

NATIONWIDE
Arizona Air National Guard
Active Guard/Reserve (AGR) Announcement
JOINT FORCES HEADQUARTERS/HRO
5636 East McDowell Road, Bldg M5710
Phoenix, Arizona 85008-3495
PHONE (602) 629-4826: DSN 853-4826
WEBSITE: //dema.az.gov/azng-human-resources

ANNOUNCEMENT NUMBER: 16-416A	OPENING DATE: 21-Sep-2016	CLOSING DATE: 12-Oct-2016
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POSITION TITLE, SERIES, GRADE AND POSITION NUMBER: Contract Specialist, D2268000, GS-1102-12, MSgt/E7-SMSgt/E8, MPCN:0087194834
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****Applicants who currently possess a military grade one grade level higher than above posted grade level may be considered for this vacancy. If an over graded applicant is selected they must be reduced in grade prior to being accessed into this position. Applying for and accepting a lower graded military position is considered a voluntary reduction in grade. IAW ANGI 36-2503, an applicant must submit in writing their willingness to be administratively reduced in grade and submit this letter with their application package.****

APPOINTMENT FACTOR: OFFICER <input type="checkbox"/> ENLISTED <input checked="" type="checkbox"/>	AFSC: 6C091	ASVAB: G-72
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LOCATION OF POSITION: 162nd Wing, Tucson, Arizona

AREA OF CONSIDERATION: This position is the Active Guard and Reserve Force and is **open to current members and those eligible for membership of the (All Units), Arizona Air National Guard.** Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position applicants must meet minimum qualifications. **PCS funds are authorized.**

NOTE: Must have successfully completed a full 4-year course of study leading to a Bachelor's degree with a major in any field AND at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods or organization and management. (MUST SUBMIT YOUR COLLEGE TRANSCRIPTS)

NOTE: SMSgt/E8 placement/promotion is contingent upon Control Grade availability.

NOTE: Must possess a minimum 7 Skill-level.

NOTE: Placement into this position is contingent upon a successful Manpower Change Request.

NGOPARC will need to approve the selection prior to any placement being done. Required documents include:

- Resume
- College transcripts with applicable college logo
- Defense Acquisition Workforce Certificate, via CAPMISS or ACMS, that confirms selectee has completed and was awarded the required certification(s) for the vacant position
- DAU transcript
- Selectee's military and/or civilian training certificates confirming completion of required program courses.

At time of selection, a letter from the selecting supervisor must be submitted with endorsements from the USPFO and HRO.

INSTRUCTIONS FOR APPLYING:

Applications must be submitted following the instructions on this announcement. Incomplete applications will not be processed. Written explanation is required for any missing documents. The following items are mandatory for all AGR announcements:

- **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position.**
- **Detailed Resume**
- **AZNG Forms 335-2-R, Knowledge, Skills and Ability Supplement**

- **Current Report of Individual Personnel (RIP).** RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (vMPF). Select 'Record Review' and then 'Print/View All Pages'. For Enlisted Members, documents MUST show your ASVAB scores.
- **Copy of current Fitness Test scores, if exemptions exist please include the AF 469. Must be within 12 months.**
- **Copy of AF Form 422, Physical Profile Serial Report and AF Form 1042 (for flight status), Flight Physical. (Both forms must be current within 12 months) This form can be obtained from your Wing Clinic.**
- **Add most recent performance appraisal.**

The following documents are not required but strongly recommended for validation of experience/education:

- **Letter of verification of Security Clearance from local Security Manager.**
- **AZ Form 34-1, Arizona AGR Application Supplement**
- **AZNG Form 335-1-R, Military Brief**

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications must be postmarked No Later Than the closing date on this announcement. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

NATIONAL GUARD REQUIREMENTS:

1. Must be in compliance with physical fitness, height, weight, and body fat measurement standards as listed in AFI 36-2905.
2. If selected member is pregnant, orders may commence as long the member can safely perform duties within the restrictions of the AF 469 and with chain of command approval.
3. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
4. Individuals who cannot obtain 20 years of Active Federal Service prior to reaching mandatory retirement, age 60 for enlisted personnel, or mandatory separation date for officers and those within their first 24 months of an AGR assignment or reassignment must submit a Statement of Understanding prior to the closing date of this announcement. If selected you must submit a Waiver for Exceptional Circumstances through the HRO remote to the HRO for approval. Waivers must justify why it is in the best interest of the unit, State, or Air National Guard.
5. You must meet eligibility requirements of AFI36-2101 Classifying Military Personnel (Officer and Enlisted) and ANGI 36-101 (The Active Guard/Reserve Program).
6. Applicants for E-8 positions must have the ability to complete Senior Noncommissioned Officer Academy within 36 months of assignment IAW para 2.23.1 of ANGI 36-2101.
7. Individuals selected for Control Grade positions are subject to Control Grade availability.

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (NGB Form 34-1) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Skilled in collecting and analyzing contracting data effectively, efficiently and accurately.
2. Ability to clearly enunciate English without impediment of speech that would interfere or prohibit effective communication.
3. Knowledge of up-to-date market research procedures.
4. Knowledge of contract cost analysis techniques sufficient to gather and evaluate price and/or cost data for a variety of pre-awarded and/or post-award procurement actions.
5. In-depth knowledge of commercial business practices and market conditions to evaluate offer acceptability, contractor responsibility, and/or contractor performance, and to determine acquisition strategy and sources.

SPECIALIZED EXPERIENCE: Intermediate Level Two, Non-Supervisory. To qualify, candidate must have Level Two Certification awarded. Must meet positive education requirement. Must have at least 12 months of broadening contracting experiences and competencies that provided an expanded expertise in contracting principles and procedures to include the following tasks: Developing and Negotiating Positions, Advanced Cost/Price Analysis, Contract Termination, and Procurement Policies. Candidate will plan the overall approach to meet contracting program objectives for procuring a wide variety of requirements. Applies all statutory requirements including regulations, policies, procedures, business and industry practices, market trends, Government Accountability (GAO) and Comptroller General Decisions, public law, case law, and precedents to all acquisitions. Execute post-award contract performance management actions on assigned contracts and provide business advice and guidance to technical personnel and others on contracting work and prepares correspondence.

BRIEF JOB DESCRIPTION: This position is located at the 162 Wing, Tucson, AZ, 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 the Chief of the Office, supervising a limited number of personnel engaged in procuring various supplies, services, and construction. 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.

SELECTING OFFICIAL: Col A. Kinnison (william.a.kinnison.mil@mail.mil)
