

## Job Announcement Number

NE-12166312-TR-23-035

# Overview

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<b>Job Title</b> CONTRACT SPECIALIST	<b>Department</b> Department of the Army
<b>Agency</b> Army National Guard Units	<b>Hiring Organization</b> N/A
<b>Open &amp; Closing Dates</b> 10/20/2023 to 01/12/2024	<b>Application Count</b> N/A
<b>Salary</b> \$46,696.00 to \$89,835.00 Per Year; Announcement is Open Till Filled, First review will be 03 NOV 2023 with a review every 7 days thereafter.	<b>Pay Scale &amp; Grade</b> GS-7-11
<b>Locations</b> Lincoln, Nebraska	<b>Remote Job</b> No
<b>Telework Eligible</b> Yes - as determined by the agency policy.	<b>Travel Required</b> Occasional travel - You may be expected to travel for this position.
<b>Relocation Expenses Reimbursed</b> No	<b>Appointment Type</b> Permanent
<b>Work Schedule</b> Full-time	<b>Service</b> Excepted
<b>Promotion Potential</b> None	<b>Job Family (Series)</b> 1102 - Contracting
<b>Supervisory Status</b> No	<b>Security Clearance</b> Secret
<b>Drug Test</b> Yes	<b>Position Sensitivity And Risk</b> Noncritical-Sensitive (NCS)/Moderate Risk
<b>Trust Determination Process</b> Credentialing, National security, Suitability/Fitness	

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## Summary

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### Summary

**THIS IS A TITLE 5 EXCEPTED SERVICE POSITION WITH THE NEBRASKA ARMY NATIONAL GUARD.**

This National Guard position is for a CONTRACT SPECIALIST, PD Number **T0048/T0049/T0050** and is part of **USPFO-CONTRACTING BRANCH**, Nebraska Army National Guard.

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## Learn More About This Agency

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### 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>

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## This Job Is Open To

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### Hiring Paths

Federal employees - Excepted service, Internal to an agency - appears on USAJOBS, The public

### Hiring Paths Clarification Text

TITLE 5 EXCEPTED SERVICE POSITION OPEN TO AREA 3: Public, Veterans, Reserve & National Guard Military Members, Former and Current Federal Employees.

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# Videos

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## Marketing Video Link 1

N/A

## Marketing Video Link 2

N/A

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# Duties

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## 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:

1. Plans the overall approach to meet contracting program objectives for procuring a wide variety of requirements. Performs market research/analysis to determine availability of the requirement; analyzes market trends, commercial practices, conditions and technological advances and determines the sources to be solicited. Determines appropriate method of procurement using a wide range of contracting methods and contract types. Selects appropriate contracting approaches, techniques, and procedures to solve a variety of acquisition problems. Analyzes contracting issues and recommends best course of action. Performs acquisition planning along with the program manager/customer, technical, legal, finance and contract pricing personnel to develop market research, acquisition strategy, milestones, evaluation/source selection criteria, and/or incentive or award fee provisions, as applicable. Exercises latitude in dealing with problems arising during the pre-award phase of the procurement action. Plans and carries out the work, selecting the approaches and techniques to be used, and determines actions to be taken on assigned contracts. Uses judgment in interpreting guidelines, in adapting procurement procedures to specific situations and in recommending solutions to problems encountered. Provides business advice and assistance to technical personnel involved in the development of the performance work statement/statement of work or data requirements. Reviews requisition packages for adequacy and compliance with administrative, regulatory, and procedural requirements and consistency with current market practices and conditions. Reviews procurement requests to determine whether, based on market analysis, the requirement can be performed by small businesses; actively solicits Small Businesses and a wide range of socioeconomic groups. If appropriate, initiates action to have all or part of a procurement set-aside exclusively for small business/socioeconomic performance. Prepares applicable determinations and findings. Assists with the development of evaluation criteria to use in determining source selection and "best value" requests for proposals which include utilization of past performance data and technical qualifications for awards based on other than lowest price. Procurements usually involve a variety of considerations such as socioeconomic, market conditions and strategy, difficult-to-define scopes of work, legal conditions, rigid deadlines, or incentive arrangements. Resolves problems that limit competition and modifies clauses that discourage potential offerors. Conducts pre-proposal/pre-bid conferences and modifies requirements as necessary. Serves as the point of contact for assigned procurements.(30%)

Performs other duties as assigned.

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

--Please review link to PD for Full list of Duties--

[https://acpol2.army.mil/ako/fasclass/search\\_fs/search\\_fs\\_output.asp?ccpo=NG&jobNum=T0048000&id=1000773](https://acpol2.army.mil/ako/fasclass/search_fs/search_fs_output.asp?ccpo=NG&jobNum=T0048000&id=1000773)

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# Requirements

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## 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

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

The incumbent must meet the continuing acquisition education, training and experience requirements IAW DoDI 5000.66.

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.

## Qualifications

### 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 National Guard Personnel Security Manager - [kalee.m.boden.mil@army.mil](mailto:kalee.m.boden.mil@army.mil); 402-309-8319.**

### GENERAL EXPERIENCE:

All on-board Title 5 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. However, a new hire applicant must have competent experiences that are commensurate/equivalent to the contracting program business with demonstrated understandings of the complex principles and concepts defined by the NG Title 5 Excepted Service Series GS-1102 positions.

### 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.**

**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.**

**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**

**GS-11 - (Practitioner Level) - Must have one year of contracting experience at the GS-09 level performing work in the following areas as applicable to the position being filled: (1) Pre-award of contracts related to development of a solicitation. Acquisition planning, requesting offers, and developing offers by evaluation of solicitation and finalizing offers, (2) Award of contracts that includes forming a contract, and (3) Post-Award actions to administer the contract. Competencies at the practitioner category emphasize functional specialization in contracting. Specialized experience may have been gained while providing business advice to customers and performing all pre-award/post-award functions, using a wide range of contracting methods and types to procure complex and/or diversified commodities, services and/or construction. Individuals at this category are expected to have and apply journeyman level acquisition-related skills. Must have Level 1, DAWIA Foundational Certification (or equivalent, see Certifications Issued by Federal (non-DoD) Organizations below).**

### **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 - Contracting Level 1 or 2 certification dependent on grade level applying for.

**\*\*Your DAWIA Course or Federal Acquisition Certification - Contracting Level 1 or 2 certificates must be uploaded with your application if applying for the GS-9/11 position.\*\***

**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 5 EXCEPTED SERVICE CANDIDATES' PACKAGES ARE PROCESSED / COORDINATED DIRECTLY TO NG-J1-TN THROUGH NGB OPARC FOR FINAL CONCURRENCE PRIOR TO FINAL APPOINTMENT.**

## Education

## MINIMUM EDUCATION REQUIREMENTS:

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

OR

2. 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.

Applicants who meet the criteria for Superior Academic Achievement qualify for positions at the GS-7 level.

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 5 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.

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

- The education requirements listed above apply to individuals who initially entered -or- will enter the National Guard (NG) Title 5 Excepted Service Contracting Program, Series GS-1102, positions, on/or after October 1, 2000.
- Current National Guard (NG) Title 5 Excepted Service Contracting Program, Series GS-1102 employees who occupied GS-1102 positions with authority to award or administer contracts, above the simplified acquisition threshold on/or before September 30, 2000, are exempt from meeting this education requirement.

## 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 overtime.
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 Level I required within 24 months from assignment.
6. The incumbent must meet the continuing acquisition education requirements IAW DoDI 5000.66 paragraph E2.2.8.
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 the appropriate security clearance.

## Benefits Link

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

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# How You Will Be Evaluated

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## How You Will Be Evaluated

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

#### **NUMERIC CATEGORY:**

Applicants who meet the basic qualification requirements will be placed in a numeric group based upon ranking factors such as knowledge, skills, abilities, and behaviors as reflected in their application package. Refer to NE TPR 335 dated 4 April 2018.

#### **Numeric category ratings are:**

**Highly-Qualified: 90-100 points.** To be highly-qualified, an applicant substantially exceeds the minimum qualifications of the position, including all selective placement factors and are fully competent to effectively perform all the job requirements in the position almost immediately with minimum training or orientation;

**Well-Qualified: 80-89 points.** To be well qualified, an applicant meets the minimum qualifications of the position and is proficient in most, but not all, of the requirements of the position. May require some training or orientation to satisfactorily perform the duties of the position;

**Qualified: 70-79 points.** To be qualified, an applicant meets the minimum qualifications of the position and is proficient in some, but not all, of the position's requirements. Will require extensive training or orientation to satisfactorily perform the duties of the position.

#### **Veterans' Preference:**

Assessed applicants are placed in the appropriate numeric category and ranked according to preference eligibility and non-preference eligibility. All qualified preference eligibles are placed ahead of non-preference eligibles within their numeric category.

Read about Veterans' Preference here: <https://www.opm.gov/policy-data-oversight/veterans-services/vet-guide-for-hr-professionals/#2>

To preview the assessment questionnaire, please use the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/12166312>.

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## Required Documents

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### 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

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## How To Apply

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### 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](mailto:jon.c.sronce.civ@army.mil)

### Agency Information

NE USPFO Contracting  
2433 NW 24th Street  
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. Highly-Qualified Preference Eligibles
2. Highly-Qualified Non-Preference Eligibles
3. Well-Qualified Preference Eligibles
4. Well-Qualified Non-Preference Eligibles
5. Qualified Preference Eligibles
6. Qualified Non-Preference Eligibles

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## Release URL

### Release URL

<https://www.usajobs.gov/GetJob/ViewDetails/756046900>