



District of Columbia Army National Guard

AGR Announcement

23-005



<p>APPLICATION MUST BE FORWARDED TO:</p> <p>IN ORDER TO RECEIVE CONSIDERATION</p> <p>BILLIE.C.GOULD.MIL@ARMY.MIL VICTORIA.MCNAMARA@US.AF.MIL</p>	<p>OPENING DATE: 21 February 2023</p>	<p>CLOSING DATE: Open until filled</p>
	<p>Position Title: Contract Specialist Max Grade: SFC (E7) Min Grade: SGT (E5) Selectee must be compatible military position of: 51C, 92Y, OR 36B.</p>	
	<p>Appointment Status <input checked="" type="checkbox"/> Enlisted <input type="checkbox"/> Officer <input type="checkbox"/> Warrant Officer</p>	
<p>Position Location: Joint Forces Headquarters 2001 E Capitol St, Washington DC</p>	<p>AREA OF CONSIDERATION: GROUP III All individuals eligible for entry into the DCARNG (Nationwide Announcement)</p>	
<p>INSTRUCTIONS FOR APPLYING: This office will <u>NOT</u> accept mailed applications. You must send applications electronically. <u>Failure to submit all required documents as outlined below will result in your application not being considered for employment.</u></p> <p style="text-align: center;">AGR REQUIRED DOCUMENTS (in 1 email attachment):</p> <ol style="list-style-type: none"> 1.) NGB 34-1 Application for AGR Position with original signature https://www.ngbpmc.ng.mil/Forms/NGB-Form/ 2.) Separate sheet of paper with email address and additional point of contact number(s) SM and 2 references 3.) Copy of last five OERs/NCOERs (<i>as applicable</i>) 4.) MEDPROS printout with date of current PHA and PULHES included (<i>within 12 months</i>) 5.) Copy of Medically Signed/Completed Medical Profile (<i>as applicable</i>) 6.) Current copy of DA 705 (<i>within 6 months</i>) * If body fat information is not included on DA 705, a DA 5500-R/5501-R is required. 7.) Current Certified copy of DA Form 2-1 or ERB/ORB (Must be certified by RNCO <i>within 12 months</i>) 8.) Current copy of NGB 23b (RPAM Statement). (<i>within 12 months</i>) 9.) Copy of all DD 214s 10.) Copy of State driver's license and military driver's license. 11.) Letter(s) of recommendation (<i>optional</i>) 12.) A current Security Verification Memorandum with at least a Secret Clearance level (within 90 days of closing date) <p><i>*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</i> Email subject will be in the same format.</p>		
<p>Conditions of Employment: <u>National Guard Membership:</u> Prior to appointment to this position, selectee must be a member of the District of Columbia Army National Guard. <u>Electronic Funds Transfer:</u> Selectee is required to participate in electronic funds transfer/direct deposit.</p>		
<p>Evaluation Process: Applicants will be evaluated solely on information supplied in application documents outlined above. Interview responses will also be considered when applicable. Incomplete applications will not be considered. It is the responsibility of the applicant to contact the POC identified on this vacancy announcement prior to the vacancy closing date to verify all documents have been received. Failure to do so may result in disqualification. Complete and accurate data is essential to ensure fair evaluation of candidates.</p>		

Equal Employment Opportunity: All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, or membership/non-membership in an employee organization. Reference: NGB Regulation 690-600 and ANGR 40-1614.



The District of Columbia Army National Guard



DC is an Equal Opportunity Affirmative Action Employer

This announcement must be posted until the day following the closing date.

Announcement Number: 23-005

Position: Contract Specialist

Description:

1. Plans the overall approach to meet contracting program objectives for a variety of requirements with multiple complexities. Analyzes difficult/controversial contracting issues, determines, recommends and/or implements course of action which may depart from previous approaches for long-term contract performance or short-term contracts with extremely stringent time frames. 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 a diverse variety of requisition packages for adequacy and compliance with administrative, regulatory, and procedural requirements and consistency with current market practices and conditions. Serves as a contracting authority and advisor to management, customers, and contractors in assignment area relative to the market, the industry, specifications, socioeconomic concerns, and similar matters. 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 experienced judgment, initiative, and resourcefulness to identify regulations and laws which do or do not apply to the particular procurement, to consider financial arrangements and incentives, and to develop justifications for adopting a contractual posture. Prepares required documents to support solicitation issuance and reviews and advises less experienced specialists in the preparation of documents. Determines appropriate method of procurement, contract type, and financing arrangements to fit special circumstances. Reviews and evaluates requisitions for which previous experience and historical data are not usually directly available or applicable such as complex services, architect and engineering services or environmental related construction. Reviews procurement requests to determine whether, based on market analysis, the requirement can be performed by and should be set aside for small businesses; actively solicits Small Business, Small Disadvantaged Business, Women-Owned Small Business, HUB Zone Small Business, and Service-Disabled Veteran-Owned Small Business participation. Reviews and may sign justification for limiting competition procurements. Procurements usually involve a variety of complexities such as socioeconomic considerations, source selections, and special handling provisions or other specialized terms and conditions, unfavorable market conditions, complex contracts, and limited competition, difficult-to-define scopes of work, legal conditions, and rigid deadlines causing additional complications. Resolves problems which limit competition and discourage potential offering parties in order to increase small business participation. Obtains required business clearances and/or approvals as necessary. Conducts site visits/pre-proposal/pre-bid conferences. Serves as point of contact for assigned procurements. This position may be required to perform supervisory personnel functions including the assignment of duties, participates in the interviews and selection of employees, schedules and approves leave, provides training, evaluates performance, initiates action to upgrade positions, and resolves disciplinary problems. Supports and takes affirmative action with consideration of Equal Employment Opportunity in all aspects of personnel actions. (30%)

2. Oversees the procurement of a wide variety of services, supplies, construction and architect and engineering. Researches, interprets, analyzes, and applies all regulations, business and industry practices, market trends, Government Accountability Office (GAO) and Comptroller General decisions, public law, case law, and

precedents. Devises special terms, provisions, clauses, and conditions applicable to the solicitation and contract as required. Ensures that the price schedule is properly structured and determines sources to be solicited. Prepares solicitation, amendment, and contract documents incorporating applicable terms, conditions, provisions and clauses. Receives and performs oversight of quotes/bids/proposals evaluations and determines the acceptability of offers based on an analysis of financial and technical information gained. Conducts price or cost analysis as needed. Recommends or determines the competitive range. Formulates negotiation strategies and identifies areas subject to negotiation (e.g., price, quantity discounts, packaging, payment discounts, transportation, and delivery). Prepares pre-negotiation positions and memoranda based on audit and/or technical recommendations. Conducts any necessary conferences to discuss offers received; performs price or cost analysis; plans and conducts negotiations on price, technical requirements, and/or terms and conditions of the contract. Obtains and reviews subcontracting plans as required. Determines the need for final proposal revisions. Prepares/oversees the final contract to include appropriate standard clauses, special provisions, and incentives such as price redetermination or cost and performance incentive provisions, and/or post-negotiation memoranda. Documents selection decision and justifies basis for award. Obtains all required business clearances and/or approvals as necessary. Reviews and enters contractual information into a contract writing system software database. Awards or recommends award in accordance with delegated authority. Sends post-award notices and debriefs offering parties as needed. Prepares the agency's response to any protests, as required, fully documenting and defending the Government's position. Takes any necessary corrective action resulting from a protest. (30%)

3. Executes post-award contract performance management actions on assigned contracts. Appoints Contracting Officer Representatives (CORs) within delegated authority and manages the COR program as required. 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, if necessary, detecting and correcting labor standards violations, taking appropriate action to expedite delivery or performance when required by mission changes, monitoring the contractor's use of government-furnished property inventories, and issuing change orders as necessary. Obtains additional funds or de-obligates funds as necessary. Analyzes a variety of unusual conditions, questions, or issues including complex contract administration problems, e.g., disputes, labor violations, and claims, and identifies alternative courses of action which may depart from previous approaches. Determines the reasonableness of claims. Researches and recommends appropriate action for resolution of difficult problems or claims through interpretation of contract requirements. Negotiates and prepares contract modifications including those caused by changes in technical requirements, in quantities, ordering unpriced options, and similar issues. Maintains records to identify adverse trends in contractor performance, and documents contractor past performance. When deficient performance is identified, determines appropriate contractual remedy and negotiates with contractor to obtain correction of defects, re-performance, contract price reduction, or other appropriate consideration. Prepares contract modifications, administrative change orders, and supporting documents for all contract actions including termination. Recommends or issues cure or show cause notices in accordance with delegated authority. Determines liquidated or actual damages for nonperformance and/or recommends termination action. Monitors and reviews contractor's invoices/payment applications for completeness, allow ability, ability to locate, use of proper approved rates and conformance with contract terms and conditions, and approves/disapproves payment, as appropriate. 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. Signs modifications in accordance with delegated warrant authority. (20%)

4. Serves as business advisor to a wide range of customers. 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 business advice, guidance, training, and assistance to team members, technical or program personnel, functional commanders, and/or contractors on contractual language, legal responsibilities, acquisition and business-related issues. Assists in providing interpretation/clarification to contractors and customers on contractual language, contractual and federal/state/local regulatory requirements, and business opportunities. Prepares correspondence, reports, memoranda or other documents and briefings (scheduled or ad hoc) that support contractual actions or recommendations. Participates in or oversees special projects and initiatives and performs

special assignments. Identifies the need for and initiates special milestones and goals. Researches and recommends appropriate action or interpretation of issues.

May serve as the primary or alternate Government Purchase Card (GPC) Agency/Organization Program Coordinator. 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.

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). (20%)

Performs other duties as assigned.

Qualifications:

1. Must be able to retain a SECRET security clearance.
2. Must meet physical fitness standards in IAW AR 600-9.
3. Must continue to meet requirements of AR 135-18 and NGR 600-5.
4. Sensitivity Duty Assignment Eligibility Questionnaire (DA Form 7424)
5. Budget, contract administration, and financial systems access and/or experience (GFEBs, PEE, PCF, RMOL) is highly preferred.

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).
7. Soldier must meet eligibility requirements in accordance with PPOM 15-040 POSTA dated 16 December 2016, suitability and security screening policy for personnel identified to occupy a position of significant trust and authority. (POSTA)

Additional Required Documents from Applicant:

1. Your resume
2. Transcripts
3. NCOER/Performance Appraisal

**** Incumbent is required to submit a Financial Disclosure Statement, OGE-450, (5CFR Part 2634, Subpart I USOGE, 6/08). Executive Branch Personnel Confidential Financial Disclosure Report upon entering the position and annually, in accordance with DoD Directive 5500-7-R, Joint Ethics Regulation, dated 17-Nov-2011.**

AGR Employment Points of Contact:

HR Specialist: SPC Gould Billie / billie.c.gould.mil@army.mil / 202-685-9767

AGR Staffing/ AGR Manager: MSgt McNamara, Victoria A/ victoria.mcnamara@us.af.mil / 202-685-9779