

# Mentoring Resume Preparation for USAJobs Announcement

Review the duties and other subparagraphs in the announcement. Determine if this is the job you wish to apply for. Key in on the “How You Will Be Evaluated” section (see red Text below) and tailor your resume to address each area listed.

## Duties

- You will serve as a contract specialist responsible for the solicitation, analysis, evaluation and negotiation of the contractor's proposals associated with modifications to contracts for the construction of ships.
- You will negotiate (normally with a sole source) changes to contract terms and conditions, specifications, advance payments, profit and cost sharing arrangements to establish reasonable prices within acceptable time frames.
- You will administer the contract from award through closeout, including all milestones in between
- You will initiate correspondence and reports, analyzes status of contract/contractor performance, resolves contractual problems, provides contractual solutions to problems arising in material, quality and technical disciplines
- You will analyze proposals for conformance with the solicitation, performs cost or price analysis, including review of cost data, to determine reasonableness.
- You will coordinate the establishment of a technical evaluation committee to determine acceptability of cost, management and technical proposals.

## Requirements

### Conditions of Employment

- You may be required to travel on short notice and for an extended period of time.
- Positions filled may require Temporary Duty (TDY) travel approximately 65% of the time.
- You may be required to complete training, obtain, and maintain a government credit card for travel and travel-related purchases.
- You may be required to complete ethics orientation within three months of appointment and submit a Confidential Financial Disclosure Report, OGE-450, within 30 days of appointment.
- Must be a US Citizen.
- Must be determined suitable for federal employment.
- Must participate in the direct deposit pay program.

- New employees to the Department of the Navy will be required to successfully pass the E-Verify employment verification check. To learn more about E-Verify, including your rights and responsibilities, visit [www.dhs.gov/E-Verify/](http://www.dhs.gov/E-Verify/).
- This position is covered under the Defense Acquisition Workforce Improvement Act (DAWIA). Certification in the Acquisition Functional Area and category assigned to the position is required within established category timeframes.
- Within the Department of Defense (DoD), the appointment of retired military members within 180 days immediately following retirement date to a civilian position is subject to the provisions of 5 United States Code 3326.
- Males born after 12-31-59 must be registered for Selective Service.
- All qualifications and requirements must be met by the closing date of this announcement.
- You will be required to obtain and maintain an interim and/or final security clearance prior to entrance on duty. Failure to obtain and maintain the required level of clearance may result in the withdrawal of a job offer or removal.
- This position may require travel from normal duty station to CONUS and OCONUS and may include remote or isolated sites. You must be able to travel on military and commercial aircraft for extended periods of time.
- This position may be a designated Critical Acquisition Position (CAP). You must be a member of the Acquisition Corps, become a member, or obtain a waiver at the time of selection and sign a three-year tenure agreement prior to assuming the position.
- You may be required to successfully complete a pre-appointment physical examination.
- Successful completion of a pre-employment drug test (including marijuana) may be required. A tentative offer of employment may be rescinded if you fail to report to the drug test appointment or pass the test. You may be subject to random testing.
- Positions filled may require Top Secret, Top Secret (SCI), you will be notified at the time of selection the security requirement.
- This position is Fair Labor Standards Act (FLSA) non-exempt at the GS-5,7,9 and 11. The position is Fair Labor Standards Act (FLSA) exempt at the GS-12.
- Incumbent must be able to obtain and maintain a determination of eligibility, established by the Department of the Navy Central Adjudication Facility, to be assigned a position of sensitivity or access to classified information.

## Qualifications

In addition to the Basic Requirements for this position, your resume must also demonstrate at least one year of specialized experience at or equivalent to the next lower grade level (GS-11 equivalent) or pay band in the Federal service or equivalent experience in the private or public sector "As Professional Contract Specialist performing pre-award and post-award procedures to analyzing

and negotiating contractor's proposals for modifications to contracts for the construction of surface ships."

Applicant must meet the following Department of Defense qualification requirements for 1102 contracting positions: [http://www.secnav.navy.mil/donhr/Documents/CivilianJobs/DoD\\_Qualification\\_Standard\\_For\\_GS-1102.pdf](http://www.secnav.navy.mil/donhr/Documents/CivilianJobs/DoD_Qualification_Standard_For_GS-1102.pdf)

And the title 10 requirements found here: <http://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title10-section1724&num=0&edition=prelim>

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (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.

## How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

In order to qualify for this position, your resume must provide sufficient experience and/or education, knowledge, skills, and abilities to perform the duties of the specific position for which you are being considered. Your resume is the key means we have for evaluating your skills, knowledge, and abilities as they relate to this position. Therefore, we encourage you to be clear and specific when describing your experience.

When the application process is complete, we will review your resume to ensure 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 ability to demonstrate the following competencies:

- CONTRACT PERFORMANCE MANAGEMENT
- CUSTOMER SERVICE
- ISSUE CHANGES AND MODIFICATIONS
- PROPOSAL EVALUATION (CONTRACTING BY NEGOTIATION)

You should list any relevant performance appraisals and incentive awards in your resume as that information may be taken into consideration during the selection process. If selected, you may be required to provide supporting documentation.

If after reviewing your resume and supporting documentation, a determination is made that you inflated your qualifications and/or experience, your score may be adjusted to more accurately reflect your abilities or you may be found ineligible/not qualified.

Please follow all instructions carefully. Errors or omissions may affect your rating or consideration for employment.

All eligibility, qualifications, and time-in-grade requirements must be met by the closing date of this announcement.

A suggested format is to list each of the bulleted items and provide a paragraph listing qualitative content to each in your submitted resume. You may list other items to demonstrate your knowledge, skills, and abilities, but use the bulleted items at a minimum.