

**NEBRASKA NATIONAL GUARD
HUMAN RESOURCES OFFICE
2433 NW 24TH STREET
LINCOLN, NEBRASKA 68524**

ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT

Announcement Number: AGR-AF-18-003

Closing Date: 20 November 2017

Position Title: Contracting Officer

Location: 155th ARW, Lincoln, NE

Military Grade Range: Minimum Commissioning Opportunity - Maximum Maj/O4. Current UMD positions have a maximum authorized grade of Maj/O4 (current control grade available is Capt/O3). Promotion or selection of Maj/O4 is contingent upon availability of controlled grade. AGR personnel occupying a fenced position may not transfer their AGR status to another position.

Military Requirements: The AFSC for these positions is 64PX. Applicant must be able to obtain and maintain a secret security clearance. **Applicants will review the qualifications for the award of this AFSC in the AFOCD. Failure to review these qualifications may result in the applicant not being eligible for the position.**

Area of Consideration: All current Officers of the Nebraska Air National Guard, Enlisted members eligible to become officers, and Officers who are eligible for transfer into the Nebraska Air National Guard may submit an application for this position. Qualified applicants will be referred to the selecting official in the following order:

Area 1 – AFSC Qualified

Area 2 – Non AFSC Qualified

Educational Requirements: Minimum of four-year undergraduate degree with a major in any field with 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.

General Requirements:

1. Must become qualified for, be appointed for, and accept and exercise a Contracting Officer's Warrant.
2. Must meet the Defense Acquisition Workforce Improvement Act (DAWIA) requirements applicable to the duties of the position.
3. Prefer 2 years of experience in contracting positions, which have equipped the applicant with the particular knowledge, skills, and abilities to perform the duties of the position.
3. Contracting Level II is required for assignment.
4. Required to handle and safeguard sensitive and/or classified information in accordance with regulations to reduce potential compromise.
5. Travel required in performance of duties and for education.

Summary of Duties: 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. 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. 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.

Application Instructions:

Please read the application instructions as there have been changes to the application and process for applying.

!!! IMPORTANT NOTICE!!!

Applications will be screened after the job closing date, not prior. Please review your application for accuracy before you submit it to HRO. Nothing will be added to the application after 1600 hrs on the closing date.

E-mail may be sent to nq.ne.nearng.list.hro-agr-job-apps@mail.mil with a subject line of "Job Application AGR-AF-__-__ (list job announcement number)". Electronic applications will be submitted as one attachment. **Applications submitted in multiple attachments will not be accepted. Applications submitted in binders or document protectors will not be accepted.**

Applications or attachments which are unreachable or cannot be opened will not be accepted or considered.

Packets without the appropriate documents or a written explanation will not be processed for interviews. Applicants will use the following checklist to ensure proper documentation is submitted.

Yes No 1. **Application for Active Guard/Reserve (AGR) Position, NGB Form 34-1, dated 20131111.** This form can be downloaded from the Nebraska National Guard Opportunities webpage. **Previous versions of the form will not be accepted.** Application must be signed and written explanations for YES answers must be provided within the application packet. ____ (Initials)

Yes No 2. **Records review RIP / SURF Sheet** ____ (Initials)

Yes No 3. **Last 3 Officer / Enlisted Performance Reports (OPR / EPR),** or Statement addressing missing reports. Does not apply to traditional, enlisted Airmen or if you have not required 3 OPR/EPR's. ____ (Initials)

Yes No 4. **Current Point Credit Summary** - Applies to Reserve Component Only ____ (Initials)

Yes No 5. **Current Flying History Report** (if applicable) ____ (Initials)

Yes No 6. **AF 422 or AF 1042** (showing current physical PULHES) and PHA within 12 months ____ (Initials)

Yes No 7. **AF Fitness Assessment with current Fit Test Score and Fit Test History** Member must provide current documentation **from their fitness monitor** showing they meet the **fitness standard score of 75 or higher** IAW NGB/AIPOF Memorandum dated, 1 Oct 08, Subject: Interim Guidance Implementation of Standard Fitness Score for Purposes of Promotion and Reenlistment, Effective 1 October 2008, AWGI 10-248, and ANGI 36-101. ____ (Initials)

Yes No 8. **College transcripts** showing the required 24 hours identified as educational requirements list above. ____ (Initials)

The use of official mail to forward employment applications is prohibited. Applications submitted using government postage will not be considered.

Mail applications to: NE National Guard
Human Resource – AGR Branch
2433 NW 24th Street
Lincoln, NE 68524

The HRO is not responsible for any malfunctions when using electronic means to transmit job applications. Applicants may request to verify receipt of their application through e-mail or telephonically.