

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

31 August 2015

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #15-098

POSITION: Contract Specialist (D0983000) (GS-1102-07/09) EXCEPTED POSITION

LOCATION: USPFO, Augusta, Maine

SALARY RANGE TECHNICIAN:

\$39,570 to \$51,437 per annum **GS-07**

\$48,403 to \$62,920 per annum **GS-09**

CLOSING DATE: 18 September 2015

AREA OF CONSIDERATION:

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

AREA II - All Enlisted Members of the Maine Army National Guard.

AREA III- All those eligible and qualified for immediate enlistment into 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.

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: All series personnel must be certified at the next higher level before being eligible for that level. An applicant must have a validated understanding of the basic principles and concepts of the occupational series and grade.

Minimum Requirements: (Applicants must submit proof of education.)

1. A four year course of study leading to an undergraduate degree with a major in any field;

AND

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.

AND

c. Per the Defense Acquisition Workforce Improvement Act (DAWIA), November 1990, with NDAA inclusions, the following notes are provided: The Defense Acquisition Workforce Improvement Act dictates specific education, training requirements, knowledge, and experience factors for Acquisition, Technology, and Logistics workforce. Education, training, and experience requirements, for each contracting certification level, provide the framework for progression in a career field and are used for the purpose of characterizing a contracting specialist's qualifications within the GS-1102 career field. Initial hire applicants must complete the certification requirements for the position within **24 months of selection**. Those current on-board GS-1102 technician employees, who have not completed the training and certification requirements for their current positions, are NOT considered as qualified candidates for promotion consideration to fill vacant positions using Merit Principles. For current on-board GS-1102 technician employees, if prevented from completing mandatory courses under no fault of their own, the technicians must complete the certification requirement within **24 months of selection**.

The Three Dual Status Technician GS-1102 Certification Career Levels are:

Level I – Basic or Entry Level GS-07;

Level II – Intermediate through Journeymen GS-09 to GS-12; and,

Level III – Senior Level GS-13

The education requirements listed above apply to individuals who initially entered -or- will enter the dual status technician program, GS-1102 positions, on/or after October 1, 2000.

Current dual status technician personnel, 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. Current military members who occupied a similar occupational specialty to the GS-1102 on/or before September 2000, are also exempt from meeting this 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: Must have at least 12 months of functional contracting experience, equivalent to at least GS-1102-07. 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 in Procurement in Pre-Award and Award Contracts; Simplified Acquisition Procedures; Small Business Socio-Economic; Delivery Order / Task Order; Contract Administration; Government Purchase Card program.
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.

NOTE ONE: The position's certification level requirements may vary dependent on the complexity of the contracts managed by the incumbent.

NOTE TWO: Dual Status Technicians, who are hired with minimal qualifications and without certifications, shall not be retained in their positions after 24 months –nor– considered for promotions to higher-graded positions without the required certifications.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:

To qualify for GS-1102 positions on the basis of graduate education, graduate education in one or a combination of the following fields is required: accounting, business, finance, law, contracts,

purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. –or– one full academic year of graduate education, law school, or superior academic achievement.

COMPATIBILITY CRITERIA: MOS:36B, 51C, 92A, 92Y, 92Z,
CMF: 42

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 626-6013 / COM (207) 430-6013 FAX: DSN 626-4246 / COM (207) 626-4246
FOR THE HUMAN RESOURCES OFFICER:

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LISA M. SESSIONS

MAJ, AG

Human Resources Specialist

(Recruitment & Placement/Compensation)

DUTIES AND RESPONSIBILITIES:

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.

-- Performs pre-award, post-award, and contract close-out functions for a variety of supply, services, architect/engineering 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 preaward 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.

Factor 1 - Knowledge Required by the Position FL 1-6 950

--Knowledge of federal contracting laws, Department of Defense (DoD), Army, Air Force, NGB, and local purchasing and contracting regulations, directives, and procedures governing contracting activities.

--Knowledge of sealed bidding procedures sufficient to develop contracts for a variety of supply, service and construction requirements.

--Knowledge of contract negotiation techniques sufficient to negotiate and administer contracts where the contracting actions are well defined and precedents are available.

--Knowledge of contract administration principles and practices to monitor contractor

performance and to solve problems relating to contract modifications, contract progress as well as contract payments and other similar problems.

--Knowledge of business and industry practices necessary to analyze the contractor's ability to perform the contract.

--Knowledge of specific contractual requirements, terms and conditions, and pricing provisions necessary to evaluate costs, to analyze effects of contractor change proposals, and to develop positions for negotiating fair and reasonable settlements.

--Knowledge of procurement monitoring and management control techniques necessary to monitor the contractor's financial and business conditions, to detect indicators having an adverse impact on contract performance.

--Knowledge of technical, oral, and written communications skills. Must be capable of acting as a team chief and lead negotiator when contract negotiation is necessary.

--Knowledge of and capability to perform market survey techniques.

--Knowledge of computers and computer applications as applied to contracting.
Factor 2 - Supervisory Controls FL 2-3 275

--Works under the general supervision of the Supervisory Contract Specialist, Purchasing and Contracting Division, USPFO. The supervisor assigns work in terms of objectives, deadlines and priorities. Assistance is provided on new or unusual assignments. Incumbent exercises initiative and judgment in developing and coordinating the procurement package up to recommendation for award. Supervisor reviews recommendations for documentation, judgment and compliance with policies and procedures. Manages and administers the contracts independently within established procedures. Major deviations from precedent are discussed with the supervisor for resolution. Searches the regulations and recommends a solution. Completed work and recommendations are reviewed for technical proficiency, soundness of judgment, compliance with policies and procedures, and overall effectiveness achieved.

Factor 3 - Guidelines FL 3-3 275

--Includes agency policies, regulations, directives, labor laws, procurement regulations, Comptroller General Decisions, and Army Services Board of Contract Appeals and other legal board's decisions. Guidelines are frequently changing and many cannot be applied directly.

--Employee uses judgment in interpreting guidelines, in adapting procurement procedures, or in recommending approaches or solutions for specific problems.

Factor 4 - Complexity FL 4-4 225

--Assignments involve many varied and unrelated contractual actions performed on the full range of contracting activities from pre-award through post-award. The contracts assigned to the incumbent are firm fixed priced containing some special provisions.

Acquisitions are further complicated since the individual must handle numerous contracts that are in varying stages of development and activity and are often of long duration. Analyzes issues arising out of assigned procurements and develops recommendations or initiates actions to resolve a variety of problems. Because of the lack precedent, unique and innovative techniques may need to be developed with regard to the application of cost and price analysis in the acquisition of services, supplies, and construction. Acquisitions are further complicated because the construction site or point of services may be geographically removed from the contracting office. In addition, procurements are more complex because acquisition are made for both Army and Air National Guard (NG) requiring familiarity with finance, engineering, and administrative procedures for both organizations.

Factor 5 - Scope and Effect FL 5-3 150

--The purpose of the work is to perform a variety of contracting actions encountered throughout the pre-award, post-award, and close-out phases of the contracting process. The results play significant role in accomplishing the mission of both the Army and Air National Guard (NG) within the state.

Factor 6 - Personal Contacts FL 6-3 60

--Contacts include co-workers, legal personnel, engineers, officials and managers of the using activity, personnel from NGB, and high ranking personnel within the contractor's operation. The contacts occur in moderately unstructured settings. The purpose and extent of each contact is usually different with the roles and authorities being developed during the negotiation or discussion.

Factor 7 - Purpose of Contacts FL 7-3 120

--Contacts are to conduct conferences, obtain necessary information for pre-award evaluation, conduct fact finding, monitor contractor compliance with the contract, negotiate contract changes, and investigate and resolve a variety of contract performance problems. Incumbent must be skillful in dealing with personnel with highly divergent points of view and must be persuasive in the pre-award and post-award phases of the contract cycle.

Factor 8 - Physical Demands FL 8-2 20

--Visits construction sites on a regular basis to check work progress, inspect for compliance with contract provisions, evaluate claims pertaining to changed site conditions, and resolve differences. Site visits require working around machines moving equipment, construction in progress, and involve walking, bending and climbing. Work requires ability to handle heavy workload, extreme pressure, and occasional long hours.

Factor 9 - Work Environment FL 9-2 20

--Subject to moderate risks which require safety precautions. May be required to use safety hats, glasses, breathing apparatus, and shoes during on site visits.