TRADITIONAL GUARD OFFICER VACANCY ANNOUNCEMENT

 (Commissioned)

NEW YORK AIR NATIONAL GUARD ANNOUNCEMENT 19-06

STEWART AIR NATIONAL GUARD BASE

### 1 MAGUIRE WAY OPEN: 09 February 2019

NEWBURGH, NY 12550-5075 CLOSE: 17 April 2019

UNIT: 105TH AIRLIFT WING

POSITION TITLE: CONTRACTING OFFICER

AFSC: 64P1 AREA OF CONSIDERATION

AUTH GRADE: Major Nationwide

DUTIES AND RESPONSIBILITIES

(AS OUTLINED IN THE AIR FORCE OFFICER CLASSIFICATION DIRECTORY

dated 30 April 2018)

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, programinterpretation. 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.

# QUALIFICATION AND SELECTION FACTORS: Selection for this position will be made without regard to race, religion, color, creed, sex or National origin. Applications are subject to review by the MPF and as mandatory requirements are met, as outlined in applicable regulations, applicants must meet an Officer Screening and Interviewing Board (OSIB). The requirements and qualifications prescribed in this announcement are minimum for Nomination for appointment consideration. Appointment is not assured merely by meeting these requirements. Persons considered must further qualify with requirements outlined in AFI 36-2005.

MINIMUM QUALIFICATIONS: Must be 18 years or older and commissioned prior to his/her 40th birthday, age waivers may be permitted for applicants with prior military service. All applicants must submit proof of citizenship and be citizens of the United States IAW Title 32, U.S.C., Section 313. A baccalaureate or higher degree from an educational institution listed in the current Accredited Institutions of Post Secondary Education is required for all appointment.

EDUCATION

For entry into this specialty, Baccalaureate Degree in any Major to include a minimum of 24 semester credit hours (or the equivalent) of study from an accredited institution of higher education in any of the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management is mandatory. 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.

APPLICATION PROCEDURES: Applicants will prepare and forward a cover letter, or a copy of this vacancy announcement, Resume, and Air Force Form 24, (Application for Appointment as Reserve of the Air Force or USAF Without Component), Official Transcripts, AFOQT Scores, vMPF RRIP, fitness test and copy of DD 214 to: 105th FSS/CC, ATTN: MSgt Brittany Levy, 1 MAGUIRE WAY, NEWBURGH NY 12550-5075. For more information call: MSgt Brittany Levy @ 845-563-2193 or EMAIL: brittany.s.levy.mil@mail.mil

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