

DEPARTMENT OF  
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT  
Military Bureau  
Headquarters, Maine National Guard  
Camp Keyes, Augusta, Maine 04333-0033

06 February 2013

**TECHNICIAN POSITION VACANCY ANNOUNCEMENT #13-020**

**POSITION:** Contract Specialist (D0935000/D0979000/D0980000) (GS-1102-09/11) EXCEPTED POSITION

**LOCATION:** USPFO, Purchasing & Contracting Division, Camp Keyes, Augusta, Maine

**SALARY RANGE:**

\$47,448 to \$61,678 per annum **GS-09**

\$57,408 to \$74,628 per annum **GS-11**

**CLOSING DATE:** 28 February 2013

**AREA OF CONSIDERATION:** First consideration will be given to all qualified permanent and indefinite Maine Army National Guard Officer, Warrant Officer, and Enlisted Technicians who apply. In the event there is no selection from the initial Promotion and Placement Certificate, concurrent consideration will be given to qualified Maine Army National Guard Officer, Warrant officer, and Enlisted members who apply.

**PERMANENT CHANGE OF STATION (PCS):** PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

**DUTIES:** See attached duties and responsibilities.

**QUALIFICATIONS:** This position may be filled at the GS-09 or GS-11 grade. If filled at the GS-09 grade, the individual selected may be promoted to the GS-11 grade without further competition when it has been determined that the individual meets the qualifications required for promotion to the higher grade.

**BASIC EDUCATION REQUIREMENTS: (For all grades)**

**(Applicants MUST provide undergraduate transcript to meet the Basic Education Requirement)**

- a. A bachelor's degree from an accredited college or university.

**OR**

- b. 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.

**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. 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**. The three career levels are:

Level I: Basic or Entry level positions at GS-05 to GS-09.

Level II: Intermediate or "Journeyman" level positions, GS-09 to GS-12.

Level III: Advanced or Senior level positions, GS-13 and above.

**NOTE:**

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.

**In addition to the Basic Education Requirements, the following Specialized Experience is required:**

**GS-09 SPECIALIZED EXPERIENCE:** One (1) year of experience equivalent to at least GS-07.

**GS-11 SPECIALIZED EXPERIENCE:** One (1) year of experience equivalent to at least GS-09.

Specialized experience must have required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

**GS-09**

1. Knowledge of a variety of moderately complex contracts and the use of applicable clauses and provisions.
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. Knowledge of business and industry practices and market conditions including commercial market sources or other competitive sources to obtain adequate competitive prices.
5. Skill in interpreting and explaining a variety of procurement procedures and technical requirements, coordinating plans and programs with a variety of related activities.

## GS-11

1. Knowledge of different types of contracting methods, contracting types, and contracting principles and procedures applicable to the full range of pre-award or post award or price/cost analysis.
2. Knowledge of contracting regulations, procedures, and policies.
3. Knowledge of price and cost analysis sufficient to evaluate cost and/or cost proposals when historical data and precedence are available and applicable for standard, commercial or specialized items.
4. Knowledge of business and industry practices and market conditions including commercial market sources or other competitive sources to obtain adequate competitive prices.
5. Skill in interpreting and explaining a variety of procurement procedures and technical requirements, coordinating plans and programs with a variety of related activities.

**COMPATIBILITY CRITERIA:** Officer Branch: Immaterial.  
Warrant Officer: Branch Immaterial.  
Enlisted MOS: 36B, 42A, 42F, 51C, 92A, 92Y, 92Z

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:** Two (2) full academic years of progressively higher level graduate education or master's or equivalent graduate degree or LL.B. or J.D. meets all qualifications for the GS-09 level. Three (3) full academic years of progressively higher level graduate or Ph.D or equivalent doctoral degree meets all qualifications for the GS-11 level. **To qualify for GS-1102 positions on the basis of graduate education, graduate education in one or a combination of the fields identified in the Basic Education Requirements (b) above is required.**

**SELECTED RESERVE INCENTIVE PROGRAM (SRIP):** Non-Technician Maine National Guard personnel who are SRIP participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped if selected as a permanent military Technician. Applicants should contact the MEARNNG Incentive Manager at 626-4278 to determine any possible termination and/or recoupment actions that may result from accepting this position.

**HOW TO APPLY:** Detailed instructions are contained in an Instruction Guide titled "Technician Vacancy Announcement Guide" which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA". Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: [HROTECH@me.ngb.army.mil](mailto:HROTECH@me.ngb.army.mil).

**APPOINTMENT:** Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

**DISSEMINATION:** Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6017 / COM (207) 430-6017 FAX: DSN 626-4246 / COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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CRAIG P. BAILEY  
MSG, MEARNG  
Human Resources Specialist  
(Recruitment & Placement/Compensation)

25.

DUTIES:

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.

-- Carries out the pre-award contracting process in establishing project objectives and time frames. Develops and obtains necessary coordination and approval of acquisition/contracting plans. Determines and/or recommends the appropriate contract type and applicable special provisions as they apply to the particular project requirements. Prepares the Commerce Business Daily synopsis, selects provisions for the solicitation for bids that are appropriate for the particular procurement and prepares the Invitation For Bid (IFB) or Request for Proposal (RFP), to include solicitation provisions, bid documents, contract clauses, plans and specifications.

Compiles the bidders mailing list, obtains legal review and other required reviews or approvals and issues the solicitation. Plans for and conducts site visits and makes clarifications or changes to the specifications through issuance of amendments to the solicitation. May be designated as the "Bid Opening Officer" and is responsible for collecting, opening, and preparing an abstract for all bids. Determines the responsiveness of all bids and prepares and forwards bid opening reports to the necessary offices. Determines the responsibility of the prospective contractor by contacting financial institutions and companies/individuals having knowledge of the contractor to obtain information concerning the contractor's competence, financial capabilities, and other information necessary to evaluate the validity of the proposal or bid submitted by the contractor. Receives the proposal, performs cost and/or price analysis, establishes the government's position, forms the government team, and serves as lead negotiator. Signs contracts and obligates the government within the limitations of delegated contract authority or makes recommendations of award to higher levels and obtains required legal reviews and approvals. Sits as a nonvoting member of Architect Engineer pre-selection and selection boards. Co-chairs the Criteria Review Conference with the Base Civil Engineer.

-- 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. Monitors contractor progress relating to the terms of the contract. Reviews and approves or disapproves progress payment requests from the contractor. Enforces compliance with contractual requirements by reviewing contractor and subcontractor payrolls, on site labor compliance surveys and requesting additional wage rate classifications from the US Department of Labor. Coordinates and resolves all labor matters relating to the contract. Reviews data provided by government engineers and inspectors to determine the appropriate response to contract changes. Develops appropriate documentation and negotiates changes to the contract. Obtains sufficient funding and reviews and signs modifications within designated contracting authority. Obtains design submittals at the appropriate time for review of compliance with contract terms to ensure they do not contain provisions that are inconsistent with federal contracting requirements. Collects user and government engineer comments and provides all comments with appropriate guidance to the contractor. Conducts review meetings as necessary with contractors. Processes contractor claims expeditiously and approves/disapproves claims and prepares files for litigation if necessary. Provides all administrative coordination, complete contract management, and centralized clearing for all matters affecting the contract.

-- As necessary, takes action to terminate a contract for convenience of the government or default by the contractor. Compiles all necessary documentation to support the recommendation in accordance with current procurement regulations. Subsequent to the termination notice, negotiates termination claim to effect an equitable adjustment. Serves as the focal point for processing and resolving ratification actions including preparation of contracting officer recommendations, obtaining legal review, obtaining invoices and statements of fact, and processing for payment. Administers all cooperative funding agreements and monitors contracts awarded by state contracting procedures to determine compliance with the provisions of the agreements including review of procedures to determine compliance with Davis-Bacon Act, review of payment vouchers to determine appropriate federal and state share, and review of proposed change orders for compliance with federal requirements.

-- Provides technical guidance and assistance to other contract specialists and purchasing agents of lesser experience who may require guidance and counsel.

-- Performs other duties as assigned.