

MILITARY DEPARTMENT OF NEBRASKA
HUMAN RESOURCES OFFICE
2433 NW 24th Street
Lincoln, NE 68524

HRO

1 May 2023

MEMORANDUM FOR All Full-Time Support Personnel, Nebraska National Guard

SUBJECT: Amendment of Technician Vacancy Announcement

Technician Vacancy Announcement NE-11794500-AF-23-024 for the position of CONTRACT SPECIALIST, GS-1102-7-11, is amended.

As Published:

Open & Closing Dates: Friday, January 20, 2023 to Sunday, April 30, 2023

Advertisement is Open until Filled: First cutoff 3 February 2023, with subsequent reviews every 7 days after initial cutoff date.

As Amended to Read:

Open & Closing Dates: Friday, January 20, 2023 to Thursday, June 1, 2023

Advertisement is Open until Filled: First cutoff 15 May 2023, with subsequent reviews every 7 days after initial cutoff date.

//signed//

Jon C. Sronce. GS-11
Human Resources Specialist

Job Announcement Number

NE-11794500-AF-23-024

Overview

Job Title

CONTRACT SPECIALIST

Agency

Air National Guard Units

Open & Closing Dates

01/20/2023 to 04/30/2023

Salary

\$46,696.00 to \$89,835.00 Per Year; Advertisement is Open until Filled: First cutoff 3 February 2023, with subsequent reviews every 7 days after initial cutoff date.

Locations

Lincoln, Nebraska

Telework Eligible

Yes - as determined by the agency policy.

Relocation Expenses Reimbursed

No

Work Schedule

Full-time

Promotion Potential

11

Supervisory Status

No

Drug Test

Yes

Trust Determination Process

None

Department

Department of the Air Force

Hiring Organization

N/A

Application Count

N/A

Pay Scale & Grade

GS-7-11

Remote Job

No

Travel Required

Not required

Appointment Type

Permanent

Service

Excepted

Job Family (Series)

1102 - Contracting

Security Clearance

Not Required

Position Sensitivity And Risk

None

Summary

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THIS IS A TITLE 32 EXCEPTED SERVICE POSITION WITH THE NEBRASKA AIR NATIONAL GUARD.

This National Guard position is for a CONTRACT SPECIALIST, PD Number D2622, D2624 and D2625 and is part of **155th MSG/MSC**, Nebraska Air National Guard.

USE THIS LINK TO VIEW FULL POSITION DESCRIPTION

https://acpol2.army.mil/fasclass/search_fs/search_fs_output.asp?fcp=zutpk3eFRtaToL2jr7IGuam0buidbZKYI6RSf2qCRtyUbX%2BWkaJWhWs%3D

Learn More About This Agency

Marketing Message

The National Guard is the oldest component of the Armed Forces of the United States. 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 National Guard team and serve your nation, your states and your community!

Marketing Link

<https://ne.ng.mil/Pages/Home.aspx>

This Job Is Open To

Hiring Paths

Hiring Paths Clarification Text

Nebraska National Guard Area 1, 2, and 3 applicants

Videos

Marketing Video Link 1

N/A

Marketing Video Link 2

N/A

Duties

Duties

As a CONTRACT SPECIALIST, GS-1102-7/9/11, duties include:

This is a career-ladder position located in the Purchasing and Contracting Division of the United States Property and Fiscal Office (USPFO).

GS-07: Primary purpose is to perform developmental assignments which are designed to provide the incumbent, who is serving in a trainee capacity, in the application of common contracting methods and contract types, and to assist in the procurement of standard or specialized service; supply; and/or construction items, services, and/or materials primarily through formal advertising, or through limited use of negotiation techniques.

GS-09: Primary purpose is to perform developmental assignments which are designed to provide the member, who is serving in a developmental capacity, experience in pre-award and post-award functions when they are well-defined and well-precedented, using common contracting methods and contract types, to procure standard or specialized services, commodities, and/or construction through formal advertising and negotiation procedures using primarily firm fixed-price contracts.

GS-11: The primary purpose is to provide sound business advice in the execution of pre-award and post-award functions, using a wide range of common contracting methods and contract types, to assist in the procurement of standard or specialized services, commodities, and/or construction within an operational contracting office.

Duties include but are not limited to the following:

Reviews requisitions to determine if proper specifications or purchase descriptions are included in solicitation documents.

Assists in monitoring contract performance and assists in contract termination.

Enters all contractual information into a contract writing system software database.

Reviews completed official contract file to determine that all contractual actions are satisfied, there are no pending administrative actions to be resolved, all file documents are signed, there are no litigation actions pending, and the contract is complete in every respect and ready to be closed.

Serves as a central point of contact on assigned acquisitions to respond to inquiries and resolves routine discrepancies/problems or assists in resolving technical problems.

Represents the interest of the organization in a professional manner in meetings and various contacts outside the agency on a variety of issues that often are not well-defined

** This is NOT an all-inclusive list of duties. **

View Full PD:

https://acpol2.army.mil/fasclass/search_fs/search_fs_output.asp?fcp=zutpk3eFRtaToL2jr7IGuam0buidbZKYI6RVf2qCRtyUbX%2BWkaJWhXE%3D

https://acpol2.army.mil/fasclass/search_fs/search_fs_output.asp?fcp=zutpk3eFRtaToL2jr7IGuam0buidbZKYI6RUf2qCRtyUbX%2BWkaJXhnM%3D

https://acpol2.army.mil/fasclass/search_fs/search_fs_output.asp?fcp=zutpk3eFRtaToL2jr7IGuam0buidbZKYI6RSf2qCRtyUbX%2BWkaJWhWs%3D

Requirements

Conditions Of Employment

Males born after 31 December 1959 must be registered for Selective Service.

Obtain/maintain the level of security clearance/background check required

May be required to successfully complete a probationary period.

Direct Deposit is mandatory

Qualifications

NATIONAL GUARD MEMBERSHIP IS REQUIRED: This is a Title 32 excepted service 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 service position constitutes

concurrency 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.

FOR QUESTIONS REGARDING ELIGIBILITY TO JOIN THE NEBRASKA AIR NATIONAL GUARD PLEASE CONTACT THE LOCAL RECRUITING OFFICE AT 402-309-1172.

OPEN AREAS OF CONSIDERATION: AREA 1, 2, and 3

DEFINITION OF AREA(S) OF CONSIDERATION:

AREA 1: Current permanent and indefinite technicians of the Nebraska Army or Air National Guard; and current Title 5 employees of the Nebraska Military Department who are military members of the Nebraska National Guard.

AREA 2: All Drill Status/M-Day members and temporary technicians of the Nebraska Air or Army National Guard.

AREA 3: Current military service members who are willing and eligible to become members of the Nebraska Air or Army National Guard.

AREA 4: All qualified candidates eligible and willing to become a member of the Nebraska National Air or Army National Guard prior to the effective date of hire.

MILITARY REQUIREMENTS:

Compatible military grade and assignment required prior to the effective date of placement. This is an excepted service position that requires membership in a compatible military assignment in the Nebraska Air National Guard. Applicants who are not currently a member of the National Guard must be eligible for immediate membership. If you are not sure you are eligible for military membership, please contact a National Guard recruiter prior to applying for this position.

Military Grades: Maximum: E-7; Minimum: E-4; Military Grade inversion within the full time work forces is not permitted. The military grade of the full time supervisor must equal or exceed the military grade of the personnel supervised. Retraining into the 6C0X1 career field above E-5 will require a waiver IAW AFECDC. Reference Air Force Enlisted Classification Directory (AFECDC) for minimum requirements. (minimum ASVAB score)

Military Compatibility: Compatibility will be followed in accordance with 32 USC 709(b) and 10 USC 10216

Compatibility requirements must be met prior to appointment to the position. Selectee has 24 months to become qualified in a compatible military assignment.

Security Clearance/Background Check requirements:

In order to comply with US DOD requirements and ensure the safety and security of the missions, programs, property and personnel of the Nebraska Military Department, employees must obtain the appropriate background investigation and maintain the level of security clearance assigned to their respective work.

Failure to obtain, within one year of appointment, and maintain the designated type of security clearance/background check required for the respective work may result in a job offer being rescinded, separations of employment, or other actions as may be deemed in the best interest of the agency.

Prior to appointment individuals must meet the security clearance requirements for the position or submit the required documents of the Nebraska National Guard, Personnel Security Manager for processing the appropriate investigation. Required forms: SF86, PSIP Initiation Form, Fingerprints, OF306 and Application/Resume.

Nebraska Air National Guard Personnel Security Manager - jason.schroeder.10@us.af.mil; 402-309-1129.

GENERAL EXPERIENCE:

All on-board Title 32 Excepted Service employees assigned to Series GS-1102 positions, must be certified at the next higher grade-level before considered as eligible for merit promotions to that level; and, must have a minimum of one year on-the-job experience in the grade immediately below the next higher level. An SF-50 that shows your time-in-grade eligibility must be submitted with your application materials.

SPECIALIZED EXPERIENCE:

GS-1102-07: Must meet positive education requirement. To qualify, candidate must have an understanding of the basic principles and concepts of the National Guard Procurement business and/or contracting program requirements and certifications. Applicants must have experiences and training that demonstrates the ability to follow directions, to read, retain, and understand a variety of instructions, regulations, policies and procedures. As a condition of continued employment in the GS-1102-07 positions, The incumbent must meet the Defense Acquisition Workforce Improvement Act (DAWIA) requirements applicable to the duties of the position

GS-1102-09: Must meet positive education requirement. To qualify, candidate must meet the Defense Acquisition Workforce Improvement Act (DAWIA) requirements applicable to the duties of the position and have at least 12 months of functional contracting experiences and competencies that provided knowledge of contracting principles and procedures to include the following business: Procurement in Pre-Award and Award Contracts; Simplified Acquisition Procedures; Small Business Socio-Economic; Delivery Order / Task Order; Contract Administration; Government Purchase Card program. As a condition of continued employment in the GS-1102-09

position, The incumbent must meet the Defense Acquisition Workforce Improvement Act (DAWIA) requirements applicable to the duties of the position.

GS-1102-11: Must meet positive education requirement. To qualify, the incumbent must meet the Defense Acquisition Workforce Improvement Act (DAWIA) requirements applicable to the duties of the position. and have at least 12 months of broadening contracting experiences and competencies that provided full working knowledge and skill in contracting principles and procedures to include the following tasks: Procurement in Pre-Award and Award Contracts, Simplified Acquisition Procedures, Small Business Socio-Economic, Delivery Order / Task Order, Contract Administration, Purchase Card program.

CERTIFICATION REQUIREMENT (Required for GS-09/11 Applicants)

The Defense Acquisition Workforce Improvement Act (DAWIA) requires specific training requirements for current contracting and acquisition employees. To be considered for this position, GS-9/11 applicants must have completed the required DAWIA training or Federal Acquisition Certification.

****Your DAWIA Course or Federal Acquisition Certification, The incumbent must meet the Defense Acquisition Workforce Improvement Act (DAWIA) requirements applicable to the duties of the position, prior to promotion to GS-09/11**

NOTE: Positive Education, General, Specialized Experience and where applicable, possession of Contracting Level One or Two Certification will be used to determine qualifications for the announced position. Applicants must provide from (e.g. 02/2014 - 03/2016 or Feb 2014 - Mar 2016) dates and hours worked per week with description of your specialized experience on the resume.

ALL SERIES GS-1102 NG TITLE 32 EXCEPTED SERVICE CANDIDATES' PACKAGES ARE PROCESSED / COORDINATED DIRECTLY TO NG-J1-TN THROUGH NGB OPARC FOR FINAL CONCURRENCE PRIOR TO FINAL APPOINTMENT.

Education

Education:

MINIMUM EDUCATION REQUIREMENTS:

1. A Bachelor's Degree from an accredited educational institution authorized to grant baccalaureate degrees.

AND

2. At least 24 Semester Hours in any combination/restricted to the following studies: Accounting, Business, Finance, Law, Contracts, Purchasing, Economics, Industrial Management, Marketing, Quantitative Methods, or Organization and Management.

**** All applications must be accompanied with documentation in the form of an official college transcript that reflects a completed bachelor's degree with the 24 specialized hours. Transcripts must show the applicable university logo, listing courses completed. ****

Based on the Education and Certification Requirements for this Series, NO Substitutions of Bachelor's Degree Education for Specialized Experiences are Allowed for the NG Title 32 Excepted Service Series GS-1102 Positions.

However, substitution of Graduate School Education for Specialized Experience factors may be applied in order to qualify for an entry level GS-1102-07 position on the basis of completed graduate degree. The graduate course education must be in one of -or- be a combination of the following required disciplines: Accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management; or, one full academic year of graduate law school, or superior academic achievement in a law school program.

Per the Defense Acquisition Workforce Improvement Act (DAWIA), November 1990, with NDAA inclusions, the following notes are provided:

Additional Information

If you are a male applicant who was born after 12/31/1959 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 (<https://www.sss.gov/RegVer/wfRegistration.aspx>).

If you are unable to apply online or need to fax a document you do not have in electronic form, view the following link for information regarding an [Alternate Application](#).

CONDITIONS OF EMPLOYMENT:

1. May be required to travel by military or commercial aircraft in the performance of TDY assignments.
2. May be required to work comp time or overtime and may be required to work hours outside the normal duty schedule.
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. The incumbent must meet the continuing acquisition education requirements IAW DoDI 5000.66 paragraph E2.2.8.
6. 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.
7. The incumbent must obtain and maintain secret security clearance.
8. 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. This designation will not exceed 14 calendar days per year unless otherwise approved in advance by the TAG.

Benefits Link

<https://www.abc.army.mil/>

How You Will Be Evaluated

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Once the announcement has closed, your resume and supporting documentation will be used to determine if you meet the qualifications listed on this announcement. Your answers to the assessment questionnaire will be verified against information provided in your resume and other supporting documentation. Be sure that your resume clearly supports your responses to all the questions addressing experience and education relevant to this position.

In describing your experience, please be clear and specific, we will not make assumptions regarding your experience. If, after reviewing your resume and supporting documentation, a determination is made that you have inflated your qualifications or experiences, your rating will be adjusted or you may be excluded from consideration for this position.

Your qualifications will be evaluated against general and specialized experience under the "Qualifications" section and against the following competencies (knowledge, skills, abilities and other characteristics):

Contracting/Procurement, Oral Communication, and Planning and Evaluating

To preview the assessment questionnaire, please use the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/11794500>.

Required Documents

Required Documents

To apply for this position, you must submit a complete Application Package which includes:

1. Your **resume** showing work schedule, hours worked per week, dates (format should include Month and Year) of employment and duties performed.
Use this link for [Resume Tips](#).
2. Transcript show minimum education requirements.
3. **Other supporting documents (optional)**
 - Cover Letter
 - DD-214 (Required for Veterans' Preference)
 - Other
 - Other Veterans Document (VA Disability Letter and SF-15) required for 10 Point Preference
 - SF-50

How To Apply

How To Apply

To apply for this position, you must complete the online application and submit the documentation specified in the Required Documents section below.

A complete application package must be submitted by 11:59 PM (Eastern) on the closing date of the announcement to receive consideration.

To begin, click **Apply** to access the online application. You will need to be logged into your USAJOBS account to apply. If you do not have a USAJOBS account, you will need to create one before beginning the application.

Follow the prompts to **select your resume and/or other supporting documents** to be included with your application package. You will have the opportunity to upload additional documents to include in your application before it is submitted. Your uploaded documents may take

several hours to clear the virus scan process.

After acknowledging you have reviewed your application package, complete the Include Personal Information section as you deem appropriate and **click to continue with the application process**.

You will be taken to the online application which you must complete in order to apply for the position. Complete the online application, verify the required documentation is included with your application package, and submit the application.

To verify the status of your application, log into your USAJOBS account (<https://my.usajobs.gov/Account/Login>), all of your applications will appear on the Welcome screen. The Application Status will appear along with the date your application was last updated. For information on what each Application Status means, visit: <https://www.usajobs.gov/Help/how-to/application/status/>.

Agency Contact Information

Questions About This job

Jon Sronce
Phone: 402-309-8173
Email: jon.c.sronce.civ@army.mil

Agency Information

NE 155 MSG
2420 W Butler Ave
Lincoln, NE 68524

Next Steps

Once your online application is submitted you will receive a confirmation notification by email. Your application will be evaluated by the Human Resources Office to determine your eligibility for the position. After the evaluation is complete, you will receive another notification regarding the status of your application.

Applicants will be referred in the following order:

1. Fully qualified Area 1 applicants
2. Fully qualified Area 2 applicants
3. Fully qualified Area 3 applicants
4. Trainee qualified Area 1, 2, and 3 applicants

Release URL

Release URL

<https://www.usajobs.gov/GetJob/ViewDetails/701137300>