TRADITIONAL VACANCY ANNOUNCEMENT

Announcement Number: 20-Y4NAA-1014  
Closing Date: Open Until Filled

Position Title & Unit: #2 ALTERNATE CONTROL N (Contracting NCO), 1969th Acquisition Team  
Location: Lincoln, NE

Military Grade Range: Minimum SGT/E5 - Maximum SSG/E6

Military Requirements: Designated CPMOS for this position 51C. A physical demands rating of moderately heavy and a physical profile of 22222. A security eligibility of SECRET. Be a U.S. citizen. A minimum score of 110 in aptitude area GT in Armed Services Vocational aptitude Battery (ASVAB) tests. Normal color vision. Exhibit stability in personal affairs as outlined in AR 600-20. Non-MOSQ personnel have 2 years from date of appointment to become qualified. MOS Qualification requires the achievement of Level I Defense Acquisition Workforce Improvement Act (DAWIA) certification. Must meet the physical demands requirements of DA Pam 611-21. MOS qualification, if required, must be completed IAW current policy and training guidance. Selected individual may incur additional training requirements for SQI and/or ASI requirements for the duty position (see unit specific requirements below). The qualifications for the award of this MOS can be found in DA Pam 611-21.

Area of Consideration: All eligible and available members of the Nebraska Army National Guard serving in the grade range listed above. In order to be promoted in this position, the Soldier must be fully qualified for promotion IAW AR 600-8-19.

General Requirements:
1. Currently assigned SGT/E5 – SSG/E6 of the Nebraska Army National Guard
2. Not currently "Flagged from Favorable Personnel Actions", under a "Bar to Reenlistment", or defined as "Stagnant" IAW PPOM 18-001
3. Meet other requirements as stated in Military Requirements above.

Summary of Duties: 51C SSGs perform all the traditional duties expected of any SSG in the Army (e.g., assist in preparation of an operation order, use the military problem solving process, and assist in the military decision-making process). SSGs also assist, 51C sergeants first class (SFCs) in their conduct of duties. In units in which a personnel shortage exist, workload is over personnel capacity, and/or the SSG is very experienced and competent, a SSG may assume some or all of the duties of a SFC. SSGs may be eligible to serve as warranted contracting officers (able to obligate the U.S. Government) depending on current unit, command, and Army policies. They serve as contracting NCOs in a CT, CBN, CSB, or other table of distribution and allowances (TDA)/generating force organization. In CBNs and CSBs, they can be found in the Command Section or the Contract Administration Services section. Dependent on their experience and competence level, 51C staff sergeants (SSGs) assist or are responsible for: (a) establishing a contracting work center (RCO/RCC); (b) soliciting contract actions; (c) processing/executing purchase orders; (d) performing contract administration and management (e.g., conduct contract award orientations; notify unsuccessful offerors; post contract award synopsis; process contract protests; exercise contract option; monitor contract performance/quality assurance; process contract documents for payment; modify contracts, process unauthorized commitments; train and manage contracting officer representatives; terminate contracts; process claims); (e) perform specific tasks related to CCAS (e.g., administer contract-related property requirements, terms, and conditions; provide property management system analysis; administer use of government sources by contractors; administer quality assurance; perform audit services; monitor subcontract management; manage Logistics Civil Augmentation Program [better known as LOGCAP] government property). (f) processing/executing orders through the General Services Administration (i.e., GSA); (g) serving as curators of
contract files (paper and electronic); (h) prepare for individual deployment; (i) administer a contract support integration plan; and (j) review a contract requirement package.

Other Unit Unique Considerations/Requirements: None

Application Instructions: Submit a completed "Traditional NCO Vacancy Application" by e-mail to "ng.ne.nearmg.list.g1-epm@mail.mil" with a subject line of "Vacancy Application 20-Y4NAA-1014" or in hard copy to the G1 office no later than 1600 hours on the closing date. Electronic applications must be in PDF format on one single attachment. The use of official mail to forward employment applications is prohibited. Applications or attachments which are unreadable or cannot be opened will not be accepted or considered. DPA is not responsible for any malfunctions when using electronic means to transmit job applications. Applicants may verify receipt of their application telephonically by calling (402)309-8152.
10-51C. MOS 51C- Contracting Noncommissioned Officer (NCO), CMF 51

a. Major duties. Perform theater contracting support situational training; manage theater contracting support; coordinate theater contracting support; prepare contracting team (CT) for deployment; assist with the administration of contracting support integration plans (annex W); prepare for contingency contracting deployment; review requirements packages; conduct contract solicitation process; perform contract administration and management; conduct contingency contract administration services (CCAS); complete contract close outs; establish a regional contracting office/center (RCO/RCC); serves as a Division and/or Corps-level liaison staff NCO for a contracting battalion (CBN) and/or contracting support brigade (CSB), instrumental in performing all three functions of effective operational contract support (OCS) per ATP 4-10 (i.e., Contract Support Integration, Contracting Support, and Contractor Management); performs all aforementioned duties throughout all phases of unified land operations and joint operations.

General duties for NCOs in MOS 51C at each skill level are:

(1) MOSC 51C2. (Personnel Only). Skill level used to identify Soldiers accessed into MOS 51C (Non-prior Service (NPS) and In-Service (IS)) after MOS qualification training, but during the month after training prior to obtaining automatic promotion to the rank of SSG. Promotion occurs on the first day of the month subsequent to successful completion of the MOS 51C qualification course either via the Army Acquisition Center of Excellence, or in the case of many USAR and ARNG NCOs an appropriate contracting course of study via the Defense Acquisition University (DAU), as defined by the Army Director of Acquisition Career Management. The DAU track is not appropriate for active duty NCOs (see paragraph b, “Physical demands rating and qualifications for initial award of MOS”).

(2) MOSC 51C3. 51C SSGs perform all the traditional duties expected of any SSG in the Army (e.g., assist in preparation of an operation order, use the military problem solving process, and assist in the military decision-making process). SSGs also assist, 51C sergeants first class (SFCs) in their conduct of duties. In units in which a personnel shortage exist, workload is over personnel capacity, and/or the SSG is very experienced and competent, a SSG may assume some or all of the duties of a SFC. SSGs may be eligible to serve as warranted contracting officers (able to obligate the U.S. Government) depending on current unit, command, and Army policies. They serve as contracting NCOs in a CT, CBN, CSB, or other table of distribution and allowances (TDA)/generating force organization. In CBNs and CSBs, they can be found in the Command Section or the Contract Administration Services section. Dependent on their experience and competence level, 51C staff sergeants (SSGs) assist or are responsible for:

(a) establishing a contracting work center (RCO/RCC);
(b) soliciting contract actions;
(c) processing/executing purchase orders;
(d) performing contract administration and management (e.g., conduct contract award orientations; notify unsuccessful offerors; post contract award synopsis; process contract protests; exercise contract option; monitor contract performance/quality assurance; process contract documents for payment; modify contracts, process unauthorized commitments; train and manage contracting officer representatives; terminate contracts; process claims);
(e) perform specific tasks related to CCAS (e.g., administer contract-related property requirements, terms, and conditions; provide property management system analysis; administer use of government sources by contractors; administer quality assurance; perform audit services; monitor subcontract management; manage Logistics Civil Augmentation Program [better known as LOGCAP] government property).
(f) processing/executing orders through the General Services Administration (i.e., GSA);
(g) serving as curators of contract files (paper and electronic);
(h) prepare for individual deployment;
(i) administer a contract support integration plan; and
(j) review a contract requirement package.

(3) MOSC 51C4. The SFC moves from a primary role of assisting to a primary execution role in regards to the 51C3-level duties. SFCs generally serve in: CTs as NCOICs; CBNs in the Operations and Requirements or Contract Administration Services sections; CSBs in the Operations and Requirements, Contract Administration Services, or the Plans and Policy
sections; and other TDA and generating force assignments. 51C SFCs perform all the traditional duties expected of any SFC in the Army. In addition, the SFC is tasked to:

(a) provide general contracting advice and assistance to operational commander;
(b) provide technical advice and assistance to supported units;
(c) assist with leading, deploying, and executing orders, contingency plans, and deliberate plans for contingencies and military operations;
(d) manage operations and requirements generation support for deployed/exercising joint task forces;
(e) assist with the development, revision and maintenance for all operational databases and plans for deployable contingency contracting computer hardware/software;
(f) assist with development of procedures that best support the supported unit/organization’s needs with the main intent to familiarize supported unit/organizations with the location, mission, and procedures to expedite supply, services, and construction contracts;
(g) manage administrative assistance with the execution and administration/revision of contracting support plans, annexes, and appendices in support of operational, contingency and deliberate plans associated with the supported area of responsibility (AOR);
(h) assist with the development and administration/revision of contracting support plans and policies, annexes, and appendices in support of operational contingency and deliberate plans associated with AOR operations;
(i) manage pre and post-award contract actions;
(j) execute other contracting support tasks as assigned;
(k) prepare CT for deployment; and
(l) deploy and redeploy CT.

(4) MOSC 51C5. Master sergeants (MSGs) generally serve in the Operations and Requirements or Contract Administration Services sections of CBNs and CSBs. 51C MSGs can also be found in other TDA and generating force assignments. This stated, MSGs generally conduct their duties at the battalion or brigade level. In addition to the duties of the SSG and SFC, MSGs are tasked to:

(a) coordinate identify commander’s intent and mission-critical points with supporting units;
(b) determine levels of support required that may be provided by the supported units;
(c) report projected requirements for sustainment of missions to the supported units;
(d) provide pre-award theater contracting oversight; and
(e) provide post-award theater contracting oversight.

(5) MOSC 51C6. SGMs/CSMs are expected to be masters of all the previously listed tasks/duties at lower skill levels. The small size of contracting units presents a somewhat non-traditional role at skill level 6; the SGM/CSM in MOS 51C is expected to perform a substantive amount functional contracting in order to stay relevant and to train/mentor his/her NCOs in this highly technical MOS. All SGMs/CSMs serve as the senior enlisted advisor to the CBN/CSB commander or primary staff LTC/COL in TDA units (dependent on the SGM’s/CSM’s professional development proficiency code). The SGM/CSM performs all tasks to ensure the health and welfare of Soldiers in his/her assigned unit/command. The SGM/CSM assigned to a CBN/CSB ensures a high level of readiness and training proficiency within her/his unit. In the CBN, the SGM serves as the primary enlisted contracting and business advisor to the commander in support of division-level operational commands. The CSM serves as the primary enlisted contracting and business advisor to the CSB commander in support of Corps, Army Service Component Commands, and/or Sub-unified Commands. The SGM/CSM mentors subordinate 51C NCOs on leadership, contracting, general acquisition, and general Soldier skills.

b. Physical demands rating and qualifications for initial award of MOS. AL&T Contracting NCO must possess the following qualifications:

(1) Must be eligible for reclassification per 614-200.
(2) Soldiers being accessed into MOS 51C must be SGT or SGT (P) thru SSG with less than 10 years of Active Federal Service in any Career Management Field (CMF) at the time of submission for reclassification. Rank and time in service restrictions are only waiverable by the Army Director of Acquisition Career Management (DACM). SGTs do not have to be promotable, but they must meet qualifications for promotion to the next higher rank including NCOES training.
and minimum time in service and time in grade requirements. The MOS generating school for MOS 51C is also considered the MOS’s Advanced Leader Course (ALC). NCOs may apply for reclassification to MOS 51C if they have not graduated ALC for their current MOS, but they must have met all prerequisites to attend ALC at the time of submission for reclassification.

(3) A physical demand rating of moderate (gold).

(4) A minimum security clearance of secret (or interim secret) is required. This is also a requirement to maintain MOS qualification.

(5) A physical profile of rating: 222222. If applicable, submit a copy of the profile at the time of application.

(6) Must maintain world-wide deployability (no permanent limiting physical or medical conditions that would preclude assignment or deployment world-wide IAW AR 40-501). This is a requirement for initial award of MOS and is also a requirement to maintain MOS qualification.

(7) Must be able to operate in a deployed environment wearing a full complement of Personal Protective Equipment (e.g., Helmet, Mask, Body Armor). This is also a requirement to maintain MOS qualification.

(8) Qualifying scores.

(a) A minimum score of 110 in aptitude area GT (not waiverable).

(b) A minimum OPAT score of Long Jump (LJ) – 0120 cm, Seated Power Throw (PT) – 0350 cm, Strength Deadlift (SD) – 0120 lbs., and Interval Aerobic Run (IR) – 0036 shuttles in Physical Demand Category in “Moderate” (Gold).

(9) Be a U.S. citizen.

(10) Exhibits stability in personal affairs as outlined in AR 600-20. This is also a requirement to maintain MOS qualification.

(11) Must be willing to undertake initial and recurring financial background check if/when required by policy, regulation, or chain of command. This is also a requirement to maintain MOS qualification.

(12) No record of conviction of any crime involving moral turpitude. This is also a requirement to maintain MOS qualification.

(13) Have a valid driver’s license issued by a U.S. state or territory (including the District of Columbia). This is also a requirement for maintain MOS qualification.

(14) Meet Service Remaining Requirement of five years (60 months) effective for all service contracts written on and after 1 May 2008 under the provisions of AR 614-200, chapter 4. Additionally, Soldiers may not reclassify again to any other enlisted MOS during this 5-year service remaining requirement; this also includes reclassification to career recruiter and career counselor (MOSs 79R and 79S).

(15) Waiver authority for eligibility criteria, MOS qualification issues, or any other waivers to this chapter will be forwarded to the Director, U.S. Army Acquisition Support Center, ATTN: Proponency and Leader Development Division, 9900 Belvoir Road, Bldg 201, Ft Belvoir, VA 22060.

(16) Must not have any financial hardships or indicators of insolvency that indicate an inability to effectively execute and manage government procurements. This is also a requirement to maintain MOS qualification.

(17) Must be able to obtain and maintain a valid U.S. official-travel passport. This is also a requirement to maintain MOS qualification.

(18) Must be able to obtain and maintain a government travel card. This is also a requirement to maintain MOS qualification.

(19) No record of any information which might adversely reflect against the character, honesty, or integrity of the Soldier. This is also a requirement to maintain MOS qualification.

(20) If selected for reclassification, Active Component NCOs must successfully complete resident reclassification training at the US Army Acquisition Center of Excellence (AACoE) in Huntsville, AL. It is recommended that Army Reserve and National Guard NCOs also attend resident training the AACoE, but they may attend the complete complement of Defense Acquisition University (DAU) Level I contracting courses (resident and non-resident) in lieu of the AACoE’s course. In order to be awarded the 51C MOS, all training must be completed successfully with no academic failures or disciplinary incidents; this “no-fail/no-discipline”
requirement also holds true for DAU resident training regarding Army Reserve and National Guard NCOs.

(21) NCOs must achieve their appropriate level of contracting Defense Acquisition Workforce Improvement Act (DAWIA) certification within 24 months of assignment to an acquisition workforce position in accordance with DoDI 5000.66. Appropriate level of contracting certification is defined as the following: SSG – Level I, or higher, DAWIA certified in contracting; SFC – Level II, or higher, DAWIA certified in contracting; MSG/SGM/CSM – Level III DAWIA certified in contracting. If appropriate contracting certification is not achieved, the NCO will be subject to involuntary reclassification into another MOS at the needs of the Army (not necessarily his/her secondary MOS). The requirement for certification at each level does not go away after promotion. For example, SSGs promoted to SFC must still achieve level I DAWIA certification, or higher, within 24 months of MOS 51C award, just as a MSG promoted to SGM/CSM still only has 24 months from the date of promotion to MSG not SGM/CSM. Certification requires, amongst other training and experience requirements, a baccalaureate degree and/or 24 semester hours of business-related classes. This makes a baccalaureate degree an implied requirement for the MOS. Determination of which classes count as business-related are at the discretion of the United States Army Acquisition Support Center and is based on DAU guidance. Waiver authority to remain in the 51C MOS when not meeting certification requirements will be forwarded for decision to the Director, U.S. Army Acquisition Support Center, ATTN: Workforce Support Division, 9900 Belvoir Road, Bldg 201, Ft Belvoir, VA 22060. There is no permanent waiver to certification requirements. Waivers granted are only for the duration stated on a DD Form 2905 (Acquisition, Technology, and Logistics (AT&L) Workforce Position Requirements or Tenure Waiver) approved by the DACM.

(22) Army National Guard (ARNG) State/Territorial Joint Force Headquarters desiring to reclassify Soldiers into MOS 51C must submit the name(s) of Soldiers to the ARNG Officer of Acquisition Workforce Management (ARNG-AWM) on a DA Form 4187. ARNG-AWM will conduct a records review of the candidate to ensure compliance with regulation as well as meeting basic educational requirements.

(23) Formal training completion of MOS 51C Qualification courses conducted under the auspices of the Assistant Secretary of the Army (AL&T) is mandatory (see paragraph b.(20)).

c. Additional skill identifiers. (Note: Refer to table 12-8 for (Listing of universal ASI's associated with all enlisted MOS)). Y2--Transition (personnel only).

d. Physical requirements and standards of grade. Physical requirements and SG relating to each skill level are listed in the following tables:

(1) Table 10-51C-1. Physical requirements.
(2) Table 10-51C-2. Standards of grade TOE/MTOE.
(3) Table 10-51C-3. Standards of grade TDA N/A.