



# AIR NATIONAL GUARD (ANG) ACTIVE DUTY FOR OPERATIONAL SUPPORT (ADOS) ANNOUNCEMENT

## IAW the ADOS Application Procedures

Please submit complete ADOS applications as 1 PDF to [NGB.HR.HR.ADOS.Org@us.af.mil](mailto:NGB.HR.HR.ADOS.Org@us.af.mil)

If unable to encrypt or the application is over 4MB, please forward via: DOD Safe <https://safe.apps.mil/>  
to the above address

**ANNOUNCEMENT NUMBER:** 20-151

**CLOSE OUT DATE:** Open Until Filled

**POSITION TITLE:** Contracting CFM/FAM Support

**POSITION INFORMATION:** Length: 30 Sep 21  
Tour intent is multiple years  
Pending Funding  
ADOS, Title 10 - 12301d

**RANK/GRADE REQUIREMENT:** SrA to SMSgt

**AFSC REQUIREMENT:** ANY (6C preferred)

**SECURITY CLEARANCE REQ:** Secret

**LOCATION:** 201<sup>st</sup>/CCY, ANGRC, Joint Base Andrews, MD

**WHO MAY APPLY:** Qualified ANG members only

**POC Position:** CMSgt Kurt Lunstra  
kurtis.lunstra@us.af.mil  
DSN 612-7072  
Comm 240-612-7072

## **Position Description (Duty Description):**

This announcement will be used fill two positions (ADOS 257/258). Any AFSC may qualify to fill these positions but contracting duties and responsibilities will only be assigned to qualified 6C0X1 personnel (noted below).

Assists with planning processing and monitoring UTC availability, readiness and training, responding to Air Staff guidance / tasking and verifying tasking of functional field units. This includes regular use of AEF Online, AEFIS, AFIT/DRRS, AFRIS, ART, DCAPEs, UMIS, and/or any other readiness management application/system.

Assists with continual evaluation and routine monitoring of functional community in accordance with AFI 90-201. This includes the analysis of metrics, data systems, inspection reports, Management Internal Control Toolset (MICT) Self-Assessment Communicators (SAC), and/or any other reporting system in order to identify findings, determine root causes, apply corrective actions, ensure follow up, and share results across the organization.

Participates in exercises and real-world support of the ANG Crisis Action Team (CAT) response.

Conducts studies and analysis to evaluate and monitor the effectiveness and strength of a variety of programs, operations, policies, and approaches related to the manpower, personnel, readiness, training and career field management.

May provide support to Division Chief, Acquisition Management within in the full scope of acquisition management related duties and responsibilities.

Based on qualifications and delegated authority, may accomplish contracting processes, functions, and tasks. Determines 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.

May perform other duties as assigned.

### **- Skills and Abilities (preferred):**

- Strong and effective communicator, both written and verbal, with excellent interpersonal skills.
- Strong analytical, organizational, and administrative skills.
- Proficient computer skills using MS Word, Excel, Outlook, PowerPoint, TEAMS, SharePoint.
- Ability to work independently, as well as maintain a positive working relationships.
- Ability to perform multiple tasks under tight deadlines without sacrificing quality or accuracy.
- Strong attention to detail and follow-through.