

**National Background Investigations Bureau (NBIB)
Joint Duty/Detail Announcement**



Directorate:	Contracting and Business Solutions (CBS)
Position Title:	Contracting Officer/Contract Specialist
Grade(s) Considered:	GS-13/12/11 - <i>(or equivalent)</i>
Duty Location:	Multiple locations available – (1) 1900 E Street NW, Washington, DC; (2) Boyers, PA
Clearance:	Top Secret Eligible
Who May Apply:	This job is open to Current Permanent Federal Civilian Employees (internal or external candidate).
Detail Start Date:	EOD is negotiated by the Gaining Directorate Senior Executive and the Home Agency.
Work Schedule	Telework and Alternate work schedules are available. Tour of Duty: M-F 40 hours/week.
Relocation Expenses	Yes, NBIB may reimburse the Home Agency for limited moving expenses only.
Application Deadline:	OPEN UNTIL FILLED

The National Background Investigations Bureau (NBIB) is seeking a Contracting Officer for a **180 day or 12-month reimbursable detail** with a possible extension. NBIB has a niche mission rarely found anywhere else - as the primary service provider of government-wide background investigations for the Federal Government - currently serving over 100 agencies.

Primary Purpose of this Position:

Contracting and Business Solutions (CBS) engages with stakeholders from the earliest need identification to plan, negotiate, award, and administer best-in-class contracts, orders, and agreements that enable the mission of NBIB. CBS finds innovative solutions that fulfill public policy while advancing NBIB's duty to safeguard the integrity and trustworthiness of the federal workforce.

Major Duties and Responsibilities:

Serves as a CBS Contract Specialist. Work assignments will encompass any and all functions performed by CBS including developing policy, assisting in the developing policy, assisting in the development and conduct of training, compiling procurement data information, responding to correspondence from other agencies and Congress, and purchasing supplies and services using either formal contracting or simplified acquisition procedures, and any and all procurement support activities. Under the general supervision of CBS managers, the incumbent is responsible for the following:

- Oversee market research; and developing operational concepts, policies, and program planning;
- Develop acquisition strategies, guidance, planning, and source selection;
- Carry out contract development and execution to provide the most efficient and effective support of NBIB's vision, mission, goals, and objectives;
- Conduct pre-award and post-award functions involving highly specialized procurement of significant importance to the agency;
- Develop acquisition objectives and milestones to obtain the contracted services within the timeframe demanded for the particular project;
- Ensure appropriate funding and required waivers, certifications, approvals and compliance have been obtained for purchase requests;
- Prepare negotiation objectives, participates actively in negotiation procedures, chairs and/or participates in negotiation conferences with senior officials; and,
- Provide technical advice, training, and guidance to lower-graded contract specialists.

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Qualifications Required:

- Demonstrated ability to effectively and successfully engage with and brief senior leadership on difficult issues and foster a collaborative relationship with partners across an organization or agencies; excellent use of tact when expressing ideas and recommendations to senior leaders, customers, peers, team members, and other stakeholders;
- Demonstrated ability to effectively communicate (both verbal and written) complex information in a clear, concise manner that is targeted to and meets the needs of diverse audiences with different perspectives and objectives;
- Knowledge of contracting principles, policies, and procedures;
- Knowledge of business practices and market conditions applicable; and
- Skill in applying contract price/cost analysis techniques to a variety of pre-award and/or post-award procurement actions.

Desired Requirements

- Work experience at more than one federal agency including DoD
- Prior Warranted Contracting Officer Experience (Please include warrant level in Resume)
- DAWIA or FAC-C Level II or Level III Certified

Travel Required

- Occasional travel – You may be expected to travel for this position, up to 25% of the time.

How to Apply:

If you wish to apply for this opportunity, email the items below to leonard.jones@opm.gov and enter the following as the SUBJ: **Joint Duty – Contracting Officer/Contract Specialist/ GS-XX/LOCATION/DATE**

1. COVER LETTER OR SHORT NARRATIVE: Applicants must submit a cover letter or short narrative as a supplement to the resume to elaborate on their qualifications and previous work performed.
2. RESUME: Applicants are encouraged to carefully review the vacancy announcement, particularly the major duties and responsibilities, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity. Limited to five UNCLASS pages.
3. PERFORMANCE EVALUATIONS: Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations. (NOTE: Previous evaluation must be fully successful or higher)
4. CURRENT SF-50: Federal Government employees must provide a redacted (SSN removed) SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.
5. LETTER OF RELEASE/ENDORSEMENT: Applicant must obtain nomination/endorsement from second-level supervisor. Please contact your agency's Human Resource Office for internal nomination procedures. (NOTE: Applicants must provide a signed endorsement letter prior to the scheduling of an interview.)

NOTE: The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. Applicants will be contacted if they are selected for an interview.

Please contact Leonard Jones at (202) 606-0358 or via email leonard.jones@opm.gov if you have any questions.