North Carolina Air National Guard
Active Guard/Reserve (AGR)
Vacancy

Announcement 2027-01

Open: 22-Oct-26 Closes: 20-Nov-26

POSITION TITLE	AFSC/MOS	GRADE	POSITION NUMBER
Base Contracting Officer	64P3	MAJ/O4	0110161234

ADVERTISE: Nationwide **SECURITY CLEARANCE:** Secret

UNIT/DUTY LOCATION: 145th Mission Support Group 4930 Minuteman Way, Charlotte NC 28208

SUPERVISOR/POC	EMAIL	COMMERCIAL NUMBER	DSN NUMBER
Capt Scott R. Thomas	scott.thomas.53@us.af.mil	704-391-4209	231-4209

DUTIES AND RESPONSIBLITIES

Position Description:
The primary purpose of this position is to provide sound business advice in the execution of pre-award and post-award functions, using a wide range of common contracting methods and contract types, to assist in the procurement of standard or specialized services, commodities, and/or construction within an operational contracting office. 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. Procures a wide variety of services, commodities, and/or construction. Applies all statutory requirements including regulations, policies, procedures, business and industry practices, market trends, Government Accountability Office (GAO) and Comptroller General Decisions, public law, case law, and precedents to all acquisitions. Contracts assigned may contain a variety of unique attributes such as special handling provisions or other specialized terms and conditions, unfavorable market conditions, and limited competition or sole source requirements. Ensures the price schedule is properly structured, prepares the solicitation, determines sources to be solicited, issues solicitations and amendments, and determines the acceptability of offers based on an analysis of financial and technical information gained. Makes field site visits to detect and/or correct labor standards violations, takes appropriate action to expedite delivery or performance when required by mission changes, monitors the contractors' use of government-furnished property inventories, and issues change orders as necessary. Provides business advice and guidance to technical personnel and others on contracting work and prepares correspondence. Performs other duties as assigned.

SPECIALTY QUALIFICATIONS

MIN/MAX Rank: 2LT/O1 - MAJ/O4

Must have current 64P AFSC.
This is not a cross training opportunity, applicant must hold minimum AFSC of 64P3.
Must be minimum certified Acquisition Professional or legacy DAWIA Level II.

SPECIAL CONSIDERATIONS

Knowledge, Skills and Abilities:
A. Ability to interpret Federal Acquisition Regulation (FAR) in contracting scenarios.
B. Working Knowledge Of Systems: DEAMS, ACWS/CON-IT, PIEE, US BANK, JAM, WAWF, SPRS, PD2, and others.
C. Member will need exceptional communication skills in developing and administratively building requirements with high levels of management.
D. This position will require continuation learning to maintain APDP certification of 80 hours bi-annually.
E. Knowledge of Contracting as it applies to the Air National Guard.
F. Skills in computer programs to include contracting specific programs; in addition to MS Office software.
G. Ability to recognize and analyze problems, conduct research, summarize results, and make appropriate recommendations.
H. Ability to plan and organize work, and meet deadlines. Ability to communicate effectively, both orally and in writing.
I. Member must currently have at a minimum a Simplified Acquisition Threshold (SAT) Contracting Officer's Warrant.

QUALIFICATION/ELIGIBILITY REQUIREMENTS

1. Refer to ANG 36-101, The Active Guard/Reserve Program, for general eligibility requirements for initial entry into the AGR Program and specific guidelines for utilizations, and assignment of current on-board AGR members.
2. Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program.
3. Initial tours may not exceed 3 years. AGR tours may not extend beyond an enlisted member's ETS or an Officer's MSD.
4. 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 Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.
5. 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.
6. An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position.
7. ~~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 in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.~~
8. ~~If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee.~~
9. Must have adjudicated Security Clearance before starting tour.

APPLICATION PROCEDURES

Hard copy applications will NOT be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Applicants may include copies of training certificates, letter of recommendations, resume or any documentation that may be applicable to the position they are applying for. Per ANGI 36-101, the application package must include at a minimum, the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness. Items 1-3 are required by the Human Resource Office to determine initial qualifications. Incomplete packages will NOT be considered for the position vacancy. Please submit application in the order listed below.

1. NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Version dated Nov 2013--Completed and Signed
2. CURRENT full Records Review RIP available on vMPF (Must be a full RIP)
3. ARCNet/vMPF/AFFORGEN Readiness print out. (includes IMR, Security Clearance, etc.)
4. EPR(s) / OPR(s) (If available)
5. Fitness report from myFitness
6. Letter of Recommendation, Cover Letter, Resume and any other attachments are encouraged but are not mandatory
7.

EMAILING REQUIREMENTS

Ensure all requirements are consolidated into ONE single PDF (adobe portfolio is not recommended). PDF File Name should be: Job Number (i.e. 202X-XX), Last Name, First Name, Grade

*consider saving signed documents using *Print>Microsoft Print to PDF* prior to combining files

Email Completed Application Package to 145FSS.HRO.Actions@us.af.mil.

THE NORTH CAROLINA AIR NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.