

# Nationwide Announcement is made of the following Active Guard Reserve (AGR) Position in the Nevada Air National Guard

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| <b>Announcement Number:</b>   | <b>13-037</b>   |
| <b>Date of announcement:</b>  | <b>22 March 2013</b>  |
| <b>Closing Date:</b>  | <b>24 April 2013</b> (All applications must be received before 1600 on the closing date)  |
| <b>Start Date No Later Than:</b>  | <b>N/A</b>  |
| <b>Position Description &amp; #:</b>  | Contracting Journeyman, Position # <b>0843688</b>   |
| <b>Duty Location:</b>   | Reno, Nevada  |
| <b>Unit:</b>  | 152d Mission Support Group  |
| <b>Area of Consideration:</b>   | <b>Nationwide*</b> ; <b>All eligible for membership in the Nevada Air National Guard</b>  |
| <b>Grade:</b>   | Enlisted, Min E-4/SrA-Max-E-7/MSgt  |
| <b>AFSC:</b>  | 6C0X1, Preferred but not required. Must be able to obtain 6C0X1. Failure to complete 6C0X1 course will result in the termination of AGR tour. |
| <b>Salary:</b>  | Full military pay and allowances depending on rank and longevity  |
| <b>Initial Tour Length:</b>   | 3 years   |
| <b>Human Resources Point of Contact:</b>  | SFC Anderson (775) 887-7391/DSN 530-7391<br><a href="mailto:troy.h.anderson.mil@mail.mil">troy.h.anderson.mil@mail.mil</a>                    |
| <b>Unit Point of Contact:</b>   | Col Morrow (775) 788-4501/DSN 384-4501 <a href="mailto:barbara.morrow@ang.af.mil">barbara.morrow@ang.af.mil</a>                               |
| <b>NOTE: *Nationwide means: Only current AGR's, Active Duty or Traditional Status Guardsmen (M Day) may apply Applicants on Active Duty Title 10 must ETS within 90 days of closing date.</b> |   |

**13-037**

**HOW TO APPLY:**

**INTERESTED APPLICANTS MUST FORWARD THIS CHECKLIST WITH THE FOLLOWING DOCUMENTATION IN ORDER, NO BINDERS OR STAPLES PLEASE!**

1. Initial NGB Form 34-1, dated 201011, must be complete with original signature (Available on NGB Forms) [http://www.ngbpdcc.ngb.army.mil/forms/ngbf34\\_1.htm](http://www.ngbpdcc.ngb.army.mil/forms/ngbf34_1.htm)
2. Initial Physical:
  - **AF Form 422**, Physical Profile Serial Report, (Current within 12 Months)
  - **AF Form 1042**, (Only required if announcement requires applicant to be on Flight status)
  - Medical documents which indicates a Permanent Profile higher than a “1” in any of the PULHES fields of the physical (if applicable). Medical documents for any Temporary Profiles. Selected applicant will have to fill out a DD FORM 2870, AUTHORIZATION FOR DISCLOSURE OF MEDICAL OR DENTAL INFORMATION before start date.
3. Initial All DD Form 214 (s), NGB Form 22 (s), and DD Form 215(s) covering any active duty period. **DD 214 copy must include bottom portion that identifies Separation Code. DD 214 Member 4 will have Separation Code.**
4. Initial Current AF Form 526 Retirement Point Credit Record (Guard/Reserve members only).
5. Initial Current RIP Sheet within the last 30 days (RIP must show your ASVAB scores and awarded AFSCs).
6. Initial Air Force Fitness Management System (AFFMS) printout showing a score of at least 75%.
7. Initial A memo from Security Manager showing current clearance. Must currently hold a Secret Security Clearance.
8. Initial Resume and any supporting documentation to reflect experience, training for the advertised position to include civilian degrees, and letters of recommendation.
9. Initial Last five EPRs/OPRs (if applicable). Submit a memo to the President of the Board, explaining reason(s) for any missing or not requiring of EPR/OPRs.
10. Initial Photograph:
  - Official Military Photo in Dress uniform without headgear preferred (Home Photo is acceptable). Photo in Airman Battle Uniform accepted if Service member does not have dress uniform. If not available submit memo to President of the Board explaining why you do not have a dress uniform photo (if applicable).
11. Initial Copy of Air Force Certificates of Training, to include highest PME completed, documenting military education appropriate to branch/AFSC which qualified.

12. Initial Applicants email address: \_\_\_\_\_  
(Applicants will be contacted by email or phone for interviews)

**Applications without all required supporting documents will not be considered and will not be returned. Applications received after 1600 on the closing date will not be considered and will not be returned.**

US Government postage and envelopes may not be used for submitting applications. Qualified applicants will be contacted for interviews. The Board President or Human Resource Office will contact all applicants to notify them of recommendation or non-recommendation either by phone or by memorandum. If there are three or less applicants a formal board may not be held.

Submit applications to:  
**Nevada Military Department**  
**ATTN: HRO AGR Branch NGNV-HR-AG**  
**2460 Fairview Drive, Carson City Nevada 89701-5502**

**All applications must be received before 1600 on the closing date of this announcement. If applying for multiple job announcements you must fill out a complete packet for each announcement.**

**PRIMARY DUTIES AND RESPONSIBILITIES:**

**Major duties:**

Serves as a contracting specialist in procuring various supplies, services and construction, and contract for a variety of nonrecurring technical and complex acquisitions which frequently require special handling, revisions and/or other specialized terms through sealed bid and negotiated contracting procedures with some contracts covering more than one year.

Establishes project objectives and timeframes. Develops acquisition plans, solicitations, price analysis and market trend analysis to determine availability of product or service.

Provides guidance to technical personnel involved in the development of statements of work, performance of work statements, or technical specifications. Reviews requirements and recommends revisions.

Provides administrative coordination and complete contract management. Serves as a centralized clearing point for all matters affecting the contract including changes, invoices, payments, fund obligations and adjustments, claims disputes, terminations, travel allowances, quality and performance. Negotiates with the contractor to resolve problems concerning obligations of both parties and pursues through appropriate channels that contracts be terminated for default or for convenience of the government and effects termination when appropriate.

Manages the Government Purchase Card program, serving as the Alternate Agency Program Coordinator. Conducts training on the GPC and reviews cardholder and billing official accounts. Reports any discrepancies to the Agency Program Coordinator.

**AFSC QUALIFICATION REQUIREMENTS:**

**6C0X1, Preferred but not required. Must be able to become 6C0X1. Failure to complete 6C0X1 course will result in the termination of AGR tour.**

**Mandatory AFSC Entry Requirements**

- General 72
- Demonstrated Weight Lift of 40 lbs
- PULHES 333233

**ADDITIONAL REQUIREMENTS:**

Duties and Responsibilities: Outstanding appearance, military bearing, professional conduct, high moral character and unquestionable integrity are required. Must be able to speak clearly and communicate effectively both orally and in writing. Must have knowledge of the organization, mission and operation of the ANG. Demonstrate ability to perform and be:

1. Completion of 24 semester hours in business related subjects, such as accounting, business finance, law, contracting, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management is desirable, and /or possession of a baccalaureate degree that meets these requirements.
2. Applicants who are over grade may apply, but must indicate in writing a willingness to be administratively reduced in grade when assigned to the position (if selected).
3. As a condition of employment, the selectee will attend all unit training assemblies and annual training with their unit as assignment. Wearing of the appropriate military uniform and maintaining prescribed standards of conduct and appearance are mandatory conditions of employment.
4. A self-starter, capable of accomplishing multiple tasks while simultaneously meeting deadlines is a must. Must be highly self-motivated, well organized, creative, and work with minimum supervision.

For entry, award, and retention of these AFSCs:

Ability to speak distinctly

Ability to communicate effectively in writing

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

**MINIMUM ELIGIBILITY CRITERIA:**

To be accessed in the AGR program, an individual must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour. Members selected for AGR tours must meet the physical qualifications outlined in AFI 48-123. Must not be under a current suspension of favorable personnel actions. Enlisted applicants who are over grade may apply, but must indicate in writing a willingness to be administratively reduced in grade when assigned to the position. Officer applicants cannot be reduced in grade to accept an AGR position. Officer applicants may not enter the AGR program in an overgrade status. The initial tour length is three years. Failure to become AFSC qualified within the specified period is grounds for mandatory involuntary separation from the AGR program. Must have sufficient time remaining (ETS) (MRD) to permit completion of tour of duty. Subsequent tour(s) will be based on authorized force structure in effect. PCS funds have been authorized if in the best interest of the government. See ANGI 36-101 for AGR accession requirements.

**THE NEVADA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units some positions may have gender restrictions.