

# TRADITIONAL GUARD OFFICER VACANCY ANNOUNCEMENT

## NY AIR NATIONAL GUARD

109<sup>th</sup> Airlift Wing Stratton ANGB Scotia, NY 12302

<b>Position Title</b>	Contracting Officer	<b>Announcement #</b>	A24-08
<b>Unit/AFSC</b>	109 <sup>th</sup> AW/ 64PX *6C0X1 or 64PX Preferred*	<b>Opening Date</b>	4 December 2023
<b>Minimum Grade</b>	O-1	<b>Closing Date</b>	Until Filled
<b>Maximum Grade</b>	O-4	<b>Area of Consideration</b>	NATIONWIDE
<b>Appoint as 2LT- New Commissioning Opportunity</b>		<b>Selecting Official</b>	Col Eric Underhill

### Specialty Summary

*As outlined in AFOCD dated 31 October 2023*

Plans, organizes, manages, and accomplishes contracting functions to provide supplies and services essential to Air Force daily operations and war-fighting mission. Included are accomplishing contracting system processes, formulating contracting policy and procedures, coordinating contracting activities, and directing contracting operations. The contracting system includes effective acquisition planning, solicitation, cost or price analysis, evaluating offers, source selection, contract award, and contract administration. Related DoD Occupational Group: 280400.

### Duties and Responsibilities

- 2.1. 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.
- 2.2. 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.
- 2.3. 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.
- 2.4. 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. Determines organizational structure, physical facilities, and personnel requirements for accomplishing contracting responsibilities. 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.

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### Specialty Qualifications

- 3.1. Knowledge. Knowledge is mandatory of contracting process fundamentals, federal acquisition and contracting directives and publications, budgeting and funding procedures, and contract pricing.
- 3.2. Education. For entry education requirements see [Appendix A, 64P CIP Education Matrix](#).
- 3.3. 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.
- 3.4. 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.
- 3.5. Not used.

### EDUCATION:

Bachelor's Degree

### Application Procedures

All applicants will prepare and forward the following no later than close of business on closing date by email:

<u>Current/Prior Military</u>
Resume
Cover Letter
Military Biography
Last 3 EPRs
vMPF RIP
Physical Fitness Report
AFOQT Scores

**Complete application package must be emailed no later than close of business on the closing date of the vacancy announcement. Incomplete packages will not be considered.**

**Applications must be submitted as 1 PDF document\*, portfolios will NOT be accepted**

*\*Documents that are digitally signed will have to be "Printed to PDF" to combine*

**Please email applications to: [matthew.chase.11@us.af.mil](mailto:matthew.chase.11@us.af.mil)**



# PRE-QUALIFYING QUESTIONNAIRE

Date Questionnaire Completed \_\_\_\_\_ Time \_\_\_\_\_  AFRISS \_\_\_\_\_

1. Social Security Number \_\_\_\_\_ Gender: Male \_\_\_\_\_ Female \_\_\_\_\_ Sex: Male \_\_\_\_\_ Female \_\_\_\_\_

2. Last Name - First Name - Middle Name \_\_\_\_\_ Age \_\_\_\_\_ Birth Date (MM-DD-YYYY) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Cell # \_\_\_\_\_ Cell Carrier (ex-Ver) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

3. How did you find out about the Air Guard? \_\_\_\_\_

3a. Have you spoken to a recruiter in the past year? \_\_\_\_\_

4. Place of Birth to include **city, state and county** \_\_\_\_\_

Are you a U.S. Citizen? \_\_\_\_\_ Permanent Resident? Exp. Date \_\_\_\_\_ # \_\_\_\_\_

5. Driver's License # and Expiration date \_\_\_\_\_ State Issued? \_\_\_\_\_

Hair Color \_\_\_\_\_ Eye Color \_\_\_\_\_ Race \_\_\_\_\_ Religion \_\_\_\_\_

6. What is your present height? \_\_\_\_\_ 7. What is your present weight? \_\_\_\_\_

8. Highest level of education you have successfully completed? \_\_\_\_\_

9. Name & Location of last High School \_\_\_\_\_

Graduated? \_\_\_\_\_ Graduation Date: \_\_\_\_\_ Civil Air Patrol? \_\_\_\_\_ ROTC? \_\_\_\_\_

10. Name and location of last College \_\_\_\_\_

Credits # \_\_\_\_\_ Major \_\_\_\_\_ Degree? \_\_\_\_\_ Grad Date: \_\_\_\_\_

11. Prior Service? \_\_\_\_\_ Rank? \_\_\_\_\_ Branch? \_\_\_\_\_

Dates of Service? \_\_\_\_\_

RE code \_\_\_\_\_ SPD \_\_\_\_\_ Type of Discharge \_\_\_\_\_

AFSC/MOS/RATE/NEC \_\_\_\_\_ Job Title \_\_\_\_\_

12. Present marital status? \_\_\_\_\_ Is your spouse a military member? \_\_\_\_\_

13. Do you have any children or anyone dependent upon you for financial support? \_\_\_\_\_

Do you have children? \_\_\_\_\_ How many? \_\_\_\_\_

14. Any expected changes to your marital or dependency status in the next twelve months? \_\_\_\_\_

**15. HAVE YOU EVER been to a Doctor for anything OTHER THAN a normal illness?**

This is very important! Please fill out completely. \*\*\*Use notes section below to explain.\*\*\*

- Ever been hospitalized? Explain \_\_\_\_\_

- Ever had any surgeries? Explain \_\_\_\_\_

- Ever had any broken bones, pins, screws, or plates? Explain \_\_\_\_\_

- Ever had any history of migraines, ADD, ADHD, diabetes, asthma or inhaler use, EVER? \_\_\_\_\_

- Ever had any type of medical counseling what so ever, if so were there any medications involved, (e.g. Prozac or Ritalin, etc.) \_\_\_\_\_

- Are you currently taking any medications for any medical issues? \_\_\_\_\_

- Any **Tattoos or Piercing**? If yes, what are they and where are they located? \_\_\_\_\_

Any exposed tattoo's on Neck, Arms, Legs not covered by shorts and t-shirt? \_\_\_\_\_

**16. Have you EVER Used, Sold, Possessed, or Transported** any illegal drugs to include Marijuana? \_\_\_\_\_

If Yes, how many times? \_\_\_\_\_ (Need a number)

**17. Have you ever been charged, arrested, cited or held by any Law Enforcement agency, to include Minor Traffic or Juvenile violations** regardless of the disposition? **This is to include any and all Law violations** to include traffic/parking or any interactions with law enforcement. **Please list dates, court and outcome.**

**18. How is your Credit?**

Do you have any debt that you are not currently paying on or in collections? \_\_\_\_\_ Explain if Yes .

\*\*\*\*\* All medical notes please list **when, where, hosp, dates and specific's** \*\*\*\*\*

CURRENT JOB: \_\_\_\_\_

JOB INTERESTS:(1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

HOBBIES: \_\_\_\_\_

**OFFICE USE ONLY: DRIVER'S LIC. Yes / No** \_\_\_\_\_ **SOC.SEC. Yes / No** \_\_\_\_\_ **BIRTH CERT. Yes / No** \_\_\_\_\_

**U.S. PASSPORT Yes / No** \_\_\_\_\_ **H.S.DIP Yes / No** \_\_\_\_\_ **COLLEGE TRANS Yes / No** \_\_\_\_\_ **EST SCORE** \_\_\_\_\_

**NEW YORK AIR GUARD >>> TECH SGT DERRICK THOMPSON >>> 518-709-4468 >> DERRICK.THOMPSON.5@US.AF.MIL**