

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 #13-021

POSITION: Contract Specialist (D0936000/D0982000/D0983000) (GS-1102-09) EXCEPTED POSITION

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

SALARY RANGE:

\$47,448 to \$61,678 per annum

GS-09

CLOSING DATE: 28 February 2013

AREA OF CONSIDERATION:

AREA I - All permanent and indefinite Officer, Warrant Officer and Enlisted Technicians in the Maine Army National Guard.

AREA II - All Officer, Warrant Officer and Enlisted members of the Maine Army National Guard.

AREA III - Officers, Warrant Officer and Enlisted personnel eligible for membership in the Maine Army National Guard.

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.

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.

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.

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. **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.

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 Contracting Division of the United States Property and Fiscal Office (USPFO). Incumbent is responsible for numerous contracting transactions, such as conducting and/or participating in contract negotiation, supply and service acquisition, and construction. Initiates contracting actions from acquisition planning, solicitation actions, contract award, contract administration, to contract close-out. Procures a variety of supplies, services, and construction projects to include facility modification, rehabilitation, maintenance and new construction.

This position requires military membership. It is designated for National Guard officer, warrant Officer and enlisted incumbency. The incumbent provides subordinate guidance and team leadership to NDS and DS employees. Incumbent plans, organizes, manages, and performs duties necessary to accomplish contracting functions to provide for supplies and services in support of programs essential to state Army and Air National Guard daily operations, training, and readiness missions. Fosters an environment conducive to teaming among service providers and customers to meet state Army and Air National Guard requirements.

-- Performs pre-award, post-award, and contract close-out functions for a variety of supply, services, architect/ engineer services and construction contracts within both the Army and Air National Guard (NG). Contracting is established through sealed bidding procedures with some assignments involving negotiated small disadvantaged business program contracts, architect/engineer contracts, and Job Order Contracting (JOC) and Task Order Contracting (TOC) delivery orders.

-- Initiates advance acquisition or contracting plans for projects. Determines the appropriate contract type and applicable special provisions as they apply to the particular project. Prepares Pre-solicitation Notice and Commerce Business Daily (CBD) synopsis. Prepares the Invitation for Bid (IFB) or Request for Proposal (RFP) for procurements including solicitation provisions, proposal documents, contract clauses, and plans and specifications. Prepares Determination to use Warranty Clause and calculates Liquidated Damages. Compiles Bidders Mailing List and issues the solicitation and subsequent amendment(s), if applicable. Ensures that prospective contractor site visits and pre-bid conferences are conducted where applicable.

-- At the public bid opening, may serve as the Bid Opening Officer, and prepares the Abstract of Bids. Determines the responsiveness of all bids and prepares the Bid Opening report for distribution to the organization requirements office. Conducts pre-award survey of apparent low bidder with emphasis on financial resources and stability, past performance, and capacity. Prepares responsibility determination for review and approval. Ensures that funds obligation is in accordance with public law and that the pending contract is not over obligated. Prepares the legal review package to contract award for submittal to the state and/or NGB JAG.

-- Prepares and distributes award package consisting of signed and approved contracts, labor standards notification, and authority letters. Coordinates and/or conducts the pre-construction/performance conference, acts as recorder, and prepares the minutes. Prepares notice to proceed (NTP). Receives and reviews contractor's performance and payment bonds and obtains legal review and acceptance. Evaluates contractor's Certificate of Insurance. Prepares Individual Procurement Action Report and awards synopsis for Commerce Business Daily publication. Receives request for contract modifications or change orders. Obtains necessary documentation to support the request. Analyze the contractor's

proposal for equitable adjustment and obtains government estimate from the project engineer. Conducts pre-negotiation meetings to establish negotiation objectives and prepares the pre-negotiation memorandum. Prepares and negotiates change orders and/or supplemental agreements. Writes Price Negotiation Memorandum (PNM).

-- Maintains contract files. Enforces compliance with contractual requirements and monitors contract progress in relation to an established schedule in order to recommend approval of appropriate progress payments. Conducts labor interviews, reviews payrolls for compliance with applicable wage rates, monitors insurance certificates, and initiates necessary correspondence. Provides contract administration coordination, complete contract management, and is the central clearing point for all matters affecting the contract including changes, invoices, payments, funds obligation and adjustments, claims, disputes, travel allowances, quality, services, and contract termination.

-- Recommends issuance of stop work orders as necessary and negotiates equitable settlements for claims between the government and the contractor. If applicable, recommends that contracts be terminated for default or for the convenience of the government. Develops the documentation necessary to support the recommendation. Negotiates equitable agreements for claims arising from the termination. Prepares a draft copy of the final decision regarding a dispute between the contractor and the government. The letter and supporting documentation must be of such clarity and detail as to withstand a review by the Armed Services Board of Contract Appeals or other legal body.

-- Coordinates contract completion/close-out including punch-list development and resolution, submission and acceptance of warranties, final inspection and acceptance, as built drawings, release of claims, final payment, and construction contract evaluation.

-- May be assigned duties and responsibilities as the purchase card Installation Program Coordinator. As the Installation Program Coordinator performs a variety of technical support and procurement duties in the development, management, training, and oversight of the purchase card program. Develops and presents the training seminars and provides customer service assistance. Incumbent conducts reviews of statements of accounts. Performs on-sight inspection of cardholder and approving official records. Prepares inspection reports and makes recommendations to correct deficiencies noted.

-- Performs other duties as required.