



NATIONAL GUARD

Job Title: Contract Specialist
Department: Department of the Army
Agency: Army National Guard Units (Title 32)
Job Announcement Number: TN 13-007

SALARY RANGE: \$38,790.00 to \$74,628.00 / Per Year
OPEN PERIOD: Wednesday, January 23, 2013 to Friday, February 15, 2013
SERIES & GRADE: GS-1102-07/11
POSITION INFORMATION: Full Time - Excepted Service Permanent
PROMOTION POTENTIAL: 11
DUTY LOCATIONS: 1 vacancy in the following location:
 Nashville, TN United States
WHO MAY APPLY: Members of or applicants eligible for membership in the TN Air National Guard

JOB SUMMARY:

The National Guard is the oldest component of the Armed Forces of the United States and one of the nation's longest enduring institutions. Since the earliest American colonial days, citizens have joined together for collective defense. We have a proud tradition of coming to the aid of our friends and neighbors in times of serious emergencies. Join our Tennessee National Guard team and serve your nation, Tennessee and your community!

NATIONAL GUARD MEMBERSHIP IS REQUIRED: This is an excepted position that requires membership in a compatible military assignment in the National Guard. Selectee will be required to wear the military uniform. Acceptance of an excepted position constitutes concurrence with these requirements as a condition of employment. Applicants who are not currently a member of the National Guard must be eligible for Immediate membership and employment in the National Guard in the military grade listed in this announcement.

POSITION TITLE: CONTRACT SPECIALIST

POSITION LOCATION: JFHQ-USPFO, NASHVILLE, TN

AREAS OF CONSIDERATION:

FIRST: Permanently employed Air Technicians in Nashville, TN.
SECOND: Permanently employed Air Technicians Statewide.
THIRD: Qualified members of the Tennessee Air National Guard.
FOURTH: Applicants eligible for membership in the TN Air National Guard.

APPOINTMENT TYPE: Enlisted

*******Developmental Position may be promoted without further competition*******

MILITARY COMPATIBILITY: 6C0X1

CLEARANCE: SECRET

PD NUMBER: D0980000-566102

PERMANENT CHANGE OF STATION: NOT AUTHORIZED

Payment of Permanent Change of Station (PCS) costs is not authorized, based on a determination that a PCS move is not in the Government's interest.

INTRODUCTION: This position is located in the Purchasing and Contracting Division of the United States Property and Fiscal Office (USPFO). It is responsible for a full range of contracting functions including pre-award and post-award activities for a variety of complex supply, service, construction, architect & engineering (A&E), automated data processing equipment (ADPE) contracts, and multiple award best value Task Order Contracts. It provides contracting services for all Army and Air National Guard (NG) locations throughout the State. Contracting is accomplished through negotiation, sealed bidding, or Small Business Administration procedures. Contracts frequently cover a period of more than one year. Employee prepares and administers a variety of Cooperative Funding Agreements and Inter-Service Support Agreements. The position prepares for and conducts or attends numerous meetings throughout all phases of assignments. It monitors federally funded contracts awarded through state contracting procedures to determine compliance with terms of the controlling Cooperative Funding Agreement. Functions as a Contracting Officer within designated contract authority. This position requires military membership. It is designated for National Guard enlisted incumbency only. Incumbent performs duties necessary to accomplish contracting functions and provide for supplies and services in support of programs essential to state Army and Air National Guard daily operations, training, and readiness missions.

KEY REQUIREMENTS

- This position is located at USPFO and a member of the 118t AW, NashvilleTN

DUTIES:

DUTIES & RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO: 1. Carries out the pre-award contracting process in establishing project objectives and time frames. 2. During post-award process, conducts pre-construction/pre-performance conferences, coordinates work schedules, obtains and reviews bonding and proof of insurance to determine compliance with contractual requirements and reviews and approves or recommends approval of Material submittals. 3. As necessary, takes action to terminate a contract for convenience of the government or default by the contractor. 4. Provides technical guidance and assistance to other contract specialists and purchasing agents of lesser experience who may require guidance and counsel. 5. Performs other duties as assigned.

QUALIFICATIONS REQUIRED:

MINIMUM REQUIREMENTS:

A. A Bachelors degree from an accredited educational institution authorized to grand baccalaureate degrees

OR

B. 24 semester hours of coursework in any combination of the following fields: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

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. Grouping 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 positions, 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.

In addition to meeting the basic qualification requirements, applicants must also meet the following specialized criteria:

REQUIRED SPECIALIZED EXPERIENCE:

GS-07 Must have at least 12 months experience equivalent to at least GS-5 or 1 full academic year of graduate education, law school, or superior academic achievement. As well as applicant must have 2 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-7 position.

GS-09 –Must have at least 12 months experience equivalent to at least GS-7 or 2 full academic years of progressively higher education, or master’s or equivalent graduate degree or LL.B of 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.

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.

Meeting the months of experience requirement will not by itself be accepted as proof of qualification. Quality, type, and scope of experience or education must be demonstrated to show that applicant is fully qualified to perform duties at the grade level announced.

SUPPLEMENTAL INFORMATION: Resume must reflect applicable experience.

1. Knowledge of and ability to apply guidelines by reading and interpreting regulations and technical material.
2. Knowledge of contracting regulations, procedures, and policies.
3. Knowledge of price analysis, techniques, and business practices sufficient to evaluate price data on the basis of comparative prices, standard price list, or previous prices.
4. Skill in dealing with others in a work relationship to present information orally and in written form.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: NONE

You **MUST** submit required documents for your application to be considered.

HOW YOU WILL BE EVALUATED:

Once the application process is complete, a review of your application will be made to ensure you meet the job requirements. To determine if you are qualified for this job, a review of your resume will be made to determine if it shows the minimum Required Specialized Experience. If a rating and ranking

is required, your resume will be used to compare your responses against the Supplemental Information which is the Knowledge, Skills and Abilities (KSA's). The categories used to assess all applicants that are rated is Highly-Qualified, Well-Qualified, and Qualified.

BENEFITS:

The Federal government offers a number of exceptional benefits to its employees. The following Web addresses are provided for your reference to explore the major benefits offered to most Federal employees.

Main New Employee Website - http://www.opm.gov/insure/new_employee/index.asp

Flexible Spending Accounts - The Federal Flexible Spending Accounts Program (FSAFeds) allows you to pay for certain health and dependent care expenses with pre-tax dollars. For additional information visit: <https://www.fsafeds.com/fsafeds/index.asp>

Health Insurance - The Federal Employees Health Benefits Program offers over 100 optional plans. For additional information visit: <http://www.opm.gov/insure/health/index.asp>

Leave - Most Federal employees earn both annual and sick leave. For additional information visit: <http://www.opm.gov/oca/leave/index.asp>

Life Insurance - The Federal Employees' Group Life Insurance Program (FEGLI) offers: Basic Life Insurance plus three types of optional insurance, for additional information visit: <http://www.opm.gov/insure/life/index.asp>

Long Term Care Insurance - The Federal Long Term Care Insurance Program (FLTCIP) provides long term care insurance for Federal employees and their parents, parents-in-law, stepparents, spouses, and adult children. For additional information visit: <http://www.ltcfeds.com/>

Retirement Program - Almost all new employees are automatically covered by the Federal Employees Retirement System (FERS). FERS is a three-tiered retirement plan. The three tiers are: Social Security Benefits, Basic Benefit Plan, Thrift Savings Plan. For additional information visit: <http://www.opm.gov/retire/index.asp>

OTHER INFORMATION:

1. **SELECTIVE SERVICE STATEMENT:** If you are a male applicant who was born after 12/31/59 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency.

2. **EQUAL OPPORTUNITY STATEMENT:** The Tennessee National Guard is an Equal Employment Opportunity Employer. Soldiers and Airmen will not be assessed, classified, trained, promoted, or otherwise managed on the basis of race, color, religion, age, gender, national origin, reprisal, or non-disqualifying handicap. Discrimination due to age or disability are prohibited where not a factor of employment due to the military nature of the position. 29 CFR PART 1614. Discrimination due to gender is prohibited except as the direct combat probability coding policy applies to women.

HOW TO APPLY:

To apply for this position, you **MUST** provide the following:

1. Your responses to the Qualifications Questionnaire
2. Your resume
3. If job allows substitution of education for experience you must submit
REQUIRED CERTIFICATION/TRANSCRIPT

Use the *Online Qualifications Questionnaire* for convenience and quickest processing.

(Here is a link for aiding you in building your Resume and some application tips): <http://www.usajobs.gov/EI/resumeandapplicationtips.asp#icc>

Option A: Online Qualifications Questionnaire.

Tips for using the Online Qualifications Questionnaire:

- You must click **both Finish and Submit** when you are done. Your Online Qualifications Questionnaire is not processed – and your résumé is not attached – until you click the *Submit* button, even if USAJOBS says it sent your résumé.
- You can upload or fax supporting documents after you *Submit* the Online Qualifications Questionnaire.
- You must complete the entire process by the closing date -- Friday, February 15, 2013
- To make sure everything you submitted is successfully received, follow these steps:
 1. Go to <https://www.applicationmanager.gov> and log in using the box on the right hand side of the page.
 2. Click the radio button for this Vacancy Identification Number: 831094. Click *Select a Vacancy*.
 3. Verify that all of your documents appear on the table with a status of *Processed*.
- You can save your work and come back later. Just click both *Save* and *Logout*. (When you want to return, go to <https://www.applicationmanager.gov> and log in using the box on the right hand side of the page.)
- If you *Submit* more than one Qualifications Questionnaire for this position, the most recent one *Submitted* is the one that is used. Therefore, it is important for you to complete it in its entirety.

To begin your Online Qualifications Questionnaire, choose one of these options:

- If your résumé is going to come **from the USAJOBS Resume Builder**, you begin the process by clicking the **Apply Online** button near the bottom of this page. Your résumé will be attached *only* to the Online Qualifications Questionnaire you complete and *Submit* from this session, not to any Questionnaires you may already have Saved or Submitted.
- If your résumé is going to be one *you prepared outside of USAJOBS Résumé Builder*, click this link to begin the process [Online Questionnaire](#).

Option B: Paper Qualifications Questionnaire.

If it is not practical for you to use the Online Qualifications Questionnaire, you can write your answers on paper. Follow these steps:

1. You can print a copy of this job announcement so that you can read the questions offline.
2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers. You can obtain the form at this URL http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf or by calling *USAJOBS by Phone* at (703) 724-1850 – after the introduction, press 1, and listen for instructions.
3. You may submit the Form 1203-FX, resume, and any supporting documents by fax.
 - **By Fax:** If you are faxing a Form 1203-FX, you do not need a separate cover sheet. Simply make sure the Form 1203-FX is on top of any other documents you are faxing. If you are faxing any documents without the Form 1203-FX on top, always use the official cover sheet which is here -- <http://staffing.opm.gov/pdf/usascover.pdf> -- and be sure to fill it out completely and clearly. The fax number is 1-478-757-3144. Feed all documents into your fax machine top first so that we receive them right-side up.

REQUIRED DOCUMENTS:

To submit the documents requested follow the instructions below: Your resume, curriculum vitae, the Optional Application for Federal Employment (OF 612), or any other written format you choose to describe your job-related qualifications. Your document(s) can be submitted electronically using the document upload process or by fax. Please ensure that your resume contains your full name, address, phone and at least your last four digits of your social security number.

Note: Please ensure that your resume contains the basic information outlined under the Applying for a Federal Job link: http://www.opm.gov/forms/pdf_fill/of612.pdf

AGENCY CONTACT INFO:

Sherry Holman
Phone: (615)313-0648
Email: SHERRY.HOLMAN@US.ARMY.MIL

Agency Information:
Tennessee National Guard
3041 Sidco Drive
ATTN NGTN HRO RP
Nashville, TN
37204
USA

WHAT TO EXPECT NEXT:

Once the online questionnaire is received you will receive an acknowledgement email that your submission was successful. After a review of your complete application is made you will be notified of your rating and or referral to the hiring official. If further evaluation or interviews are required you will be contacted.

Instructions for completing the OPM 1203-FX:

If you are applying to this announcement by completing the OPM 1203-FX form instead of using the Online Application method, please use the following step-by-step instructions as a guide to filling out the required questionnaire. You will need to print the vacancy announcement and refer to it as you answer the questions. You may omit any optional information; however, you must provide responses to all required questions. Be sure to double check your application before submission.

Social Security Number**Vacancy Identification Number**

831094

1. Title of Job

Contract Specialist

2. Biographic Data**3. E-Mail Address****4. Work Information****5. Employment Availability****6. Citizenship**

Are you a citizen of the United States?

7. Background Information

8. Other Information

9. Languages

10. Lowest Grade

07
09
11

11. Miscellaneous Information

12. Special Knowledge

13. Test Location

If you are applying by the OPM Form 1203-FX, leave this section blank.

14. Veteran Preference Claim

If you are applying by the OPM Form 1203-FX, leave this section blank.

15. Dates of Active Duty - Military Service

If you are applying by the OPM Form 1203-FX, leave this section blank.

16. Availability Date

17. Service Computation Date

If you are applying by the OPM Form 1203-FX, leave this section blank.

18. Other Date Information

19. Job Preference

20. Occupational Specialties

001 Contract Specialist

21. Geographic Availability

471760037 Nashville, TN

22. Transition Assistance Plan

If you are applying by the OPM Form 1203-FX, leave this section blank.

23. Job Related Experience

24. Personal Background Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

25. Occupational/Assessment Questions:

1. Are you currently an Area 1 consideration? Area 1 consideration is a permanent employed technician located at the facility announcing the position.

- A. Yes
- B. No

2. Are you currently an Area 2 consideration? Area 2 consideration is a permanent employed technician located statewide.

- A. Yes
- B. No

3. Are you currently an Area 3 consideration? Area 3 consideration includes qualified members of the Tennessee Air National Guard.

- A. Yes
- B. No

4. Are you currently an Area 4 consideration? Area 4 consideration are individuals who qualify for membership in the Tennessee Air National Guard but are not current members.

- A. Yes
- B. No

Read the options below carefully and choose the one that best applies.

5. This position requires military membership, Which answer applies to you?

- A. I am a Permanent Excepted Federal Technician with the Tennessee Air National Guard and I am a current member of the Tennessee Air National Guard .
- B. I am currently an active Traditional (Drill, ADSW, etc.) member of the Tennessee Air National Guard.
- C. No, I am not an active member of the Tennessee Air National Guard but I AM WILLING AND ELIGIBLE to immediately become an active Military Member.
- D. No, I am not an active member of the Tennessee Air National Guard and I AM NOT WILLING to become an active member.

Read the options below carefully and choose the one that best applies.

6. Have you completed basic training in at least one branch of the military that would enable you to enlist in the Tennessee Air National Guard by the closing date of this announcement?

- A. Yes
- B. No

7. This position is open to Enlisted members of the Tennessee Air National Guard. Are you currently in the rank of E9 or below?

- A. Yes
- B. No

8. Do you have a Bachelors degree from an accredited educational institution authorized to grand baccalaureate degrees
OR 24 semester hours of coursework in any combination of the following fields: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

AND

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. Grouping 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 positions, 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.

- A. Yes
- B. No

9. Do you have 12 months experience equivalent to at least GS-5 or 1 full academic year of graduate education, law school, or superior academic achievement. As well as applicant must have 2 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-7 position.

- A. Yes
- B. No

10. Do you have at least 12 months experience equivalent to at least GS-7 or 2 full academic years of progressively higher 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.

- A. Yes
- B. No

11. Do you 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.

- A. Yes
- B. No

Respond to all the questions below. For each question, choose the response below that best describes your experience and/or training. Mark only one response for each question. Please note that your answers will be verified against the information you provide in your resume or application and information your references provide.

A- I have not had education, training or experience in performing this task.

B- I have had education or training in performing this task, but have not yet performed it on the job.

C- I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.

D- I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.

E- I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

12. Knowledge of and ability to apply guidelines by reading and interpreting regulations and technical material.

13. Knowledge of contracting regulations, procedures, and policies.

14. Knowledge of price analysis, techniques, and business practices sufficient to evaluate price data on the basis of comparative prices, standard price list, or previous prices.

15. Skill in dealing with others in a work relationship to present information orally and in written form.

Control Number: 336344000

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