



District of Columbia National Guard

Accelerated Hiring Announcement

Title 32 Dual Status Technician

DC-AHA-AR-26-003



<p style="background-color: yellow; margin: 0;">APPLICATION MUST BE FORWARDED TO:</p> <p style="background-color: yellow; margin: 5px 0 0 20px;">IN ORDER TO RECEIVE CONSIDERATION</p> <p style="text-align: center; margin: 10px 0 0 20px;"> Col. Robert J. Goodin robert.j.goodin.mil@army.mil </p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;"> OPENING DATE: 03 March 2026 </td> <td style="width: 50%; padding: 2px;"> CLOSING DATE: 17 March 2026 </td> </tr> <tr> <td colspan="2" style="padding: 2px;"> Position Title: Contract Specialist Title: 32 Technician Grade: GS-1102-07/09/11 (Ladder Position) Min Rank: E4 Max Rank: E8 </td> </tr> <tr> <td colspan="2" style="padding: 2px;"> AREA OF CONSIDERATION: GROUP III Current or former uniformed service members (Active, Reserve, Guard) nationwide who are eligible for military membership in the (DCARNG) </td> </tr> </table>	OPENING DATE: 03 March 2026	CLOSING DATE: 17 March 2026	Position Title: Contract Specialist Title: 32 Technician Grade: GS-1102-07/09/11 (Ladder Position) Min Rank: E4 Max Rank: E8		AREA OF CONSIDERATION: GROUP III Current or former uniformed service members (Active, Reserve, Guard) nationwide who are eligible for military membership in the (DCARNG)	
OPENING DATE: 03 March 2026	CLOSING DATE: 17 March 2026						
Position Title: Contract Specialist Title: 32 Technician Grade: GS-1102-07/09/11 (Ladder Position) Min Rank: E4 Max Rank: E8							
AREA OF CONSIDERATION: GROUP III Current or former uniformed service members (Active, Reserve, Guard) nationwide who are eligible for military membership in the (DCARNG)							
<p>Position Location: USPFO, Joint Base Anacostia-Bolling</p>	<p>NOTE: This position is subject to provisions of the DoD Priority Placement Program.</p> <p>3R And Superior Qualifications May be available</p>						
<p>INSTRUCTIONS FOR APPLYING:</p> <p style="background-color: yellow; margin: 0;">You must send applications electronically to the email addresses listed below.</p> <p style="text-align: center; margin: 10px 0 0 40px;">REQUIRED DOCUMENTS:</p> <ol style="list-style-type: none"> 1. Resume - resume highlighting your specialized experience. Ensure you include "from (mm/yy)" and "to (mm/yy)" dates along with a description of your relevant experience. Note: starting on September 27, 2025, federal agencies will only accept resumes up to two pages in length. 2. Bachelor's Degree Transcript 3. Document showing military affiliation and rank 4. Please submit completed packages to: Col. Robert J. Goodin robert.j.goodin.mil@army.mil 							
<p>GENERAL EXPERIENCE: Must have experience in positions supporting competencies in business, finance, risk management, project management, or supply chain management. Experience must include competencies such as skill in collecting and analyzing data and the ability to communicate clearly and effectively and other professional competencies in procurement administration or purchase card management.</p> <p>SPECIALIZED EXPERIENCE: GS 07- Must have specific experiences, training, and competencies (Skills, Knowledge, and Abilities) that prepared the applicant to successfully perform the duties and responsibilities required by each grade. Must have one year of experience in positions collecting and analyzing data. Experience assisting in business management, financial management, project management, risk management, or supply chain management.</p>							

District of Columbia National Guard

Announcement Number: DC-AHA-AR-26-003

Position: Contract Specialist

GS 09- Must have one year of experience in contracting at the GS-07 grade level that provided exposure to the full scope of contracting and acquisition and a working knowledge in one or more of the following areas: (1) A knowledge of contracting authority and responsibility, (2) Contract principles and knowledge of the Federal Acquisition Regulation, (3) Contractor responsibility standards, (4) Regulatory compliance, (5) Knowledge of Federal supply schedule contracting, and (6) Knowledge of acquisition definitions and applicability. In addition to participating in education and training courses, individuals are expected to develop their required competencies through relevant on-the-job experience, which may include rotational assignments.

GS 11- Must have one year of contracting experience at the GS-09 level performing work in the following areas as applicable to the position being filled: (1) Pre-award of contracts related to development of a solicitation. Acquisition planning, requesting offers, and developing offers by evaluation of solicitation and finalizing offers, (2) Award of contracts that includes forming a contract, and (3) Post-Award actions to administer the contract. Competencies at the practitioner category emphasize functional specialization in contracting. Specialized experience may have been gained while providing business advice to customers and performing all pre-award/post-award functions, using a wide range of contracting methods and types to procure complex and/or diversified commodities, services and/or construction. Individuals at this category are expected to have and apply journeyman level acquisition-related skills.

EDUCATIONAL EXPERIENCE: Minimum education requirement a Bachelor's Degree from an accredited educational institution authorized to grant baccalaureate degrees.

POSITION DUTIES GS 07:

1. Follows established procedures to procure off-the-shelf materials, which are available from numerous commercial sources, and are easily identified by common names for which standard price lists are available. Responds to customer needs to procure repetitive items or services for which specifications have become standardized and where established competitive markets and price competition exists. Reviews requisitions to determine if proper specifications or purchase descriptions are included in solicitation documents. Suppliers are generally available, however; performs search of the market or uses sole source suppliers as required or necessary to complete procurement actions. Selects clauses to cover special conditions, such as inspection and acceptance, marking and packaging, quantity variation, price differential, or transportation costs. Contacts technical personnel to resolve questions of applicability of specifications, classifications of terms, or acceptance of substitute items. Meets with commercial representatives to discuss procurement needs, quality of items or services, current market prices, or delivery schedules. Ensures completed actions are in compliance with regulatory requirements and responsive to customer needs. Determines appropriate contract type and method of procurement (oral, formal advertising or negotiation) based on nature of the requirement, urgency of need, estimated cost, market conditions, and applicable procurement policies and regulations. Under close review of senior specialist or supervisor, incumbent is responsible for a variety of contracts which may require special handling provisions or other specialized terms and conditions, some of which cover a period of more than one year.

2. Prepares Request for Quotation (RFQ), Invitation for Bid (IFB) or Request for Proposal (RFP) ensuring that technical descriptions and appropriate provisions and clauses are included. Develops source lists of responsible contractors, coordinating with the small business specialist. Uses primarily firm fixed-price, time and materials, indefinite delivery, or similar contracts using standard clauses. Reviews quotations, bids or proposals for compliance with solicitation, price reasonableness, adequacy of competition, and probability of meeting requirements. Evaluates prospective contract price utilizing basic price analysis techniques by research and review of available historical and precedent data, manufacturer's catalogs, current labor rates, comparison of other competitive quotes/offers received and/or standard industrial cost and price data. On negotiated procurements, assignments are designed to increase the incumbent's knowledge, skills,

and abilities. In such situations, following specific guidance, contacts offerors or contractors to conduct simple contract negotiations such as the negotiation of prices for routine items or services, to request earlier delivery date or closer conformance to specifications, or similar matters. Reviews performance and financial capability of offerors through review of past awards, requests for performance and/or analysis of pre-award survey information, and/or limited price analysis for which a considerable amount of historical and precedent data are available. Prepares recommendation for award, documenting reasons for decisions and justifying basis for award. Award recommendations are reviewed prior to signature for documentation, judgment, and compliance with policies and procedures. Drafts contract, including specifications and all other special and standard clauses for signature.

3. Assists in monitoring contract performance, contract closeout, and if needed, contract termination. Monitors contract performance through telephone conversations, correspondence, site visits, inspections, analysis of contractor metrics, for compliance with performance standards, applicable laws, delivery schedules, payment provisions, inspections, progress reports, and other requirements stated in the contract. Meets with contractors and Government Officials to clarify issues on contractual requirements, such as billing procedures, material submittals, and socioeconomic clauses. Participates in negotiations of extension of delivery schedules, price adjustments, modifications to the contract, and similar agreements when precedents are well established, and the contractor's and government's bargaining position are close. Prepares administrative change order documents or supporting memoranda. Identifies potential problems and makes recommendation for consideration by higher grade specialist or team leader.

4. Provides advice and assistance to others relating to contracting work and prepares correspondence. Provides advice and assistance to installation technical personnel and sales representatives whenever information is needed, or issues need to be resolved. Establishes working relationships with program and contractor management personnel. Prepares letters, memoranda, documents, or reports that support contractual actions or recommendations.

5. May assist the Government Purchase Card (GPC) Agency/Organization Program Coordinator (AOPC) for the local Contracting Office. Provides assistance and training for billing/approving officials and cardholders participating in the program. Monitors purchasing activity to ensure program compliance.

6. May be assigned to serve as a System Administrator. Provides technical leadership and consultation regarding operation automated acquisition systems. Provides technical and functional guidance to contracting personnel in the use of software, assistance with preparation of reporting documents, and coordinating the transfer of data between organizations. Ensures systems are responsive to data input and processing during the acquisition process. Responsible for providing functional, technical, and system administration support for various joint acquisition/contracting systems, financial business systems, and associated contracting applications/systems. Coordinates with respective system helpdesks for technical problems. Identifies trends and recommended areas where closer management control/oversight is needed based on data reporting compliance (anomaly/error reports).

7. Performs other duties as assigned.

POSITION DUTIES GS 09:

1. Plans acquisitions for standard or specialized services, supplies and/or construction contracts where specifications are standardized within established competitive markets, and where price competition exists. Reviews requisition package for adequacy and completeness of description, consistency, and compliance with administrative, regulatory, and procedural requirements. Contacts requesters to resolve discrepancies and ambiguities. Provides guidance to customers in the development of the statement of work/performance work statement/statement of objectives and data requirements. Determines appropriate contract type and method of procurement based on the nature of the requirement, urgency of need, estimated cost, market conditions, and applicable procurement policies and regulations. Develops procurement plans by reviewing previous history, market conditions, and specifications or technical data packages. Duties are performed independently within established procedures and with assistance provided on new or unusual assignments. Under close review of senior specialist or supervisor, incumbent is responsible for a variety of contracts which may require special handling provisions or other specialized terms and conditions, some of which cover a period of more than one year.

2. Develops solicitations, evaluates responses, and makes award recommendations. Conducts market research and analyses whether commercial items or non-developmental items are available to meet the Government's needs or could be modified to meet the Government's needs. Uses primarily firm fixed price or similar contract types when historical and precedent data are available. Prepares and issues solicitation documents selecting appropriate provisions and clauses, ensuring clear and complete specifications, including packing and delivery requirements or other routine supplemental stipulations. Analyses quotations, bids or proposals for compliance with solicitation, price reasonableness, adequacy of competition, and probability of meeting requirements. Evaluates prospective contract price utilizing basic price analysis techniques by research and review of available historical and precedent data, manufacturer's catalogs, current labor rates, comparison of other competitive quotes/offers received and/or standard industrial cost and price data. On negotiated procurements, contacts offering parties or contractors to negotiate prices that appear either excessive or underestimated, to request earlier delivery date, closer conformance to specifications, or similar matters. Determines financial responsibility and performance capability of offering party through review of past awards, requests for performance and/or analysis of pre-award survey information, and/or limited price or analysis for which a considerable amount of historical and precedent data are available. Prepares recommendation for award, documenting selection decisions and justifying basis for award. Award recommendations are reviewed prior to signature for documentation, judgment, and compliance with policies and procedures. Prepares final contract, including specifications and all other special and standard clauses for signature. Enters contractual information into a contract writing system software database.

3. Monitors contract performance, performs contract administration, contract close-out and recommends terminations if needed. Assists with the training, monitoring and management of appointed Contracting Officer Representatives (CORs). Monitors contract performance through telephone conversations, correspondence, site visits, inspections, analysis of contractor metrics, for compliance with performance standards, applicable laws, delivery schedules, payment provisions, inspections, progress reports, and other requirements stated in the contract. Conducts conferences with contractors to clarify issues on contractual requirements, such as billing procedures, material submittals, and socioeconomic clauses. Negotiates extension of delivery schedules, price adjustments, modifications to the contract, and similar agreements when precedents are well-established, and the contractor's and Government's bargaining positions are close. Prepares contract modifications, administrative change order documents and supporting memoranda for all contract actions, including terminations. Identifies potential problems and makes recommendations to higher graded specialist, team lead or supervisor for consideration. Analyzes allowable costs in accordance with well-established methods and guidelines. Maintains official contract file to determine that all contractual actions are satisfied, there are no pending administrative actions to be resolved, all file documents are signed, there are no litigation actions pending, and the contract is complete in every respect and ready to be closed. Serves as a central point of contact on assigned acquisitions to respond to inquiries and resolves routine discrepancies/problems or assists in resolving technical problems.

4. Provides advice and assistance to others relating to contracting work and prepares correspondence. Provides advice, guidance, training, and assistance to technical or program personnel, customers, functional commanders, and/or contractors whenever information is needed, or issues need to be resolved. Establishes working relationships with program and contract management personnel. Assists higher grade specialists by performing a variety of tasks. Prepares letters, memoranda, documents, or reports that support contractual actions or recommendations.

5. May serve as the primary or alternate Government Purchase Card (GPC) Agency/Organization Program Coordinator (AOPC). Functions as the principal liaison between program participants and the banking institution. Provides training for billing/approving officials and cardholders participating in the program. Monitors cardholder activity to determine adherence to GPC policies by generating and analyzing bank reports. Performs compliance reviews and prepares reports for submission to higher headquarters.

6. May serve as a System Administrator. Provides technical leadership and consultation regarding operation automated acquisition systems. Provides technical and functional guidance to contracting personnel in the use of software, assistance with preparation of reporting documents, and coordinating the transfer of data between organizations. Ensures systems are responsive to data input and processing during the acquisition process. Responsible for providing functional, technical, and system administration support for various joint acquisition/contracting systems, financial business systems, and associated contracting applications/systems. Coordinates with respective system helpdesks for technical problems. Identifies trends and recommended areas where closer management control/oversight is needed based on data reporting compliance (anomaly/error reports).

7.Performs other duties as assigned.

POSITION DUTIES GS 11:

1. Plans the overall approach to meet contracting program objectives for procuring a wide variety of requirements. Performs market research/analysis to determine availability of the requirement; analyzes market trends, commercial practices, conditions and technological advances. Determines appropriate method of procurement using a wide range of contracting methods and contract types. Selects appropriate contracting approaches, techniques, and procedures to solve a variety of acquisition problems. Analyzes contracting issues and recommends best course of action. Performs acquisition planning along with the program manager/customer, technical, legal, and finance personnel to develop market research, acquisition strategy, milestones, evaluation/source selection criteria, and/or incentive or award fee provisions, as applicable. Exercises latitude in dealing with problems arising during the pre-award phase of the procurement action. Plans and carries out the work, selecting the approaches and techniques to be used, and determines actions to be taken on assigned contracts. Uses judgment in interpreting guidelines, in adapting procurement procedures to specific situations and in recommending solutions to problems encountered. Provides business advice and assistance to technical personnel involved in the development of the performance work statement/statement of work/statement of objectives or data requirements. Reviews requisition packages for adequacy and compliance with administrative, regulatory, and procedural requirements and consistency with current market practices and conditions. Reviews procurement requests to determine whether, based on market analysis, the requirement can be performed by small businesses; actively solicits Small Businesses and a wide range of socioeconomic groups. If appropriate, initiates action to have all or part of a procurement set-aside exclusively for small business/socioeconomic performance. Prepares applicable determinations and findings. Assists with the development of evaluation criteria to use in determining source selection and best value requests for quotations/proposals which include utilization of past performance data and technical qualifications for awards based on other than lowest price. Procurements usually involve a variety of considerations such as socioeconomic, market conditions and strategy, difficult-to-define scopes of work, legal conditions, rigid deadlines, or incentive arrangements. Resolves problems that limit competition that discourage potential offers. Conducts site visits/pre-proposal/pre-bid conferences and modifies requirements as necessary. Serves as the point of contact for assigned procurements.

2. Assists in procuring a wide variety of services, supplies, and/or construction. Applies all statutory requirements including regulations, policies, procedures, business and industry practices, market trends, Government Accountability Office (GAO) and Comptroller General Decisions, public law, case law, and precedents to all acquisitions. Contracts assigned may contain a variety of unique attributes such as special handling provisions or other specialized terms and conditions, unfavorable market conditions, and limited competition requirements. Ensures the price schedule is properly structured, prepares the solicitation, recommends most appropriate solicitation method, drafts solicitations and amendments, and determines the acceptability of offers based on an analysis of contractor past performance, responsibility and various technical factors. Obtains and reviews subcontracting plans as required. Recommends the competitive range. Conducts any necessary conferences to discuss proposals received; performs price or cost analysis; plans and conducts negotiations on price, technical requirements, terms and conditions of the contract. Determines need for final proposal revisions. Recommends award. Prepares final contract to include appropriate standard clauses and special provisions, final pricing and payment terms, and incentives. Documents selection decision and justifies basis for award. Makes notifications to unsuccessful offers or debriefs as appropriate. Prepares responses to any protests, as required, fully documenting and defending the Government's position. Takes any necessary corrective action resulting from a protest. Enters contractual information into a contract writing system software database.

3. Executes post-award contract performance management actions on assigned contracts. Trains and monitors appointed Contracting Officer Representatives (CORs) as required. Monitors and evaluates contractor performance for compliance with terms and conditions of contracts and ensures timely submission of contract deliverables and performance metrics. Makes field site visits to detect and/or correct labor standards violations, takes appropriate action to expedite delivery or performance when required by mission changes, monitors the contractors' use of government-furnished property inventories, and prepares change orders as necessary. Evaluates and requests additional funds or de-obligates funds, as required. Analyzes a wide variety of contract administration problems. Negotiates and prepares contract modifications caused by changes in technical requirements, in quantities, ordering unpriced options. Reviews contractor invoices/payment applications for completeness, allow ability, ease of allocation, use of proper approved rates and conformance with contract terms and conditions and approves/disapproves payment. Prepares contract modifications, administrative change orders, and supporting

documents for all assigned contract actions including termination. Recommends cure or show cause notices. Determines liquidated or actual damages for nonperformance and/or recommends termination action. Drafts responses to other involved agencies, appeal boards, or congressional inquiries. Maintains official contract file and determines that all contractual actions are satisfied, there are no pending administrative actions to be resolved, all file documents are signed, there are no litigation actions pending, and the contract is complete in every respect and ready to be closed.

4. Provides business advice and guidance to technical personnel and others on contracting work and prepares correspondence. Represents the interest of the organization in a professional manner in meetings and various contacts outside the agency on a variety of issues that often are not well-defined. Provides advice, guidance, training and assistance to technical or program personnel, functional commanders and/or contractors on contractual language, legal responsibilities, and acquisition and business-related issues. Prepares letters, memoranda, documents, or reports that support contractual actions or recommendations. Researches and recommends appropriate action or interpretation of issues.

5. May serve as the primary or alternate Government Purchase Card (GPC) Agency/Organization Program Coordinator for the local Contracting Office. Functions as the principal liaison between program participants and the banking institution. Interacts with higher headquarters to ensure program compliance. Analyzes program regulatory requirements and develops internal procedural guidance. Provides training for billing/approving officials and cardholders participating in the program. Monitors cardholder activity to determine adherence to GPC policies by generating and analyzing bank reports. Performs compliance reviews and prepares reports for submission to higher headquarters.

6. May serve as a System Administrator. Provides technical leadership and consultation regarding operation automated acquisition systems. Provides technical and functional guidance to contracting personnel in the use of software, prepares reporting documents, and coordinates the transfer of data between organizations. Ensures systems are responsive to data input and processing during the acquisition process. Responsible for providing functional, technical, and system administration support for various joint acquisition/contracting systems, financial business systems, and associated contracting applications/systems. Coordinates with respective system helpdesks for technical problems. Identifies trends and recommended areas where closer management control/oversight is needed based on data reporting compliance (anomaly/error reports).

7. Performs other duties as assigned.

CONDITIONS OF EMPLOYMENT:

1. DAWIA Certification – All personnel selected must meet certification requirements, DAWIA Level I – Professional certification, within 36 months of placement in the 1102 series and must meet the Defense Acquisition Workforce Improvement Act (DAWIA) requirements applicable to the duties of the position
2. Contracting certification must be met IAW DoDI 5000.66
3. Other conditions of employment may be directed by Service affiliation or military membership, consult with the appropriate staff.
4. In accordance with the Ethics in Government Act, 1978, incumbent is required to file an OGE Form 450, Confidential Financial Disclosure Report, upon appointment and will be required to file annually.
5. The minimum education requirements listed above applies to individuals who initially accessed, promoted, reassigned, changed-to-lower grade or detailed in the NG Title 5 Excepted or Title 32 Dual Status Contracting Program, Occupational series GS-1102, as of the effective date of this qualification standard.
6. Must obtain and maintain a secret security clearance

NOTE:

- **Certifications Issued by Federal (non-DoD) Organizations** – On 16 October 2023, The Principal Director, Defense Pricing and Contracting and the Office of Federal Procurement Policy signed a Memorandum of Understanding to recognize parity and reciprocity between the Defense Acquisition Workforce Improvement Act (DAWIA) and the Federal Acquisition Institute's Federal Acquisition Certification in Contracting (FAC-C) (Professional). Personnel with FAC-C should provide a copy of their certification when applying for positions.

- Employee must meet duties and requirements of next grade to qualify for next grade. Approval of supervisor and United States Property and Fiscal Officer is also required.