

# COMMISSIONED OFFICER VACANCY ANNOUNCEMENT

## NEW YORK AIR NATIONAL GUARD 106<sup>th</sup> RESCUE WING

F.S. Gabreski Airport  
150 Old Riverhead Road  
Westhampton Beach, NY 11978-1201

**ANNOUNCEMENT #:** FY25-120

**DATE:** 21 MAY 2025

**CLOSING DATE:** 05 JULY 2025

**UNIT:** 106<sup>th</sup> Mission Support Group

**AFSC:** 64P Contracting

**MAX AVAILABLE GRADE:** Major

**POSITION TITLE:** Contracting  
**THIS IS A DRILL STATUS POSITION – 1 POSITION**

**AREA OF CONSIDERATION:** **NATIONWIDE**

All candidates may apply who meet the basic qualification for position and are eligible for membership in the NYANG.

### SPECIALTY SUMMARY

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.

### QUALIFICATIONS AND SELECTION FACTORS:

- Selection for this position will be made without regard to race, religion, color, creed, gender, or national origin.
- Applicants are subject to review by the FSS and as mandatory requirements are met, as outlined in applicable regulations, applicants must meet an Officer Screening and Interview Board (OSIB).
- The requirements and qualifications prescribed in this announcement are the minimum for nomination for appointment consideration. Appointment is not assured merely by meeting these requirements. Persons considered must further qualify with requirements outlined in applicable regulations.
- This is a **NEW and CURRENT** commissioning opportunity.

### MINIMUM QUALIFICATIONS:

Applicants must be no more than 40 years old upon entering Total Force Officer Training, applicants with prior military service will use an adjusted age. Must satisfactorily complete an appointment physical. Must qualify for security clearance. Applicants must be able to meet all requirements PRIOR to interview, to include - obtaining a passing score on the Air Force Officer Qualifying Test (AFOQT), meeting the Air Force Fitness standards (Current Service Members ONLY) as well as the Weight and Body Fat standards.

### MANDATORY SCHOOL & TRAINING:

Upon selection, candidates must attend Total Force Officer Training (TFOT); then complete Mission Ready Contracting Officer (MRCO) Course.

### EDUCATION

For entry into this specialty, an undergraduate degree is required prior to selection.

**SEE REVERSE**

**DUTIES AND RESPONSIBILITIES:**

- 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 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.
- Advises commander and staff on contracting operations, as well as the 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.
- Confer 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.
- 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.
- Directs accomplishment of contracting system functions, ensures contracting system is responsive to mission needs and requirements, and ensures compliance with statutory and regulatory requirements.

**KNOWLEDGE:**

Knowledge of the following core responsibilities are mandatory: contracting process fundamentals, federal acquisition and contracting directives and publications, budgeting and funding procedures, and contract pricing.

**EXPERIENCE:**

For awarding 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.

**OSIB:**

An Officer Screening and Interviewing Board (OSIB) will be convened to interview all qualified applicants. Applicants will be informed in writing, or telephonically, of date and time to appear.

**APPLICATION PROCEDURES:**

- Cover Letter, Resume, **no more than 3** Letters of Recommendation (Required, ALL Candidates)
- AF Form 24 (Required, ALL Candidates)
- Current College Transcripts (Required, ALL Candidates)
- AFOQT Scores (Required, ALL Candidates)
- Last 3 OPR's / EPR's (Required, Prior Service Candidates Only)
- vMPF Records Review RIP or SURF or Career Data Brief (Required, Prior Service Candidates Only)
- Record of Separation/Discharge from the US Armed Forces (if applicable)

EMAIL APPLICATION **AS ONE PDF FILE (NO portfolio format)** to: [106RQW.OfficerAccessions@us.af.mil](mailto:106RQW.OfficerAccessions@us.af.mil)

All inquiries can be made to the above email org box

**Applications accepted by EMAIL ONLY and must be received by closing date.**

**DISTRIBUTION:**

1 – JF-HQ NYANG/DMNA  
1 – Sq/Flt Commander  
1 – 106 FSS/FSOX

