

# NETL Merit Staffing Vacancy Announcement

U.S. DEPARTMENT OF ENERGY - NATIONAL ENERGY TECHNOLOGY LABORATORY  
(NETL)

**ANNOUNCEMENT NO.:** NETL-08-85

**OPENING DATE:** 09/15/2008

**CLOSING DATE:** 10/15/2008

**POSITION:** Contract Specialist, GS-1102-11/12

**LOCATION:** Office of Institutional and Business Operations  
Acquisition and Assistance Division  
Operations Branch B  
Morgantown, WV

**SUBJECT TO:**

Agreement Covering Discoveries, Inventions and Improvements  
Employment & Financial Interest Disclosure  
DOE CTAP (See Attached)  
DOE ICTAP (See Attached)  
1<sup>st</sup> Year Probationary Period (See Notes)

**PROMOTION POTENTIAL:** GS-12

**SALARY RANGE:** (Includes locality pay)  
Morgantown, WV: GS-11: \$54,494-\$70,843 per annum  
GS-12: \$65,315-\$84,913 per annum

**AREA OF CONSIDERATION:** Government-Wide -Federal Career/Career Conditional Employees in the Competitive Service and Veterans who are preference eligibles or who have been separated from the Armed Forces under honorable conditions after substantially completing an initial 3-year term.

**DUTIES AND RESPONSIBILITIES:** The incumbent of this position is responsible for pre-award and post-award functions including determining method of contracting, type of contract, evaluation of response, contract administration, and termination. Provides guidance to technical

personnel involved in the development of specifications for acquisitions and financial assistance and formulates the procurement approach to be taken to best satisfy the requirement. The incumbent also provides guidance in the development of the specifications/statement of work/statement of project objectives, determines the type of award best suited to the requirement, and develops special clauses and the terms and conditions applicable to the solicitation. Prepares solicitations, evaluates proposals, negotiates and awards contracts and assistance instruments with commercial organizations, educational institutions, non-profit organizations, and State, local or foreign governments for furnishing research and development, products, services, and construction.

The incumbent analyzes and evaluates cost or price proposals and coordinates the establishment of a technical evaluation committee to determine acceptability of technical proposals. The incumbent personally monitors awardee's performance through telephone conversations, correspondence, reports, vouchers, and visits for status of performance scheduling, problems that have arisen and proposed solutions, verification of deliveries, and similar activities. Interprets award provisions for contractors/recipients and for government officials and provides and/or arranges for appropriate advice and guidance.

**QUALIFICATION REQUIREMENTS:** Applicants must have general and/or specialized experience and any selective placement factors as described below. This requirement is in accordance with the OPM Qualifications Standards Operating Manual, available in any Government Personnel Office, which specifies when and how education may be substituted for the experience.

**BASIC REQUIREMENTS:**

- A. A 4-year course of study leading to a bachelor's degree with a major in any field;

OR

- B. 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

**SPECIALIZED EXPERIENCE:** Experience such as developing, preparing and presenting terms and conditions in bids or proposals related to the award of contracts; negotiating and awarding contracts, contract modifications and/or subcontracts; administering the terms and conditions of contracts, including such aspects as preparing contract modifications, evaluation of performance under the contract, and contract termination; and formulating policies and procedures for the acquisition of goods or services, participating in procurement management and reviews and contract clearance or other directly related experience in the procurement area.

Applicants for the GS-11 level must have 1 year of specialized experience that equipped the applicant with the knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the GS-9 in the normal line of progression for the contract series; OR 3 full years of progressively higher level graduate education OR Ph.D. OR equivalent doctoral degree.

Applicants for the GS-12 level must have 1 year of specialized experience that equipped the applicant with the knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the GS-11 in the normal line of progression for the contract series.

To qualify for GS-1102 positions on the basis of graduate education, graduate education in or a combination of the following fields is required: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

C. Exceptions: Employees in GS-1102 positions will be considered to have met the standard for positions they occupy on January 1, 2000. Employees who occupy GS-1102 positions at grades 5 through 12 will be considered to meet the basic requirements for other GS-1102 positions up to and including those classified at GS-12. This includes positions at other agencies and promotions up through grade 12. However, employees must meet specialized experience requirements when seeking another position.

### **FOREIGN EDUCATION**

Applicants who have completed part or all of their education outside of the U.S. must have their foreign education evaluated by an accredited organization to ensure that the foreign education is comparable to education received in accredited educational institutions in the U.S. A written evaluation of any foreign education must be provided with your application in response to this vacancy announcement or be received by the closing date of this announcement. For a listing of services that can perform this evaluation, see the National Association of Credential Evaluation Services (NACES) website at <http://www.naces.org/members.htm>. Failure to provide this evaluation will result in you being found unqualified for the position.

PLEASE NOTE: If your foreign education has already been accepted by an accredited U.S. educational institution as part of a degree program with that institution, you do not need to provide an evaluation of foreign education but must submit a copy of the transcripts listing the degree from the U.S. accredited institution that accepted your foreign education.

This is a DOE Acquisition Position in the Contracting field. As outlined in [DOE Order 361.1B](#), selectees for the position at GS-09 through GS-12 levels must meet position requirements for certification at Level II in the Contracting and Purchasing Certification Program within 18 months of entrance on duty.

To read more about the Department of Energy Acquisition Career Development Program visit the website, <http://management.energy.gov/documents/ACMPHandbook.pdf>

Candidates for advancement within the General Schedule must meet time-in-grade requirements of 5 CFR, Part 300, Subpart F.

**BASIS OF EVALUATION**: Qualified applicants will be rated against the established quality ranking factors (QRF). The extent to which a candidate possesses each knowledge, skill, and/or ability will be determined by measuring the level of experience, education, and training as they relate to each quality ranking factor. The quality ranking factors listed below have been weighted by the Selecting Official based on their relative importance to the position being filled. **DETERMINATION OF THE "BEST QUALIFIED" GROUP WILL BE BASED SOLELY ON INFORMATION CONTAINED IN**

**THE CANDIDATES APPLICATION PACKAGE; THEREFORE, CANDIDATES ARE REQUESTED TO SPECIFICALLY ADDRESS EACH QUALITY RANKING FACTOR AND HIGHLIGHT THE SIGNIFICANCE OF THEIR SPECIFIC EXPERIENCE, ENSURING THAT COMPLIANCE WITH FAC-C LEVEL II CERTIFICATION, OR FAC-C LEVEL II CERTIFICATION ELIGIBILITY WITHIN 18 MONTHS, IS ADDRESSED. FAILURE TO ADDRESS THE QUALITY RANKING FACTORS MAY RESULT IN A LOWER RATING.**

1. Knowledge of commonly used acquisition or assistance pre-award and post-award methods and award types; specifically, Requests for Proposals, Funding Opportunity Announcements, resulting in cost reimbursement, cost sharing type awards. (25%)
2. Ability to interpret and apply Federal and Department acquisition and assistance regulations, policies and procedures. (25%)
3. Ability to analyze cost and financial information, business and industry practices, contractor resources, and utilize the information in developing and applying negotiation techniques. (20%)
4. Ability to relay complex financial and administrative information in a clear and concise manner to a variety of audiences in oral form. (15%)
5. Ability to relay complex financial and administrative information, findings and recommendations, procurement decisions or contractual approaches, in a clear and concise manner to a variety of audiences in written form. (15%)

**PERFORMANCE AND AWARDS:** In addition to evaluation of the above quality ranking factors, we will also consider each candidates current or last annual performance appraisal and relevant awards as part of the selection process.

**NOTES:**

The U.S. Department of Energy is an Equal Opportunity Employer.

NOTICE: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. All applicants are subject to Employment Verification (E-Verify).

Relocation expenses may be paid consistent with the Department's policy and guidance.

No warrant is required.

NETL provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the NETL HR Office. The decision on granting reasonable accommodation will be on a case-by-case basis.

Eligible veterans may apply for Merit Promotion Vacancy announcements under the Veterans Employment Opportunities Act of 1998. Recent amendments to the Act provide Veterans with the opportunity, if selected, for career conditional appointments.

Individuals with a disability and 30% disabled veterans may be considered under special hiring authorities.

Probationary period applies to applicants appointed to their first career conditional appointment.

This position is included in the bargaining unit.

This announcement may be used to fill additional positions with the same title, series and grade, basic qualifications, and identical rating criteria including any selective placement factor(s).

On vacancy announcements advertised at more than one grade level, applicants must identify the lowest pay or grade level they will accept; otherwise, the applicant will be rated only for the highest grade level for which they are qualified.

Those applicants who do not meet the minimum qualification requirements within 30 days of the closing date of the vacancy announcement will be determined to be "not qualified."

For more information about the National Energy Technology Laboratory (NETL), please visit our website at [www.netl.doe.gov](http://www.netl.doe.gov). The status of all NETL vacancy announcements can be found at [www.netl.doe.gov](http://www.netl.doe.gov) under career opportunities.

**TO APPLY:** Submit the following: (Note: Applications and any attached materials will not be returned.)

Either a current Optional Application for Federal Employment (OF-612 <http://www.opm.gov/Forms/html/of.asp>), or a Resume (which contains specific information outlined on the attachment to this announcement). Reference the vacancy announcement number on application. **Applications sent electronically will not be accepted.**

Declaration of Federal Employment (OF-306 <http://www.opm.gov/Forms/html/of.asp>). This form is required if using the OF-612 or a Resume because it contains a statement certifying that to the best of your knowledge and belief, all of the information on and attached to the OF-306, is true, correct, complete, and made in good faith. False or fraudulent answers to any question on any part of this declaration or its attachments may be grounds for not hiring or for firing after beginning work, and may be punishable by fine or imprisonment.

Supplementary statement addressing the quality ranking factors which highlights aspects of your background as they relate to the knowledge, skills, and abilities required by the position. Note: Rankings will be based solely on information contained in your application package. **Failure to address the quality ranking factors may result in a lower rating.**

**College Transcript** (Unofficial transcript may be submitted, however, if selected an Official Transcript will be required.)

Foreign Education Equivalency (if applicable).

Annual Performance Appraisal (current).

Notification of Personnel Action (SF-50) (copy/most recent).

Submit application material to the Human Resources Division:

HUMAN RESOURCES DIVISION MS-921-204  
U S DEPT OF ENERGY - NETL  
P O BOX 10940  
PITTSBURGH PA 15236-0940

NETL will only accept applications through the U.S. Mail or Federal Express. Hand delivered or electronic applications will not be accepted from off-site applicants. If using Express Mail, the street address is: 626 Cochran Mill Road.

Applications must be received by the Human Resources Division on or before the **closing date of the vacancy announcement** or **be postmarked by closing date** and received by the Human Resources Division within 5 calendar days after the closing date. Late applications will not be considered.

Questions regarding this announcement may be addressed to Donna Isaac at (412) 386-5822 or [Donna.Isaac@netl.doe.gov](mailto:Donna.Isaac@netl.doe.gov).

**HOW YOU WILL BE NOTIFIED ABOUT THE STATUS OF YOUR APPLICATION:**

You will be notified either by email or mail about the status of your application. If you have additional questions or need other assistance, you may contact the individual listed as the contact person in the vacancy announcement.

## **SPECIAL SELECTION PRIORITY CONSIDERATION FOR SURPLUS OR DISPLACED EMPLOYEES**

Department of Energy (DOE) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE CAREER TRANSITION ASSISTANCE PROGRAM (CTAP)

If you are currently a DOE employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation you may be entitled to special priority selection under the DOE Agency Career Transition Assistance Program (CTAP). To be eligible for special priority selection under the DOE's Career Transition Assistance Program (CTAP) you must meet all of the following conditions:

1. Displaced Employee is: (A) a current DOE career or career-conditional competitive service employee in tenure Group I or II, at a GS-15 grade level or equivalent and below, who has received a RIF separation notice or notice of proposed removal for declining a directed reassignment or transfer of function outside of the local commuting area; or (B) a current DOE employee in the excepted service, serving on an appointment without time limit, at a GS-15 grade level or equivalent and below, who has been given non-competitive appointment eligibility and selection priority by statute for positions in the competitive service, and who has received a RIF separation notice or notice of proposed removal for declining a transfer of function or directed reassignment outside of the local commuting area.

Surplus Employee is: (A) a current employee serving under an appointment in the competitive service, in tenure Group I or II, at a GS-15 grade level or equivalent and below, who has received a Certificate of Expected Separation (CES) or other official certification issued by DOE indicating that your position is surplus, for example, a notice of position abolishment, or a notice stating that you are eligible for discontinued service retirement; or (B) a current DOE employee serving on an excepted service appointment without time limit, at a GS-15 grade level or equivalent and below, who has been issued a certificate of expected separation or other official agency certification indicating that your position is surplus, for example, a notice of position abolishment or a notice stating that you are eligible for discontinued service retirement, and you have been conferred noncompetitive appointment eligibility and special selection priority by statute for positions in the competitive service.

You must submit one of the following with your application as proof of eligibility for this special selection priority: (A) a copy of the RIF separation notice or notice of proposed removal for declining a directed reassignment or transfer of function outside of the commuting area; (B) Certificate of Expected Separation (CES) or other official notice from DOE indicating that you are surplus or eligible for discontinued service retirement; or (C) other official DOE certification identifying you as being in a surplus organization or occupation.

2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.

3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This **must** be submitted with your application package.
4. Be currently employed by the DOE in the same commuting area of the position for which you are requesting priority consideration; or at DOE's discretion, occupy a position beyond the local commuting area. An eligible DOE employee outside the local commuting area, can only exercise selection priority when there are no eligible surplus and displaced DOE employees within the local commuting area who apply and are found well qualified.
5. File your application by the Vacancy Announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Individuals who meet eligibility requirement for special priority selection under CTAP must be well qualified to receive consideration for special priority selection. CTAP eligibles will be considered well qualified if they attain at least a rating score of 85 in a numerical rating.



## **DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP)**

If you are a displaced Federal employee you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration you must:

1. Be a displaced Federal employee. You must submit one of the following as proof of eligibility for this special selection priority: a Reduction in Force (RIF) separation notice, or a notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area; documentation, e.g., SF-50, Notification of Personnel Action, showing that you were separated as a result of RIF or for declining a transfer of function or directed reassignment to another commuting area; official certification from an agency stating that it cannot place you and your injury compensation has been or is being terminated; official notification from the Office of Personnel Management (OPM) that your disability annuity has been or is being terminated; or official notification from the Military Department or National Guard Bureau that you have retired under 5 United States Code 8337(h) or 8456. The following categories of candidates are considered displaced employees.
  - A. Current or former career or career-conditional (tenure Group I or II) at the GS-15 grade level or equivalent and below competitive service employees who:
    1. Received a specific **RIF** separation notice; or a notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area;
    2. Separated because of a compensable injury or illness as provided under the provisions of Subchapter I of Chapter 81 of Title 5, United States Code, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
    3. Retired with a disability under Sections 8337 or 8451 of Title 5, United States Code, and whose disability annuity has been or is being terminated; or
    4. Upon receipt of a RIF separation notice retired **ON** the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or
    5. Retired under the discontinued service retirement option; or
    6. Was separated through reduction in force, or removed for declining a transfer of function or directed reassignment outside the local commuting area.

**OR**

- B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under Section 8337(h) or 8456 of Title 5, United States Code.

**OR**

- C. A current Executive Branch agency employee in the excepted service, serving on an appointment without time limit, at a GS-15 grade level or equivalent and below, who has been given noncompetitive appointment eligibility and selection priority by statute for positions in the competitive service, and who is in receipt of a reduction in force separation notice or notice of proposed removal for declining a transfer of function or directed reassignment outside the local commuting area.

**OR**

- D. A former Executive Branch agency employee in the excepted service, who served on an appointment without time limit, at a GS-15 grade level or equivalent and below, who has been given noncompetitive appointment eligibility and selection priority by statute for positions in the competitive service, and who has been separated through reduction in force or removed for declining a transfer of function or directed reassignment outside the local commuting area.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
  3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This **must** be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
  4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
  5. File your application by the Vacancy Announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
  6. Individuals who meet eligibility requirement for special priority selection under ICTAP must be well qualified to receive consideration for special priority selection. ICTAP eligibles will be considered well qualified if they attain at least a rating score of 85 in a numerical rating.

**Here's what your resume or application must contain (in addition to specific information requested in the job vacancy announcement):**

**JOB INFORMATION**

Give the following information related to the job for which you are applying.

Announcement number

Title

Grade(s)

Identify the lowest pay or grade level you will accept. (You will not be considered for jobs which pay less than you indicated.)

**PERSONAL INFORMATION**

Full name

Mailing address (*with ZIP Code*)

Day and evening phone numbers (*with area code*)

Social Security number

Country of citizenship (*Most Federal jobs require United States citizenship.*)

Veterans' preference

Reinstatement eligibility (*If requested, attach SF-50 proof of your career or career-conditional status.*)

Highest Federal civilian grade held (*Also give job series and dates held.*)

**EDUCATION**

High school

Name, city, and state (ZIP code if known)

Date of diploma or GED

Colleges and universities

Name, city, and state (ZIP code if known)

Majors

Type and year of any degrees received (If no degree, show total credits earned and indicate whether semester or quarter hours.)

Send a copy of your college transcript only if the job vacancy announcement requests it.

**WORK EXPERIENCE**

Give the following information for your paid and nonpaid work experience related to the job for which you are applying. (*Do not send job descriptions.*)

Job title (*include series and grade if Federal job*)

Duties and accomplishments

Employer's name and address

Supervisor's name and phone number

Starting and ending dates (*month and year*)

Hours per week

Salary

Indicate if we may contact your current supervisor.

**OTHER QUALIFICATIONS**

Job-related training courses (*title and year*).

Job-related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed

Job-related certificates and licenses (*current only*)

Job-related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (*Give dates but do not send documents unless requested.*)

**APPLICANT BACKGROUND SURVEY QUESTIONNAIRE**

**PRIVACY INFORMATION**

**General**

The information is provided pursuant to Public Law 935-597 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

**Authority**

Sections 1302, 3301, 3304, and 7201 of Title 5 of the U.S. Code.

**Purpose and Routine Uses**

The information from this survey is used for research and for a Federal equal opportunity recruitment program to help ensure that agency personnel practices meet the requirements of Federal law.

**Effects of Nondisclosure**

Providing this information is voluntary. No individual personnel selections are made based on this information.

**GENERAL INSTRUCTIONS**

The information from this survey is used to help ensure that agency personnel practices meet the requirements of Federal law. Your responses are **voluntary**. Please answer each of the questions to the best of your ability. Please print entries in pencil or pen. Use only capital letters. Read each item thoroughly before completing the appropriate code number in each box.

**Vacancy Announcement No.:** NETL-08-85

**Date (Month, Day, Year):**

**Position:** Contract Specialist, GS-1102-11/12

**Name:**

**How did you learn about the particular position or exam for which you are applying? (You may circle up to three choices.)**

01--Private Information Service

02--Magazine/Newspaper

03--Radio/TV

04--DOE Home Page

05--NETL Home Page

06--OPM USA Jobs

07--Minorities Job Bank

08--Other WEB sites (Specify): \_\_\_\_\_

09--Hard Copy of Vacancy Announcement

10--Agency Personnel Department

11--FRS-Federal Career Opportunities Listing

12--Federal/State/Local Job Information Center

13--Religious Organization

14--School or College Counselor or Other Official

15--Friend or Relative Working for the Agency

16--Friend or Relative Not Working for Agency

17--State Employment Office (Unemployment Office)

18--Private Employment Office

19--Other (Specify): \_\_\_\_\_

**Please categorize yourself in terms of the race/ethnic category and sex using the definitions below: (Please circle one.)**

**RACE/ETHNIC CODE:**

**A--American Indian or Alaskan Native**

Person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

**B--Asian or Pacific Islander**

Person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa

**C--Black, Not of Hispanic Origin**

Person having origins in any of the black racial groups of Africa.

**D--Hispanic**

Person of Mexican, Puerto Rican, Cuban Central or South American, or other Spanish culture or origin, regardless of race.

**E--White, Not of Hispanic Origin**

Person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**SEX: (Please circle one.)**

1--Male

2--Female

**DISABILITY STATUS: (Please circle one.)**

You may submit this form as part of your application package; however, it will be removed upon receipt and forwarded to NETL's Office of the Economic Impact and Diversity Manager.

**Disability Status Codes:**

05. I do not have a disability.

16. Total deafness in both ears, with or without understandable speech.

23. Inability to read ordinary size print, not correctable by glasses (can read oversize print or use assisting device).

25. Blind in both eyes (no usable vision, may have some light perception).

28. Missing one arm or one leg.

33. Missing both hands or both arms or both feet or both legs.

35. Missing one hand or arm and one foot or leg.

64. Partial paralysis of both hands.

65. Partial paralysis of both legs, any part, or both arms, any part.

67. Partial paralysis of one side of the body, including one arm and one leg.

68. Partial paralysis of three or more major parts of the body (arms and legs).

71. Complete paralysis of both hands or both arms or both legs.

72. Complete paralysis of one arm or one leg.

76. Complete paralysis of lower half of body, including legs.

77. Complete paralysis of one side of body, including one arm and one leg.

78. Complete paralysis of three or more major parts (of body) (arms and legs).

82. Convulsive disorder (e.g., epilepsy).

90. Mental retardation (a chronic and lifelong condition involving a limited ability to learn, to be educated, and to be trained for useful productive employment as certified by a state vocational rehabilitation agency).

91. Mental or emotional illness (a history of treatment for mental or emotional problems).

92. Severe distortion of limbs and/or spine (e.g., dwarfism, severe distortion of the back).

06. I have a disability, but it is not listed above. Describe: