPLICATION AND HIRE: MSGT* MIN MILITARY RANK AT TIME OF APPLICATION AND HIRE: SSGT	
GRADE/SERIES: AGR ONLY	NOTES: -PROMOTION TO THE HIGHEST GRADE MAY NOT BE SUPPORTED BY THE UNITS MANNING AUTHORIZATIONS THE SELECTED APPLICANT WILL NEED TO HAVE A MINIMUM TOTAL ACTIVE FEDERAL MILITARY SERVICE (TAFMS) OF 8 YEARS FOR MSGT. THOSE APPLICANTS NOT HAVING THE COMMENSURATE TAFMS TO THEIR CURRENT RANK MAY BE REQUIRED TO TAKE A VOLUNTARY REDUCTION IN RANK TO ACCEPT THIS AGR POSITION. SUCCESSFUL APPLICANTS NOT MEETING THE TAFMS MINIMUMS LISTED ABOVE MAY BE OFFERED A "ONE-TIME-TOUR"	
UMD Position #: 0083752534	- PROJECTED START DATE: 01 JULY 2022 (NEGOTIABLE)	
	POSITION AFSC: 6C071** **This is not a cross-training-opportunity; Must hold at least a skill-level of 3	
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: LT COL ANTHONY VICTORIA 503-335-5000 / DSN 638-5000 HR LIAISON: MSGT JESSICA CALDWELL, 503-335-4029 / DSN 638-4029		

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

DESCRIPTION OF DUTIES

Duties and Responsibilities:

- 2.1. Contracting professionals are required to perform a wide range of business functions including, but not limited to: research contracting requirements to determine the best course of action on procuring the commodities, services, and construction required to enable execution of assigned missions. Formulates business strategy, and produces documentation to build a historical file of all matters dealing with the acquisition of the requirement sufficient enough to protect the Air Force from litigation. Obtains and analyzes data on industry trends, and recommends a course of action to varying layers of leadership and a wide range of units as appropriate.
- 2.2. Researches applicable Federal, Department of Defense, and Air Force guidelines to ensure contractual actions and documentation meet requirements from cradle to grave. Establishes courses of action based on applicable laws, regulations, and professional business judgement. Researches and applies applicable provisions and clauses in order to protect the government and the Air Force.
- 2.3. Performs electronic commerce and electronic contracting utilizing available information technology and web-based systems, and works directly with interested parties to determine the best value to the government. Produces various contract documents including but not limited to: determinations and findings, justification and approvals, contract award document, abstracts, memorandums for record, and contract payment records. May also perform evaluation of bid pricing, review of contracts prior to award, determining contractor responsibility, post, amend or cancel solicitations, mediation of protests, and contract award negotiations.
- 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, and determines appropriate actions in instances of non performance of an established contract. Contracting members may be required to resolve claims, disputes, and appeals, and may perform termination of contracts and negotiate and administrate termination settlements.
- 2.5. Provides contingency contracting support at CONUS and OCONUS locations in support of Air Force, joint U.S., and allied forces. Develops and manages contingency contracting program plans.

3. Specialty Qualifications:

3.1. The following provides minimum qualifications for award of the AFSCs indicated. In addition, enlisted contracting members must adhere to the Department of Defense Acquisition Professional Development Program (APDP) by achieving Contracting Level I and Level II certifications at appropriate milestones.

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.

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

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

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**
 - Announcement number and position title must be annotated on the form
 - 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.**
 - RIP can be obtained from the virtual MPF (vMPF)
 - 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/>

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.
- The AGR Manager will evaluate the request against The Adjutant Generals state policy **CPM-131, "Limitation on Change of Status between the Technician and AGR Career Programs"**, to ensure compliance.
<http://www.142fw.ang.af.mil/Resources/Fact-Sheets/Display/Article/438152/air-national-guard-job-opportunities/>
- The Adjutant General is the final approving authority.

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 (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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