



***PUBLIC NOTICE FOR POSITION BEING FILLED
UNDER DIRECT HIRE AUTHORITY (DHA)
FOR CERTAIN PERSONNEL OF THE
DEPARTMENT OF DEFENSE (5 U.S.C. § 9905)***

Public Notice Number: HNC-DHA-9905-24-011

Opening and Closing Dates: 05 February 2024 through 15 February 2024 (11:59pm CT)

Position Title/Series/Grade: Lead Contract Specialist, GS-1102-13, Multiple positions may be filled from this notice.

Organization: U.S. Army Corps of Engineers, Engineering and Support Center, Directorate of Contracting

Duty Location: Huntsville, Alabama. Remote work may be authorized.

Salary Range: \$88,520 – 115,079 per annum, plus applicable locality supplement (dependent on remote duty location)

Work Schedule: Full-time

Appointment Type: Permanent

Start Date: On or about 15 March 2024

Travel Requirement: 20% Temporary Duty Travel required

Telework Eligible: Yes, as determined by agency policy.

Relocation: Relocation (PCS) expenses may be authorized (subject to available budget) if the selecting official determines the relocation is in the best interests of the government.

Hiring Incentive: Hiring incentives such as a relocation bonus may be authorized.

Who May Apply: U.S Citizens and Nationals

Qualifications Requirements: To qualify, you must meet the education and/or experience requirements described below. This education and/or experience must be described/reflected in your resume and/or transcripts. 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). You will receive credit for all qualifying experience, including volunteer experience.

Basic Requirement for Contracting Series, 1102:

Please refer to the Office of Personnel Management website at the following links for information regarding basic qualification requirements <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/1100/contracting-series-1102/>

In addition to meeting the basic requirement above, to qualify for this position you must also meet the qualification requirements listed below:

Specialized Experience for GS-13: One year of specialized experience which includes work that involves contract negotiations; serving as the principal contracting advisor; resolving issues and/or problems associated with contract administration; performing pre-award activities; making contract modifications; and responding to queries on procedures, policies, directives, etc. This definition of specialized experience is typical of work performed at the next lower grade/level position in the federal service (GS-12).

Some federal jobs allow you to substitute your education for the required experience to qualify. For this job, you must meet the qualification requirement using experience alone—no substitution of education for experience is permitted.

Responsibilities/Duties: Works directly for a Section Chief in Huntsville Engineering & Support Center (HNC) Contracting Office and serves as Team Leader and Contracting Officer with signatory authority as deemed necessary for specialized procurement programs of significant importance to the U.S. Corps of Engineers. Duties include but are not limited to:

- Plans and develops the contractual strategy for the overall acquisition program.
- Develops a negotiation position, determines contract type and negotiation authority and prepares justification for negotiation position and other requirements.
- Advise customers in all phases of the acquisition process including, but not limited to, contracting method, solicitation of proposals/bids, evaluation of proposals/bids, negotiation of contracts, price and/or cost analysis, contract award, etc.
- Direct the full range of contract administration actions required for the acquisition program, including contract modifications, negotiation of changes, exercise of options, investigation/resolution of contractor delays, contractor appraisal, etc.
- Trains, mentors, manages workload and leads assigned staff, by delegating tasks, reviewing work and having an overall understanding of the status of all actions assigned to them.
- Evaluates methods to improve team efficiency/work products and informs management of performance issues to recommend/request action.
- Approves up to 8 hours of leave. Conducts employee counseling on routine performance or behavior issues.
- Performs up to 25% supervisory duties.

Conditions of Employment:

- 1) Must meet suitability for Federal employment
- 2) Will be required to provide proof of U.S. Citizenship
- 3) Male applicants born after December 31, 1959 must complete a Pre-employment Certification Statement for Selective Service Registration
- 4) May be required to serve a 1-year probationary period
- 5) This position is part of the Contracting Career Field, Contracting & Procurement Functional Community (formerly Career Program 14).

- 6) Reasonable accommodation is available to qualified employees with disabilities
- 7) Personnel Security Investigation required.
- 8) This is an Army Acquisition, Logistics and Technology Workforce position. Completion of mandatory Foundational Career Level Certification or Contracting Professional Certification must be met within 3 years.
- 9) You will be required to file an OGE Form 450, Financial Disclosure report upon entering on duty and annually thereafter.
- 10) COVID-19 Vaccination Requirement: To ensure compliance with an applicable nationwide preliminary injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on requiring Coronavirus Disease 2019 Vaccination for Federal Employees.
 - Shared vaccination status of selected applicant(s) for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine will apply.

EQUAL EMPLOYMENT OPPORTUNITY: The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

How to Apply: Please provide your current resume and unofficial transcripts via email to CEHNC-DirectHireAuthority@usace.army.mil. Please submit all information in PDF or Word format. Please ensure your email has the following subject line: HNC-DHA-9905-24-011. Application packages will be accepted through 11:59pm CT on 15 February 2024.

Application packages that are received after the closing date, do not contain resume and transcripts, or are submitted in unreadable formats will not be considered.