



# District of Columbia Army National Guard

## AGR Vacancy Job Announcement

### 23-002



<b>ORDER TO RECEIVE CONSIDERATION, ALL APPLICATIONS MUST BE FORWARDED TO</b> <a href="mailto:norrelle.p.combest.mil@army.mil">norrelle.p.combest.mil@army.mil</a> <a href="mailto:adrianne.l.wilson.mil@army.mil">adrianne.l.wilson.mil@army.mil</a>	<b>OPENING DATE:</b> 20 January 2023	<b>CLOSING DATE:</b> Open until filled
	<b>Position Title:</b> Supervisory Contract Specialist <b>Minimum Grade:</b> CPT (O3) <b>Maximum Grade:</b> MAJ (O4)	
	<b>Selectee will be assigned to a compatible military position of:</b> 51C/AQ	
<b>Position Location:</b> Joint Forces Headquarters DC Armory, Washington, DC 20003	<b>Appointment Status</b> [ ] Enlisted [ ] Warrant Officer [ X ] Officer	
<b>AREA OF CONSIDERATION:</b> <b>GROUP III</b> AGR (OTOT (3 Years)): All Sources, NATIONWIDE (All Components)		
<b>Special Remarks:</b> None		
<b>INSTRUCTIONS FOR APPLYING:</b> This office will <b>NOT</b> accept mailed applications. <b>You must send applications electronically. Failure to submit all required documents as outlined below will result in your application not being considered for employment.</b>		
<b>AGR REQUIRED DOCUMENTS (in 1 email attachment):</b> <ol style="list-style-type: none"><li>1.) NGB 34-1 Application for AGR Position with original signature <a href="https://www.ngbpnc.ng.mil/Forms/NGB-Form/">https://www.ngbpnc.ng.mil/Forms/NGB-Form/</a></li><li>2.) Separate sheet of paper with email address and additional point of contact number(s) SM and 2 references</li><li>3.) Copy of last five OERs/NCOERs (<i>as applicable</i>)</li><li>4.) MEDPROS printout with date of current PHA and PULHES included (<i>within 12 months</i>)</li><li>5.) Copy of Medically Signed/Completed Medical Profile (<i>as applicable</i>)</li><li>6.) Current copy of DA 705 (Document must be within 12 months of 30 September 2020) * If body fat information is not included on DA 705, a DA 5500-R/5501-R is required.</li><li>7.) Current Certified Board ERB/ORB (Must be certified by RNCO <i>within 12 months</i>)</li><li>8.) Current GPFM 1790 (PQR). (<i>within 12 months</i>)</li><li>9.) Current copy of NGB 23b (RPAM Statement). (<i>within 12 months</i>)</li><li>10.) Copy of all DD 214s</li><li>11.) Copy of State driver's license and military driver's license.</li><li>12.) Letter(s) of recommendation (<i>optional</i>)</li><li>13.) A current Security Verification Memorandum with at least a Secret Clearance level (within 90 days of closing date)</li></ol> <b>*All documents must be consolidated into a single pdf file. DO NOT put in PDF Portfolio format. Save applications in the following format: MVA number, Rank, Last name, First name, Middle Initial. Ex: 21-300 – SGT DOE, JOHN A</b> <ol style="list-style-type: none"><li>14.) Email subject will be in the same format.</li></ol>		
<b>Conditions of Employment:</b> <b>National Guard Membership:</b> Prior to appointment to this position, selectee must be a member of the District of Columbia Army National Guard. <b>Electronic Funds Transfer:</b> Selectee is required to participate in electronic funds transfer/direct deposit.		

This announcement must be posted on unit bulletin boards until the day following the closing date.



# The District of Columbia Army National Guard



Is an Equal Opportunity Affirmative Action Employer

**Announcement Number:** 23-002

**Position:** CONTRACT SPECIALIST

**Evaluation Process:** A Selection Panel will evaluate each applicant's relevant experience for the position based on the information supplied in the application documents outlined above, as well as a personal interview.

**Equal Employment Opportunity:** All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, age, physical handicap, or membership/non-membership in an employee organization, in accordance with CNGBI 9601.01.

**Brief Description of Duties:**

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 and determines the sources to be solicited. 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, finance and contract pricing 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 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 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 and modifies clauses that discourage potential offers. Conducts pre-proposal/pre-bid conferences and modifies requirements as necessary. Serves as the point of contact for assigned procurements.

2. Procures a wide variety of services, commodities, 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 or sole source requirements. Ensures the price schedule is properly structured, prepares the solicitation, determines sources to be solicited, issues solicitations and amendments, and determines the acceptability of offers based on an analysis of financial and technical information gained. 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 reason for decision and justifies basis for award. Prepares the unit's response to any protests, as required, fully documenting and defending the Government's position. Takes any necessary corrective action resulting

from a protest. Enters all contractual information into a contract writing system software database.

3. Executes post-award contract performance management actions on assigned contracts. Monitors and evaluates contractor performance for compliance with terms and conditions of contracts and ensures timely submission of technical progress reports 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 issues change orders as necessary. Obtains additional funds or de-obligates funds, as required. Negotiates and prepares contract modifications caused by changes in technical requirements, in quantities, ordering unpriced options, and similar issues. Creates modifications for corrective action. Analyzes price and cost elements of the proposed change(s) and obtains audits when required. Analyzes a wide variety of contract administration problems. Reviews contractor invoices for completeness, allow ability, allocability, use of proper approved rates and conformance with contract terms and conditions, and approves/disapproves and certifies for payment. Prepares contract modifications, administrative change orders, and supporting documents for all contract actions including termination. Recommends cure or show cause notices. Determines liquidated or actual damages for nonperformance and/or recommends termination action. Prepares replies to other involved agencies, appeal boards, or congressional inquiries. Reviews completed 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.

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.

Performs other duties as required.

**Qualifications:**

1. Must have a SECRET security clearance or be able to obtain one within the first year of AGR tour.
2. Must have DAWIA Professional Certification with a minimum of 2 years credible contracting experience.
3. List any qualifications that are beyond the qualification listed in the AR 135-18, Table 2-1
4. Must be able to pass the Contracting Officer Review Board (CORB) and prior to selection the applicant must meet the requirements to hold an Army Warrant.

**Eligibility Requirements:**

1. Applicants who have voluntarily separated from the AGR Program are not eligible to re-enter for one year from date separations.
2. Must meet the military and civilian education requirements that has not been waived by the approval authority.
3. Soldiers must be able to receive a favorable suitability screening during the accessions process as outlined in applicable service component regulations.
4. Prior to entry on AD or FTNGD in the AGR Program, must be medically certified as drug free, be tested negative for Human Immunodeficiency Virus (HIV), per AR 40-501 and AR 600-110.
5. Must meet all eligibility requirements in accordance with AR 600-9, AR 40-501, AR 135-18, and NGR 600-5.
6. IAW AR 135-18, Table 2-3, Rule H, if the applicant does not meet the entry requirements defined in Table 2-1 and Table 2-2, the disqualification must be waived by the proper authority (if applicable).

**AGR Employment Points of Contact:**

HR NCO: SFC Norrelle Combest / [norrelle.p.combest.mil@mail.mil](mailto:norrelle.p.combest.mil@mail.mil) / 202-685-9767 (DSN 325-9767)

AGR Manager: CMSgt Adrienne Wilson / [Adrianne.L.Wilson.mil@army.mil](mailto:Adrianne.L.Wilson.mil@army.mil) / 202-685-9771 (DSN 325-9771)