



# District of Columbia Air National Guard

## Competitive (Non-Dual Status) Announcement

### Announcement #: 11-200



<p><b>APPLICATION MUST BE FORWARDED TO:</b></p> <p style="text-align: center;">Human Resource Office DC National Guard 2001 East Capitol Street Washington, DC 20003-1719</p> <p><b>APPLICATION MUST BE RECEIVED BY:</b> <span style="color: red;">28 Oct 2011</span></p>	<p><b>OPENING DATE:</b> 14 Oct 2011</p>	<p><b>CLOSING DATE:</b> 28 Oct 2011</p>
<p><b>Position Title, Series, Grade, Salary Range</b></p> <p><u>Contract Specialist, N1145000</u> GS-1102-11 - \$62,467 \$81,204 GS-1102-09 \$51,630 - \$67,114</p>		
<p><b>Position Location:</b> 113<sup>th</sup> MSG/MSC, DCANG Joint Base Andrews, Maryland</p>	<p style="text-align: center;"><b>Appointment Status</b></p> <p>[ ] Excepted [ ] Enlisted [ ] Officer [X] Competitive</p>	
<p><b>AREA OF CONSIDERATION:                      COMPETITIVE:</b></p> <p style="margin-left: 100px;"><b>GROUP I</b></p> <p style="margin-left: 100px;">(Current on-board Non-Dual Status employees of the DCANG)</p>		
<p><b>Special Remarks:</b> <a href="http://www.113wg.ang.af.mil/">http://www.113wg.ang.af.mil/</a></p>		
<p><b>INSTRUCTIONS FOR APPLYING:</b> This office will not accept applications mailed at the government's expense. Electronic or faxed applications will not be accepted. Failure to submit all documents will result in your application not being considered for employment. <b><u>No binders please.</u></b></p> <p>1.) OF612 or a Resume 2.) KSA's - Knowledge, Skills, and Ability questions must be addressed by element on a separate paper.</p>		
<p><b>Condition of Employment:</b> <u>National Guard membership is not a requirement.</u> <b>Electronic Funds Transfer:</b> Selectee is required to participate in electronic funds transfer/direct deposit.</p>		
<p><b>Employment Questions:</b> SPC Tiffanne May Human Resources Specialist at 202-685-9775 or DSN 325-9775. SPC Respass, Human Resources Assistant can be reached at 202-685-9763 or DSN 325-9763.</p>		
<p><b>Evaluation Process:</b> Applications will be evaluated solely on information supplied in the application (OF612 or resume). Experience will be evaluated based on relevance to the position for which application is made, and whether it is full-time or part-time.</p>		
<p><b>Equal Employment Opportunity:</b> All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, age physical handicap, or membership/non-membership in an employee organization, in conformance with NGB Regulation 690-600 and ANGR 40-1613.</p>		
<p><b>For Military Members:</b> Acceptance of the position will cause termination of Federal Bonuses pursuant to respective Selected Reserve Incentives Programs (SRIP). This termination may be with or without recoupment of payment already made.</p>		

**This announcement must be posted on unit bulletin boards until the day following the closing date.**

**Announcement Number:** 11-200

**Position:** Contract Specialist, GS-1102-11/09, N1145000

**Brief Description of Duties:** Serves as a contract officer responsible for pre-award and post-award functions for a variety of services, supply, construction and architectural-engineering (A-E) contracts. Utilizing sealed bid and negotiated contracting procedures, acquires a variety of nonrecurring technical and complex supply and service requirements. This involves acquisition of specialized services and a variety of mission essential supply contracts which are complicated by urgent delivery requirements and which require specialized terms and conditions. Contracts for a variety of complex A-E and construction projects ranging from minor remodeling to major rehabilitation, new construction, building maintenance and paving. Such projects range up to and in excess of \$100,000 depending on the incumbent's contract authority. Establishes project objectives and timeframes. Develops acquisition plans, solicitations, price analysis and market trend analysis to determine availability of product or service. Identifies new sources as required. Determines appropriate acquisition methods (sealed bid or negotiated procedures) based on nature of contract, urgency of need, estimated cost, availability of sources, competition, and applicable acquisition policies, directives and regulations. Achieves the goals and objectives of socioeconomic programs as prescribed by regulatory/statutory requirements. Prepares invitation for bid (IFB) for sealed bidding or request for proposals (RFP) for negotiated acquisitions, ensuring that all required terms, conditions, special provisions, item descriptions and regulatory/statutory requirements are included. Identifies potential sources and publicizes proposed requirements. Arranges and conducts pre-bid, pre-negotiation meetings and on-site visits with contractor representatives, civil engineers, customers and other interested parties. Develops source list of responsible contractors. Performs all other duties as assigned.

**Qualifications:** GS-11/09

- A. A bachelor's degree from an accredited educational institution authorized to grant baccalaureate degrees.  
or
- B. 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 obtained within the degree or in addition to the degree.)  
and

C. The Defense Acquisition Workforce Improvement Act (DAWIA) dictates specific education, training requirements, knowledge and experience factors for Acquisition Corps Officers and individuals holding Contracting Officer positions above the simplified acquisition threshold must meet certain criteria. Groupings of education, training and experience standards provide the framework for progression in a career field and are used for the purpose of characterizing an acquisition officer's qualifications within a given career field. If applicants have not completed all the training required for their current position, they may not be considered as candidates to fill the vacant position on a promotion basis. If prevented from completing mandatory courses, this certification **must be met within 18 months of selection**. The three career levels are:

Level I : Basic or Entry level positions at GS-5 to GS-9.

Level II: Intermediate or "Journeyman" level positions, GS-9 to GS-12.

Level III: Advanced or Senior level positions, GS-13 and above.

**Specialized Experience: (GS-11):** Must have at least 12 months experience equivalent to at least GS-9 or 3 full academic years of progressively higher level graduate or Ph.D. or equivalent doctoral degree. Additionally, all applicants must have completed two years of experience in contracting positions, which must have equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position to be filled, and must have completed mandatory contracting courses for a GS-11 position.

**Specialized Experience: (GS-09):** Must have at least 12 months experience equivalent to at least GS-7 or 2 full academic years of progressively higher level graduate education, or master's or equivalent graduate degree or LL.B. or J.D. Additionally, all applicants must have completed two years of experience in contracting positions, which must have equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position to be filled, and must have completed mandatory contracting courses for a GS-9 position.

**General Experience:** Experience, education, or training which provided opportunity for the applicant to gain; a knowledge of contracting and procurement practices and procedures; and skill in dealing with others in person-to-person work relationships.

**Knowledge, Skills and Abilities (KSA's) Statements GS-11/09**

A. Knowledge of contracting principles and procedures applicable to pre-award and post-award actions sufficient to award and administer contracts for services, supplies, and construction to the extent of contract authority.

B. Knowledge of applicable business practices and market conditions sufficient to identify potential contractors and to evaluate bid responsiveness, contractor responsibility and performance.

C. Ability to resolve contractual problems relating to cost adjustments, delivery schedules and to negotiate in sole source environment.

D. Ability to meet and deal effectively with the public.