

VERMONT AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

Announcement Number(s):	MVA AF 25-17
Position Title:	Contract Specialist
Date of Announcement:	01 May 2025
Closing Date:	30 May 2025
Duty Location & Unit:	158 Mission Support Group, Vermont Air National Guard, South Burlington, VT 05403
Rank, Grade, AFSC:	MSgt/E7; 6C071
Period of Tour:	Initial Tour 3 years
Selecting Official:	Col Adam Nichols; 802-660-5229; adam.nichols@us.af.mil
Human Resources Office Point of Contact and Address:	Ms. Louise Acker; louise.s.acker.civ@army.mil ; SMSgt Sara Lemay; sara.j.lemay.mil@army.mil ; Ms. Maggie Brownell, margaret.d.brownell.civ@army.mil 789 Vermont National Guard Rd Green Mountain Armory Colchester, Vermont 05446-3099
Area of Consideration:	All Members Within the Vermont Air National Guard and Those that are Eligible to Become Members.
PCS Authorized:	YES

Minimum Requirements:

- The individual selected will be ordered to Active Guard/Reserve (AGR) duty under the provisions of Title 32 USC 328 & 502 (f). As a condition of employment, individual selected agrees to participate with their unit of assignment during all unit training assemblies and periods of Consolidated Annual Training.
- Officer Applicants must be able to complete 20 years of Active Duty prior to mandatory separation date (MSD).
- All conditions of ANGI 36-101 will be complied with.
- UMD position must be vacant prior to assignment to the advertised position.
- IAW ANGI 36-101 para 5.10. AGR applicants should be able to attain 20 years TAFMS in the AGR program. Individuals selected for an AGR tours that cannot attain 20 years TAFMS prior to reaching mandatory separation date, must complete the Statement of Understanding and have the TAG waiver approved.
- IAW ANGI 36-101 para 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.
- The process of applying and being nominated does not constitute final selection for nor guarantee this position.
- Applicants are strongly advised not to make arrangements to move or change jobs until notified of final selection by designated representative.
- Applicants must have a current passing PT Test to be eligible to apply.
- A current favorable adjudicated personnel security clearance is required prior to being appointed into the AGR program.
- Applicants must be cleared medically prior to being appointed into the AGR program.

Other Pertinent Data:

- Applicants will be assigned to the following UMD position number 01075162, Rank/Military Grade: MSgt/E7; AFSC 6C071.
- Applicants must be a TSgt/E6 or above to be eligible to apply. (if retraining is required and your rank is above a SSgt/E5, an approved waiver from ANG Contracting CFM will be required upon selection).
- Any AFSC is eligible to apply.
- Those seeking to cross-train into Contracting must have an interview with the nearest permanently assigned SEL of a numbered contracting flight or contracting squadron. The cross-training candidate must obtain a written endorsement from the contracting SEL for entry into the AFSC 6C0X1. (this will be required if selected for position before service member is able to onboard).
- If applicant does not currently possess the 6C0X1 they will be required to attain the 6C031 AFSC within 12 months of appointment. The following statement will be included in the remarks section of the AF Form 2096 *Classification/On-*

***The-Job Training Action:* —"I acknowledge that I will attend the first available course that would qualify me in the new AFSC. I will complete the course successfully and progress in training to a skill-level compatible with my UMD assignment. Failure to do so will result in the termination of my AGR tour." The AF Form 2096 or approved waiver/MCR must be accomplished before the orders are published. IAW ANGI36-101, Chapter 5.**

- Minimum profile of P3, U3, L3, H2, E3 and S3 is required and must be eligible for worldwide duty IAW AFI 36-101. **(Please attach to application under Other Documents for qualification if not already AFSC qualified).**
- A minimum aptitude score of 72 in GEN is mandatory and be able to lift 40lbs.
- **Please refer to the current AFECD** for any other qualifications, duties and responsibilities.
- Must possess a valid state driver's license to operate government motor vehicles (GMV).
- Incumbent may be subject to uncommon tours, rotational shift assignments and overtime duty.
- Mandatory knowledge, education and experience requirements of DAFI 36-2110 must be met.

Duties and Responsibilities:

- This position is located at the 158th Mission Support Group, Base Contracting Office, of the Vermont Air National Guard. The primary purpose of this position is to perform developmental assignments which are designed to provide the incumbent, who is serving in a trainee capacity, in the application of common contracting methods and contract types, and to assist in the procurement of standard or specialized service; supply; and/or construction items, services, and/or materials primarily through formal advertising, or through limited use of negotiation techniques. Non-competitive promotion to the next higher grade level is dependent upon 1) satisfactory completion of the training requirements, 2) demonstrated ability to perform the duties at the next higher grade level, 3) fulfillment of all Office Personnel Management (OPM) legal and regulatory requirements for promotion, and 4) recommendation for promotion by the supervisor.
- Follows established procedures to procure off-the-shelf materials, which are available from numerous commercial sources, and are easily identified by common names for which standard price lists are available. Responds to customer needs to procure repetitive items or services for which specifications have become standardized and where established competitive markets and price competition exists. Reviews requisitions to determine if proper specifications or purchase descriptions are included in solicitation documents. Suppliers are generally available, however; performs search of the market or uses sole source suppliers as required or necessary to complete procurement actions. Selects clauses to cover special conditions, such as inspection and acceptance, marking and packaging, quantity variation, price differential, or transportation costs. Contacts technical personnel to resolve questions of applicability of specifications, classifications of terms, or acceptance of substitute items. Meets with commercial representatives to discuss procurement needs, quality of items or services, current market prices, or delivery schedules. Ensures completed actions are in compliance with regulatory requirements and responsive to customer needs. Determines appropriate contract type and method of procurement (oral, formal advertising or negotiation) based on nature of the requirement, urgency of need, estimated cost, market conditions, and applicable procurement policies and regulations. Under close review of senior specialist or supervisor, incumbent is responsible for a variety of contracts which may require special handling provisions or other specialized terms and conditions, some of which cover a period of more than one year. (40%)
- Prepares Request for Quotation (RFQ), Invitation for Bid (IFB) or Request for Proposal (RFP) ensuring that technical descriptions and appropriate provisions and clauses are included. Develops source lists of responsible contractors, coordinating with the small business specialist. Uses primarily firm fixed-price, time and materials, indefinite delivery, or similar contracts using standard clauses. Reviews quotations, bids or proposals for compliance with solicitation, price reasonableness, adequacy of competition, and probability of meeting requirements. Evaluates prospective contract price utilizing basic price analysis techniques by research and review of available historical and precedent data, manufacturer's catalogs, current labor rates, comparison of other competitive quotes/offers received and/or standard industrial cost and price data. On negotiated procurements, assignments are designed to increase the incumbent's knowledge, skills, and abilities. In such situations, following specific guidance, contacts offerors or contractors to conduct simple contract negotiations such as the negotiation of prices for routine items or services, to request earlier delivery date or closer conformance to specifications, or similar matters. Reviews performance and financial capability of offerors through review of past awards, requests for performance and/or analysis of pre-award survey information, and/or limited price analysis for which a considerable amount of historical and precedent data are available. Prepares recommendation for award, documenting reasons for decisions and justifying basis for award. Award recommendations are reviewed prior to signature for documentation, judgment, and compliance with policies and procedures. Drafts contract, including specifications and all other special and standard clauses for signature. (30%)
- Assists in monitoring contract performance, contract closeout, and if needed, contract termination. Monitors contract performance through telephone conversations, correspondence, site visits, inspections, analysis of contractor metrics,

- for compliance with performance standards, applicable laws, delivery schedules, payment provisions, inspections, progress reports, and other requirements stated in the contract. Meets with contractors and Government Officials to clarify issues on contractual requirements, such as billing procedures, material submittals, and socioeconomic clauses. Participates in negotiations of extension of delivery schedules, price adjustments, modifications to the contract, and similar agreements when precedents are well established, and the contractor's and government's bargaining position are close. Prepares administrative change order documents or supporting memoranda. Identifies potential problems and makes recommendation for consideration by higher grade specialist or team leader. (15%)
- Provides advice and assistance to others relating to contracting work and prepares correspondence. Provides advice and assistance to installation technical personnel and sales representatives whenever information is needed, or issues need to be resolved. Establishes working relationships with program and contractor management personnel. Prepares letters, memoranda, documents, or reports that support contractual actions or recommendations.
 - May assist the Government Purchase Card (GPC) Agency/Organization Program Coordinator (AOPC) for the local Contracting Office. Provides assistance and training for billing/approving officials and cardholders participating in the program. Monitors purchasing activity to ensure program compliance.
 - May be assigned to serve as a System Administrator. Provides technical leadership and consultation regarding operation automated acquisition systems. Provides technical and functional guidance to contracting personnel in the use of software, assistance with preparation of reporting documents, and coordinating the transfer of data between organizations. Ensures systems are responsive to data input and processing during the acquisition process. Responsible for providing functional, technical, and system administration support for various joint acquisition/contracting systems, financial business systems, and associated contracting applications/systems. Coordinates with respective system helpdesks for technical problems. Identifies trends and recommended areas where closer management control/oversight is needed based on data reporting compliance (anomaly/error reports). (15%)
 - **PERFORMS OTHER DUTIES AS ASSIGNED.**

Instructions for Applying:

Interested applicants will submit required documents with the attached AGR Application Checklist via TEAMS (VTNG HRO (Customer)) - **Air AGR Manager Home Page link ([Home Page](#)).**

- Applications without all required supporting documents as stated on the checklist will not be considered.
- Applications submitted after 2359L of the closing date will not be accepted/considered.
- Hard copy applications hand-carried or sent via US Postal Service, Federal Express, UPS are not authorized and **will not** be accepted.
- **If having difficulty with submitting application via TEAMS please contact ng.vt.vtarng.list.hro-classification312@army.mil**

Submit Applications as one single PDF (with attached checklist) through Microsoft Teams, ([Home Page](#)) if you do not have access please request access to ng.vt.vtarng.list.hro-classification312@army.mil

<p><u>Equal Employment Opportunity:</u> The policy of the National Guard is to treat all applicants equally without regard to race, color, gender, religion, national origin, age, or non-disqualifying handicap. The National Guard is committed to develop and implement a program that is consistent with equal employment opportunity and with the "Human Goals" of the Department of Defense.</p>

TITLE 32 AGR APPLICATION CHECKLIST

*****INCOMPLETE APPLICATION PACKAGES WILL NOT BE CONSIDERED
AND WILL BE RETURNED WITHOUT ACTION****

NAME (last, first): _____ Rank: _____
Contact Phone #: _____ Email: _____

Current Status: DSG / FTNG-ADOS / AD / Perm AGR / Perm TECH / LWOP TECH
(CIRCLE ONE)

PACKET SEQUENCE AND DOCUMENT (1,2,3,4,5,7 are required; 6 is not): (Initial each line) (Redact all SSN)

1. _____ NGB Form 34-1 dated Nov 2013 (20131111) (MUST be complete with signature digital or wet)
2. _____ Personal Resume
3. _____ Fitness Tracker Report w/ a passing score in a current status from myFSS
4. _____ Record Review/Update (vMPF)
5. _____ Point Credit Summary Inquiry (PCARS) (Be sure to click on view all & print) (ensure report states accrued through R&R date on last page of point summary, otherwise application will not be accepted)
6. _____ Letter of Recommendation(s) (If Applicable) (Not required)
7. _____ Other supporting documentation that is required for eligibility (i.e Voluntary Demotion Memo if applying for a vacancy that's lower than your current rank/grade, test scores/certifications/courses not listed on the record review, etc.) (If Applicable)

***FORMS REQUIRING SIGNATURE MUST BE SIGNED OR PACKAGE WILL BE FOUND INCOMPLETE (NGB 34-1).**

INSTRUCTIONS FOR APPLYING

Interested applicants will submit required documents with the attached AGR Application Checklist via TEAMS (VTNG HRO (Customer)) - Air AGR Manager Home Page link ([Home Page](#)) as one single PDF (portfolios will not be accepted).

- Applications without all required supporting documents will not be considered.
- Applications submitted after 2359L of the closing date will not be accepted/considered.
- Hard copy applications hand-carried or sent via US Postal Service, Federal Express, UPS are not authorized and **will not** be accepted.
- If you are having difficulty with submitting application via TEAMS please contact ng.vt.vtarng.list.hro-classification312@army.mil

Submit Applications (with attached checklist) through Microsoft Teams, ([Home Page](#)) if you do not have access **please request access to** ng.vt.vtarng.list.hro-classification312@army.mil