PUERTO RICO NATIONAL GUARD
HUMAN RESOURCES OFFICE
PRARNG Readiness Center, Building 545
Fort Buchanan, Puerto Rico

ACTIVE GUARD RESERVE (AGR) VACANCY
ANNOUNCEMENT

*POSITION WILL BE HIRED BASED ON AVAILABILITY OF RESOURCES*

ANNOUNCEMENT NUMBER: 19-80   OPENING DATE: 1 May 2019   CLOSING DATE: 01 JUNE 2019

POSITION TITLE, POSITION NUMBER, DAFSC, AUTH GRADE, OSC
CONTRACTING SPECIALIST CRAFTSMAN, 0080330734, 6C071, MSGT, MSC

APPOINTMENT FACTORS: OFFICER ( ) ENLISTED ( X )

LOCATION OF POSITION:
This is a Puerto Rico National Guard Active Guard/Reserve (AGR) position with Duty Location at the 156th Mission Support Group located at Muñiz ANG Base Puerto Rico.

DESCRIPTION OF DUTIES:
***THIS IS A NATIONAL GUARD ACTIVE GUARD/RESERVE (AGR) TITLE 32 POSITION***

As a CONTRACTING SPECIALIST CRAFTSMAN you will be required to:

Plans the overall approach to meet contracting program objectives for procuring a wide variety of requirements. Performs market research/analysis to determine availability of the requirement; analyzes market trends, commercial practices, conditions and technological advances and determines the sources to be solicited. Determines appropriate method of procurement using a wide range of contracting methods and contract types. Selects appropriate contracting approaches, techniques, and procedures to solve a variety of acquisition problems. Analyzes contracting issues and recommends best course of action. Performs acquisition planning along with the program manager/customer, technical, legal, finance and contract pricing personnel to develop market research, acquisition strategy, milestones, evaluation/source selection criteria, and/or incentive or award fee provisions, as applicable.

Exercises latitude in dealing with problems arising during the pre-award phase of the procurement action. Plans and carries out the work, selecting the approaches and techniques to be used, and determines actions to be taken on assigned contracts. Uses judgment in interpreting guidelines, in adapting procurement procedures to specific situations and in recommending solutions to problems encountered. Provides business advice and assistance to technical personnel involved in the development of the performance work statement/statement of work or data requirements. Reviews requisition packages for adequacy and compliance with administrative, regulatory, and procedural requirements and consistency with current market practices and conditions.

Reviews procurement requests to determine whether, based on market analysis, the requirement can be performed by small businesses; actively solicits Small Businesses and a wide range of socioeconomic groups. If appropriate, initiates action to have all or part of a procurement set-aside exclusively for small business/socioeconomic performance. Prepares applicable determinations and findings. Assists with the development of evaluation criteria to use in determining source selection and “best value” requests for proposals which include utilization of past performance data and technical qualifications for awards based on other than lowest price. Procurements usually involve a variety of considerations such as socioeconomic, market conditions and strategy, difficult-to-define scopes of work, legal conditions, rigid deadlines, or incentive arrangements. Resolves problems that limit competition and modifies clauses that discourage potential offerors. Conducts pre-proposal/pre-bid conferences and modifies requirements as necessary. Serves as the point of contact for assigned procurements.

Provides business advice and guidance to technical personnel and others on contracting work and prepares correspondence. Represents the interest of the organization in a professional manner in meetings and various contacts outside the agency on a variety of issues that often are not well-defined. Provides advice, guidance, training and assistance to technical or program personnel, functional commanders and/or contractors on contractual language, legal responsibilities, and acquisition and business related issues. Prepares letters, memoranda, documents, or reports that support contractual actions or recommendations. Researches and recommends appropriate action or interpretation of issues.

Performs other duties as assigned.
AREA OF CONSIDERATION:

This vacancy is open to Nation-wide qualified applicants

AREA 1: Open only to onboard Active Guard Reserve (AGR) in the Puerto Rico Air National Guard who hold a qualified (5-level) DAFSC 6C0X1.

AREA 2: Applicants who possess as minimum 5-skill level within the compatible military assignments of 6C0X1.

Minimum / Maximum Military Rank: Enlisted (SrA/E-4 thru MSgt/E-7)

Compatible Military Assignments: 6C0X1. For Air Force Specialty Qualification, see mandatory requirements as indicated in Air Force Enlisted Classification Directory (AFED) dated 30 Apr 18.

APPLICATIONS MUST INCLUDE THE FOLLOWING:

1. NGB Form 34-1 must be complete with original signature.
2. Current and updated Physical Examination and Dental no more than twelve (12) months prior to entry to AGR program. Note: Members must retrieve most recent physical from 156 MDG.
3. HIV test must be completed not more than six (6) months prior to entry to AGR program.
4. AF Form 422, (Notification of Air Force Member’s Qualification Status)
5. ASIMS Cover Page (Print-screen IMR Cover Page)
6. School and ECI course(s) certificate of completion and/or Verification of Military Experience and Training (VMET).
8. Copy of latest Fitness Standards Certification reflecting a score of 75 or above within the last 12 months.
9. AF Form 526 (ANG/USAFR Point Credit Summary).
10. Copy of current Driver’s License.
11. Enlisted personnel who are applying to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with AFI 36-2503, Administrative Demotion of Airmen (Superseded by AFI 36-2502). Acceptance must be in writing and included in the application package (REF: ANGI 36-101).
12. Military Basic Requirements (MBR) Certificate. This is a military position that requires membership in in the Puerto Rico Air National Guard (PRANG). Applicants who are not currently a member of the PRANG must contact Puerto Rico Air National Guard Recruiting and Retention Superintendent (RRS) office at 787-289-1400, X-1713 or 787-529-2094/6740 to request a Military Basic Requirements (MBR) certificate. (If applicable)
13. If you are unable to complete 20 years Total Active Federal Military Service (TAFMS) prior to age sixty (60) please include the statement of understanding (Attachment 3 in ANGI 36-101).
14. Applicants for E-8 positions, must have completed the Senior Noncommissioned Officer Academy to apply for the AGR position. (If applicable)

CONDITIONS OF EMPLOYMENT:

1. Once selected, AGR members must remain in the position to which initially assigned for a minimum of twenty-four (24) months.
2. Applicant will be required to serve a probationary period that will be three (3) years, and may be reviewed by the convening AGRs Continuation Board (ACB) during the first initial tour.
3. Applicants must meet and maintain Air Force Fitness Program AFI 36-2905 requirements.
4. Applicants should be able to complete 20 years Total Active Federal Military Service prior to reaching mandatory separation date. Waiver authority for this requirement is The Adjutant General (TAG).
5. Applicant must maintain qualifications for mobilization and attend all Regularly Scheduled Drill (RSD), exercises, and periods of annual training.
6. Medical/Physical: Applicants must meet and maintain any medical standards or physical requirements designated for the position.
7. Designated and/or random drug testing may be required.
8. Selected candidate is required to participate in Direct Deposit/Electronic Fund Transfer Program.
10. Applicant receiving or eligible to receive an immediate Federal Civil Service retirement annuity aren’t eligible to apply for announced position.
11. Applicant must possess a valid state driver’s license to operate government motor vehicles (GMV) in accordance with AFI 24-301, Vehicle Operations
12. Physical Profile - PULHES: 333233
13. May be required to travel by military or commercial air to conferences, meetings, or other functions.
14. The employee may be required to work other than normal duty hours, which may include evenings, weekends, and/or holidays.

15. Work may require access to classified information. Must be able to obtain and maintain the appropriate security clearance.

**BASIC QUALIFICATIONS REQUIREMENT:**

**GENERAL EXPERIENCE:**

1. Applicants MUST possess a minimum Qualification in and possession of AFSC 6C051. Knowledge is mandatory of basic computer applications, audit procedures, policies, laws, and directives governing purchasing and contingency contracting policies and procedures. Completion of 24 semester hours in business related subjects, such as accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management or possession of a baccalaureate degree is desirable.

**INSTRUCTIONS FOR APPLYING:**

Qualified applicants must submit applications to AGR Branch, PRNG-HRO, Bldg., 545, Columbus Street, Fort Buchanan, PR, 00934. Applications must be received by COB on the closing date. Faxed or incomplete applications will not be accepted or considered.

**IMPORTANT NOTICE**

1. Due to the increased volume of AGR applications, incomplete packets will not be considered for AGR selection.

2. Complete and accurate data is essential to ensure fair evaluation of candidates. Application packets missing vital or current data will not be considered, and will be determined UNQUALIFIED.

3. It is the applicant’s responsibility to ensure the NGB 34-1 and all supporting documents are accurate and complete.

4. Applications will be screened after the job closing date, not prior. Please review your application for accuracy prior to COB on the closing date.

5. Potential for promotion in the position is conditional upon assignment to the appropriate UMD grade, compliance with ANGI 36-101 grade compatibility requirements and, if applicable, the availability of an AGR control grade.

6. Selection for controlled grade position does not automatically constitute the immediate availability of an AGR Control Grade (CG) required for promotion to the higher grade.

**AGR SECTION STAFFER CONTACT INFO:**

CMSgt Luis Rivera, 787-289-1400, Ext. 1482, luis.rivera39.mil@mail.mil
SSgt Joshua Mendez, 787-289-1400, Ext.1488, joshua.a.mendez-gomez.mil@mail.mil

**EQUAL OPPORTUNITY:**

The Puerto Rico National Guard is an Equal Employment Opportunity Employer. Soldiers and Airmen will not be accessed, classified, trained, promoted, or otherwise managed based on race, color, religion, national origin, reprisal, gender, politics, and membership/non-membership in an employee organization.

**POSTING:**

This announcement will be placed on all bulletin boards, wildcard email and 156 AW Facebook page.

Website for PRANG AGR Vacancies:
https://www.ang.af.mil/Careers/State-Active-Guard-Reserve/