



TRADITIONAL OFFICER VACANCY ANNOUNCEMENT

FOR APPOINTMENT IN THE NEW JERSEY AIR NATIONAL GUARD



NEW JERSEY AIR NATIONAL GUARD 177th Fighter Wing Atlantic City Air National Guard Base, 08234	ANNOUNCEMENT # MSG-64P-26
UNIT: 177th Mission Support Group	OPEN DATE: 01 October 2025
MAX AVAILABLE GRADE: MAJ/O-4	CLOSE DATE: 30 November 2025
POSITION TITLE: Contracting Officer	AFSC: 64PX
	AREA OF CONSIDERATION: Qualified <i>Commissioned and Enlisted members of the New Jersey Air National Guard</i>

SPECIALTY SUMMARY: *(As outlined in DAF Officer Classification Directory):*

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.

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.

Specialty Qualifications:

- 3.1. *Knowledge. Knowledge is mandatory of contracting process fundamentals, federal acquisition and contracting directives and publications, budgeting and funding procedures, and contract pricing.*
- 3.2. *Education. For entry education requirements see Appendix A, 64P CIP Education Matrix.*
- 3.3. *Training. For award of AFSC 64P3, it is mandatory to complete the Mission Ready Contracting Officer (MRCO) course, or SAF/AQC-approved equivalent, and complete the Career Field Education and Training Plan requirements.*
- 3.4. *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 Requirements:

Desired: A Degree in Business, Management, Marketing, Engineering, Engineering Technologies, Mathematics & Statistics, Economics or Science Technologies

Permitted: Any Degree

APPLICATION PROCEDURES: *(Applications are due no later than close of business on closing date)*

- 1. Cover Letter
- 2. Professional Resume
- 3. College Transcript(s) (Required only for Commissioning Opportunity)
- 4. Current Report of Individual Person (RIP) from the vMPF (or equivalent from current service)
- 5. Current Passing Fitness Assessment printout (or equivalent from current service) (Required only for Prior Service)
- 6. Last Three Performance Reports OPBs/EPBs or OPRs/EPRs (or equivalent from current service)
- 7. 2 Letters of Recommendation
- 8. Air Force Officer Qualification Test Results

Application packages must be submitted in **ONE** PDF, include all requirements, and be received by the closing date.

SELECTION BOARD

Qualified applicants will be scheduled for an interview once completed package has been received and reviewed. All packages will be considered for all vacancy announcements.

Selecting Official: Col Matthew Vanderschuere

Recruiting POC: MSgt Robert Budhan (*robert.budhan@us.af.mil* | 609-439-8425)

APPLICATIONS PACKAGES WILL ONLY BE ACCEPTED VIA E-MAIL ***(Incomplete applications will not be considered)***

EMAIL: *daniel.walker.35@us.af.mil*

SUBJECT: Wing, Rank, Last, First, MI: *(ex. 177 FW_A1C Walker, Daniel J)*

Additional Information:

Vacancy announcement will be used to fill one (1)DSG position.

Questions regarding application process should be directed to Capt Daniel Walker, *daniel.walker.35@us.af.mil*