



# DEPARTMENTS OF THE ARMY AND AIR FORCE

JOINT FORCE HEADQUARTERS-LOUISIANA  
OFFICE OF THE ADJUTANT GENERAL  
JACKSON BARRACKS  
NEW ORLEANS, LOUISIANA 70117

**Announcement Number: 23-009**

<b>POSITION TITLE:</b> Contracting	<b>AFSC</b> 6C091	<b>OPEN DATE:</b> 9 November 2022	<b>CLOSE DATE:</b> 8 December 2022
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<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> 159 <sup>th</sup> Mission Support Group, New Orleans, Louisiana	<b>GRADE REQUIREMENT:</b> <b>Min:</b> E-7 <b>Max:</b> E-8
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<b>SELECTING SUPERVISOR:</b> Lt Col Arthur B. Troncoso	<b>Position Number</b> 0837529
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#### AREAS OF CONSIDERATION

On-board LA ANG AGR (**Must hold 6C071**)  
Louisiana Air National Guard members (**Must hold 6C071**)  
Nationwide Air Force Component members (**Must hold 6C071**)

#### MAJOR DUTIES

Please refer to attached pages for more info on the major duties and initial qualifications for this position for this AFSC or go to: <https://www.my.af.mil> to review the AFECD

#### INITIAL ELIGIBILITY CRITERIA

\*In addition to criteria listed on attached pages\*

- Members must maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301, Computer Security.
- Commanders may disqualify enlisted members in cases where members are convicted by court-martial or receive non-judicial punishment for: Category 1, 2, or 3 crimes (NOTE: Categories of offenses are described and listed in AFMAN 36-2032, Military Recruiting and Accessions.), dereliction in the performance of duties involving contracting activities, misappropriation of government funds or property, financial irresponsibility, committing acts of misconduct relating to or engaging in falsification of legal documents, or failure to exercise sound leadership principles with respect to morale or welfare of subordinates, peers, leadership or customers.

#### PREFERRED QUALIFICATIONS

In accordance with HRO and ANGI 36-101, the following documents have been requested by the Selection Official. Applications received that do not contain these requested items will not be screened-out by HRO; but it may adversely affect the selection.

1. Cover Letter
2. Resume
3. Last three (3) EPRs / OPRs
4. Letter(s) of Recommendation

## ACTIVE GUARD AND RESERVE REQUIREMENTS

Initial tours for the LA ANG may not exceed 5 years. AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD. 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.

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. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate such in writing; a voluntary demotion letter must be included with the application 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. Application Package will not be forwarded without Administrative Demotion statement. 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 applicant. Any further questions regarding the AGR program may be answered in ANGI 36-101.

## SPECIAL ANNOUNCEMENT CRITERIA

- Upon selection additional medical verification will be required prior to start of AGR tour
- Any Individual(s) selected for this position must meet EFMP requirements for the duty location at time of assignment.
- Members that do not meet EFMP standards for the duty location may be subject to a rescinded offer of employment.
- Continuation beyond initial tour may be subject to evaluation based on AGR Continuation Board
- Selection is not a promise of promotion

## APPLICATION PROCEDURES

Applications must be signed and dated. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Per ANGI 36-101, the application package must include at a minimum items 1-3 listed below. If the required documents are not submitted, a letter of explanation must be included. Incomplete packages will not be considered for the position vacancy:

1. **NGB Form 34-1** (*announcement number and position title must be annotated on the form*)
2. **CURRENT full Records Review RIP** from Virtual MPF <https://vmpf.us.af.mil/vMPF/Hub/Pages/Hub.asp>
3. **CURRENT PASSING Report of Individual Fitness** from MyFSS/MyFitness <(must not show a "fitness due date" that is in the past) (or) a signed letter from the UFPM. If exempt, please include Form 469 with application)
4. **Items requested in the "PREFERRED QUALIFICATIONS" section above.**

### **Application Documents Order:**

- 1. **(Mandatory)** NGB Form 34-1
- 2. **(Mandatory)** Records Review RIP
- 3. **(Mandatory) Passing** Report of Individual Fitness
- 4. **(Optional)** Cover Letter
- 5. **(Optional)** Resume
- 6. **(Optional)** Last three (3) EPRs / OPRs
- 7. **(Optional)** Letter(s) of Recommendation

### **EMAILING REQUIREMENTS:**

Ensure all requirements are consolidated into **ONE single PDF** (adobe portfolio is not recommended) (consider printing signed documents to PDF prior to combining files)-Signatures may be stripped once they are saved. PDF File Name should be: Last Name, Announcement Number

Example: Doe, 23-XXX

**Email Subject should be: Last Name, Announcement Number, Position Title**

Example: Doe,23-XXX, Contracting

Email Application Package to: [ng.la.laarnng.mbx.agr-branch-air@army.mil](mailto:ng.la.laarnng.mbx.agr-branch-air@army.mil)

*\*\* There is a known issue that digital signatures are being removed from the NGB Form 34-1 once combined as one PDF. To avoid this, once you sign and save the NGB Form 34-1, go to Print, then select "Microsoft Print to PDF". Click Print. Use this copy of the form to combine into the required documents and send to HRO. Always verify the signature is present before you sent to HRO. \*\**

QUESTIONS: Applicants may call HRO for initial review of application and to verify receipt prior to closeout date. DSN 278-8753 or Commercial 504-278-8753 or [cassie.l.ellis.mil@army.mil](mailto:cassie.l.ellis.mil@army.mil). Assistance will be rendered in the order the request was received.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** Selecting supervisor will contact qualified applicants for interviews. After the Human Resources Officer HRO approves the selection package, the HRO office will send a notification letter to the Hiring Official who will in turn notify all applicants of their selection non-selection. The selection of an applicant is not final until the Hiring Official has been notified by of approval by ANG AGR Manager.

### **THE LOUISIANA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, color, religion, gender, national origin, or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC MOS some positions may have gender restrictions.

**CONTRACTING CAREER FIELD (6C)****Introduction  
(Changed 31 Oct 20)**

The enlisted members of the Air Force Contracting career field are mission-focused business leaders supporting the full spectrum of military operations by preparing, negotiating, and awarding a wide range of contracts for equipment, supplies, services, and construction. Early-career contracting professionals can expect to perform these functions as mission-focused business leaders in support of home station, expeditionary, and contingency operations and missions. Experienced contracting enlisted members have the opportunity to broaden their expertise in positions including but not limited to: program management, operational planning, weapons systems acquisitions, research and development, classified contracting, and advanced education programs. This profession is guided by the Federal Acquisition Regulation, the Defense Federal Acquisition Regulation Supplement, and other applicable laws and regulations. Contracting professionals work closely with commanders, mission partners, other government agencies, and industry to find innovative business solutions that support the full range of organizing, training, equipping, and mission needs.

**CEM Code 6C000****AFSC 6C091, Senior Enlisted Leader (SEL)****AFSC 6C071, Craftsman****AFSC 6C051, Journeyman****AFSC 6C031, Apprentice****AFSC 6C011, Helper****CONTRACTING  
(Changed 30 Apr 22)**

**1. Specialty Summary.** Contracting professionals are responsible for efficient and effective use of taxpayer dollars to meet the Department of Defense and Air Force national defense missions. Contracting professionals are mission-focused business leaders who research, award, administer, and close out contract actions for commodities, services, and construction using simplified acquisition procedures, negotiations, and other approved methods. Contracting members use automated contracting systems, Microsoft Office programs, and other information technology to prepare, process, and analyze transactions and products. Finally, contracting members provide business leadership to all levels of supervision and perform duties as buyers, negotiators, administrators, and warranted contracting officers who support all functions of home station missions and contingency operations. Related DoD Occupational Subgroup: 155100.

**2. Duties and Responsibilities:**

2.1. 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.

2.2. 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.

2.3. 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.

2.4. 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.

2.5. 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.

**3. Specialty Qualifications:**

3.1. 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:

3.1.1. 6C011 (Helper) – AFSC assigned while students are attending the Air Force Contracting Mission Ready Airman Course.

3.1.2. 6C031 (Apprentice) – Awarded upon completion of the Air Force Contracting Mission Ready Airman Course.

3.1.3. 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.

3.1.4. 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.

3.1.5. 6C091 (SEL) – 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.

3.2. For award and retention of 6C0X1 AFSCs:

3.2.1. Members must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*

3.2.2. Commanders may disqualify enlisted members in cases where members are convicted by court-martial or receive non-judicial punishment for: Category 1, 2, or 3 crimes (**NOTE:** Categories of offenses are described and listed in AFMAN 36-2032, *Military Recruiting and Accessions.*), dereliction in the performance of duties involving contracting activities, misappropriation of government funds or property, financial irresponsibility, committing acts of misconduct relating to or engaging in falsification of legal documents, or failure to exercise sound leadership principles with respect to morale or welfare of subordinates, peers, leadership or customers.

**3.3. Mandatory requirements for Non-prior service Airmen or Airmen who are being reclassified into 6C0X1:**

3.3.1. For entry into, award of, and retention within these AFSCs of paragraph 3, members must:

3.3.2. Demonstrate the ability to speak distinctly and communicate effectively in writing.

3.3.3. Never have been convicted by court-martial and never received non-judicial punishment for dereliction in the performance of duties involving contracting activities, larceny, misappropriation of government funds or property, or financial irresponsibility.

3.3.4. Have no record of disciplinary action (Letter of Reprimand [LOR], Article 15 or court-martial) for committing acts of misconduct relating to or engaging in falsification of legal documents or documented failures (LOR, Article 15 or court-martial) to exercise sound leadership principles with respect to morale or welfare of subordinates, peers, leadership, or customers.

3.3.5. Never have been convicted by a civilian court of a Category 1, 2, or 3 offenses, 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.*

3.3.6. See attachment 4 for additional entry requirements.

**3.4. Mandatory requirements for first term and career Airmen retraining into the 6C0X1 AFSC:**

**3.4.1. Cross Trainee applicant must be E-5 or below and cannot possess a promotion sequence line number E-6 prior to initial official notification of attendance to the Air Force Contracting Mission Ready Airman Course.**

3.4.2. 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. If a SEL of a numbered contracting flight or squadron is not available, the 6C MAJCOM Functional Manager must review and endorse the cross-training approval package. **NOTE:** Numbered flight SEL or squadron SEL **MUST** possess the Contracting vector for SEL in order to endorse the individual.

3.4.3. In order to qualify for an interview, members must meet the following criteria:

3.4.4. Member must have a current and passing Fitness Assessment at the time of the interview with the contracting SEL.

3.4.5. Member must complete the Contracting Retraining Assessment.

3.4.6. Member must have the ability to speak distinctly and communicate effectively in writing.

3.4.7. Must not have been convicted by court-martial nor received an Article 15 for the past 3 years, and can never 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.

3.4.8. Applicants can never 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 other Category 2 offensive involving violence, theft, or a crime of sexual nature. No convictions by a civilian or military court of other Category 2 or 3 offense 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.*

3.4.9. See attachment 4 for additional entry requirements.