

DCARNG STATEWIDE VACANCY ANNOUNCEMENT

APPLICATION MUST BE FORWARDED TO:

ng.dc.dcarng.list.per-epm@army.mil

Interested applicants are required to submit applications to the EPM Branch NLT the announcement close date.

**Security Clearance
Required:**

Secret

SWVA CONTROL NUMBER:

25-247

OPENING DATE:

09/10/2025

CLOSING DATE:

09/25/2025

POSITION DESCRIPTION:

TITLE: Contracting NCO

Para/Lin: 301C / 04

MOS: 51C

GRADE:

Maximum: E-6

Minimum: E-5

OPEN FOR FILL:

STATE



NATIONWIDE

UNIT OF ACTIVITY:

Joint Force Headquarters
2001 East Capitol Street S.E.
Washington D.C. 20003

Appointment Status

Enlisted



Warrant Officer



Officer

MILITARY ASSIGNMENT: Same as Unit of Activity

EVALUATION FACTORS USED:

Review of individual applications and
Personal interviews.

AREA OF CONSIDERATION:

- 1.) Must be assigned to the DCARNG
- 2.) Must be in good standing and must not be under a suspension of favorable actions (FLAG) per AR 600-8-2
- 3.) Must meet the Army medical retention standards in accordance with AR 40-501, Chapter 3, and as outlined below.
The Individual Medical Readiness (IMR) Report must be current and reflect:
 - A current (12 mo.) Physical Health Assessment (PHA) and no Individual Medical Readiness (IMR) deficiencies.
 - The Soldier must be fit for retention in his/her Primary MOS.
- 4.) E5-E9 Vacancies. Soldiers are eligible to apply if they are one grade below the advertised position grade.
- 5.) Must be either MOS qualified in the SWVA MOS or must meet eligibility requirements of DA PAM 611-21 to become MOS qualified.
- 6.) Must meet all eligibility requirements prior to announcement close date.
- 7.) Must be able to attend school and become MOS qualified within 12 months of selection.

MOS SPECIFIC ELIGIBILITY REQUIREMENTS

- 1.) 110 minimum GT score
- 2.) A physical profile rating of: 222222
- 3.) Must be a U.S. citizen

Enlisted MOS specifications are provided in Chapter 10C of Smartbook DA PAM 611-21.

Click to view the specifications of an MOS: <https://api.army.mil/e2/c/downloads/2024/11/20/bf11d2d2/chapter-10c-enlisted-mos-specifications.pdf> **Applications without all required supporting documents will be returned without consideration.**

Qualified applicants will be contacted for interviews. M-Day Soldiers selected to fill a vacant position may be promoted provided the Soldier is on a valid EPS list and meets all the promotion eligibility requirements. After the recommendation is approved by the G1 the EPM Branch will contact all applicants to notify them of selection or non-selection. Technicians must verify job compatibility with the HRO.

PRIMARY DUTIES AND RESPONSIBILITIES:

Perform theater contracting support situational training; manage theater contracting support; coordinate theater contracting support; prepare Contracting Detachment (CONDET) for deployment; assist with the administration of contracting support integration plans (annex W); prepare for contracting deployment; review requirements packages; conduct contract solicitation process; perform contract administration and management; conduct contract administration services (CAS); complete contract close outs; establish a regional contracting office/center (RCO/RCC); serves as a Division and/or Corps-level liaison staff NCO for a Contracting Battalion (CBn) and/or Contracting Support Brigade (CSB), instrumental in performing all three functions of effective Operational Contract Support (OCS) per ATP 4-10 (i.e., Contract Support Integration, Contracting Support, and Contractor Management); performs all aforementioned duties throughout all phases of unified land operations and joint operations.

MINIMUM ELIGIBILITY CRITERIA:

Must meet requirements as stated in the "Area of Consideration". Must not be under a current suspension of favorable personnel actions.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS:

This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board.

Please contact the POC below for job information:

POC: WO1 Katia N. Bell

Phone: 202-685-9776

Email: katia.n.bell.mil@army.mil