

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

19 November 2013

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #13-110

POSITION: Contract Specialist (D1434000) (GS-1102-07/09) EXCEPTED POSITION

LOCATION: 101st Logistics Squadron, Bangor, Maine

SALARY RANGE TECHNICIAN:

\$38,790 to \$50,431 per annum **GS-07**

\$47,448 to \$48,652 per annum **GS-09**

CLOSING DATE: 09 December 2013

AREA OF CONSIDERATION: First consideration will be given to all qualified permanent and indefinite Maine Air National Guard Enlisted (**E-7 and Below**) Technicians who apply. In the event no selection is made from the initial Promotion and Placement Certificate, concurrent consideration will be given to qualified Maine Air National Guard Enlisted (**E-7 and Below**) personnel who apply.

DUTIES: See attached duties and responsibilities.

QUALIFICATIONS: This position may be filled at the GS-07 or 09 grade. If filled at the GS-07 grade, the individual selected may be promoted to the GS-09 grade without further competition when it has been determined that the individual meets the qualifications required for promotion to the higher grade.

GENERAL EXPERIENCE: None

BASIC EDUCATION REQUIREMENTS: (Applicants must submit proof of education.)

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

WITH (which includes)

- 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:

The Basic Education Requirements apply to **new** entrants entering Department of Defense (DoD) GS-1102 contracting positions on or after 1 October 2000. Current DoD personnel, who occupied GS-1102 positions in DoD on or before 30 September 2000, are exempt from meeting this new requirement. The National Guard Bureau has established procedures to approve requests for waiver of Basic Education Requirements for DoD employees or members who are new entrants into GS-1102 contracting positions. All interested applicants are encouraged to apply regardless of their education level. The Specialized Experience requirement is not waivable.

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

GS-07 SPECIALIZED EXPERIENCE: One (1) year of experience equivalent to at least GS-05. Specialized experience must have required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

1. Knowledge of commonly used contracts and clauses.
2. Knowledge of and ability to apply guidelines by reading and interpreting regulations and technical material.
3. Knowledge of arithmetic practices used in business to compare prices.
4. Knowledge of pertinent product characteristics and sources of supply sufficient to identify commercial or other established sources and to solicit bids or quotes for repetitive items or services when specifications are established.
5. Skill in dealing with others in a work relationship to present information orally and in written form.

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:

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.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:

One (1) full academic year of graduate education, law school, or superior academic achievement meets all the qualifications for the GS-07 level. 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.**

ADDITIONAL REQUIREMENT: As a condition of employment, individuals have 18 months in which to complete any mandatory contracting courses (for the level and grade at which the person is serving) mandated by the DoD Career Development Program for Acquisition Personnel Manual (DoDM 5000.52).

COMPATIBILITY CRITERIA: 6C0X1 **NOTE:** If you do not possess the compatible AFSC, you will not be disqualified from being considered. Selected applicant must be prepared to attend the appropriate school.

MILITARY ASSIGNMENT: 6C0X1

INCENTIVE PROGRAM: Non-Technician Maine National Guard personnel who are participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped when employed as a permanent military Technician.

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: ng.me.mearng.list.hro-applications@mail.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)

a. INTRODUCTION:

This position is located in an Air National Guard (ANG) Base Contracting Office. The incumbent is responsible for numerous contracting transactions such as assisting and participating in contract negotiation for supply and services acquisition, and construction to include facility modification, rehabilitation, new construction, and facility maintenance. Assists with the total range of contracting actions from acquisition planning, solicitation actions, contract award, contract administration and contract closeout procedures.

b. DUTIES AND RESPONSIBILITIES:

(1) Assists with pre-award, post-award, and contract closeout functions for a variety of supply, services, and construction contracts within the Air National Guard (ANG). Contracting is established through sealed bidding procedures with some assignments involving negotiated small disadvantaged business program contracts, architect/engineer contracts and Job Ordering Contracting (JOC) delivery orders.

(2) Assists in the development of, or initiates advance acquisition or contracting plan for projects. Recommends the appropriate contract type and applicable special provisions as they apply to the particular project. Prepares Commerce Business Daily (CBD) synopsis, selects provisions of the solicitation applicable to the particular procurement and prepares the Invitation for Bid (IFB) or Request for Proposal (RFP) for procurements. This includes preparation of solicitation provisions, proposal documents, contract clauses, and plans and specifications. Compiles Bidders Mailing List and issues the solicitation and subsequent amendment(s), if applicable. Ensures that prospective contractor site visits and prebid conferences are conducted where appropriate.

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

(4) Prepares and distributes award package consisting of signed and approved contracts and labor and authority letters. Coordinates 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 bond legal review and acceptance. Evaluates contractor's Certificate of Insurance. Drafts Individual Procurement Action Report and award synopsis for Commerce Business Daily publication. Receives request for contract modifications and makes recommendation as necessary. Drafts the request for the contractor's proposal for equitable adjustment and obtains government estimate from project engineer. Prices and negotiates supplemental agreements when authorized. Writes Price Negotiation Memorandum (PNM).

(5) Maintains contract files. Enforces compliance with contractual requirements and monitors contract progress in relation to an established schedule in order to recommend and approve an

appropriate established schedule and to recommend and approve appropriate progress payments to contractors. Conducts labor surveys and investigations. Checks payrolls for compliance with applicable wage rates. Monitors insurance certificates, and initiates necessary correspondence. Provides contract administration coordination. Completes 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 terminations.

(6) Recommends the issuance of suspension of work or 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.

(7) Coordinates contract completion/closeout 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.

(8) May be required to perform Base Contracting Automated System (BCAS) Administrator duties in the absence of lower graded employees.

(9) Performs other related duties as required.