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**Job Title:** Contract Specialist  
**Department:** Department of the Army  
**Agency:** Army National Guard Units (Title 32)  
**Job Announcement Number:** TN 13-039

**SALARY RANGE:** \$38,790.00 to \$74,628.00 / Per Year  
**OPEN PERIOD:** Thursday, February 07, 2013 to Friday, March 01, 2013  
**SERIES & GRADE:** GS-1102-07/11  
**POSITION INFORMATION:** Full Time - Indefinite  
**PROMOTION POTENTIAL:** 11  
**DUTY LOCATIONS:** 1 vacancy in the following location:  
 Nashville, TN United States [View Map](#)  
**WHO MAY APPLY:** Member of OR applicants eligible for membership in the TN Army 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.

**AREAS OF CONSIDERATION:**

- FIRST:** Permanently employed Army technicians statewide.
- SECOND:** Qualified members of the Tennessee Army National Guard.
- THIRD:** Applicants eligible for membership in the TN Army National Guard.

**APPOINTMENT TYPE:** OFF/WO/Enlisted

**MILITARY COMPATIBILITY:** OFF: 01A, WO:011A Branch Immaterial  
 Enl: CMF: 71 MOS: 42A/F, 36B, 51C, 92A/Y/Z:

**CLEARANCE:** Secret

**PD NUMBER (S):** D0935000/D0979000/D098000/567520

**POSITION LOCATION:** USPFO, NASHVILLE, TN

**POSITION TITLE:** CONTRACT SPECIALIST

Indefinite position may be converted without further competition

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

**Questions about this job:**  
 Sherry Holman  
 Phone: (615)313-0648  
 Email:  
 SHERRY.L.HOLMAN2.MIL@MAIL.MIL

**Job Announcement Number:**  
 TN 13-039

**Control Number:** 337365600

**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.

**KEY REQUIREMENTS**

- This position **REQUIRES** Military Membership

**DUTIES:**[Back to top](#)

**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 specialist and purchasing agents of lesser experience who may require guidance and counsel. (5) Performs other duties as assigned.

**QUALIFICATIONS REQUIRED:**[Back to top](#)**Minimum Requirements:**

A bachelor's degree from an accredited educational institution authorized to grant baccalaureate degrees.

OR

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

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.

**Note:** The education requirements listed above apply only to individuals entering DoD 1102 positions on or after October 1, 2000. Current civilian personnel in DoD, who occupied GS-1102 positions or contracting positions with authority to award or administer contracts above the simplified acquisition threshold in DoD on or before September 30, 2000, are exempt from meeting this requirement. **MUST Provide Documentation**

**REQUIRED SPECIALIZED EXPERIENCE**

**GS-07** must 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 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-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 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.

**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 level.

**SUPPLEMENTAL INFORMATION: KSA's (Knowledge, Skill, & Ability) MUST be reflected in the Resume**

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:**

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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\\_employ/index.asp](http://www.opm.gov/insure/new_employ/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:

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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, March 01, 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: 837854. 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](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](http://www.opm.gov/forms/pdf_fill/of612.pdf)

**AGENCY CONTACT INFO:**

*Sherry Holman*  
Phone: (615)313-0648  
Email: [SHERRY.L.HOLMAN2.MIL@MAIL.MIL](mailto:SHERRY.L.HOLMAN2.MIL@MAIL.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**

837854

**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 Army technician and a member of the Tennessee Army National Guard.

- A. Yes
- B. No

2. Are you currently an Area 2 consideration? Area 2 consideration is a member of the Tennessee Army National Guard.

- A. Yes
- B. No

3. Are you currently an Area 3 consideration? Area 3 consideration is an applicant eligible for immediate membership for the Tennessee Army National Guard.

- A. Yes
- B. No

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

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

- A. I am a current member of the Tennessee Army National Guard and a Permanent Excepted Federal Technician working for the Tennessee Army National Guard.
- B. I am currently an active Traditional (Drill, ADSW, etc.) member of the Tennessee Army National Guard.
- C. No, I am not an active member of the Tennessee Army 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 Army National Guard and I AM NOT WILLING to become an active member.

5. Do you have a bachelor's degree from an accredited educational institution authorized to grant baccalaureate degrees or 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.

- A. Yes
- B. No

6. Do you have at least 12 month experience equivalent to at least GS-5 or 1 full academic year of graduate education, law school, or superior academic achievement. As well as applicants must have completed two years of experience in contracting positions, which must have equipped the applicant with 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

7. Do you have at least 12 months experience equivalent to at least GS-7 or 2 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-9 position.

- A. Yes
- B. No

8. 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.

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

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

11. 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.

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

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USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.