



# NEW JERSEY NATIONAL GUARD

## ACTIVE GUARD RESERVE (AGR)

Announcement Number: NJANG 05-AF-25



<b>POSITION TITLE:</b> Contracting Specialist	<b>AFSC</b> 6C091	<b>OPEN DATE:</b> 16 Oct 2024	<b>CLOSE DATE:</b> 15 Nov 2024
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> 177th Mission Support Group, Egg Harbor Twp, NJ		<b>GRADE REQUIREMENT:</b> <b>Min:</b> MSGT <b>Max:</b> SMSGT	
<b>SELECTING SUPERVISOR:</b> Colonel Eric Balint	<b>Position Number</b> 0081681434	<b>* Contingent on Controlled Grade Availability</b>	

### AREAS OF CONSIDERATION

Nationwide military members eligible for membership in the NJANG (Must Hold advertised AFSC or Equivalent)

### MAJOR DUTIES

Please refer to attached pages for more info on the major duties and initial qualifications for this position for this AFSC or go to: <https://www.my.af.mil> to review the AFECD or AFOCD

### INITIAL ELIGIBILITY CRITERIA

\*In addition to criteria listed on attached pages\*

- Security Clearance - Must be able to obtain: Secret
- Must hold 6C0X1 AFSC or equivalent
- Must have, at a minimum, a Defense Acquisition Workforce Improvement Act (DAWIA) level 2 or 3 certification, or Back to Basics Acquisition Certification
- Must have the ability to successfully complete the National Guard Bureau's Contract Officer Review Board (CORB) within 60 days from date-of-hire.

### ACTIVE GUARD AND RESERVE REQUIREMENT

IAW ANGI 36-101, 21 April 2022, paragraph Chapter 6, Initial AGR tour orders are probationary. The probationary period will not exceed six years. AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD. Be advised that acceptance of an AGR Tour may result in future and unexpected out of state PCS or tours of up to one year or longer.

Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.

Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in DAFMAN 48-123, 8 December 2020, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour.

Enlisted Airmen who are voluntarily assigned to a position which would cause an over grade must indicate such in writing; a voluntary demotion letter must be included with the application in accordance with ANGI 36-2503, 24 February 2010, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. Application Package will not be forwarded without Administrative Demotion statement.

IAW ANGI 36-101, paragraph 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.

IAW ANGI 36-101, paragraph 5.10, applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD). Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation must complete a Statement of Understanding, See ANGI36-101 Attachment 3.

IAW ANGI36-101, paragraph 6.6.1, members should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement to 24 months when in the best interest of the unit, State, or Air National Guard.

If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the applicant.

## TECHNICIANS ENTERING AGR TOUR AND BONUS/INCENTIVES RECIPIENTS

Currently employed technicians may compete for AGR positions. If selected, permanent employees will have their Federal Employee Group Life Insurance (FEGLI) continue for 26 pay periods following their start date on AGR. If selected, your National Guard Association of the United States (NGAUS) will be terminated at the end of the pay period you begin LWOP/AUS. If selected, normally, your Federal Employee Health Benefits (FEHB) will terminate 30 days after AGR start date. Other pay related actions (i.e., TSP, advanced sick leave, etc.) should be reviewed with the Employee Relations Section of J1-HRO. Contact information: 609-562-0866/0874.

### BONUS/INCENTIVE RECIPIENTS

If you currently receive any type of incentive such as bonus, student loan repayment, or GI Bill Kicker, these incentives will stop effective on the first day of full-time employment with the National Guard. Contact your RETENTION OFFICE MANAGER.

## SPECIAL ANNOUNCEMENT CRITERIA

- Selection into [ E8 / E9 / O4 / O5 ] positions is contingent on availability/state allocation of controlled grades.
- Selection into higher graded positions IS NOT a promise of promotion
- Upon selection additional medical verification will be required prior to start of AGR tour
- The publication of AGR orders by HRO will be the official appointment into the New Jersey Air AGR program.  
No commitment will be made by the command to any applicant prior to the review of qualifications by the HRO and TAG approved appointment through the Officer Action Board (if applicable).
- Continuation beyond initial tour may be subject to evaluation based on AGR Continuation Board
- AGR Bring-Your-Own-Billet, authorization from the relinquishing commander is required.

## APPLICATION PROCEDURES

Applications must be signed and dated. Applications received with an unsigned NGB 34-1 and RIP will not be forwarded for consideration. The application package must include all items 1-5 listed below. If the required documents are not submitted, a letter of explanation must be included. Submittal of any missing requirements after the closeout will NOT be accepted.

Use AGR Application Instructions from DMAVA website (<https://www.nj.gov/military/admin/vacancy/#air-agr-jobs>)

\*\*Incomplete packages will not be considered for the position vacancy

\*\*All application documents must be consolidated into a single .pdf file. (Do not put in a PDF Portfolio format)

1. Signed NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Position dated 20131111 (<https://www.nj.gov/military/admin/vacancy>)
2. Signed CURRENT full Records Review RIP from Virtual MPF <https://vmpf.us.af.mil/vMPF/Hub/Pages/Hub.asp>
3. CURRENT PASSING Report of Individual Fitness from MyFSS/MyFitness <(must not show a "fitness due date" that is in the past) (or) a signed letter from the UFP. If exempt, please include Form 469 with application)
4. Current EPB/OPB – if you do not have a current EPB/OPB, submit last EPB/OPB and a MFR stating the missing reason.
5. Contact Information-on a separate document; Rank, Last, First Name, preferred contact email, and preferred contact phone#.
6. Inability to Retire as AGR SOU (if applicable) (<https://www.nj.gov/military/admin/vacancy>)
7. Administrative Grade Reduction (if applicable)- Current military grade cannot exceed maximum Military grade announced on Vacancy. Over graded applicants must include a memorandum indicating willingness to accept an administrative reduction if selected.
8. A copy of current VALID state driver's license (as required).

### EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into ONE single PDF (adobe portfolio is not recommended) (consider printing signed documents to PDF prior to combining files)-Signatures may be stripped once they are saved.

PDF File Name should be Rank Last Name, First Name\_Position Announcement Number

Example: TSgt Mouse, Mickey\_VA 01-AF-23

Email Subject should be: TSgt Mouse, Mickey\_VA 01-AF-23

Email Application Package to: [ng.nj.njarng.list.nj-job-submission-agr-air@army.mil](mailto:ng.nj.njarng.list.nj-job-submission-agr-air@army.mil)

\*\* Applications will be accepted through GEARS (GEARS <https://gears.army.mil/>), if standard email procedures do not work\*\*

QUESTIONS: Applicants may call HRO to verify receipt of application prior to closeout date.

Commercial 609-562-0887 or Commercial 609-562-0860 or [ng.nj.njarng.list.nj-job-submission-agr-air@army.mil](mailto:ng.nj.njarng.list.nj-job-submission-agr-air@army.mil)

Assistance will be rendered in the order the request was received.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: Selecting supervisor will contact qualified applicants for interviews after receipt of selection register from HRO REMOTE. After completion of interview, send selection register to HRO REMOTE. After the Human Resources Officer approves the selection package, the HRO office will send a notification letter to notify all applicants of their selection/non- selection.

### THE NEW JERSEY NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, color, religion, gender, national origin, or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC some positions may have gender restrictions.

**CEM Code 6C000****AFSC 6C091, Senior Enlisted Leader (SEL)****AFSC 6C071, Craftsman****AFSC 6C051, Journeyman****AFSC 6C031, Apprentice****AFSC 6C011, Helper****CONTRACTING****(Changed 31 Oct 23)**

1. **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. Related DoD Occupational Subgroup: 155100.

**2. 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.

**3. Specialty Qualifications:**

- 3.1. The following provides minimum qualifications for award of the AFSCs indicated. In addition, enlisted contracting members must adhere to the Department of Defense Acquisition Professional Development Program (APDP) by achieving the Core Contracting Certification at appropriate milestones. The minimum requirements as well as the typical chronological order for award of upgraded AFSCs and APDP certifications is as follows:
  - 3.1.1. 6C011 (Helper) – AFSC assigned while students are attending the Air Force Contracting Apprentice Course.
  - 3.1.2. 6C031 (Apprentice) – Awarded upon completion of the Air Force Contracting Apprentice Course.
  - 3.1.3. 6C051 (Journeyman) – Requires possession of AFSC 6C031, a minimum of 12 months on the job training from the date of enrollment in 6C051 upgrade training, completion of the 6C051 core qualification tasks found within the 6C0X1 Career Field Education and Training Plan (CFETP).
  - 3.1.4. 6C071 (Craftsman) – SSgt-selects or higher are authorized to enter into upgrade training for this skill level. Requires possession of AFSC 6C051, a minimum of 12 months on the job training from the date of enrollment into 6C071 upgrade training, completion of the 6C071 core qualification tasks found within the 6C0X1 CFETP.
  - 3.1.5. 6C091 (SEL) – Requires possession of AFSC 6C071, minimum rank of SMSgt, and member must have completed the Air Force Senior Noncommissioned Officer Academy or sister service equivalent.
- 3.2. For award and retention of 6C0X1 AFSCs:
  - 3.2.1. Members must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*.
  - 3.2.2. Commanders may disqualify enlisted members in cases where members are convicted by court-martial or receive non-judicial punishment for: Category 1, 2, or 3 crimes (*NOTE: Categories of offenses are described and listed in AFMAN 36-2032, Military Recruiting and Accessions.*), dereliction in the performance of duties involving contracting activities, misappropriation of government

funds or property, financial irresponsibility, committing acts of misconduct relating to or engaging in falsification of legal documents, or failure to exercise sound leadership principles with respect to morale or welfare of subordinates, peers, leadership or customers.

**3.3. Mandatory requirements for Non-prior service Airmen or Airmen who are being reclassified into 6C0X1:**

3.3.1. For entry into, award of, and retention within these AFSCs of paragraph 3, members must:

3.3.1.1. Demonstrate the ability to speak distinctly and communicate effectively in writing.

3.3.1.2. Never have been convicted by court-martial and never received non-judicial punishment for dereliction in the performance of duties involving contracting activities, larceny, misappropriation of government funds or property, or financial irresponsibility.

3.3.1.3. Have no record of disciplinary action (Letter of Reprimand [LOR], Article 15 or court-martial) for committing acts of misconduct relating to or engaging in falsification of legal documents or documented failures (LOR, Article 15, or court-martial) to exercise sound leadership principles with respect to morale or welfare of subordinates, peers, leadership, or customers.

3.3.1.4. Never have been convicted by a civilian court of a Category 1, 2, or 3 offenses, or exceed the acceptable number of Category 4 or 5 offenses. Category 3, 4, or 5 traffic offenses alone are not disqualifying. *NOTE:* Categories of offenses are described and listed in AFMAN 36-2032, *Military Recruiting and Accessions*.

3.3.1.5. See attachment 4 for additional entry requirements.

**3.4. Mandatory requirements for first term and career Airmen retraining into the 6C0X1 AFSC:**

3.4.1. Cross Trainee applicants must be E-5 or below and cannot possess a promotion sequence line number E-6 prior to initial official notification of attendance to the Air Force Contracting Apprentice Course. Waivable for ANG through ANG Contracting CFM.

3.4.2. Those seeking to cross-train into Contracting must have an interview with the nearest permanently assigned SEL of a numbered contracting flight or contracting squadron. The cross-training candidate must obtain a written endorsement from the contracting SEL for entry into the AFSC 6C0X1. While not mandatory, it is recommended that members considering retraining into the 6C0X1 career field, provide a letter of recommendation from their Unit Commander or equivalent as a part of their retraining package. If an SEL of a numbered contracting flight or squadron is not available, the 6C MAJCOM Functional Manager must review and endorse the cross-training approval package. All 6C0X1 retraining packages must be reviewed and approved by the 6C0X1 Career Field Manager. *NOTE:* Numbered flight SEL or squadron SEL MUST possess the Contracting vector for SEL in order to endorse the individual.

3.4.3. In order to qualify for an interview, members must meet the following criteria:

3.4.3.1. Member must have a current and passing Fitness Assessment at the time of the interview with the contracting SEL.

3.4.3.2. Member must complete the Contracting Retraining Assessment.

3.4.3.3. Member must have the ability to speak distinctly and communicate effectively in writing.

3.4.3.4. Must not have been convicted by court-martial nor received an Article 15 for the past 3 years and can never been convicted by court-martial nor ever received an Article 15 for dereliction in the performance of duties involving contracting activities, larceny, misappropriation of government funds or property, financial irresponsibility, or committing acts of misconduct relating to or engaging in falsification of legal documents.

3.4.3.5. Applicants can never been convicted by a civilian or military court of any Category 1 offense and can never have been convicted by a civilian or military court of other Category 2 offensive involving violence, theft, or a crime of sexual nature. No convictions by a civilian or military court of other Category 2 or 3 offense within the past 3 years, nor exceed the acceptable number of Category 4 or 5 offenses. Category 3, 4, or 5 traffic offenses alone are not disqualifying. *NOTE:* Categories of offenses are described and listed in AFMAN 36-2032, *Military Recruiting and Accessions*.

3.4.4. See attachment 4 for additional entry requirements