



DEPARTMENT OF THE AIR FORCE MASSACHUSETTS NATIONAL GUARD

Human Resources Office
2 Randolph Road
Hanscom AFB, Massachusetts 01731-3001



ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT #104-26-003

OPEN DATE: 24 October 2025

EXPIRATION DATE: 24 November 2025

Open To: All members eligible to enlist in Mass ANG

Number of Positions: 1
Position Title: CONTRACTING
Unit/Duty Location: 104TH FIGHTER WING, BARNES ANGB WESTFIELD, MA 01085
Min/Max Rank Authorized: SrA/E-4 – MSgt/E-7
Duty AFSC: 6C071
Retraining Opportunity: YES
Required ASVAB: G-72
PULHES: G/3/3/3/2/3/3
Security Clearance: SECRET
Selecting Official: CMSgt James Kelley, 413-568-9151 ext. 698-1343, James.kelley.17@us.af.mil
Position POC: MSgt Bradford Erdmann, 413-572-1593, bradford.erdmann.1@us.af.mil
Technician Advertisement: N/A
Application Submission for 104th Members: [How to Submit an AGR Package](#)
Application Email for non-104th Members: 104fss.agrjobapps.org@us.af.mil

POSITION IS CONTINGENT UPON THE AVAILABILITY OF FUNDS AND RESOURCES

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.

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.

LENGTH OF TOUR

Initial AGR tour orders are probationary. The probationary period will not exceed three years. Follow-on tour will not exceed six years and will not be extended beyond an enlisted Airman's Expiration Term of Service (ETS) or an Officer's Mandatory Separation date (MSD).

SPECIAL QUALIFICATIONS

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

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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:

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

3.3.1.2. 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.

3.3.1.3. 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.

3.3.1.4. 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.

3.3.1.5. 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 applicants 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 Apprentice Course. Waivable for ANG through ANG Contracting CFM.

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. While not

mandatory, it is recommended that members considering retraining into the 6C0X1 career field, provide a letter of recommendation from their Unit Commander or equivalent as a part of their retraining package. If an 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. All 6C0X1 retraining packages must be reviewed and approved by the 6C0X1 Career Field Manager. 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:

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

3.4.3.2. Member must complete the Contracting Retraining Assessment.

3.4.3.2.1. **104th Members:** Request a Contracting Retraining Assessment with SMSgt Andrew Perry via email at andrew.perry.11@us.af.mil.

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

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

3.4.3.5. Applicants can never have 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 offense 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.

MINIMUM QUALIFICATION REQUIREMENTS

1. Air National Guard, Air Force Reserve or the United States Air Force members who have not achieved a passing Fitness Assessment score are ineligible for entry into the AGR program.
2. Air National Guard members must meet the physical qualifications outlined in AFI 48-123 prior to entry on AGR duty.
3. An applicant on a medical profile may apply for AGR tours as long as meet the aforementioned requirement and subsequently are medically cleared off any DLC/medical profile prior to starting a new AGR tour.
4. If advertisement is a retraining opportunity, applicants who do not hold the duty AFSC for the position must meet minimum ASVAB requirements.
5. Must meet any Special Requirements as specified in the Position Description.
6. Failure to obtain and maintain a SECRET or TOP SECRET (if applicable) security clearance will result in removal from the AGR program.
7. Selected individual must extend/re-enlist for a period equal to or greater than initial tour end date.
8. IAW ANGI 36-101, paragraph 5.3., to accept an AGR position, an applicant's military grade cannot exceed the maximum military authorized grade for the AGR position. Overgrade enlisted applicant must indicate, in writing, the willingness to be administratively reduced in grade when assigned to the position. Officers may not enter into the AGR program in an overgrade status.
9. IAW ANGI 36-101, paragraph 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.
10. IAW ANGI 36-101, paragraph 5.10, applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD). Individuals selected for AGR tours 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.

11. IAW ANGI 36-101, paragraph 6.6.1., members should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard.

12. Additional entry/retention requirements for AFSCs are outlined in the AFECD/AFOCD.

APPLICATION REQUIREMENTS

Items 1-3 can be found on the following link under the “AGR Job Application” forms : [Mass National Guard Website](#)

1. NGB Form 34-1
2. Pre-Employment Reference Check Form (Not required for 104th permanent onboard AGRs)
3. Report of Individual Personnel (RIP): [vMPF](#)
-Click on: “Self Service Actions” – “Personnel Data” – “Record Review/Update” – “View/Print All Pages”
4. **Non-104th members** AF Form 422: Verified w/in 6 months from MDG: [ASIMS](#)
5. myFitness Individual Tracker Report: Current & passing w/ 12 months: [myFitness](#)
6. Last 3 EPRs: [PRDA](#)
7. **Cross-Trainees:** Letter of Recommendation per 3.4.2.

Right click each hyperlink – Copy Link Location – Paste and Go in Web Browser

☐ Applications must be submitted by email NLT 2359 on the advertisement expiration date.

☐ All required documents must be submitted as one *PDF (no portfolios)

Make sure your PDF is saved in one PDF: (LASTNAME_Advertisement#)

- ☐ 104th Members please submit using HRO Ticket System: <https://usaf.dps.mil/sites/104FW/Services/SitePages/How-to-Submit-an-AGR-Package.aspx>
- ☐ Non 104th Members please submit via email: 104fss.agrjobapps.org@us.af.mil

NOTE: To combine files in one PDF, you must print any secure and/or digitally signed documents to “Microsoft PDF.” Once printed, you can combine the newly printed PDF files with all other application documents.

SUBJECT LINE OF EMAIL SUBMISSION MUST CONTAIN FULL BULLETIN NUMBER for NON 104th Members

MCPN: 0088455734
R: 093