

**ILLINOIS AIR NATIONAL GUARD  
ACTIVE GUARD RESERVE (AGR)  
VACANCY ANNOUNCEMENT  
STATEWIDE**

<b>HUMAN RESOURCES OFFICE</b> <b>ILLINOIS NATIONAL GUARD</b> <b>1301 N. MACARTHUR BLVD.</b> <b>SPRINGFIELD, IL 62702-2317</b>	<b>POSITION TITLE:</b> Contracting Superintendent	<b>ANNOUNCEMENT NUMBER:</b> 21A-042	
<b>UNIT OF ACTIVITY &amp; LOCATION:</b> 182 AW Peoria, IL		<b>OPENING DATE:</b> 29 Apr 2021	<b>CLOSING DATE:</b> 10 May 2021
<b>MAXIMUM UMD GRADE</b> <b>CURRENTLY ON-BOARD (182 AW):</b> SMSgt/E-8 <b>MINIMUM UMD GRADE:</b> MSgt/E-7	<b>REQUIRED AFSC(s):</b> 6C091 (must have 7 level minimum)	<b>APTITUDE</b> <b>REQUIREMENTS:</b>	<b>M: A: G: 72 E:</b> <b>P:3 U:3 L:3 H:2 E:3 S:3</b>
<b>SELECTING OFFICIAL:</b> Colonel Steven Rice		<b>COM:</b> 309-633-5800	
<b>AREA OF CONSIDERATION:</b> Military duty personnel currently enlisted in the Illinois Air National Guard eligible for a Title 32 AGR Tour with the 182 AW.		<b>NOTE:</b> 1. Position Announcement Number and Position Title must be included on application. 2. Contracting Level II Certificate Required.	

**Conditions of Employment:**

- Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, 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.**
- Air Force Fitness Standards. AGR Airmen are subject to the provisions of AFMAN 36-2905, Fitness Program. 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 DLC which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.
- AGR applicants should be able to attain 20 years TAFMS in the AGR career program. Waiver authority of this requirement is The Adjutant General. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete the Statement of Understanding contained in ANGI 36-101 Attachment 3.
- Airmen who voluntarily resigned from the AGR Program in lieu of adverse personnel actions or who have been involuntarily separated from the AGR Program are not eligible to reenter the program.
- Individuals must **NOT** be eligible for, or receiving, an immediate Federal (military or civilian) annuity.
- Member must meet all eligibility criteria in ANGI 36-101, Air National Guard Active Guard Reserve (AGR) Program.
- Member must hold the required AFSC or be eligible for retraining to the required AFSC and meet all eligibility criteria in the AFECD/AFOCD.
- Enlisted applicant's military grade cannot exceed the maximum military grade authorized. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade IAW ANGI 36-2503, Administrative Demotion of Airmen, when assigned to position. **Acceptance of demotion must be in writing and included in the application package.**

Applicants for SMSgt/E-8 positions, must have the ability to complete Senior Noncommissioned Officer Academy within 36 months of assignment IAW para 2.23.1 of ANGI 36-2101.

## **Additional Information:**

- AGR members will participate with their unit of assignment during Unit Training Assemblies (UTAs).
- Initial tours will not exceed 6 years. Follow-on tours will be from 1 to 6 years.
- To be considered for this position you must meet all minimum AFSC requirements to include the minimum ASVAB qualifying score. Scores are reflected on your personnel RIP. If your ASVAB scores do not meet the minimum required, contact your servicing FSS. You have the option to retake the test, however; you must schedule your test date and receive your new scores prior to the announcement closing date.
- Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program.

## **DUTIES & RESPONSIBILITIES:**

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. 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. 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. 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. 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.

## **SPECIALTY QUALIFICATIONS**

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 Contracting Level I and Level II certifications at appropriate milestones. The minimum requirements as well as the typical chronological order for award of upgraded AFSCs and APDP certifications is as follows: 6C011 (Helper) – AFSC assigned while students are attending the Air Force Contracting Mission Ready Airman Course. 6C031 (Apprentice) – Awarded upon completion of the Air Force Contracting Mission Ready Airman Course.

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), and completion of the 6C051 Career Development Course. APDP Contracting Certification Level I. Member must meet minimum requirements for experience, position, and coursework for the Contracting Level I certification as stipulated by the Defense Acquisition University. 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, and completion of the 6C071 Career Development Course. APDP Contracting Certification Level II. Member must meet minimum requirements for experience, position, and coursework for the Contracting Level II certification as stipulated by the Defense Acquisition University. 6C091 (Superintendent) – 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. Non-Prior Service Airmen: Never have been convicted by a civilian court of a Category 1, 2, or 3 offense, 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. See attachment 4 for additional entry requirements. For Airmen being reclassified into 6C0X1 or first term and career Airmen retraining into the 6C0X1 AFSC: Must not have been convicted by court-martial nor received an Article 15 for the past 3 years, and can never have 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. Retraining applicants can never have 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 a Category 2 offense involving violence, theft, or a crime of a sexual nature. Cannot have been convicted by a civilian or military court of other Category 2 or 3 offenses 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. See attachment 4 for additional entry requirements. Other. Additional requirements for retraining applicants: Retraining applicants must be E-5 or below and cannot possess a promotion sequence line number to E-6 prior to official notification of attendance to the Air Force Contracting Mission Ready Airman Course. Those seeking to retrain into Contracting must have an interview with the nearest permanently assigned superintendent of a numbered contracting flight or contracting squadron to evaluate the retrainee's suitability for the 6C0X1 career field. The retraining candidate must obtain a written endorsement from the superintendent for entry into the AFSC 6C0X1. In cases where a permanently assigned superintendent is not available, SNCOs who are vectored for superintendent may conduct the interview for a potential retrainee, but the functionally aligned 6C MFM must endorse the retrainee application memorandum. For retrainee applicants who are serving outside of normal Air Force billets, the nearest geographically located 6C MFM will be required to review and endorse the retraining package. In order to qualify for an interview, members must meet the following criteria: Member must have a current and passing Fitness Assessment at the time of the interview with the contracting superintendent. Member must complete the Contracting Retraining Assessment. Member must have the ability to speak distinctly and communicate effectively in writing. Disqualification. Members may be disqualified from AFSC 6C0X1 for any of the following:

Convicted by court-martial or 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. Convicted by a civilian court of a Category 1, 2, or 3 offense, 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. Failure to maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301, Computer Security. Failure to obtain APDP certifications within the required 24-month timeframe. Failure to maintain continuous learning requirements in accordance with the APDP.

Note: The selectee for this position's package must be reviewed by the Head of Contracting Authority, and approved prior to selection and start of the AGR tour.

### **APPLICATION INSTRUCTIONS**

#### **APPLICATIONS MUST BE SUBMITTED FOLLOWING THE INSTRUCTIONS ON THIS ANNOUNCEMENT**

**\*\*\*\*\*INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED\*\*\*\*\***

1. **NGB 34-1:** Must type or print in legible dark ink, must include announcement number and position title on each application, must sign and date each application. Failure to sign and date these forms will result in non-consideration (new application and dated signature required for each new application).
2. **Complete Copy of Report of Individual Personnel (RIP) within last 30 days.** RIP can be obtained from the servicing Force Support Squadron (FSS). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (VMPF). Select 'Record Review', and then 'Print/View All Pages'. **Documents must show your ASVAB scores (enlisted personnel only).**
3. **AF Form 422, IMR Printout, DD Form 2992**
  - AF Form 422, Physical Profile Serial Report (CURRENT within 12 months), must include PULHES (this is not your PHAQ).
  - IMR Printout (This can be found via the AF Portal, "My IMR/ASIMS – Medical Readiness" – screenshot the initial IMR page with current overall statuses)
  - DD Form 2992 Flight Physical (Only required if AGR position is requiring individual to be on fly status)
4. **Report of Individual Fitness from the Air Force Fitness Management System (AFFMS) with a minimum passing score of 75 within the last 12 months (prior to the closing date of this announcement) \*Must have been pulled from AFFMS within last 30 days. (I AM FIT is not acceptable documentation.)**
5. **JPAS Memo required to verify current Security Clearance or that there is a reinvestigation initiated (Signed within last 30 days).**
6. Background Survey Questionnaire 79-2 OMB **FORM 1386** (OPTIONAL)
7. If you are enlisted and applying for a position that would make you an over-grade then you must submit a letter of willingness to accept a voluntary demotion.
8. If you are a member of another branch of the military applying to a Nationwide announcement, you must submit the equivalent documents for medical (PUHLES), ASVAB scores that show conversion to Air Force requirements, PME completion & document showing TAFMS.
9. Optional extra documents – you may submit any other documents that you wish such as resume, EPRs, letters of recommendation, etc.
10. **Contracting Level II Certificate must be submitted with application.**

**SECURITY CLEARANCE:** Must possess a valid security clearance required for the grade, AFSC and AGR duty position.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board.

**WHERE TO SEND APPLICATIONS:** E-mail all documents as **ONE CONTINUOUS PDF (no portfolios)** - and labeled as "Announcement #, Last Name, First Name" to: [jennifer.e.burrell2.mil@mail.mil](mailto:jennifer.e.burrell2.mil@mail.mil) and [jakob.c.little.mil@mail.mil](mailto:jakob.c.little.mil@mail.mil) if you do not receive a confirmation e-mail that your package is received then call to confirm. Please note that failure to send the package as one continuous PDF document will automatically disqualify your package – portfolios will not be accepted.

Applications must be received by 1630 CST on the closing date of this announcement. Incomplete or late packets will not be considered. Questions concerning the contents of this notice may be directed to the Human Resource Office, telephone CML: (217) 761-3692, DSN: 555-3692 or 217-761-3707, DSN: 555-3707 Illinois National Guard vacancies can be viewed at <https://www.il.ngb.army.mil> Click for All Job Openings.

For questions about the position or the contents of your application please contact the 182 AW Remote Designee at 309-633-5262

## How to submit a package as one continuous PDF and not lose signatures...

1. For any digitally signed documents – before adding these into your PDF go to file and choose Print to PDF.
2. For documents that are locked go to file and choose Microsoft Print to PDF.
3. Save your document and then add into your continuous PDF, this will maintain the signature.
4. How do you add them all in? In your starting PDF document go to “Organize Pages” and insert other saved documents from files.
5. File too big to send in e-mail? In your PDF go to file – save as other, save as reduced size PDF.