

AMENDMENT

FULL-TIME MILITARY VACANCY ANNOUNCEMENT

FOR ARMY/AIR NATIONAL GUARD PERSONNEL

OPENING DATE: 30 September 2020

CLOSING DATE: 30 October 2020

Applications are currently being accepted for the following FULL-TIME (AGR) position of qualified and members the National Guard personnel under the provisions of Section 502(f), Title 32 United States Code. **This is a three (3) Year Active Guard/Reserve (AGR) One Time Occasional Tour. The hiring of this position is contingent upon the availability of AGR resources and funding in the NGB FY20 authorization vouchers.**

MILITARY ASSIGNMENT/DUTY LOCATION

Supervisory Contract Specialist

United States Property and Fiscal Office
St. Croix, VI

SALARY

Full military pay,
depending on rank and
longevity of service

MILITARY GRADE: Army: **CW2 - CW4 or 04/O5**
Air: **Capt - Lt Col**

DUTY MOS: 01A, 12A, 27A, 36A, 90A, 51C

DUTY AFSC: 64P3, 64P4

(1) PERSONNEL ELIGIBLE FOR CONSIDERATION:

This position is open Nationwide to Army/Air National Guard Officer military members (must be able to become a member of the Virgin Islands National Guard). Applicants must meet requirements as of the closing date of the announcement. If a waiver is required for an initial tour or for a subsequent tour (AR 135-18, Table 2-2 & 2-5), the waiver must be approved prior to the closing date of the Job Vacancy Announcement. Service members, must possess at a minimum a secret clearance.

(2) BRIEF JOB DESCRIPTION:

Serves as Chief of the Contracting Office and supervise personnel engaged in procuring various supplies, services, and construction. The individual selected will be responsible for the planning, award, and execution of a variety of supplies, services, A-E and construction contracts in support of the Army and Air Guard with a total value not to exceeds \$5M/annually. Must meet the Defense Acquisition Workforce Improvement Act (DAWIA) requirements applicable to the duties of the position. Must possess the required Contracting Level Two (2) Certification. (Note: Certification documents MUST be submitted with application to receive consideration.) As a condition of continued employment in the position, employee must complete the Contracting Level Three (3) Certification within 24 months of appointment. Must meet the continuing acquisition education requirements IAW DoDI 5000.66 paragraph E2.2.8.

(3) QUALIFICATIONS:

Meet the required positive education requirement for this position. 1) A bachelor's degree from an accredited educational institution authorized to grant baccalaureate degrees and at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. (This requirement can be met within the bachelor's degree or in addition to the degree.) You must provide transcripts or other documentation to support your Educational claims. Must possess specialized experience which includes at least 12 months of broadening contracting experiences and competencies that provided an expanded expertise in contracting principles to include Negotiating Contracts and Service, Supply, and Construction Contracts; Must have at least 12 months of broadening supervisory contracting experiences in planning and scheduling work in a manner that promotes smooth flow and even distribution of assigning work requirements. Experience include training and guiding employees on contracting programs and assigning tasks; balancing contracting work requirements and providing advice, mentoring, and direction on a wide variety of contracting policies and employee performance administrative issues; structuring assignments that created effective and efficient procedures with measured and improved task processes; supervisory experiences that improved training applications and career development that resulted in the employees' increased performance values in quality work, timeliness considerations, and work efficiencies; demonstrated supervisory experiences and/or endorsements on mentorship competencies provided to employees; and working knowledge of equal employment and affirmative action programs. Performs all other duties as assigned.

Prior to submitting the candidate/employee's validation and verification package to HRO for continued personnel processing for official appointment, the candidate/ employee **must be** interviewed by a Contracting Officer Review Board (CORB) and **must pass** the Board's contracting program scenario-based questions in regard to specialized experiences and competencies that will allow him/her to become a Warranted Contracting Officer in order to continue through the final personnel processing validation activities for official appointment as the Supervisory Contract Specialist.

(4) QUALITY OF EXPERIENCE

Qualifications are not based solely on time. Qualification factors include experiences and competencies in the Contracting Program. A candidate's competencies are evaluated on the basis of duties performed rather than strictly on the rank of the individual; however, established compatibility criteria, awarding requirements for military skills and military skill technical training schools are ***always followed***. The applicant's resume package includes military service experiences and/or civilian experiences; military and/or civilian performance reports; training certificates; and educational accomplishments. The resume must clearly demonstrate possession of the competencies needed to fully perform the Contracting Officer duties in a proficient manner. The applicant must qualify for awarding of the established compatibility criteria that includes the military skill assignment, military rank, and military unit of assignment.

(5) JOB DESCRIPTION AND REQUIREMENTS:

- a. Exercises supervisory personnel management responsibilities. Provides supervisory responsibility for subordinate members of the Army National Guard (ARNG) and the Air National Guard (ANG) for the entire state.

- b. Supervisory duties constitute at least 25 percent of the time. Advises and provides counsel to employees regarding policies, procedures, and directives of management.
- c. Selects or recommends selection of candidates for vacancies, promotions, details, and reassignments in consideration of skills and qualifications, mission requirements, and EEO and diversity objectives.
- d. 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.
- e. Analyzes contracting issues and recommends best course of action. Performs acquisition planning, develops market research, acquisition strategy, milestones, evaluation/source selection criteria, and/or incentive or award fee provisions, as applicable.
- f. 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.
- g. Executes post-award contract performance management actions on assigned contracts. Provides oversight, monitors, and evaluates contractor performance for compliance with terms and conditions of contracts and ensures timely submission of technical progress reports and performance metrics.
- h. Creates modifications for corrective action. Analyzes price and cost elements of the proposed change(s) and obtains audits when required. Analyzes a wide variety of contract administration problems.
- i. 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.
- j. Perform other duties as required.

(6) APPLICANTS FOR VING POSITIONS ARE REQUIRED TO SUBMIT:

- a. **Army and Air Service Members**, original copy of NGB Form 34-1 (Application for Active Guard/Reserve (AGR) position).
- b. **Army and Air Service Members**, copy of resume; including names of supervisors, phone numbers, email address, dates you have held each job/position, and duty description.
- c. **Army Service Members**, DA 5646 Statement of Conditions of Service- Active Guard Reserve (AGR)
- d. **Army Service Members**, Official Military Photo in Class A Uniform taken within the last 12 months. **Air Service Members**, Official Military Photo, full length, in Service Dress Uniform taken within the last 12 months.
- e. **Army Service Members**, copy of DD Forms 214, and/or other official documentation (such as NGB 22) to verify active service. Provide copies indicating SPD Code (Member 4 or Service 2).
- f. **Army Service Members**, current NGB Form 23 (Retirement Points History Statement). **Air Service Members**, copy of AF 526 (ANG Point Credit Summary) this may be obtained from <https://ww3.afpc.randolph.af.mil/vmpf>.

- g. **Army Service Members**, copy of **Certified** (Updated) Officer Record Brief (ORB). Line Scores must be included for MOS Conversion (if applicable). **Validated copies will not be accepted.** **Air service members**, copy of most current Record Review Rip. This may be obtained Personnel Records at your unit, or go to vMPF at <https://w45.afpc.randolph.af.mil/AFPCSecureNet40/PKI/MainMenu1.aspx>
- h. **Army Service Members**, copy of College Transcripts, if applicable.
- i. **Army Service Members**, Service School Academic Evaluation Reports (DA Form 1059). **Air Service Members**, copies of any pertinent civilian and/or military training completed (include copies of all certificates).
- j. **Army Service Members**, applicants should submit letters of commendation, awards, certificates of achievement, etc.
- k. **Army Service Members**, **copies of last three OERS**. Memorandum for Record to Selecting Official identifying packet discrepancies. **Air Service Members**, **copies of last three Officer Performance Ratings (OPRs)**.
- l. **Army Service Members**, copy of last five (5) DA Form 705 (APFT Score card) along with DA Form 5500-R or DA Form 5501-R Body Fat Composition Worksheet, if applicable. Ensure card is completely filled out and clearly indicates "RECORD PASS" or "RECORD FAIL". **Air Service Members**, copy of current Individual Fitness Report (within 12 months), applicant must meet the minimum requirements for each fitness component in addition to scoring an overall composite score of 75 or higher for entry into the AGR program. For applicants/members with a documented DLC at the time of application, which prohibits them from performing one or more components of the Fitness Assessment, an overall "PASS" rating is required.
- m. **Army Service Members**, Personnel Qualification Record (PQR) information must be accurate and current.
- n. **Army Service Members**, Memorandum for record signed by Unit Commander (Only), stating Service member is in good standing and is **not currently flagged**.
- o. **Army Service Members**, Statement of Security Verification (JPAS) from the Security Manager.
- p. **Army Service Members**, current Certified Statement of Height and Weight from unit commander or authorized representative. Height and weight must be conducted within 30 days of announcement opening date.
- o. **Army Service Members**, are required to provide a police report with their packet (DD369). A background check will be completed on all applicants.
- q. **Army Service Members**, copy of Valid Permanent Profile (If Applicable).
- r. **Air Service Members**, copy of AF 422 not older than 12 months prior to the start of the tour from the member's medical squadron.
- s. **Air Service Members**, copy of DD Form 2766 and DD Form 2766c not older than 12 months prior to the start of the tour from the member's medical squadron.
- t. **Air Service Members**, copy of RCPHA/PHA and dental not more than 12 months prior to the entry on AGR duty.
- u. **Army Service Members**, must have a Human Immunodeficiency Virus (HIV) test within the last 24 months prior to initial entry into the AGR program IAW AR 600-110. **Air Service Members**, copy of HIV test not more than six months prior to the start date of the AGR tour.

(7) QUALIFICATION REQUIREMENTS/CONDITIONS OF EMPLOYMENT:

- a. **Army Service Members**, must be a federally recognized member of the ARNG with at least five years remaining in active military status before completing 20 years of Active Federal Service, or mandatory removal date, whichever comes first. **Air Service Members**, IAW ANGI 36-101, paragraph 5.10., should be able to complete 20 years of

active federal service prior to Mandatory Separation Date (MSD). Individuals selected for AGR tour that cannot attain 20 years of active federal service prior to reaching mandatory separation must complete a Statement of Understanding contained in Attachment 3 of ANGI 36-101.

- b. **Army Service Members**, must be qualified for initial entry into or continued service in the AGR Program IAW AR 135-18, NGR 600-5, AR 40-501, and be capable of performing the duties assigned and implied by grade and position as prescribed above. Must be a deployable asset. Individuals 40 years or over must include a current EKG. **Air Service Members**, selected for initial AGR positions must meet the medical standards as outlined in AFI 48-123 prior to assignment.
- c. **Army Service Members**, must be able to meet all military education and FTUS requirements in accordance with NGR 600-5, NGR 600-100, NGR 600-101, and current policies/directives.
- d. **Army Service Members**, must pass APFT within the past six (6) months. (Selectee will be administered an APFT if not within 6 months of start date. Selectee must successfully pass prior to being placed on AGR orders.) **Air Service Members**, must have a current passing Air Force Physical Fitness Test score for entry on the AGR Program.
- e. **Army Service Members**, must possess and be able to maintain a SECRET Security Clearance for continuation in the AGR Program. Failure to maintain SECRET Security Clearance will result in separation from the Title 32 AGR program as per AR 600-5, para 6-4 a (4). **Air Service Members**, must maintain a SECRET Clearance of higher, failure to maintain a SECRET security clearance will result in removal from the AGR Program.
- f. **Army Service Members**, must have no derogatory information within their Official Military Personnel Record (OMPF). **Air Service Members**, must not be under a suspension of favorable personnel actions.
- g. **Army and Air Service Members**, must be able to participate in and attend all unit of assignment during all periods of Inactive Duty for Training (IDT), Regular Scheduled Drill (RSD) and Annual Training (AT).
- h. **Army Service Members**, must meet qualification for entry into the AGR Program in accordance with AR 135-18, Chapter 2. **Air Service Members**, must meet the medical qualifications outlined in Chapter 12, ANGI 36-101.
- i. **Army and Air Service Members**, who have filed for or are receiving Veterans Affairs (VA) disability benefits must annually file VA FORM 21-8951-2, "Notice of Waiver of VA Compensation or Pension to Receive Military Pay and Allowances" with the Department of Veteran's Affairs as it is unlawful to receive active duty pay concurrently with VA disability compensation or pension benefits.
- j. **Air Service Members**, who have been voluntarily separated from the AGR Program are not eligible to re-enter into the program for one year after separation date. Individuals involuntarily separated are ineligible. For Air service members, IAW ANGI 36-101, paragraph 5.7., member must not have been previously separated from active duty or a previous AGR tour for cause.
- k. **Army and Air Service Members**, on-board Technician applicants - Technicians selected for AGR positions will go on LWOP status or may voluntarily resign from the Technician Program. Technicians serving in AGR positions will be separated from their technician position after five years. The period of service while on an AGR tour is not creditable for Federal Civil Service Retirement.
- l. **Air Service Members**, with 15 or more active duty years of service require a waiver from the Adjutant General to enter into the Virgin Islands Air National Guard AGR Program.
- m. **Air Service Members**, IAW ANGI 36-101, paragraph 6.6.1., should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement to 24 months when in the best interest of the unit, territory, or Air National Guard.

- n. **Air Service Members**, IAW ANGI 36-101, 12.2., selected for AGR tours must meet the Prevention Health Assessment (PHA)/physical qualification 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 completed 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. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status.
- o. **Air Service Members**, on a DD Form 469, Duty Limiting Condition Report at the time of AGR physical package evaluation will not be deemed medically qualified. Individuals may apply for AGR tours as long as they meet the aforementioned requirement and subsequently are medically cleared off any DLC/medical profile prior to starting a new AGR tour. An initial AGR order will not be published prior to ensuring the selected applicant is off any duty limitations before starting their AGR tour.

(8) PAY AND BENEFITS:

- a. Pay service will be through JUMPS-Army.
- b. Basic Pay and Allowances: Based on grade and length of creditable service.
- c. Leave: At the rate of 2.5 days per month or 30 days per year.
- d. Holidays: regular federal holidays.
- e. Medical care and hospitalization: Under the Uniformed Service Health Benefits Program. (TRICARE LATIN AMERICAN REGION)
- f. Retirement: Members on tour accrue retirement credit at the rate of one point for each day of service.
- g. Insurance: Eligible to participate in Servicemen's Group Life Insurance.
- h. Social Security. Payroll deductions are made at the current rate.
- i. Veterans Benefit: Eligible for tuition assistance and other benefits, i.e. disability due to injury or disease in line of duty, etc.
- j. Survivor Benefits.
- k. PX/Commissary. Members and eligible dependents.
- l. Allotments.
- m. Identification Cards. Both members and eligible dependents.

(9) INSTRUCTIONS FOR SUBMITTING APPLICATION:

Incomplete or late application packets will not be forwarded to the AGR Selection Board. Applicants' packets become the property of the VING and will not be returned. Application packets may be:

- a. Hand-carried to the AGR office and delivered no later than 1700 hrs on the closing date.
- b. Mailed to:
Virgin Islands National Guard
ATTN: AGR Manager
RR1 BOX 9201
KINGSHILL VI 00850-9731
- c. Emailed in PDF format as no more than 2 attachments. Any other document format (ie TIFF, JPG, DOC, XFDL, etc) will not be processed. If you are unable to meet this requirement, submit in accordance with a. above. Emailed applications

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must be received prior to 2400 hrs EST on the closing date. Send to jamilah.r.harrigan.mil@mail.mil, shermaine.r.seales.mil@mail.mil, and debbieann.a.nantonsmith2.mil@mail.mil .

(10) EQUAL OPPORTUNITY: The Virgin Islands National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, or any other non-merit factor.

Contact AGR Manager, CPT Jamilah Harrigan at jamilah.r.harrigan.mil@mail.mil or (340) 712-7753 or SMSgt Shermaine Seales at shermaine.r.seales.mil@mail.mil or (340) 712-7787 with any questions regarding this announcement.

FOR THE ADJUTANT GENERAL:

NINA A. CLARKE-BREWLEY
LTC, LG
Human Resources Officer

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