AIR NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT (MVA) NUMBER 19-109

OPENING DATE: 09 May 2019
CLOSING DATE: 06 June 2019

UNIT/LOCATION: 128 ARW, Milwaukee, WI
POSITION: Contracting Officer

MILITARY AFSC REQUIREMENTS: 64P3
MINIMUM SKILL LEVEL REQUIRED: 3

AREA OF CONSIDERATION: Open to all eligible to enter WI ANG AGR Program
FILL DATE: TBD
Open to applicants eligible to commission.
Must possess advertised AFSC or Equivalent Degree.
Trainees accepted.

SALARY RANGE: Pay and allowance commensurate with military pay.
MINIMUM GRADE REQUIRED: 2d Lt/O-1
MAXIMUM GRADE AUTHORIZED: Maj/O-4
MAXIMUM GRADE AVAILABLE: Maj/O-4

MINIMUM QUALIFICATION REQUIREMENTS

1. Member must be medically qualified IAW AFI 48-123, Medical Examination and Standards. Applicants cannot be subject to any flagging action for medical purposes. ANG members entering on full-time duty must have a current physical examination (within 36 months) prior to entry date. Individuals transferring from title 10 USC (active duty or statutory tour) are not required to have a new physical unless the previous physical is over five years old at the time of entry onto AGR status. Selected individual must have an HIV test completed within 6 months of AGR start date.

2. Members must meet physical fitness standards IAW AFI 36-2905, Air Force Fitness Program.

3. Applicants with family members currently on-board are cautioned to review ANG 36-101 for assignment restrictions.

4. Personnel must have sufficient retainability to permit completion of tour of duty. Cannot be eligible for or receiving an immediate Federal (Military or Civilian) retirement annuity.

5. Each application will be screened for all mandatory AFSC entry criteria, if degree requirements are required, please enclose copies of transcripts.

6. While there is no minimum time in position required for application, if selected individual has less than 18 months in current position on initial tour or 12 months in position on subsequent tour, final approval is contingent upon TAG waiver.

7. At a minimum, applicants must be able to obtain and/or maintain a favorable adjudicated personnel security investigation that is commensurate with their currently assigned AFSC. Inability to maintain a favorable background investigation or required security clearance may result in administrative action, including termination from employment.

CONDITIONS OF EMPLOYMENT

1. Individuals selected will be ordered to/or continued on full-time military duty under the provisions of Title 32 USC 502(f). Subsequent tours are at the discretion of the State Adjutant General. Member must remain in initially assigned position for a minimum of twelve months.

2. 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 in accordance with Attachment 2 of ANG 36-101.
3. Applicants participating in the ANG Incentive Program may be terminated upon entry into full-time National Guard duty. See specific incentive agreement for termination rules.

4. Applicants must not have been separated “for cause” from active duty or a previous AGR tour.

5. Existing ANG Promotion Policies apply.

**BRIEF DESCRIPTION OF DUTIES:**

Accomplishes contracting processes and functions. Performs acquisition planning to include analyzing purchase requests and technical documents for suitability and determining the proper contracting method and contract type. Prepares and distributes solicitations. Evaluates offers, including cost or price analysis, contractor responsibility and responsiveness to solicitation, and evaluating other selected factors (e.g., quality, contractor management and facilities, delivery, etc.). Selects contract source, assembles contracts, and makes awards. Administers contracts to ensure contract compliance. Negotiates modifications, and takes termination actions for convenience of the government or for default. Coordinates contracting activities. Advises commander and staff on contracting operations, as well as impact of new directives and policy on the contracting system. Coordinates with other functional activities to accomplish advance planning and ensure adequacy and correctness of contracting approach, lead-time, purchase descriptions, specifications, funding, etc. Confers with other government agencies, military departments, and commercial concerns to explain mission requirements, contractual interpretations, and policy, program interpretation. Coordinates with staff agencies to accomplish overall mission. Formulates contracting policies and procedures. Analyzes contracting system and establishes policies and procedures necessary to improve contracting process and its customer support. Establishes policies based on sound business practices and highest standards of ethical conduct and fiscal responsibility. Develops automated systems essential to enhancing contracting efficiency. Manages military and civilian career development programs to ensure individuals have the opportunity for training, education, and experience needed for mission success and personal advancement. Plans, organizes, and directs contracting operations. Directs contracting functions and fosters environment where contracting activities and customers form teams dedicated to meeting Air Force requirements. Directs accomplishment of contracting system functions, ensures contracting system is responsive to mission needs and requirements, and ensures compliance with statutory and regulatory requirements. Develops and implements internal systems and processes, manual and automated, required to accomplish and monitor the contracting mission.

**SPECIALTY QUALIFICATIONS:**

Knowledge. Knowledge is mandatory of contracting process fundamentals, federal acquisition and contracting directives and publications, budgeting and funding procedures, and contract pricing.

Education. For entry education requirements see Appendix A, 64P CIP Education Matrix.

Training. For award of AFSC 64P3, it is mandatory to complete the Mission Ready Contracting Officer (MRCO) course, or SAF/AQC-approved equivalent, and complete the Career Field Education and Training Plan requirements.

Experience. For award of AFSC 64P3, a minimum of 12 months of experience in contracting assignments is mandatory. Also, experience in functions such as determining applicable methods of contracting; developing invitations for bids and requests for proposals; evaluating bids and proposals; and awarding, administering, and terminating contracts.

Other. Not used.

**HOW TO APPLY**

All applicants must submit a complete application packet to J1 to be considered for an AGR position. All Applicants must submit an application that includes the following:

- **Cover letter with Job Announcement Number and Position Title for which you are applying, current Military Status (AGR, Technician, Traditional, Active Duty), along with contact information (i.e. Phone numbers and an e-mail address). Required for all applications.**

- **If you are unable to obtain or must substitute required documents, a detailed statement must be provided in the Application Cover letter to justify the absence. Failure to include justification for missing or replaced documentation in cover letter will result in disqualification of Application. Documents submitted after the closing date will not be accepted.**

- **NGB Form 34-1 (Application for AGR Position) dated 11 November 2013 (must be provided even if already AGR; must be signed and dated). Manually signed copy accepted. Digital signature may fall off when combining PDF files. Double check prior to sending packet.**

- **Record Review RIP (NOT point credit summary or Career Data Brief) complete and current. Other Service Components submit appropriate individual personnel information printout. This is used to verify AFSCs, aptitude scores, position status, time in service, time in grade, etc. This can be pulled from VMPF. If you cannot pull contact your A1.**

- **All airmen will provide a satisfactory fitness test by the last day of the month, not outside 12 calendar months (must meet this requirement by the closing date).**
Current (within 12 months) **AF Form 422**, Physical Profile Serial Report. Other Service Components submit medical documentation that includes PULHES score and if any PULHES are a “3”, a statement indicating that individual is Worldwide Deployable. If you do not know where to obtain a 422 contact your Medic section. A working copy will be accepted to show the process has been started if most current 422 is not within 12 months of the closing date. This is used to verify PULHES and medical readiness.


*The Wisconsin National Guard is an organization that values diversity and inclusion. As part of our recruitment process, we invite all job seekers interested in employment with The Wisconsin National Guard to voluntarily provide gender and ethnic information for *Equal Employment Opportunity* reporting. We do not use this self-identification information in any manner to make our hiring decisions, and whether or not you provide your self-identification information will have no impact on our review of your resume and/or application.

All Other Service Component applicants must have their **ASVAB** raw scores converted to Air Force ASVAB scores and include them in a letter from either a Recruiter or MEPS Counselor.

1. E-mail **SCANNED** application encrypted to AGR POCs SSG Jennifer Valencia and SSgt Ryan Olson: jennifer.r.valencia2.mil@mail.mil and ryan.e.olson9.mil@mail.mil an email will be sent to confirm receipt of application. **Emails verifying receipt are not automatic.** Feel free to call Comm (608) 242-3720 or (608) 242-3730 to verify receipt of your packet. Scan file in as 1 PDF. Contact your unit to assist if needed.

2. Applications can also be mailed at applicant’s own expense (next day mail suggested) or hand carried to: Joint Force Headquarters Wisconsin, ATTN: WIJS-J1-AGR (AGR Army Staffing), 2400 Wright Street, Madison, WI 53704-2572. Do not submit application packets in three-ring binders, 2 sided, on card stock, or staple pages together. Must be received prior to closing date or it will be disqualified (do not mail out the last day job announcement is open!) Individuals may call 608-242-3720 or 608-242-3730 before job-closing date to ensure the application was received.

3. **J1 will not review the application for completion or accuracy before the closing date.** The applicant is responsible to ensure that application is complete and all required documents are correct and included. If the application is incomplete, a letter will be sent to the individual indicating the reason for disqualification. All applications submitted become the property of the Human Resources Office and will not be returned.

4. Questions regarding this announcement may be referred to AGR Army Staffing, Comm (608) 242-3718 DSN 724-3718 or e-mail Ng.wi.wiarmg.mbx.j1-internet-feedback@mail.mil