



District of Columbia National Guard

Accelerated Hiring Announcement

Title 5 Civilian

DC-AHA-AF-26-011



APPLICATION MUST BE FORWARDED TO: IN ORDER TO RECEIVE CONSIDERATION michael.mcdowell.14@us.af.mil	OPENING DATE: 12 August 2026	CLOSING DATE: 14 August 2026
	Position Title: Contract Specialist GRADE:GS-1102-07/09 This is a ladder from GS-07 to GS-09	
	AREA OF CONSIDERATION: GROUP III All groups of Federal re-employable eligibles.	
Position Location: 113 Comptroller and Contracting Flight DC AIR NATIONAL GUARD 113 Comptroller and Contracting Flight 3252 EAST PERIMETER ROAD JOINT BASE ANDREWS, MARYLAND 20762	NOTE: This position is subject to provisions of the DoD Priority Placement Program. 3R MAY BE available	
INSTRUCTIONS FOR APPLYING: You must send applications electronically to the email addresses listed below. REQUIRED DOCUMENTS: 1. Resume - resume highlighting your specialized experience. Ensure you include "from (mm/yy)" and "to (mm/yy)" dates along with a description of your relevant experience Resumes limited to two pages Starting on September 27, 2025, federal agencies will only accept resumes up to two pages in length. 2. Transcripts 3. Please submit completed packages to: Major Michael McDowell Jr Comm 240-470-6474 michael.mcdowell.14@us.af.mil		
MINIMUM EXPERIENCE: Must have experience in positions supporting competencies in business, finance, risk management, project management, or supply chain management. Experience must include competencies such as skill in collecting and analyzing data and the ability to communicate clearly and effectively and other professional competencies in procurement administration or purchase card management. SPECIALIZED EXPERIENCE: Must have specific experiences, training, and competencies (Skills, Knowledge, and Abilities) that prepared the applicant to successfully perform the duties and responsibilities required by each grade. The information below is specifically for GS-1102-07 GS-07 – (Foundational Level) - Must have one year of experience in positions collecting and analyzing data. Experience		

assisting in business management, financial management, project management, risk management, or supply chain management.

The information below is specifically for GS-1102-09

GS-09 – (Foundational Level) - Must have one year of experience in contracting at the GS-07 grade level that provided exposure to the full scope of contracting and acquisition and a working knowledge in one or more of the following areas: (1) A knowledge of contracting authority and responsibility, (2) Contract principles and knowledge of the Federal Acquisition Regulation, (3) Contractor responsibility standards, (4) Regulatory compliance, (5) Knowledge of Federal supply schedule contracting, and (6) Knowledge of acquisition definitions and applicability. In addition to participating in education and training courses, individuals are expected to develop their required competencies through relevant on-the-job experience, which may include rotational assignments.

DAWIA Certification –

All personnel selected must meet certification requirements, DAWIA Level I – Professional certification, within 36 months of placement in the 1102 series.

Mandatory Positive Education – Minimum education requirement a bachelor's degree from an accredited educational institution authorized to grant baccalaureate degrees.

Certifications Issued by Federal (non-DoD) Organizations – On 16 October 2023, The Principal Director, Defense Pricing and Contracting and the Office of Federal Procurement Policy signed a Memorandum of Understanding to recognize parity and reciprocity between the Defense Acquisition Workforce Improvement Act (DAWIA) and the Federal Acquisition Institute's Federal Acquisition Certification in Contracting (FAC-C) (Professional). Personnel with FAC-C should provide a copy of their certification when applying for positions.

Note: The minimum education requirements listed above applies to individuals who initially accessed, promoted, reassigned, changed-to-lower grade or detailed in the NG Title 5 Excepted or Title 32 Dual Status Contracting Program, Occupational series GS-1102, as of the effective date of this qualification standard.

CONDITIONS OF EMPLOYMENT:

1. May be required to travel by military or commercial aircraft in the performance of TDY assignments.
2. Irregular and/or overtime (compensatory) hours may be required to support operational requirements or contingencies or may be required to work hours outside of the normal duty day.
3. Required to handle and safeguard sensitive and/or classified information in accordance with regulations to reduce potential compromise.
4. The incumbent must meet the Defense Acquisition Workforce Improvement Act (DAWIA) requirements applicable to the duties of the position.
5. Contracting certification must be met IAW DoDI 5000.66
6. The incumbent must meet the continuing acquisition education, training and experience requirements IAW DoDI 5000.66
7. In accordance with the Ethics in Government Act, 1978, incumbent is required to file an OGE Form 450, Confidential Financial Disclosure Report, upon appointment and will be required to file annually.
8. The incumbent must obtain and maintain a secret security clearance.
9. This position is designated as Essential Personnel and may be subject to duty in preparation for, or in response to, a state emergency or disaster declaration. Head of Agency requests to exceed 14 days in a calendar year must be approved in advance by the National Guard, Director of Manpower and Personnel (NGB-J1).

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Position: Contract Specialist

Duties:

The information below is specifically for GS-1102-07

GS-1102-07 Job Duties:

1. Follows established procedures to procure off-the-shelf materials, which are available from numerous commercial sources, and are easily identified by common names for which standard price lists are available. Responds to customer needs to procure repetitive items or services for which specifications have become standardized and where established competitive markets and price competition exist. Reviews requisitions to determine if proper specifications or purchase descriptions are included in solicitation documents. Suppliers are generally available, however; performs search of the market or uses sole source suppliers as required or necessary to complete procurement actions. Select clauses cover special conditions, such as inspection and acceptance, marking and packaging, quantity variation, price differential, or transportation costs. Contact technical personnel to resolve questions of applicability of specifications, classifications of terms, or acceptance of substitute items. Meets with commercial representatives discuss procurement needs, quality of items or services, current market prices, or delivery schedules. Ensuring complete actions comply with regulatory requirements and are responsive to customer needs estimated cost, market conditions, and applicable procurement policies and regulations. Under close review of senior specialist or supervisor, incumbent is responsible for a variety of contracts which may require special handling provisions or other specialized terms and conditions, some of which cover a period of more than one year.
2. Use primarily firm fixed price, time and materials, indefinite delivery, or similar contracts using standard clauses. Reviews quotations, bids or proposals for compliance with solicitation, price reasonableness, adequacy of competition, and probability of meeting requirements. Evaluates prospective contract price utilizing basic price analysis techniques by research and review of available historical and precedent data, manufacturer's catalogs, current labor rates, comparison of other competitive quotes/offers received and/or standard industrial cost and price data. On negotiated procurements, assignments are designed to increase the incumbent's knowledge, skills, and abilities. In such situations, following specific guidance, contacts offering parties or contractors to conduct simple contract negotiations such as the negotiation of prices for routine items or services, requesting earlier delivery date or closer conformance to specifications, or similar matters.
3. Assists in monitoring contract performance, contract closing out, and if needed, contract termination. Monitors contract performance through telephone conversations, correspondence, site visits, inspections, analysis of contractor metrics, for compliance with performance standards, applicable laws, delivery schedules, payment provisions, inspections, progress reports, and other requirements stated in the contract. Meets with contractors and Government Officials to clarify issues on contractual requirements, such as billing procedures, material submittals, and socioeconomic clauses.
4. Provides advice and assistance to installation technical personnel and sales representatives whenever information is needed, or issues need to be resolved. Establishes working relationships with program and contractor management personnel.
5. Provides assistance and training for billing/approving officials and cardholders participating in the program. Monitors purchasing activity to ensure program compliance.
6. Provides technical and functional guidance to contracting personnel in the use of software, assistance with preparation of reporting documents, and coordinating the transfer of data between organizations. Ensures systems are responsive to data input and processing during the acquisition process. Responsible for providing functional, technical, and system administration support for various joint acquisition/contracting systems, financial business systems, and associated contracting applications/systems.

GS-1102-09 Job Duties

1. Plans acquisitions for standard or specialized services, supplies and/or construction contracts where specifications are standardized within established competitive markets, and where price competition exists. Reviews requisition package for adequacy and completeness of description, consistency, and compliance with administrative, regulatory, and procedural requirements. Contacts requesters to resolve discrepancies and ambiguities. Provides guidance to customers in the development of the statement of work/performance work statement/statement of objectives and data requirements. Determines appropriate contract type and method of procurement based on the nature of the requirement, urgency of need, estimated cost, market conditions, and applicable procurement policies and regulations.

2. Conducts market research and analyses whether commercial items or non-developmental items are available to meet the Government's needs or could be modified to meet the Government's needs. Uses primarily firm fixed price or similar contract types when historical and precedent data are available. Prepares and issues solicitation documents selecting appropriate provisions and clauses, ensuring clear and complete specifications, including packing and delivery requirements or other routine supplemental stipulations. Analyses quotations, bids or proposals for compliance with solicitation, price reasonableness, adequacy of competition, and probability of meeting requirements. Evaluates prospective contract price utilizing basic price analysis techniques by research and review of available historical and precedent data, manufacturer's catalogs, current labor rates, comparison of other competitive quotes/offers received and/or standard industrial cost and price data. On negotiated procurements, contact offering parties or contractors to negotiate prices that appear either excessive or underestimated, to request earlier delivery date, closer conformance to specifications, or similar matters. Determines financial responsibility and performance capability of offering party through review of past awards, requests for performance and/or analysis of pre-award survey information, and/or limited price or analysis for which a considerable amount of historical and precedent data are available. Prepares recommendation for award, documenting selection decisions and justifying basis for award. Award recommendations are reviewed prior to signature for documentation, judgment, and compliance with policies and procedures.
3. Monitors' contract performance, performs contract administration, contract close-out and recommends terminations if needed. Assists with the training, monitoring and management of appointed Contracting Officer Representatives (CORs). Monitors contract performance through telephone conversations, correspondence, site visits, inspections, analysis of contractor metrics, for compliance with performance standards, applicable laws, delivery schedules, payment provisions, inspections, progress reports, and other requirements stated in the contract. Conducts conferences with contractors to clarify issues on contractual requirements, such as billing procedures, material submittals, and socioeconomic clauses. Negotiate extension of delivery schedules, price adjustments, modifications to the contract, and similar agreements when precedents are well-established, and the contractor's and Government's bargaining positions are close. Prepares contract modifications, administrative change order documents and supporting memoranda for all contract actions, including terminations.
4. Provides advice and assistance to others relating to contracting work and prepares correspondence. Provides advice, guidance, training, and assistance to technical or programming personnel, customers, functional commanders, and/or contractors whenever information is needed, or issues need to be resolved. Establishes working relationships with program and contract management personnel. Assists higher grade specialists by performing a variety of tasks. Prepares letters, memoranda, documents, or reports that support contractual actions or recommendations.
5. Provides training for billing/approving officials and cardholders participating in the program. Monitors cardholder activity to determine adherence to GPC policies by generating and analyzing bank reports. Performs compliance reviews and prepares reports for submission to higher headquarters.
6. May serve as a System Administrator. Provides technical leadership and consultation regarding operation automated acquisition systems. Provides technical and functional guidance to contracting personnel in the use of software, assistance with preparation of reporting documents, and coordinating the transfer of data between organizations. Ensures systems are responsive to data input and processing during the acquisition process. Responsible for providing functional, technical, and system administration support for various joint acquisition/contracting systems, financial business systems, and associated contracting applications/systems. Coordinates with respective system helpdesks for technical problems. Identifies trends and recommended areas where closer management control/oversight is needed based on data reporting compliance (anomaly/error reports).
7. Performs other duties as assigned.