

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

05 February 2014

**TECHNICIAN POSITION VACANCY ANNOUNCEMENT #14-009**

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

**LOCATION:** 101<sup>st</sup> Support Group, Bangor, Maine

**SALARY RANGE TECHNICIAN:**

\$39,179 to \$50,932 per annum **GS-07**

\$47,923 to \$62,297 per annum **GS-09**

**CLOSING DATE:** 20 February 2014

**AREA OF CONSIDERATION:**

**AREA I** - All permanent and indefinite Enlisted (**E-7 and Below**) Technicians in the Maine Air National Guard.

**AREA II** - All Enlisted (**E-7 and Below**) of the Maine Air National Guard.

**AREA III** - Enlisted (**E-7 and Below**) eligible for membership in the Maine Air National Guard.

**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 4-year course of study leading to a bachelor's degree with a major in any field from an accredited College or University. **Must provide a copy of an official or unofficial transcript.**

**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 24 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.

***Substitution of Education for Specialized Experience*** – 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-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.

**ADDITIONAL REQUIREMENT:** As a condition of employment, individuals have 24 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](mailto: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:

///S\\  
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.