



The Director

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

June 17, 2008

MEMORANDUM FOR CHIEF HUMAN CAPITAL OFFICERS

FROM: LINDA M. SPRINGER
Director

A handwritten signature in blue ink, appearing to be "LMS", written over the printed name and title.

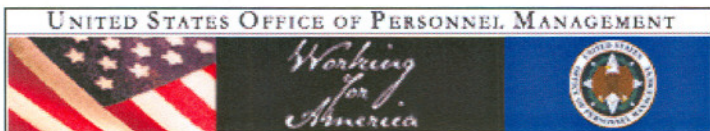
Subject: Template Vacancy Announcement

The U.S. Office of Personnel Management (OPM), in partnership with the Federal Acquisition Institute, developed a template vacancy announcement agencies may use for hiring entry-level Contract Specialists (GS-1102-5). OPM developed this plain-language, streamlined template to improve the hiring process for these Contract Specialist positions Governmentwide.

Agencies may access this template through USA Staffing and USAJOBS under the Employer Services tab. If you have any questions or need additional information, please contact Mr. Daniel Fusco, Manager, Recruiting, Examining and Assessment Group at 202-606-2226 or Daniel.Fusco@opm.gov.

Attachment

cc: Human Resources Director



Agency: **[Insert name]**

Job Announcement Number:
[Insert number]

CONTRACT SPECIALIST, GS-1102-5/7

SALARY RANGE: \$31,751 - \$39,330 USD per year

OPEN PERIOD:

SERIES & GRADE: GS-1102-5/7

POSITION INFORMATION: Full-time/Permanent
Contract Specialist (GS-1102)

PROMOTION POTENTIAL: 12

LOCATIONS:

WHO MAY BE CONSIDERED: United States Citizens

[Insert targeted Career Pattern icons/definitions that apply, e.g., "Time in Career, Mobility, Permanence, Mission Focused, and/or Flexible Arrangements"]

Job Summary:



- *Do you enjoy providing quality customer service?
- *Are identifying problems, analyzing facts, and making recommendations some of your strong suits?
- *Are you a good communicator?

If you are interested in a contracting career, this job is for you! You will act as a business consultant to program managers, advising them on critical decisions in planning for and acquiring the goods and services needed so the United States Government can accomplish its mission. If you are a new professional, **[Insert your agency's branding/marketing/mission information—agency specific benefits/flexibilities that may be attractive to a new professional, e.g., student loan repayment, recruitment or relocation incentives, flexible work schedule, etc.]**

You can go from \$30k-\$70k in 5 years! Great Benefits Package: paid vacation, sick days, holidays, health and life insurance and an excellent retirement package!

Year 1 \$31,751 (GS-5) Year 2 \$39,330 (GS-7) Year 3 \$48,108 (GS-9) Year 4 \$58,206 (GS-11) Year 5 \$69,764 (GS-12)

For additional information about careers in other contracting careers, click here:
fai.gov/faic/

Key Requirements:

- U.S. Citizenship or National
- Registered for Selective Service, if applicable (See [Other Information](#))
- Degree or at least 24 semester hours in fields outlined (See [Qualifications](#))
- Résumé and supporting documents (See [How to Apply](#))
- Complete the [Occupational Questionnaire](#) (Takes approx. 15 minutes)
- Suitable for Federal employment

As a contracting professional you are a strategic member of a team. You collaborate closely with

program and technical managers trusted with key projects. You also work with other agencies and private sector contractors. Most importantly, you are in a pivotal role from day one. Typical work assignments include:

- Work with customers to identify their needs
- Write basic requests for proposals for services or supplies
- Evaluate bids or proposals
- Negotiate contracts for services or supplies
- Purchase services, supplies, equipment or other items
- Monitor contracts

Assignments will become more complex as your training and experience progresses.

Qualifications Required:

[DoD insert qualification requirements.]

You may start at \$31,751 (GS-5) per year if you have the following qualifications:

[Agencies should insert the correct salary depending on location]

- A bachelor's degree from an accredited college or university in any major field of study, **OR**
- 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.

You may start at the higher \$39,330 (GS-7) salary if you have one of these additional qualifications:

[Agencies should insert the correct salary depending on location]

- A bachelor's degree with either a grade point average (GPA) of 3.0 based on a 4.0 scale; a 3.5 GPA (4.0 scale) for required courses completed in major field of study during junior and senior year of 4-year college or university; class standing of upper third of the graduating class in a major subdivision of college; or membership in a National Scholastic Honor Society certified by the Association of College Honor Societies
- One full academic year of graduate education or law school; **OR**
- One year of contracting experience such as:
 - drawing conclusions and making recommendations by analyzing facts and information and making comparisons
 - tracking status of requisitions, contracts and orders
 - using business arithmetic sufficient to compare prices on recurring types of procurements
 - drafting simple contract provisions and supporting documents

How You Will Be Evaluated:

We will review your resume and transcript(s) to ensure you meet the basic qualification requirements. We will evaluate each applicant who meets the basic qualifications on the information provided in the [Occupational Questionnaire](#). The [Occupational Questionnaire](#) covers the following knowledge, skills and abilities/competencies: Customer service, decision making, influencing/negotiation, interpersonal skills, learning, oral communication, problem solving, self-management, teamwork and written communication.

The [Occupational Questionnaire](#) will take you approximately 15 minutes to complete the first time, and you can reuse your score when applying for other contracting positions.

Benefits and Other Information:

Benefits:

Working for **[Insert agency name]** offers a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays, life insurance, health benefits, and participation in the Federal Employees Retirement System. **[Insert agency specific benefits/flexibilities that may be attractive to a new professional, e.g., student loan repayment, recruitment or relocation incentives, flexible work schedule, etc.]** The following Web address is provided for your reference to explore the major benefits offered to most Federal employees. To find out more click here usajobs.opm.gov/ei61.asp

Other Information:

Interagency Career Transition Assistance Program (ICTAP). ICTAP provides most eligible displaced competitive service employees with external selection priority over other outside candidates for competitive service vacancies that other agencies are filling the local commuting area as the employee's present agency from which the employee will be or was separated. If you believe you meet this criteria, you must apply and be found to be well-qualified. **[Insert agency definition of well-qualified]**. ICTAP eligibles must submit one of the following as proof of eligibility: a separation notice; a SF-50 'Notice of Personnel Action' documenting separation; an agency certification stating you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; or a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.

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.

Veterans' Preference: If you are entitled to veterans' preference, you should indicate the type of veterans' preference you are claiming on your résumé. Your veterans' preference entitlement will be verified by the employing agency.

- For 5-point veterans' preference, please provide your DD-214 (Certificate of Release or Discharge from Active Duty), official statement of service from your command if you are currently on active duty, or other official documentation (e.g., copy of military orders, campaign documents as: or expeditionary award citation, etc.) that proves your military service was performed under honorable conditions.
- For 10-point veterans' preference, please submit a [Standard Form \(SF\) 15, Application for 10-Point Veteran Preference](#) and the required documentation.

How To Apply:

You may either 1)  or 2) deliver your application package via **[insert agency procedure]**. Your complete application package will include:

1. Résumé
2. Unofficial or official college transcript(s) listing all college courses completed, credit hours received for each course, major(s), and grade point average or class ranking
3. Occupational questionnaire
 - If you are applying online, [click here](#) to complete the Occupational Questionnaire (this should take approximately 15 minutes the first time, with the option to reuse your scores)
 - If you are NOT applying online,
 - i. [click here](#) to download the questions
 - ii. [click here](#) to download the form you must record your responses on

If faxing in your application package:

Attention: **[Insert name of contact]**
[Insert telephone number]



Send Mail

[Insert complete address]

USA

All electronic submissions or faxes must be submitted and received by **[Insert time]** Eastern Time **[Insert closing date]**. All mailed résumés and/or supporting documents must be received by **[Insert closing date]**. **[Insert agency application receipt procedures if different.]**

What to Expect After You Apply:

After all application packages have been received, we will review your resume and transcript(s) to ensure you meet the basic qualification requirements. We will evaluate each applicant who meets the basic qualifications on the information provided in the [Occupational Questionnaire](#) and may interview the best-qualified applicants. After making a tentative job offer, we will conduct a suitability and/or security background investigation. A final job offer for this position is typically made within 40 days after the deadline for applications.



Questions?

[Insert name of contact]

Phone: **[Insert contact's phone number including area code]**

TDD: **[Insert TDD phone number including area code]**

Email: **[Insert contact's email address]**

religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

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.

[DETAILED VERSION](#)

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USAJOBS Control Number: **[Insert number]**

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