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**Job Title:** Contract Specialist  
**Department:** Department of the Army  
**Agency:** Army National Guard Units (Title 32)  
**Job Announcement Number:** TN 13-042

**SALARY RANGE:** \$68,809.00 to \$89,450.00 / Per Year  
**OPEN PERIOD:** Thursday, February 07, 2013 to Monday, March 04, 2013  
**SERIES & GRADE:** GS-1102-12  
**POSITION INFORMATION:** Full Time - Excepted Service Permanent  
**PROMOTION POTENTIAL:** 12  
**DUTY LOCATIONS:** 1 vacancy in the following location:  
 Nashville, TN United States [View Map](#)  
**WHO MAY APPLY:** ON BOARD ONLY Permanently employed Army or Air Non Dual Status Technicians statewide

**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!

**AREAS OF CONSIDERATION:**

**FIRST:** ON BOARD ONLY Permanently employed Army or Air Non Dual Status Technicians statewide

**APPOINTMENT TYPE:** None

**MILITARY COMPATIBILITY:** Non-Dual Status

**CLEARANCE:** Secret

**PD NUMBER (S):** N1259P01-567522

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

**POSITION TITLE:** CONTRACT SPECIALIST

**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). 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), software contracts, multi-year, and multi-award best value Task Order Contracts (MATCO). Provides contracting services for all Army and Air National Guard (NG) activities and locations throughout the State. Contracting is accomplished through negotiation, sealed bidding, or simplified acquisition procedures for commercial items and complex non-commercial items. Performance periods of more than one year frequently apply to these acquisitions.

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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 13-042

**Control Number:** 337410400

**KEY REQUIREMENTS**

- This position Does NOT REQUIRE Military Membership

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

**DUTIES & RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:** (1) Exercises Level II contracting certification authority in oversight and/or accomplishment of procurement of a variety of complex supply, service, construction, architect-engineer, automated data processing equipment/software/supply/items and services. (2) Functions as a project manager of an acquisition team. (3) Develops competitive source selection plans to select contractors who have demonstrated a record of successful past performance or who demonstrate a current superior ability to perform. (4) Evaluates offers received in response to solicitations utilizing expertise available in areas such as engineering, auditing, pricing, computer technology, and project scheduling. (5) Reviews Architect-Engineer selection processes to determine compliance with Federal acquisition regulations (FAR) and acquisition policies and procedures. (6) Prepares solicitation/amendment documents, incorporating provisions such as cost accounting standards, performance-based work statements, best value source selection, cost or pricing data, and payment provisions, as required. (7) Performs contract management during post-award performance phase of the acquisition cycle on assigned contracts to assure timely receipt/performance of the contracted items or services. (8) Performs other duties as assigned.

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

A Bachelors degree from an accredited educational institution authorized to grant 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.

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

**Effective October 1, 2000 the Department of defense implemented Title 10, United States code, sections 1723 through 1733, that put a positive educational requirement on this series, however if an individual occupied a GS-1102 position with authority to award or administer contracts above the simplified acquisition threshold in DoD on or before September 30, 2000, are EXEMPT from the educational requirement.**

**REQUIRED SPECIALIZED EXPERIENCE**

GS-12 Must have at least 12 months experience equivalent to at least GS 11 level. 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: KSA's (Knowledge, Skill, & Ability) Address the following factors in detail, giving dates of experience and in what position the experience was gained. This information is used only for ranking and rating and is additional information and not used for qualifying applicants. Resume must reflect applicable experience.**

1. Knowledge of sealed bidding procedures sufficient to develop contracts for a variety of supply, service and construction requirements.

2. Knowledge of business practices necessary to analyze the contractor's ability to perform the contract.
3. Knowledge of the Base Contracting Automated System (BCAS).
4. Knowledge of technical, oral, and written communications skills. Must be capable of acting as a team chief and lead negotiator when contract negotiation is necessary.

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

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#lcc>

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 -- Monday, March 04, 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: 839684. 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 [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

*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**

839684

**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**

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**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 Air or Army Non-Dual Status Technicians working for The Tennessee National Guard.

- 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.

2. Do you have a Bachelors degree from an accredited educational institution authorized to grant 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

3. Do you have 12 months experience equivalent to at least GS 11 level. 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.

4. Knowledge of sealed bidding procedures sufficient to develop contracts for a variety of supply, service and construction requirements.

5. Knowledge of business practices necessary to analyze the contractor's ability to perform the contract.

6. Knowledge of the Base Contracting Automated System (BCAS).

7. Knowledge of technical, oral, and written communications skills. Must be capable of acting as a team chief and lead negotiator when contract negotiation is necessary.

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