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| **ADVERTISEMENT TRADITONAL GUARD ENLISTED VACANCY** |
| **NEW YORK AIR NATIONAL GUARD****105th Airlift Wing****1 Maguire Way****Newburgh, NY 12550** | **ANNOUNCEMENT #:** FY24-120 |
| **POSTING DATE:** 20MAY2024 |
| **CLOSING DATE:** UNTIL FILLED |
| **UNIT: 105th AW** | **AFSC:** 6C0X1 |
| **POSITION TITLE:**Contracting Craftsman (Min Grade E-4 – Max Grade E-7) | **AREA OF CONSIDERATION:** Nationwide - All members who meet the qualifications for this position. This is a cross training opportunity. See mandatory requirements below. |
| **SPECIALTY SUMMARY**Contracting professionals are responsible for efficient and effective use of taxpayer dollars to meet the Department of Defense and Air Force national defense missions. Contracting professionals are mission-focused business leaders who research, award, administer, and close out contract actions for commodities, services, and construction using simplified acquisition procedures, negotiations, and other approved methods. Contracting members use automated contracting systems, Microsoft Office programs, and other information technology to prepare, process, and analyze transactions and products. Finally, contracting members provide business leadership to all levels of supervision and perform duties as buyers, negotiators, administrators, and warranted contracting officers who support all functions of home station missions and contingency operations. |
| **DUTIES AND RESPONSIBILITIES**2.1. Contracting professionals are required to perform a wide range of business functions including, but not limited to: research contracting requirements to determine the best course of action on procuring the commodities, services, and construction required to enable execution of assigned missions. Formulates business strategy and produces documentation to build a historical file of all matters dealing with the acquisition of the requirement sufficient enough to protect the Air Force from litigation. Obtains and analyzes data on industry trends and recommends a course of action to varying layers of leadership and a wide range of units as appropriate.2.2. Researches applicable Federal, Department of Defense, and Air Force guidelines to ensure contractual actions and documentation meet requirements from cradle to grave. Establishes courses of action based on applicable laws, regulations, and professional business judgement. Researches and applies applicable provisions and clauses in order to protect the government and the Air Force.2.3. Performs electronic commerce and electronic contracting utilizing available information technology and web-based systems and works directly with interested parties to determine the best value to the government. Produces various contract documents including but not limited to: determinations and findings, justification and approvals, contract award document, abstracts, memorandums for record, and contract payment records. May also perform evaluation of bid pricing, review of contracts prior to award, determining contractor responsibility, post, amend or cancel solicitations, mediation of protests, and contract award negotiations.2.4. Conducts site visits to determine adequacy of contractor compliance and customer satisfaction. Interviews contractor employees to determine labor law compliance. Trains and monitors quality assurance personnel, and determines appropriate actions in instances of non- performance of an established contract. Contracting members may be required to resolve claims, disputes, and appeals, and may perform termination of contracts and negotiate and administrate termination settlements.2.5. Provides contingency contracting support at CONUS and OCONUS locations in support of Air Force, joint U.S., and allied forces. Develops and manages contingency contracting program plans. |
| **CLEARANCE**Secret, as a minimum |
| **Mandatory Requirements** **-** Minimum ASVAB Score Required: 72- MUST be able to meet all requirements of a 7-Skill Level. This includes achieving the DoD Contracting Professional Certification. (DoD Contracting Professional Certification has a 12 Month full-time experience requirement during upgrade training.) |
| **INQUIRIES ABOUT POSITION****Please contact MSgt Grant Drumgold @ 845-554-8512 or grant.drumgold.1@us.af.mil** |