

TRADITIONAL GUARD OFFICER VACANCY ANNOUNCEMENT

NY AIR NATIONAL GUARD

109th Airlift Wing Stratton ANGB Scotia, NY 12302

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

TRADITIONAL GUARD OFFICER VACANCY ANNOUNCEMENT

NY AIR NATIONAL GUARD

109th Airlift Wing Stratton ANGB Scotia, NY 12302

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



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