



## ***PUBLIC NOTICE FOR POSITION BEING FILLED UNDER DIRECT HIRE AUTHORITY (DHA) FOR POST SECONDARY STUDENTS***

**Public Notice Number:** HNC-DHA-PSS-24-001

**Opening and Closing Dates:** 7-15 March 2024 (11:59pm CT)

**Position Title:** Student Trainee (Contracting). Multiple positions may be filled through this Public Notice.

**Series/Grade:** GS-1199-03

**Full Performance Level:** Contract Specialist, GS-1102-12

**Duty Location:** U.S. Army Engineering and Support Center, Huntsville, Redstone Arsenal, AL

**Salary Range:** \$32,769 – 42,598 annually

**Work Schedule:** DHA Post-Secondary Students may work part-time or full-time schedules depending on their class schedules.

**Appointment Type:** Term, not to exceed 4 years.

**Start Date:** On or about 19 May 2024

**Who May Apply:** U.S Citizens, nationals, or those who owe allegiance to the United States.

**Eligibility Requirements:** An individual who meets the following may apply for the DHA Post-Secondary Student Program

- 1) Currently enrolled in, and in good academic standing at, a full-time program at an institution of higher education; AND
- 2) Is making satisfactory progress toward receipt of a baccalaureate or graduate degree; AND
- 3) Has completed at least one year of the program.

**Qualifications Requirements:** Completion of 1 full academic year of post-high school study.

**Responsibilities/Duties:** As a Post-Secondary Student, you will be assigned to a senior specialist or group of specialists. You will be assigned tasks designed to familiarize you with different aspects of the occupation. Tasks will vary depending on the senior specialist's current workload, but may include the following:

- 1) Performing basic work in the contracting field, following a prescribed agenda to complete assignments designed to provide an introduction to the field, and an understanding of the organization, program, and policies.
- 2) Assist senior staff members in drafting simple contract provisions and collecting supporting documentation and factual information to perform cost and price analysis and negotiate new contracts.

- 3) Participate in a variety of projects utilizing basic computer skills to provide assistance in evaluating requirements and procedures, assisting with the preparation of technical and administrative reports, and interfacing with senior program officials.
- 4) Upload and retrieve contractual documents in the Army's paperless contract file system; use of a variety of software programs to draft and develop contractual documents including MS Office, US Army Corps of Engineers financial system, and the Army's contract writing systems.

**Conversion to Permanent:** DHA Post-Secondary Students may be considered for noncompetitive conversion to a permanent appointment within 120 days of completion of degree requirements, if they meet the following. Non-competitive conversion may be to the GS-5, 7, 9, or 11 levels, depending on qualifications. Conversion to permanent is not automatic or guaranteed.

- 1) Successfully complete academic requirements as determined by the educational institution
- 2) Meet the OPM Qualification requirements for the target position to which the DHA Post-Secondary Student may be converted
- 3) Maintain acceptable performance
- 4) Obtain a passing score to fulfill the requirements of this Administrative Careers with America (ACWA) covered position

**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) Be at least 16 years of age
- 5) Must sign a DHA Post-Secondary Student Participant Agreement before starting employment
- 6) May be required to obtain and maintain a SECRET security clearance
- 7) Enrolled full-time at a qualifying institution
- 8) Must be in good academic standing
- 9) Will be required to serve a 1-year trial period
- 10) This is a Career Program (CP) 14 position
- 11) If converted, the permanent position is an Army Acquisition, Logistics and Technology Workforce position. Selectee will be required to meet the positions requirements for certification at the appropriate level within 36 months of conversion.
- 12) If converted, the incumbent will be required to submit a Financial Disclosure Statement, OGE-450 upon conversion, and annually thereafter.
- 13) Reasonable accommodation is available to qualified employees with disabilities

**How to Apply:** Please complete the registration form and provide your current resume and unofficial transcripts via at: [https://usace.yellogov.com/app/collect/event/XR3TJRTIUCsLx7\\_6bv\\_cMg](https://usace.yellogov.com/app/collect/event/XR3TJRTIUCsLx7_6bv_cMg).

Application packages will be accepted through 11:59pm CT on 15 March 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.***