



MISSOURI NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



MISSOURI AIR NATIONAL GUARD
HUMAN RESOURCES OFFICE - JOINT FORCE HEADQUARTERS
2302 MILITIA DRIVE
JEFFERSON CITY, MO 65101-1203

ANNOUNCEMENT NUMBER: AF24-140

OPENING DATE: 25 Nov 24

CLOSING DATE: 27 Dec 24

- POSITION TITLE: CONTRACT SPECIALIST
- MOS/AFSC: 6C0
- MAXIMUM AUTHORIZED MILITARY GRADE: E6
- PARAGRAPH NUMBER: ---
- LINE NUMBER: --

APPOINTMENT FACTORS: OFFICER: ()

WARRANT OFFICER: ()

ENLISTED: (X)

LOCATION OF POSITION:

139th MSG
705 MEMORIAL DRIVE
ST. JOSEPH, BUCHANAN, MO 64503

WHO MAY APPLY:

All Sources. (ANG, AF Reserves, or AF Active Duty). Must be within the grade(s) of E5 and E6. POSITION IS SUBJECT TO RESOURCE AVAILABILITY.

INSTRUCTIONS FOR APPLYING: Follow the link: <https://ftsmcs.ngb.army.mil/>. CAC login is required due to the transferal of PII (Personally Identifiable Information).

If you do not have an FTSMCS account you will be prompted to create one. Once logged in, you will see the dropdown 'Applications' available at the top left corner of the page. Click 'Applications -> ARNG-HRA -> Jobs -> Apply for a Position'. The complete application submission guide is available below in the MOGUARD link.

DOCUMENTS:

The documents listed **WILL** be submitted "AS A MINIMUM". Individuals must submit the following **REQUIRED documents or a memorandum explaining why item is missing or not in compliance**. Forms/examples can be found at <https://www.moguard.ngb.mil/Jobs/Current-Job-Listings/>. Hyperlinks to find the correct forms are also provided in FTSMCS during the application process. **Make sure the documents have proper signatures and are dated within the guidelines below. Each document submitted must be viewable and in .PDF format ONLY. Nothing will be added to the application once the announcement has closed. Applications will only be accepted through FTSMCS.** (If you do not meet all of these requirements, your application packet will be rejected.)

1. Required: NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position). Ensure position announcement number and position title are completed. This form must be signed and dated. Ensure you explain any "YES" answers per instructions on section V (except Questions 9 & 17).
2. Required: Member Individual Fitness Report results from myFitness within the last 12 months. Selectee must meet the minimum requirements for each fitness component in addition to an overall composite score of 75% or higher. **For members with a DLC prohibiting them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.**
3. Required: CDB (Career Data Brief) or equivalent, if other branch of service.
4. Required: RIP (Report of Individual Person) or equivalent, if other branch of service. Must be a full RIP and within the last six months. RIP must include your current ASVAB Scores.
5. Required: EPRs (Enlisted Performance Reports) or equivalent, if other branch of service. Provide last three only.
6. Required: AF Form 526 -PCARS (Point Credit Summary) or equivalent, if other branch of service.
7. Required: All DD 214s, NGB Form 23 or 23b, or DD Form 1506 (Statement of Service).
8. Only if Applicable: Administrative Grade Reduction Memorandum. Current military grade cannot exceed maximum military grade announced on vacancy. Over graded applicants must include a memorandum indicating willingness to accept on administrative reduction if selected for this position.
9. Optional: Resume and/or Cover Letter and/or letters of recommendation.

MINIMUM APPOINTMENT REQUIREMENTS:

1. Missouri Air National Guard Membership is required.
2. All Sources (Air National Guard, AF Active Duty or AF Reserves). Applications will be accepted from individuals who meet the additional requirements below.
3. Air Force Specialty Code (AFSC): 6C071. If not AFSC qualified in 6C0X1, selected individual must possess an ASVAB score of G72 and a physical profile of 333233. If not fully qualified at time of application, individual must be AFSC qualified within one year of selection. Applicants must meet the prerequisites outlined in ANGI 36-101, Air National Guard Active Guard Reserve (AGR) Program. Required security clearance IAW appropriate regulation.
4. Promotion Potential: The known promotion potential for this position based on ANGI 36-101 Comparability Table 13.1: TSgt (E-6).
5. Current Military Grade Requirements: SSgt (E-5) members and above can apply.

6. Meet physical qualifications IAW Chapter 7, ANGI 36-101, AFI 48-123. Member must also meet the requirements of AFI 36-2905, and other regulations as required.

7. At the time of entry on the AGR program, be able to complete a minimum of 20 years of Active Federal Service prior to mandatory separation date (MSD). Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation must complete the Statement of Understanding contained in ANGI 36-101.

8. Must not be receiving any military retired pay.

BRIEF JOB DESCRIPTION:

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.

SELECTING SUPERVISOR:

CAPT DANNER, ADAM

CONTACT INFO:

Air National Guard Human Resources POC: Mr. Aaron Williamson (573-638-9500 ext. 39757)

131st Bomb Wing Remote Designee POC: TSgt Samantha Harris (DSN: 824-8909)

139th Airlift Wing Remote Designee POC: MSgt Jordan Rumpf (DSN: 356-3059)

Army National Guard Human Resources POC: Mr. Jeffery Howard (573-638-9500 ext. 37057)

AGR Branch OIC: 2Lt Erin Rhoads

AGR Branch NCOIC: 1SG Michael Wooten

AGR Branch NCO: SFC Kendra Cox

AGR Branch NCO: SSG Chace Caldwell

Human Resources Director: LTC Daniel J. Campbell

Human Resources Deputy Director: Ms. Theresa Wagner

EQUAL OPPORTUNITY:

The Missouri National Guard is an Equal Employment Opportunity Employer. Personnel on Title 32 Tours will be protected under Title VI of the Civil Rights Act of 1964 against discrimination based on race, color, religion, gender, or national origin, political affiliation, or any other non-merit factor.

All Missouri Air National Guard AGR Vacancy Announcements are opened to all Genders. Override explanation.

ADDITIONAL INFORMATION:

Applications will be screened after the job closes; therefore, all documents must be current and valid as of the closing date. Please review documents for accuracy prior to submission to HRO. **IF YOUR APPLICATION DOES NOT PROVIDE ALL OF THE INFORMATION REQUESTED ON THE FORMS AND DOCUMENTS LISTED ABOVE, YOU WILL LOSE CONSIDERATION FOR THE JOB. ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED.** Documents can be updated and replaced up until the closing date. If you wish to upload additional documentation (Letter of Recommendation, Certifications, DA 1059's, etc.) simply upload the file under "Any additional documentation". FTSMCS will generate responses based on the status of the job announcement. These generated responses will be sent to the email linked with your account. If selected for a position, you will receive notification from FTSMCS and later from our office. If you have any questions on applying or eligibility please see the FAQs and guides on the MOGUARD website. If you still have questions, see the above contact information and call our office well in advance of the closing date.