



Job Title: DON Recent Graduate Program (Contract Specialist)

Department: Department of the Navy

Agency: Naval Education and Training Command

Job Announcement Number: SE41102-12-1083187M3801353P

SALARY RANGE: \$42,631.00 to \$55,421.00 / Per Year  
OPEN PERIOD: Wednesday, April 09, 2014 to Thursday, April 10, 2014  
SERIES & GRADE: GS-1102-07  
POSITION INFORMATION: Full Time - Recent Graduates  
PROMOTION POTENTIAL: 12  
DUTY LOCATIONS: 10 vacancies in the following location:  
Washington DC, DC  
WHO MAY APPLY: Student/Internship Program Eligibles  
SECURITY CLEARANCE: Secret  
SUPERVISORY STATUS: No  
JOB SUMMARY:

The Navy and Marine Corps team offers innovative, exciting and meaningful work linking military and civilian talents to achieve our mission and safeguard our freedoms. Department of the Navy provides competitive salaries, comprehensive benefits, and extensive professional development and training. From pipefitters to accountants, scientists to engineers, doctors to nurses-the careers and opportunities to make a difference are endless. Civilian careers-where purpose and patriotism unite!

The Department of the Navy (DON) is more than ships, aircraft, and sailors; it is over 181,000 civilian employees at Navy and Marine Corps commands, bases, stations and facilities throughout the U.S. and around the world. It requires a highly trained, educated and skilled workforce to support today's sophisticated Navy and Marine Corps ships, aircraft, weapon systems and computer systems.

Over 41,000 acquisition professionals perform "cradle to grave" management of highly technical systems, equipment, facilities, supplies and services. Individuals will be placed in the Naval Acquisition Development Program (NADP).

The NADP is a structured management-training program including formal education, diverse rotational assignments, extensive on-the-job training, and graduate tuition assistance that is tailored to various acquisition career fields for up to three years. These positions are located throughout the U.S.; however majorities are located within the greater Washington D.C. metropolitan area, CA, WA, MD, VA, PA, NJ, RI and FL.

The area of consideration is limited to applicants within the local commuting area of Blacksburg, VA; unless entitled to veteran's preference.

#### TRAVEL REQUIRED

- Occasional Travel
- Travel is dependent upon position description and availability of funding.

#### RELOCATION AUTHORIZED

- No

**KEY REQUIREMENTS**

- Suitable for Federal employment as determined by background investigation.
- Selectee may be required to successfully complete a trial period.
- College transcripts must be submitted as proof of claimed education.
- You must meet Recent Graduate Requirements (See Qualifications below).

**DUTIES:**

- Planning the procurement action to acquire goods, services, or works from an external source.
- Negotiating contracts for services and supplies.
- Drafting contract documents (i.e., cure or show cause notices, contract modifications and administrative documents) based on specific detailed information provided by senior contract specialist/supervisor.

**QUALIFICATIONS REQUIRED:****RECENT GRADUATE PROGRAM ELIGIBILITY:**

Recent graduates who have completed, within the previous two years, a qualifying associates, bachelors, masters, professional, doctorate, vocational or technical degree or certificate from a qualifying educational institution.

Veterans unable to apply within two years of receiving their degree, due to military service obligation, have as much as six years after degree completion to apply.

A graduate that completed the education requirements for a qualifying program on or after December 27, 2010 but no longer within the two year time frame as specified above. (This option is only valid until July 9, 2014.)

**TRAINING AND DEVELOPMENT:**

- Orientation program
- Mentorship throughout the Program.
- Individual Development Plan to assist with career planning, professional development, and training activities.
- At least 40 hours of formal, interactive training each year of the Program.
- Positions may offer opportunity for career advancement.

**AFTER PROGRAM COMPLETION:**

Recent Graduates may be converted to a permanent position (or, in some limited circumstances a term appointment lasting 1-4 years).

To be eligible for conversion, Recent Graduates must have:

- Successfully completed at least 1-year of continuous service in addition to all requirements of the Program.
- Demonstrated successful job performance.
- Met the qualifications for the position to which the Recent Graduate will be converted.

**BASIC REQUIREMENT FOR A CONTRACT SPECIALIST:**

1.) Successful completion (or will complete by June 30, 2014) of a Bachelor's degree or higher from an accredited educational institution authorized to grant degrees with a major in any field that includes at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. (This requirement can be obtained within the degree or in addition to the degree). OR

2.) Currently a DoD employee who occupied a GS-1102 position on or before 30 Sep 2000 OR currently a DoD employee who occupied a contracting position with the authority to award or administer contracts above the simplified acquisition threshold on or before 30 Sep 2000. OR

3.) Currently a military member who occupied a similar occupational specialty to the GS-1102 on or before 30 Sep 2000 with the authority to award or administer contracts above the simplified acquisition threshold. (You must be a current member of the armed forces on the date you apply to this announcement for this provision to apply.)

**MINIMUM QUALIFICATIONS GS 07:**

You must have a degree that meets the requirements for Superior Academic Achievement through one of the following methods. No more than 10% of academic credit can be based on pass/fail or similar non-traditional grading systems.

- 2.95 GPA overall or higher or in last 2 yrs (= or less than 10% Pass/Fail)
- 3.45 GPA or higher in major or in last 2 yrs in major (= or less than 10% Pass/Fail)
- Upper 1/3 ranking in graduating class (you must submit proof with your application)

National Scholastic Honor Society. Membership in a freshman honor society cannot be used to meet the requirements of this provision. (You must submit proof with your application) OR

Specialized Experience: One year of specialized experience equivalent to the GS-5 level in the federal service monitoring contractor requirements and completing required contractor paperwork. OR

Education: Completed (or will complete by June 30, 2014) one full academic year of graduate education in business or a related discipline. OR

Combination of Education and Experience: Applicants that possess a percentage of the required specialized experience and a percentage of the required graduate level of education such that, when the percentages of the required graduate education and specialized experience are added together, they equal 100%. (Only graduate education and only professional experience equivalent to the GS-5 or higher is creditable.)

Additional qualification information can be found from the following Office of Personnel Management web site:

[https://www.navymedical.jobs/dod\\_standards.html](https://www.navymedical.jobs/dod_standards.html)

**PART-TIME OR UNPAID EXPERIENCE:** Credit will be given for appropriate unpaid and or part-time work. You must clearly identify the duties and responsibilities in each position held and the total number of hours per week. As part of the application process, you must complete and submit an occupational questionnaire. To preview this questionnaire and determine if your experience matches the skills required for this position, click the following link: [View Assessment Questions](#)

NOTE: ALL APPLICANTS MUST SUBMIT A COMPLETE COPY OF THEIR TRANSCRIPTS. DEGREE AUDITS ARE NOT AN ACCEPTABLE SUBSTITUTE FOR OFFICIAL/UNOFFICIAL TRANSCRIPTS. **IF SELECTED, AN OFFICIAL/SEALED TRANSCRIPT WILL BE REQUIRED PRIOR TO AN APPOINTMENT DATE BEING ESTABLISHED.** You may submit your transcripts or a list of courses, grades earned, completion dates, and quarter and/or semester hours earned, through the "Application Manager" system or by fax. This is the only method in which transcripts can be submitted. Failure to provide this information may result in an ineligible rating. (Faxing instructions may be found under the "How to Apply" section.) Education completed in foreign colleges or universities may be used to meet the qualification requirements if the applicant can provide documentation indicating that the foreign education is comparable to that received in an accredited educational institution in the United States. It is the responsibility of the applicant to provide such evidence when applying. For further information, please visit:

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

### Special Requirements

\*Selectee is required to participate in the Department of Defense direct deposit of pay program

\*A secret security clearance is a requirement of this position. Failure to obtain and maintain the required level of clearance may result in the withdrawal of a position offer or removal. If you possess a security clearance, please indicate the level and termination date in your resume.

\*Selectee may be required to travel 1-5 days a month.

\*Selectee will be required to sign a mobility agreement upon acceptance of position. Failure to agree to mobility agreement will result in revocation of a position offer.

### HOW YOU WILL BE EVALUATED:

You will be rated on the extent and quality of your experience, education, and training relevant to the duties of the position based on the information provided in your resume, responses to the **Occupational Questionnaire**, and your supporting documentation, to determine your eligibility for the position. **NOTE: If it is determined that your application package does not support the minimum requirements of the position or that your resume or application package is incomplete, you may be rated ineligible or not qualified.**

### BENEFITS:

Department of the Navy offers a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays and a 401K-type retirement plan.

### OTHER INFORMATION:

\*Relocation expenses may or may not be authorized.

\*Recruitment incentives may or may not be authorized.

\*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.

\*This position is subject to Department of Defense Priority Placement Program.

\*May be noncompetitively converted to a term or permanent competitive service position.

\*Must be a United States citizen to be eligible for noncompetitive conversion to the competitive service.

\*This announcement may be used to fill additional vacancies.

\*A 40 hour work week is typical of this position.

\*This position is covered under the Defense Acquisition Workforce Improvement Act (DAWIA) and requires additional education, training and experience. Must obtain DAWIA Level II certification in the assigned career field before program graduation except for those assigned to the Business Cost Estimating (BUS-CE) or Business Financial Management (BUS-FM) career fields. BUS-CE and BUS-FM Career Field program personnel must complete all required DAWIA Level I and Level II training classes before program graduation and obtain DAWIA Level II certification when the experience requirement is met."

\*This position has promotion potential to the GS-12 grade level. 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.

\*The Department of the Navy 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 [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).

**Federal Annuitant Information:** The selection of an annuitant is subject to the Department of Defense and Department of the Navy policy on the employment of annuitants. Policy information may be found at:

<http://www.public.navy.mil/donhr/Employment/CivJobOpps/Documents/FedCivAnnuitants.pdf>

**Veteran's Preference Information:**

[http://www.public.navy.mil/donhr/Employment/CivJobOpps/Documents/Vet\\_%20Preference\\_Statement.pdf](http://www.public.navy.mil/donhr/Employment/CivJobOpps/Documents/Vet_%20Preference_Statement.pdf)

**Military Spouse Preference (MSP):**

[http://www.public.navy.mil/donhr/Employment/CivJobOpps/Documents/Mil\\_Spouse\\_Pref\\_Statement.pdf](http://www.public.navy.mil/donhr/Employment/CivJobOpps/Documents/Mil_Spouse_Pref_Statement.pdf)

**30% or More Disabled Veterans:**

[http://www.public.navy.mil/donhr/Employment/CivJobOpps/Documents/30\\_or\\_%20More\\_%20Disabled\\_Vet.pdf](http://www.public.navy.mil/donhr/Employment/CivJobOpps/Documents/30_or_%20More_%20Disabled_Vet.pdf)

**Veteran's Employment Opportunities Act (VEOA):**

[http://www.public.navy.mil/donhr/Employment/CivJobOpps/Documents/VEOA\\_Eligible.pdf](http://www.public.navy.mil/donhr/Employment/CivJobOpps/Documents/VEOA_Eligible.pdf)

**ICTAP Applicants:** [http://www.public.navy.mil/donhr/Employment/CivJobOpps/Documents/ICTAP\\_Statement.pdf](http://www.public.navy.mil/donhr/Employment/CivJobOpps/Documents/ICTAP_Statement.pdf)

#### HOW TO APPLY:

To begin the process, click the **Apply Online** button to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire. Please ensure you click the **Submit My Answers** button at the end of the process.

To apply for this position, you must provide a complete Application Package which includes:

- Complete Resume.
- Complete Assessment Questionnaire. [View Occupational Questionnaire](#)
- Transcripts
- Veterans' Preference Documents
- Other supporting documentation as required. Please see the "REQUIRED DOCUMENTS" section and print out the applicant checklist. The applicant checklist will assist you in determining what documents you need submit.

Your complete application (resume, assessment questionnaire, and all supporting documents) must be submitted by 11:59 pm Eastern Standard Time (EST) on Thursday, April 10, 2014. Please follow all instructions carefully as missing application information will not be requested.

If more than one resume is received, only the last resume submitted will be reviewed.

If you upload your documents, **do not fax** the same documents.

**Note:** To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account: <https://mydon.usajobs.gov/Account/Login> select Application Status, and click on the more information link under the application status for this position.

If you are unable to apply online or unable to upload your supporting documents follow the directions located at:

[http://www.public.navy.mil/donhr/Employment/CivJobOpps/Documents/ApplicationInfo\\_HowtoApplyviaFax.pdf](http://www.public.navy.mil/donhr/Employment/CivJobOpps/Documents/ApplicationInfo_HowtoApplyviaFax.pdf)

This Vacancy ID is 1083187

**\*\* It is the applicant's responsibility to verify that all information in their resume and documents, whether uploaded or faxed, are received, legible, and accurate. HR will not modify answers/documents submitted by an applicant. \*\***

**REQUIRED DOCUMENTS:**

The documents you are required to submit vary for each individual. We recommend that you print a copy of this application checklist for reference while completing your application package. The link to the applicant checklist below will assist you in determining which documents you need to submit for this vacancy: **Applicant Checklist-External** Please read and follow all instructions carefully. Errors or omissions may affect your rating or consideration for employment. Missing application information will not be requested. Failure to submit a complete application package (Current resume, assessment questionnaire and applicable required documents, as noted in applicant checklist) may result in an ineligible rating and loss of consideration.

**AGENCY CONTACT INFO:**

DON Employment Info Center EIC  
Phone: (800)378-4559  
TDD: (858)577-5723  
Email: DONEIC@NAVY.MIL

Agency Information:  
39721 Naval Acquisition Career  
Center  
Naval Support Activity  
Mechanicsburg , PA  
17055

**WHAT TO EXPECT NEXT:**

When the application process is complete, your application will be reviewed to determine if you meet the hiring eligibility and qualification requirements listed in this announcement. You will be rated based on the information provided in your resume and responses to the occupational questionnaire, along with your supporting documentation to determine your level of knowledge, skill, and ability, related to the job requirements. All qualified applicants will be referred to management for selection consideration in Veterans' Preference order, followed by all qualified non-veteran applications. If there are a sufficient number of qualified applicants with veterans' preference, only those veterans will be referred to the hiring manager. The selecting official may choose to conduct interviews, and once the selection is made, you will receive a notification of the decision. Stay informed of changes to your application status by signing up for automatic email alerts at: <https://my.usajobs.gov/Account/NotificationSettings.aspx>

**Control Number: 365489100**

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