

Department: FRTIB
Agency: Federal Retirement Thrift Investment Board
Job Announcement Number: FRTIB-09-DE-021

Contract Officer

Salary Range: 120830 to 153200 USD Per Year

Open Period: 8/4/2009 to 8/14/2009

Series & Grade: GS-1102-15/

Position Information: Full-Time Permanent

Promotion Potential: None

Duty Location: 1 vacancy - Washington DC Metro Area, DC

Who May Be Considered:

Applications will be accepted from United States citizens and nationals.

Job Summary:

This vacancy is also being advertised under FRTIB-09-MP-021-Status Candidates.

Moving and Travel expenses will not be paid.

Targeted Work Environment(s):

Mission Focused: Attracting applicants who want a work environment that welcomes all motivations, from general service commitment to a specific passion.

Flexible Arrangements: Attracting applicants who want a work environment that welcomes and accommodates traditional and flexible work arrangements.

ORGANIZATIONAL NARRATIVE:

The Federal Retirement Thrift Investment Board is an independent Federal agency in the Executive branch created by the Federal Employees' Retirement System Act of 1986 (FERSA), Pub. L. No. 99-335, 100 Stat. 514 (codified as amended largely at 5 U.S.C. § 8351 and §§ 8401-79) to administer the Thrift Savings Plan (TSP).

The TSP is a daily-valued, participant-directed retirement savings and investment plan for Federal civilian employees and members of the uniformed services. It offers its participants the same type of saving and tax benefits that many private corporations offer their employees under 401(k) plans. Currently, the TSP is the largest defined contribution plan in the world with over four million participants and assets over \$200 billion.

The Agency has a staff of approximately 80 employees located in Washington, DC, who assist the Executive Director in carrying out the policies set by the Board members for investment, administration, and management of the TSP.

The Agency has seven primary departments: Office of Finance, Office of Investments, Office of the General Counsel, Office of Research and Strategic Planning, Office of External Affairs, Office of Automated Systems, and the Office of Participant Services.

Major Duties:

This position is located in the Office of Finance, Procurement Group. The incumbent serves as a contract specialist, negotiating, administering and terminating contracts for a variety of requirements in support of Board activities. Provides advice with regard to pre- and post-award procedures to plan and conduct the contracting process from staff descriptions of requirements through contract delivery. The incumbent also oversees the proper conduct of the Board's purchase order program and prepares purchase orders. Plans work to be accomplished by subordinates, sets and adjusts short and long term priorities, and prepares schedules for completion of work.

Qualifications:

You may start between \$120,830 and \$153,200 per year. Applicants must meet all the below qualification requirements by the closing date of this announcement: Candidates must possess one year of specialized experience directly related to the position to be filled, which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

The qualification requirements are condensed from the Office of Personnel Management (OPM) Operating Manual "Qualification Standards for General Schedule Positions" which is available in Federal Human Resources offices for review. See: www.opm.gov/qualifications/SEC-IV/A/gs-admin.asp for more information regarding OPM qualification requirements.

You must have: a bachelor's degree that included or was supplemented by 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; and

at least 4 years experience in a contracting or related position.

Examples of specialized experience may include activities such as:

Collaborating with program managers to plan, develop, and implement an acquisition strategy;

Utilizing a variety of contract types and contracting methods to procure items and/or services;

Preparing pre-solicitation documents and ensuring prospective contractors understand what is required under the proposed contract;

Determining a supplier's responsibility and capability;

Serving as a lead negotiator, negotiating the contract amount, terms, and conditions;

Awarding contracts;

Monitoring and evaluating suppliers' performance, interpreting contractual obligations, resolving problems, and taking corrective action as necessary;

Negotiating the amount, terms and conditions of contracts; and

Terminating contracts for the convenience of the Government or for default by the contractor.

All academic degrees and coursework must be from accredited or pre-accredited institutions.

Exceptions To The Basic Requirement: If you are a Federal employee who has been continuously employed in the 1102 series since January 1, 2000, you meet the education requirements for this job announcement.

How Will You Be Evaluated:

Initially, applicants will be evaluated to determine if the minimum qualifications required are met. If you are rated as minimally qualified, each of the multiple choice questions will have a numerical rating assigned. Your score will be determined based on how you answered each question. You must receive at least 70 points for your application to be eligible to be forwarded to the selection official. When answering the essay questions, describe your knowledge, skills, and abilities; give examples and explain how often you used these skills, the complexity of the knowledge you possess, the level of the people you interacted with, the sensitivity of the issues you handled, etc. Failure to submit answers to the questions and narrative responses to the essay questions will negatively affect your eligibility.

QUESTIONS:

Answer each question on plain bond paper. Each essay response should be no more than 1/2 page with a font size no smaller than 11 pitch.

1. Circle the **ONE** statement from the list below that best describes your ability to perform all aspects of contracting, from pre-award through post-award to contract completion for information technology or similar specialized procurements:

1. I have not had education, training, or experience in this task.
2. I have had education or training in performing this task, but I have not yet performed it on the job.
3. I have performed this task on the job. My work was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
4. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
5. I have supervised performance of this task or I am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

2. Circle the **ONE** statement from the list below that best describes your ability to prepare negotiation reports and post-negotiation memorandums.

1. I have not had education, training, or experience in this task.
2. I have had education or training in performing this task, but I have not yet performed it on the job.

3. I have performed this task on the job. My work was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
4. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
5. I have supervised performance of this task or I am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

3. Circle the **ONE** statement from the list below that best describes your ability to prepare contract modifications and Task Delivery Orders.

1. I have not had education, training, or experience in this task.
2. I have had education or training in performing this task, but I have not yet performed it on the job.
3. I have performed this task on the job. My work was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
4. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
5. I have supervised performance of this task or I am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

4. Describe your experience in preparing contract and file documentation to support a competitive and sole source award decisions, including negotiation and contract award documentation. (Limit your response to know more than ½ page)

5. Describe your experience in purchasing and/or administering, Indefinite Delivery Indefinite Quantity (IDIQ) contracts and services and commodities using IDIQ contracts. (Limit your response to know more than ½ page)

6. What is your level of knowledge regarding a wide variety of cost and fixed-price contracts, multi-year contracts and extensive use of subcontractors, frequent changes in terms, conditions or funding arrangements, and similar difficulties?

1. None
2. Novice
3. Intermediate
4. Advanced
5. Expert

7. What is your current level of certification in the Acquisition Career Development program?

1. I am not currently certified at any level
2. I am currently pursuing certification.
3. Level I
4. Level II
5. Level III

8. What is your experience in drafting and issuing RFP's?

1. None
2. Have completed fewer than 10, with supervisory assistance
3. Have completed fewer than 10, without supervisory assistance
4. Have completed more than 10, with supervisory assistance
5. Have completed more than 10, without supervisory assistance

Benefits:

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info: <http://www.usajobs.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info: <http://www.usajobs.gov/jobextrainfo.asp#life>
Long-Term Care Insurance is offered and carries into your retirement. More info: <http://www.usajobs.gov/jobextrainfo.asp#ltci>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual vacation leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

Alternative work schedule options are available. If you use public transportation, part of your transportation costs may be subsidized. Our human resources office can provide additional information on how this program is run.

Under a special program, we may reimburse a part of your federally insured student loan. Our human resources office can provide additional information on the program.

You can use Health Care Flexible Spending Accounts for expenses that are tax-deductible, but not reimbursed by any other source, including out-of-pocket expenses and non-covered benefits under their FEHB plans. More Info: <http://www.usajobs.gov/jobextrainfo.asp#FSA>

Other Information:

You must submit all required information by the closing date. If materials are not received, your application will be evaluated solely on the information available and you may not receive full consideration or may not be considered eligible.

The materials you send with your application will not be returned. Send only those materials needed to evaluate your application.

Please do not place your application in a notebook or binder.

Selective Service: If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law. See www.sss.gov for more information.

If you are claiming CTAP/ICTAP eligibility, you must submit a copy of your most recent performance appraisal (at least 'Meets or Exceeds'; or equivalent), proof of eligibility, and your most current SF-50 noting position, grade level, and duty location. Please do not submit a cash/time off award SF-50, as this does NOT verify grade. To be considered under CTAP/ICTAP, you must meet the well-qualified standards for the position. A well-qualified applicant must satisfy the following criteria: In addition to meeting minimum qualifications, including selective factors, education, and experience requirements, the applicant must score at least an 85 on the application questions as established and be able to perform the duties of the position upon entry. For information on CTAP/ICTAP, visit: <http://www.opm.gov/ctap>

Veterans Information: The Veterans Employment Opportunity Act of 1998 (VEOA) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

Veterans Employment Opportunities Act of 1998 (VEOA) entitles you to veterans' preference if you meet at least one of the below requirements:

- During the period December 7, 1941, to July 1, 1955; or
- For more than 180 consecutive days, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- For more than 180 consecutive days, any part of which occurred during the period beginning September 11, 2001, and ending on the date prescribed by Presidential proclamation or by law as the last day of Operation Iraqi Freedom; or
- During the Gulf War from August 2, 1990 through January 2, 1992; or
- In a campaign or expedition for which a campaign medal has been authorized, including El Salvador, Grenada, Haiti, Lebanon, Panama, Somalia, Southwest Asia, Bosnia, and the Global War on Terrorism; or
- A veteran who served any time and who (1) has a present service-connected disability or (2) is receiving compensation, disability retirement benefits, or pension from the military or the Department of Veterans Affairs; or
- Individuals who received a Purple Heart qualify as disabled veterans; or
- An unmarried spouse of certain deceased veterans; or
- A spouse of a veteran unable to work because of a service-connected disability; or
- A mother of a veteran who died in service or who is permanently and totally disabled. Medal holders and Gulf War veterans who enlisted after September 7, 1980, or entered on active duty on or after October 14, 1982, must have served continuously for 24 months or the full period called or ordered to active duty.

The service requirement does not apply to veterans with compensable service-connected disabilities, or to veterans separated for disability in the line of duty, or for hardship. To claim veterans' preference entitlement you must provide the proper documentation by the close of this announcement. See www.opm.gov/veterans/html/vetguide.asp and www.usajobs.opm.gov/EI3.asp for additional information.

Required Documentation:

To claim veterans' preference, veterans should be ready to provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10 point preference will need to submit Form SF-15, Application for 10-point Veterans' Preference.

For more specifics on all veterans employment issues such as Veterans preference or special appointing authorities see the VetGuide.

How to Apply:

All faxed, emailed, mailed, or hand-carried applications must be received in the human resources office no later than 5:00 p.m., Eastern Standard Time, on August 14, 2009.

A. Application/Resume:

You must submit a résumé, Optional Form 612, Application for Federal Employment (OF-612), or any other written application form, such as a Federal style résumé. Your application must contain the following information:

1. Vacancy announcement number (FRTIB-DE-09-021);
Full name:
Social Security Number:
Mailing Address:
Email Address:
Telephone Numbers (day and evening):
Country of Citizenship:
2. Educational information including the name, city and state of colleges or universities you attended, as well as your majors and type and year of any degrees;
3. Information about your paid and nonpaid work experience related to this position, including job titles; duties and accomplishments, ending salary, employers' names and addresses, starting and ending dates (month, day, and year), hours worked per week, supervisors' names and phone numbers and whether or not we may contact current supervisor; and
4. Other qualifications related to this job, including completed job related training courses, certificates, and licenses. You may also note any job-related honors, awards, and special (job-related) accomplishments, but do not send documents (e.g. letters of commendation, newspaper clippings).

B. Transcript(s): Applicants **MUST** furnish a copy of college transcript(s) for work completed.

C. If a prior or current Federal employee, provide a copy of a recent SF-50, "Notification of Personnel Action", that indicates Federal status, grade, tenure, and type of service. (Federal Employees Only)

It is against the law to use Government franked envelopes to submit applications (18 USC 1719).

Do not submit original documents; application material will not be returned.

NOTE: If all required documents are not received by the closing date, you will be rated ineligible, and your application will not move forward to the selection official.

Your application may be hand-delivered, mailed, emailed, or faxed to:

Federal Retirement Thrift Investment Board
Human Resources Office
1250 H Street, NW, Suite 200
Washington, DC 20005
Fax: 202-942-1674
Email: Personnel@tsp.gov (All files must be as attachments)

For additional information about this position, please contact:

Office of Human Resources
Phone: 202-942-1600

Your application contains information subject to the Privacy Act (P.L. 930-579, 5 USC 552a). The information is used to determine qualifications for employment, and is authorized under Title 5 of the U.S. Code, Sections 3302 and 3361.

Contact Information:

Personnel
Phone: 202-942-1600
Fax: 202-942-1674
Internet: nbailey@tsp.gov

Or Write:
FRTIB
1250 H Street, NW, Suite 200
Suite 200
Washington DC 20005
US

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Legal and Regulatory Guidance

Social Security Number - Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you.

Privacy Act - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

Signature - Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

False Statements - If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

What to Expect Next:

This office will not contact you to discuss missing or illegible documents. Once your complete application is received, we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 45 days of the closing date of this announcement. You will be notified of the outcome.