



CONTRACT SPECIALIST (1102 Series)

Responsibilities

- Performs a range of contracting functions including award, administering, negotiating, terminating and closing out various types of cost and fixed price contracts.
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- Determines contractors eligible to bid/propose and whether or not sufficient competition is available.
- Coordinates responses to pre-bid/proposal inquiries and from those responses determine the need for and prepare solicitation amendments.
- Analyzes operations, methods and procedures in order to recommend changes necessitated by revisions in policy, procedures, or procurement management concepts.

Additional Experience and/or Education Requirements for GS-7 and above:

GRADE (or equivalent)	EDUCATION OR	SPECIALIZED EXPERIENCE
GS-7	1 full academic year of graduate education, law school, or superior academic achievement	One year equivalent to at least GS-5
GS-9	2 full academic years of progressively higher level graduate education or master's or equivalent graduate degree or LL.B. or J.D.	One year equivalent to at least the GS-7
GS-11	3 full academic years of progressively higher level graduate or Ph.D. or equivalent doctoral degree	One year equivalent to at least the GS-9
GS-12 thru GS-15	(no educational equivalent)	One year equivalent to at least next lower grade level

Specialized Experience:

In addition to meeting the basic education requirements above, one year of specialized experience equivalent to the next lower grade level in the normal line of progression is qualifying for positions at grades GS-7 (or equivalent) and above. Specialized experience must have equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position to be filled.



Qualifications

Applicant must meet the following Department of Defense qualification requirements for 1102 contracting positions:

And the title 10 requirements found here: <http://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title10-section1724&num=0&edition=prelim>

- 1) Administering a wide range of contract actions (e.g. firm fixed-price; cost reimbursement, time and materials, basic ordering agreements, contract scope determinations, contract modifications, justifications and approvals, business clearances, and awards) to perform pre-award and post-award functions;
- 2) Negotiating prices, terms and conditions, contract modifications, and settlements involving the procurement of supplies and services;
- 3) Interpreting relevant laws, regulations, policies, standards, or procedures to resolve specific contracting issues; and
- 4) Providing guidance in the planning of procurement strategies, preparation of statements of work and identifying potential contractors or sources. Note: This information must be supported in your resume to be considered for this position.

Basic Qualification Requirements for Contracting Officer Positions:

In addition to meeting the basic educational requirement as well as the requirements in the table above, applicants must have:

- 1) have at least two years of experience in contracting positions; and
- 2) have completed all contracting courses required for a contracting officer for positions at the level and grade at which the person is serving. Certification at this level is sufficient to meet this standard.

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Basic Qualification Requirements for Senior Contracting Officials: A Senior Contracting Official is a position such as a director of contracting, or a principal deputy to a director of contracting, serving in the Office of the Secretary of Defense, the Office of the Secretary of a Military Department, the Headquarters (HQ) of a Military Department, the HQ of a Defense Agency, a subordinate command HQ, or a major systems or logistics contracting activity in the Department of Defense. Before a person may be assigned to a critical acquisition position as a senior contracting official, the person must have at least four years' experience in contracting.



Waivers: With the exception of Specialized Experience, the component acquisition career management authority may waive any or all of the requirements listed in this qualifications standard with respect to any employee of the Department of Defense if the board certifies that the individual possesses significant potential for advancement to levels of greater responsibility and authority, based on demonstrated job performance and qualifying experience.

Clearance: Secret