

Overview

- Agency: Washington Headquarters Services
- Pay scale & grade: NH-01 to NH-04
- Salary: \$26,532 to \$176,300 per year
- Appointment type: Direct Hire
- Work schedule: Multiple Schedules
- Location: Pentagon or nearby office spaces, Arlington, Virginia
- Telework eligible: Yes
- Relocation expenses reimbursed: No
- Open to: U.S. citizens, nationals or those who owe allegiance to the U.S.

Summary

This announcement concerns the Acquisition Directorate (AD), Washington Headquarters Services (WHS) and the Assistant Secretary of Defense for Acquisition (ASD(A)).

Learn More About This Agency

The AD provides end-to-end support services for all matters relating to acquisition and procurement and provides operational contracting support for services for the Office of the Secretary of Defense (OSD) and the Office of the Deputy Chief Management Officer (ODCMO) to include the Pentagon Force Protection Agency (PFPA), and independent Federal advisory commissions, Boards and Task Forces.

The Assistant Secretary of Defense for Acquisition (ASD(A)) is responsible for advising the Secretary of Defense and the USD(A&S) on matters relating to acquisition and the integration and protection of technology that enable capability for the warfighter. The ASD(A) is responsible for Department policies and procedures governing the Department's procurement and acquisition process.

Selectees will serve as a CONTRACT SPECIALIST.

This Job Is Open To

The public

Duties

This is a Direct Hire Public Notice, under this recruitment, applications will be accepted for each location and/or installation identified in this Public Notice and selections are made for vacancies as they occur. There may or may not be actual/projected vacancies at the time you submit your application.

This Public Notice is to gather applications which may or may not result in a referral or selection.

This position is being filled under Direct Hire Authority (DHA) in accordance with Section 1109 of FY 2020 NDAA; P.L. 116-92 and Section 9905 of title 5, U.S.C.

Please read this Public Notice in its entirety prior to submitting your application for consideration.

Incumbent typical work assignments vary according to the grade level and may include the following:

Acquisition Directorate (AD), Washington Headquarters Services (WHS)

- Perform pre-award functions for procurements involving complex contracts of highly specialized, extensive new or innovative equipment systems, construction projects and services.
- Administer long-term, complex contracts for procurements of extensive, highly specialized or innovative equipment systems, construction projects, and building and professional services affecting major agency programs and having significant impact on contractors' operation and local geographic areas.
- Terminate highly specialized and/or long-term complex contracts that affect a wide range of procurement activities or contractors' operations or have a significant impact on local geographic areas.

Assistant Secretary of Defense for Acquisition (ASD(A))

- Serves as senior DoD specialist and advisor on procurement policy aspects of technical data rights, government property, automated procurement systems, small business utilization, DoD standard data, policies and procedures for contract placement and administration, and regulation and legislative changes to improve the procurement system.
- Serves as senior DoD specialist and advisor in assigned areas of the Federal Acquisition Regulation (FAR) and Defense FAR Supplement (DFARS). Reviews and evaluates proposed FAR and DFARS policy changes, and suggests revisions to comply with pertinent policy initiatives, laws, regulations, and judicial decisions. Develops and coordinates FAR and DFARS language to implement statutes, Executive Orders, and DoD procurement policy. Performs required analyses, and develops Federal Register Notices for publication.
- Participates in development of changes to the Federal Acquisition Regulation (FAR), Defense FAR Supplement (DFARS), and DFARS Procedures, Guidance, and Information (PGI) to implement statutes and strategic objectives.
- Broad expertise in DoD contracting policies, processes, and the related practices of the Military Departments and Defense Agencies is essential.

Conditions of Employment

- U.S. Citizenship is required
- Males born after 12-31-59 must be registered or exempt from Selective Service (see <https://www.sss.gov/Home/Registration>)

- Total salary varies depending on location of position
- May be required to successfully complete a probationary/trial period
- Must be determined suitable for federal employment
- Required to participate in the direct deposit program
- This position is subject to pre-employment and random drug testing
- The employee must be able to obtain and maintain a Financial Management certification within two years of entrance of this position IAW Public Law 112-81 and DoD Policy.
- The employee must be able to obtain and maintain a Secret security clearance
- This position may be eligible for 100% Remote Work. Salary will be adjusted after selection is made and will be based on the employee's residence and work location

Qualifications

For qualifications determinations, your resume must contain hours worked per week and the month and year of employment for each position listed on your resume (i.e., hours per week and month/year to month/year or month/year to present).

Basic Requirement:

A. Bachelor's degree from an accredited educational institution authorized to grant baccalaureate degrees. (If using education to qualify, you must submit an official or unofficial transcript).

OR

B. A current civilian employee in DoD, who occupied a GS-1102 position or contracting officer position with authority to award or administer contracts above the simplified acquisition threshold on or before September 30th, 2000.

OR

C. A current military service member and occupied a similar occupational specialty to the GS-1102 on or before September 30, 2000.

Grade Level Requirement:

In addition to meeting the Basic Requirement above, to qualify for the position you must also meet the specialized experience requirements listed below:

You may qualify at the NH-2 level, if you fulfill the following qualification requirement:

One year of specialized experience equivalent to the next lower grade (GS-9)/pay band (NH-01) in the Federal service (experience may have been gained in the private sector) that demonstrates your ability to: (1) Performing all pre-award/post award functions, using a number of contracting methods to procure supplies and services; (2) Demonstrated knowledge and experience in soliciting and awarding contracts for commercial items; mastery of FAR Part 8 and 12, drafting and issuing request for quotes, evaluating quotes, conducting negotiations and issuing the award; and (3) Effectively and efficiently managing/processing an average workload of 4 to 6 procurements to varying deadlines.

You may qualify at the NH-3 level, if you fulfill the following qualification requirement:

One year of specialized experience equivalent to the next lower grade (GS-11)/pay band (NH-02) in the Federal service (experience may have been gained in the private sector) that demonstrates your ability to: (1) Performing all pre-award/post award functions, using a number of contracting methods to procure supplies and services; (2) Demonstrated knowledge and experience in soliciting and awarding contracts for commercial items; mastery of FAR Part 8 and 12, drafting and issuing request for quotes, evaluating quotes, conducting negotiations and issuing the award; and (3) Effectively and efficiently managing/processing an average workload of 4 to 6 procurements to varying deadlines. Further, candidates should have attained a Defense Acquisition Workforce Improvement Act (DAWIA) Level I certification in Contracting or a Federal Acquisition Institute equivalent.

You may qualify at the NH-04 level, if you fulfill the following qualification requirement:

One year of specialized experience at the NH-03 pay band or equivalent grade level, generally GS-13, in the Federal service or equivalent private or public sector in: 1) Applying knowledge of laws, regulations, concepts, principles, practices, and instructions applicable to acquisition and contracting functions. 2) Applying knowledge of procurement principles and practices sufficient to plan and direct acquisition projects. 3) Applying knowledge of the Federal Acquisition Regulations (FAR), related rules and regulations. Further, candidates should have attained a Defense Acquisition Workforce Improvement Act (DAWIA) Level I certification in Contracting or a Federal Acquisition Institute equivalent.

Irregardless of NH-level, additional elements to highlight, specifically, within an application include:

- Experience with selecting a contract source;
- Experience with contract costing and pricing;
- The holding of a “warrant” (as a contracting officer, for grants, etc.);
- The creation of strong, defined analytical products;
- The seeking of higher education and/or growth potential;
- Basic familiarity with the Department of Defense (specifically the Washington Headquarters Services Acquisition Directorate); and
- Evidence of a “customer service” focus.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

Education

ARE YOU USING YOUR EDUCATION TO QUALIFY? You MUST provide transcripts to support your educational claims. Education must be accredited by an accrediting institution

recognized by the U.S. Department of Education. Unless otherwise stated: (1) official or unofficial transcripts are acceptable, or (2) you may submit a list with all of your courses, grades, semester, year, and credit for the course. All materials must be submitted by the closing date of the announcement.

ARE YOU QUALIFYING BASED ON EDUCATION or A COMBINATION OF EDUCATION AND EXPERIENCE?

You must provide sufficient documentation of your education in your resume. You are strongly encouraged to provide a copy of transcripts or degrees in your application package. It is also acceptable to document your applicable course listing in your resume (course number, credits earned, etc.). Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency. If selected, an official/sealed transcript will be required prior to appointment.

PASS/FAIL COURSES: If more than 10 percent of your undergraduate course work (credit hours) were taken on a pass/fail basis, your claim of superior academic achievement must be based upon class standing or membership in an honor society.

GRADUATE EDUCATION: One academic year of graduate education is considered to be the number of credits hours your graduate school has determined to represent one academic year of full-time study. Such study may have been performed on a full-time or part-time basis. If you cannot obtain your graduate school's definition of one year of graduate study, 18 semester hours (or 27 quarter hours) should be considered as satisfying the requirement for one year of full-time graduate study

FOREIGN EDUCATION: If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must show the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program; or full credit has been given for the courses at a U.S. accredited college or university. For further information, visit:

<https://www2.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>

All qualifications, education, and time-in-grade requirements must be met by the closing date of this announcement and clearly documented in your resume.

Additional Information

THIS IS A DIRECT HIRING AUTHORITY (DHA) ANNOUNCEMENT. Section 1109 of the National Defense Authorization Act for Fiscal Year 2020 amended section 9905 of title 5, United States Code (U.S.C.), to permit the Secretary of Defense to noncompetitively appoint

qualified candidates to certain positions in the competitive service in the DoD without regard to chapter 33, subchapter I of title 5, U.S.C., other than sections 3303 and 3328. For purposes of this policy, sections 3321, 3323, and 3326 of chapter 33, subchapter I of title 5, U.S.C., and corresponding Code of Federal Regulations provisions will continue to apply. These positions are being filled via various Direct-Hire Authorities tied to individuals, organizations and occupational series.

PPP PILOT: The Washington Headquarters Service is currently operating under an approved reengineered Priority Placement Program (PPP) pilot for all positions in its serviced workforce. This pilot is application based and current PPP registrants who are registered for activity codes 293A and 295A (regardless of the location) are required to apply to the job announcement via USAJobs in order to exercise their priority placement status. This pilot permits priority candidates to be assessed with other competitive applicants. Anyone claiming priority status must provide a copy of their PPP registration and supporting documentation (e.g. RIF notice, Certification of Expected Separation) at the time of application to verify priority placement and eligibility.

Other priority consideration programs will continue under their current operating procedures.

This vacancy announcement serves as a resume repository for various positions with differing, but similar, position descriptions that may or may not be filled from this announcement. This vacancy announcement may be used to fill other similar vacant positions. Additional vacancies may be filled by this announcement.

Positions filled under this vacancy announcement may be professional or administrative occupations. Positions may be filled as permanent or term with a full-time or part-time work schedule. Pay will vary by geographic location.

Vacancies filled from this announcement may be filled at any grade level listed and in equivalent pay systems. Selectees may be appointed to a position with promotion potential (e.g. selected at the NH-3 grade with potential to the NH-4). If selected below the full performance level, incumbent may be noncompetitively promoted to the next higher grade level after meeting all regulatory requirements, and upon the recommendation of management. Promotion is neither implied nor guaranteed.

A tentative offer of employment will be rescinded if the selectee fails to meet the pre-employment requirements, including failure to report to any of the scheduled appointments.

Washington Headquarters Services uses E-Verify to confirm the employment eligibility of all newly hired employees. To learn more about E-Verify, including your rights and responsibilities, visit: <http://www.dhs.gov/E-Verify>

If you are unable to apply online, you must request an alternative application. Please view the following link for information on how to obtain an alternative application

https://help.usastaffing.gov/Apply/index.php?%20title=Alternate_Application_Information

Appointment Authorities: For more information on appointment authority eligibility requirements:

- <https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/individuals-with-disabilities/>
- <https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/veterans/>
- <https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/military-spouses/>
- Other Special Appointment Authorities <https://www.usajobs.gov/>
- Interchange Agreements <https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/#url=Types-of-Appointments>

Career Transition Assistance Programs: These programs apply to employees who have been involuntarily separated from a Federal service position within the competitive service or Federal service employees whose positions have been deemed surplus or no longer needed. To receive selection priority for this position, you must: (1) meet CTAP or ICTAP eligibility criteria; (2) be rated well-qualified for the position with a score of 85 or above; and, (3) submit the appropriate documentation to support your CTAP or ICTAP eligibility. For more information visit:

<https://www.opm.gov/policy-data-oversight/workforce-restructuring/employee-guide-to-career-transition/>

Employed Annuitants (Reemployed Annuitants): Applicants in receipt of an annuity based on civilian employment in the Federal Service are subject to the DoD Policy on The Employment of Annuitants. www.esd.whs.mil/DD/DoD-Issuances/140025/

Nepotism: Under the provisions of 5 USC 3110, an individual may not be appointed into a position if the position is under the supervisory chain of command of a relative.

Benefits Link: <https://www.usajobs.gov/Help/working-in-government/benefits/>

How You Will Be Evaluated

Traditional rating and ranking of applications does not apply to this vacancy. Your application (resumes and supporting documentation) will be evaluated to determine if you meet the minimum qualifications required as listed in this announcement.

Note: Under this DHA, veteran's preference does not apply.

Ongoing reviews of submitted résumés and supporting documentation will be used to determine whether applicants meet the qualification requirements listed on this announcement. If, after reviewing your résumé and/or supporting documentation, a determination is made that you have inflated your qualifications and/or experience, you may lose consideration for this position. Please follow all instructions carefully when applying, errors or omissions may affect your eligibility.

All qualified candidates will be documented and categorized for review by hiring managers. The category assignment is a measure of the degree in which your background matches the competencies required for this position.

REQUIRED DOCUMENTS

YOU ARE REQUIRED TO DOCUMENT IN YOUR APPLICATION PACKAGE EVIDENCE THAT SUPPORTS YOUR ELIGIBILITY AND QUALIFICATION CLAIMS. You MUST upload the applicable documents with your application package. If you fail to provide these documents, you will be marked as having an incomplete application package and you will not be considered any further.

1. Your resume may be submitted in any format that includes your name and contact information (telephone number and/or email).

If you submit more than one copy of your resume, only the most recent version will be reviewed. The latest timestamp will be used to determine which version of your resume is "most recent."

If your resume includes a photograph or other inappropriate material or content, it will not be used to make eligibility and qualification determinations and you will not be considered for this vacancy.

2. Other supporting documents:

- Cover Letter: Indicate 1) the grade level (e.g. GS-13) for which you believe you are qualified; 2) the minimum grade level you are willing to accept; and 3) limit further content in the required "cover letter" to a one-sentence description of why you are a good fit for this occupation.
- Most recent SF-50, "Notification of Personnel Action" showing you are/were in the Federal government competitive service and the highest grade held, if applicable.
- College Transcript(s), if qualifying based on education.
- DD-214, SF-15 Form and VA letter, or certification of expected discharge or release from active duty from Veterans for consideration under Veteran hiring authorities, if applicable.
- Noncompetitive appointment authority documentation, if applicable (e.g. military spouse, veteran of Peace Corps, have a disability qualifying for "Schedule A," etc.)
- PPP Registrants/Eligibles: Must submit the following applicable documents: 1) PPP registration 2) PCS orders (if applicable)

How To Apply

To apply for this position, you must complete the online application and submit the documentation specified in the Required Documents section below.

A complete application package must be submitted by 11:59 PM (EST) on the closing date of the announcement (September 30, 2022) to receive consideration.

- To begin, click Apply to access the online application. You will need to be logged into your USAJOBS account to apply. If you do not have a USAJOBS account, you will need to create one before beginning the application.
- Follow the prompts to select your résumé and/or other supporting documents to be included with your application package. You will have the opportunity to upload additional documents to include in your application before it is submitted. Your uploaded documents may take several hours to clear the virus scan process.
- After acknowledging you have reviewed your application package, complete the Include Personal Information section as you deem appropriate and click to continue with the application process.
- You will be taken to the online application which you must complete in order to apply for the position. Complete the online application, verify the required documentation is included with your application package, and submit the application.
- To view the assessment questionnaire, click here:

To verify the status of your application, log into your USAJOBS account (<https://my.usajobs.gov/Account/Login>) all of your applications will appear on the Welcome screen. The Application Status will appear along with the date your application was last updated. For information on what each Application Status means, visit: <https://www.usajobs.gov/Help/how-to/application/status/>.

You are encouraged to apply online. Applying online will allow you to review and track the status of your application.

Failure to submit a complete application package will result in an ineligible rating and loss of consideration.

It is the applicant's responsibility to verify that all information in their resume and documents are legible and accurate. HR will not modify answers/documents submitted by an applicant.

Washington Headquarters Services provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please view the "Alternate Application" method listed in the "Other Information" section of this announcement. Your requests for reasonable accommodation will be addressed on a case-by-case basis. Please visit the following link for more information http://http://www.esd.whs.mil/Directives/issuances/admin_inst/

Next Steps

Once your online application is submitted you will receive a confirmation notification by email. Your application will be evaluated by the Human Resources Office to determine your eligibility for the position. After the evaluation is complete, you will receive another notification regarding the status of your application. If you are determined to be ineligible or not qualified, your application will receive no further consideration. You will be contacted if further evaluation or interviews are required.

Some, none, or all candidates may be interviewed with respect to this announcement.

Your application will remain active through the open period of this Public Notice. Once this Public Notice closes, you must reapply.