

**OFFICE OF THE ADJUTANT GENERAL
HUMAN RESOURCES OFFICE
CAMP ROBINSON
NORTH LITTLE ROCK, AR 72199-9600
TELEPHONE: (501) 212-4201; DSN 962-4201
<http://www.arguard.org/HumanResources/HROMain.htm>**

AGR EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 04-387A

OPENING DATE: 22 September 2004

CLOSING DATE: 13 October 2004

MILITARY GRADE REQUIREMENTS: Enlisted Not to Exceed: SMSgt/E-8

NOMINATING OFFICIAL: Robert E. Dolanski, Support Officer

LOCATION: 188th Fighter Wing, Fort Smith, AR

POSITION TITLE: CONTRACT SPECIALIST

Individual selected will be ordered to full time duty (state) in Active Guard/Reserve status under Title 32 USC 502(f). Benefits will be commensurate with grade/rank and years of service.

AREA OF CONSIDERATION: Onboard AGR members of the 188th Fighter Wing. (This announcement runs concurrently with a Technician announcement for the same position.)

QUALIFICATION REQUIREMENTS: Must possess or meet requirements for entry into AFSC 6C0X1. Individuals who exceed the maximum grade of this position (see Military Grade Requirement above) may apply; however, they will be required to accept an administrative reduction in grade prior to being placed into this position.

PLACEMENT FACTORS: Selectee will be subject to uncommon tours of duty, rotational shift assignments and overtime duty. May be required to fly in military or commercial aircraft for TDY purposes. Selectee will participate in unit of assignment during UTAs and Annual Training periods including deployments, special projects and exercises. Upon assignment, must be a member of the 188th FW, and assigned to a compatible military position in AFSC 6C0X1.

SUMMARY OF DUTIES: The incumbent performs pre-award, post-award, and contract closeout functions for a variety of supply, services and construction contracts within the Air National Guard. Contracting is established through sealed bidding procedures with some contracts involving negotiated small disadvantaged business program contracts, architect/engineer contracts, and Task Order Contracting (TOC) delivery orders. Monitors contract progress and issues cure or show cause notices as appropriate. Developments or initiates advance acquisition or contracting plans for projects. At the public bid opening, drafts Abstract of Bids and serves as Bid Opening Officer. Prepares and distributes award package consisting of signed and approved contracts and labor and authority letters. Maintains contract files. Issues suspension of work or stop work orders, as necessary, and negotiates equitable settlements for claims between the government and the contractor. Coordinates contract completion/closeout including punch-list development and resolution, submission and acceptance of warranties, final inspection and acceptance, as built drawings,

SUMMARY OF DUTIES CONT'D: release of claims, final payment and construction contract evaluation. Performs other related duties as required.

INSTRUCTIONS FOR ANG ACTIVE GUARD/RESERVE POSITIONS:

Individuals who meet the basic qualification requirements may apply by submitting NGB Form 34-1, Application for Active Guard/Reserve (AGR) Positions, with attachments listed below. Submit applications to: Human Resources Office, Box 946, Camp Robinson, North Little Rock, AR 72199-9600, or to: 188th FW/DPC, 4850 Leigh Ave, Fort Smith, AR 72903-6096, so that it will arrive on or before the closing date of the announcement. **Application must be signed in original ink. FAXED, INCOMPLETE, AND/OR UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.** Substantial changes in duties and responsibilities during a job should be fully explained so that appropriate credit may be given. Required attachments to NGB Form 34-1 for this announcement are as follows:

Current AF Form 422 – Physical Profile Serial Report
Current height and weight statement
RIP – Report on Individual Personnel
SF 181, Race and National Origin Identification.

THE ARKANSAS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER, AND AS SUCH ALL APPLICATIONS FOR THIS POSITION WILL RECEIVE CONSIDERATION WITHOUT DISCRIMINATION FOR ANY NON-MERIT FACTOR SUCH AS RACE, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

//SIGNED//
GERALD L. ROBINSON
Capt, AR ANG
Supervisor Human Resources Specialist
(Classification)