

NEWLY COMMISSIONED/TRADITIONAL OFFICER VACANCY ANNOUNCEMENT

NEW YORK AIR NATIONAL GUARD
174TH ATTACK WING
6001 EAST MOLLOY ROAD
SYRACUSE NY 13211-7099

ANNOUNCEMENT: HF FY 25-16

POSTING DATE: 31 JULY 2025

CLOSING DATE: 30 SEPTEMBER 2025

UNIT: 174TH MISSION SUPPORT GROUP

AFSC: 64P

GRADE: No minimum rank- Maj

POSITION TITLE: CONTRACTING

AREA OF CONSIDERATION: NATIONWIDE

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

SPECIALTY SUMMARY

(As outlined in the current AFOCD)

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.

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 MPF, and as mandatory requirements are met, as outlined in applicable regulations and applicants must meet an Officer Screening and Interview 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 applicable regulations.
- Appointment is not assured merely by meeting these requirements, applicants must meet an Officer Screening and Interviewing Board (OSIB).
- Applicants must meet with and have application approved by Contracting Career Field Manager or delegated equivalent.
- Persons considered must further qualify with requirements outlined in DAFMAN 36-2032, DAFMAN 36-2100, DAFMAN 36-2664, and DAFI 36-2137.

KNOWLEDGE:

Knowledge is mandatory of contracting process fundamentals, federal acquisition and contracting directives and publications, budgeting and funding procedures, and contract pricing.

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.

EDUCATION:

For entry education requirements see Appendix A, 64P CIP Education Matrix.

(CONTINUED)

DUTIES AND RESPONSIBILITIES:

- 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, program interpretation. 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.

OTHER QUALIFICATIONS:

- Applicants must be less than age 40 and 5 years of Total Federal Commissioned Service by the announcement closeout date.
- Must satisfactorily complete the AF Officer Qualifying Test (AFOQT) and Test of Basic Aviation Skills (TBAS) prior to selection board and pass a Commissioning Physical after selection.
- Applicants are encouraged to contact their local training manager and/or Air Force Recruiter ASAP to schedule a test.
- The results must be available prior to scheduling the OSIB.
- When selectee is approved for appointment by NGB, attendance of Total Force Officer Training (TFOT) is mandatory, unless applying as a non-rated officer.

OSIB:

An Officer Screening and Interviewing Board (OSIB) is projected to convene to interview and/all qualified applicants.

APPLICATION PROCEDURES:

Applicants will prepare and forward one copy of the:

- AF Form 24 Application of Appointment as Reserves of the Air Force or USAF Without Component
- Cover Letter
- Resume
- AFOQT Scores
- Current Official College Transcripts
- vMPF Record Review printout and Physical Fitness Evaluation report, if applicable
- DD Form 214 Record of Separation/Discharge from the US Armed Forces (if applicable)
- Last three (3) EPBs/EPRs, OPBs/OPRs as applicable

No later than close-of-business on closing date of vacancy announcement.

APPLICATION SUBMISSION:

An application package will not be accepted if it is incomplete, if it is not in one PDF document/portfolio, or if it is received after the close out date.

- Applicants will email their application package in one PDF document/portfolio to the Military Personnel Flight (MPF) customer service email: 174FSS.3F0-Personnel@us.af.mil
- Direct any submission process questions to the MPF customer service email: 174FSS.3F0-Personnel@us.af.mil
- Direct any position-specific questions to Major Richard Peirson at 315-233-2591