



**DISTRICT OF COLUMBIA ANG
CONTRACTING OFFICER
MILITARY VACANCY ANNOUNCEMENT**



POSITION, TITLE, LOCATION

Traditional Guardsman (Part-time)
Contracting Officer- 64PX
113MSG/MSC
113th Wing, DC ANG
Joint Base Andrews, MD 20762

NUMBER OF POSITIONS:

1

OPENING DATE:

22 October 2021

CLOSING DATE:

Until Filled

AREA OF CONSIDERATION: SrA through Major who meet qualifications and who are current members of the Air Force, Air Force Reserve, or Air National Guard. (Commissioning Opportunity)

*******OPEN TO ALL TOTAL FORCE MEMBERS*******

DUTIES:

- Accomplishes contracting processes and functions. Performs acquisition planning to include analyzing purchase requests and technical documents for suitability and determining 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. Coordinates contracting activities. Advises commander and staff on contracting operations, as well as impact of new directives and policy on the contracting system. Coordinates with other functional activities to accomplish advance planning and ensure adequacy and correctness of contracting approach, lead-time, purchase descriptions, specifications, funding, etc. Confers with other government agencies, military departments, and commercial concerns to explain mission requirements, contractual interpretations, and policy, program interpretation. Coordinates with staff agencies to accomplish overall mission.
- Formulates contracting policies and procedures. Analyzes contracting system and establishes policies and procedures necessary to improve contracting process and its customer support. Establishes policies based on sound business practices and highest standards of ethical conduct and fiscal responsibility. Develops automated systems essential to enhancing contracting efficiency. Manages military and civilian career development programs to ensure individuals have the opportunity for training, education, and experience needed for mission success and personal advancement.
- Plans, organizes, and directs contracting operations. Directs contracting functions and fosters environment where contracting activities and customers form teams dedicated to meeting Air Force requirements. Determines organizational structure, physical facilities, and personnel requirements for accomplishing contracting responsibilities. Directs accomplishment of contracting system functions, ensures contracting system is responsive to mission needs and requirements, and ensures compliance with statutory and regulatory requirements. Develops and implements internal systems and processes, manual and automated, required to accomplish and monitor the contracting mission.

QUALIFICATIONS:

- Undergraduate or Graduate degree. Desired degrees: engineering, engineering technologies and engineering-related fields, biological and biomedical sciences, mathematics and statistics, military technologies and applied sciences, physical sciences, science technologies/technicians, social sciences, history, foreign languages, general legal studies, law, area/ethnic/culture studies. *All other degrees may be permitted with approval.*



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Mandatory: A minimum of 24 semester credit hours (or the equivalent) of study from an accredited institution of higher education in any of the following disciplines: accounting, business, finance, mandatory law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management is mandatory.

- No record of conviction by a civilian court for offenses involving larceny, robbery, wrongful appropriation, burglary, or fraud. Never received non-judicial punishment under the Uniform Code of Military Justice (UCMJ) for offenses involving acts of larceny, wrongful appropriation, robbery, burglary or fraud as defined in UCMJ Articles 121, 122, 129, and 132 or never been convicted by military courts-martial for these same offenses.
 - AGE: Be able to complete Officer Training School prior to your 35th birthday. (Prior service applicants will be considered up to age 39)
 - Current passing FIT test (within 12 months)
 - Current ASIMS (medical cleared on all)

EVALUATION PROCESS: Applicants are required to meet a board. Selectee will be assigned to compatible military position in the 113 WG, primary duty location will be at JB Andrews, MD. If not already commissioned, selectee will attend the ANG commissioning program. If selectee does not possess the 64PX AFSC, then they are required to attend technical school.

APPLICATION MUST CONTAIN:

1. Military & Civilian Resume to include contact info
2. College Transcripts – from degree granting university only
3. Letters of Recommendation (Optional)
4. Prior Service Documents (DD214's, NGB 22's, and Career Data Brief from vMPF)
5. Passing FIT Test (within last 12 months) with fitness history
6. EPR's/OPR's (last 2)
7. AFOQT (Commissioning Members Only)

Scan and email complete package (ONE PDF FILE) to:
113.WG.113WG.DCANG.Commission.Org@us.af.mil

You will receive email acknowledgement stating “received”. Next you will wait for an email or call from selecting official, notifying you on the next step.

(DCANG MEMBERS ONLY) CONTACT FOR AFOQT TO SCHEDULE TEST

Miss Floyd - nancy.floyd@us.af.mil
Andrews Military Test Control Officer (1185/9020)
316 FSS/FSDEMT
1413 Arkansas Rd Ste 208
JB Andrews NAFW MD 20762-5422
DSN: 858-5135 Comm: 301-981-5135
FAX: 301-981-7510
Office Hours: 0700-1600

ALL OTHER MEMBERS APPLYING FROM OTHER GUARD UNITS, GET WITH YOUR UNIT TO ASK WHO ADMINSTERS THE AFOQT, ABOVE INFORMATION IS ONLY FOR DCANG MEMBERS.