

DHS Headquarters

JOB APPLICATION

POSITION INFORMATION

ANNOUNCEMENT NUMBER

DE-10084771-18-CPO

OPEN PERIOD

12/05/2017 to 12/18/2017

POSITION TITLE

Contract Specialist

BIOGRAPHIC INFORMATION

* Required

Name

First *

Denise

Middle

Last (Family/Surname) *

Cann

Suffix (Sr, Jr, III, etc.)

Mailing Address

Use Standard State Postal Code (abbreviations). If outside the United States of America, and you do not have a military address, print "OV" in State and fill in Country, leaving Postal Code blank.

Street Address * (House Number, Street, Apartment, Company, Suite, Unit)

300 Strathmore Way West

City *

Martinsburg

State / Territory / Province

W V

Postal Code *

25403

Country

United States

Phone * (at least one is required)

* Required

Day

Evening

Mobile

DSN

Fax

Email Address * (e.g., my_email@domain.com)

Country of Citizenship *

Eligibilities

* Required

YOU MUST SELECT ONE OR MORE OF THE ELIGIBILITIES LISTED BELOW THAT YOU WOULD LIKE TO BE CONSIDERED FOR. *

1. Do you claim Veterans' Preference? *

- A. NV - I do not claim Veterans' Preference.
- B. SSP - 0-point Sole Survivorship Preference
- C. TP - 5-point preference based on active duty in the U.S Armed Forces.
- D. XP - 10-point preference for non-compensable disability or a purple heart.
- E. CP -10-point preference based on a compensable service-connected disability of 10 percent or more, but less than 30 percent.
- F. XP - 10-point preference based on widow/widower or mother of a deceased veteran, or spouse or mother of a disabled veteran.
- G. CPS - 10-point preference based on a compensable service-connected disability of 30 percent or more.

2. ALL US CITIZENS *

- A. Yes
- B. No

3. Are you a current or former federal employee displaced from the agency hiring for this position? If yes, confirm:

- you are located in the same local commuting area of the vacancy; AND,
- you are applying to a position that is at or below the grade level of the position from which you were or will be separated; AND,
- you are applying to a position that does not have greater promotion potential than the position from which you were or will be separated; AND,
- your last performance rating of record is at least fully successful or the equivalent.

For more information, review the USAJOBShelp Center. To verify your eligibility, you must submit supporting documentation such as a Reduction in Force (RIF) separation notice or a Proposed Removal/Separation notice to include your latest performance rating (if the notice does not have this information included, you must submit a copy of your most recent performance appraisal) and a copy of your latest Notification of Personnel Action, Standard Form 50. *

- A. Yes
- B. No

4. Are you a current or former federal employee displaced from a position in a Federal agency other than the agency hiring for this position? If yes, confirm:

- you are located in the same local commuting area of the vacancy; AND,
- you are applying to a position that is at or below the grade level of the position from which you were or will be separated; AND,
- you are applying to a position that does not have greater promotion potential than the position from which you were or will be separated; AND,
- your last performance rating of record is at least fully successful or the equivalent.

For more information, review the USAJOBShelp Center. To verify your eligibility, you must submit supporting documentation such as a Reduction in Force (RIF) separation notice to include your latest performance rating (if the notice does not have this information included, you must submit a copy of your most recent performance appraisal) and a copy of your latest Notification of Personnel Action, Standard Form 50. *

- A. Yes
- B. No

Assessment 1

* Required

1. Please select a response from the choices below to show how you meet the Basic Education Requirements for this position. *

- A. I have completed a 4-year course of study from an accredited educational institution leading to a bachelor's degree with a major in any field, and I have uploaded transcripts to my application showing the award of this degree.
- B. I have completed at least 24 semester hours from an accredited college in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. I have also uploaded a transcript to my application showing the successful completion of these courses.
- C. I qualify for an exception to the basic requirement since I am a Federal employee occupying a GS-1102 position since January 1, 2000. *Please upload your SF50 showing the assignment to a GS-1102 position with the effective date of January 1, 2000.
- D. I do not have the education or the exception as described above.

2. In addition to the basic qualifications for this position, there are additional qualifications for this Contract Specialist position. Please specify your level of experience in meeting the additional qualifications. *

- A. I qualify for this position at the GS-12 level because I have one full year of specialized experience comparable in scope and responsibility to the GS-11 level in the Federal service (obtained in either the public or private sectors) Such experience includes: performing assignments related to the acquisition of goods and services to support the programs and operations and its subordinate organizational elements. (Note: your resume must fully support this response otherwise you will not be rated qualified.)
- B. My background does not match the description above and I do not qualify for this position.

Select the one statement that most accurately describes your training and experience carrying out each task using the scale provided.

3. Evaluates proposals, costs/prices, and terms and conditions with contractors, and ensures that awards are within applicable laws and regulations. *

- A. I have not had education, training, or experience in performing this task.
- B. I have had education or training in how to perform this task, but have not yet performed it on the job.
- C. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- D. 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.
- E. I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist or train them in doing this task because of my expertise.

4. Consults on a variety of extensive acquisition functions that encompass planning, execution, administration, and termination of complex and sensitive contracts. *

- A. I have not had education, training, or experience in performing this task.
- B. I have had education or training in how to perform this task, but have not yet performed it on the job.
- C. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- D. 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.
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5. Determines contract methods to be used and develops the unique/complex terms and conditions of the solicitation. *

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- B. I have had education or training in how to perform this task, but have not yet performed it on the job.
- C. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- D. 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.
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6. Coordinates contract extensions of periods of performance. *

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- B. I have had education or training in how to perform this task, but have not yet performed it on the job.
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7. Performs contract closeout and any necessary contract cancellation due to nonperformance. *

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- B. I have had education or training in how to perform this task, but have not yet performed it on the job.

- C. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- D. 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.
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8. Creates and maintains all required contractual documentation. *

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- D. 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.
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9. Conducts debriefings for unsuccessful contract offers. *

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- D. 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.
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10. Reports all unlawful behavior by contractors to proper authorities. *

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- B. I have had education or training in how to perform this task, but have not yet performed it on the job.
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Below are the supporting documents submitted with your online application. (Please note that any documents submitted via an alternate application process are not included in this list)

Type	Name	Status	Date Submitted
Other	MD Certificate of Good Standing	Processed	12/18/2017 12:53:34 AM
Resume	Denise Cann Resume 2017	Processed	12/18/2017 12:53:34 AM
Cover Letter			Not Submitted
DD-214			Not Submitted
ICTAP			Not Submitted
OF-306			Not Submitted
SF-15			Not Submitted
SF-50			Not Submitted
Transcripts	UMD Law Transcripts	Processed	12/18/2017 12:53:34 AM
Transcripts	UNC Poli Sci Transcripts	Processed	12/18/2017 12:53:34 AM
VA LETTER			Not Submitted