

Veterans Health Administration

Department: Department Of Veterans Affairs

Agency: Veterans Health Administration

Job Announcement Number:

VG-PH-157275

DETAILED VERSION

CLOSE

PRINT

Overview

Contract Specialist Intern

Salary Range: 30,140.00 - 48,536.00 USD per year

Series & Grade: GS-1102-05/07

Promotion Potential: 11

Who May Be Considered:

U.S. Citizens

Job Summary:

Vacancy Identification Number (VIN): VG157275 (Include on all documents)

Be a member of a team providing compassionate healthcare to veterans.

The **Department of Veterans Affairs** is an employer of choice as a center of excellence in patient care, education and research. We value trust, respect, commitment, compassion, and excellence; we value you. For more information on the Department of Veterans Affairs, go to <http://www.va.gov>.

APPLICANT CHECKLIST: Please use this checklist to ensure compliance with all application requirements. *We recommend that you print a copy of this checklist for reference while completing your application package.* Detailed instructions of the application process are included after the checklist. Be sure to read and follow the instructions carefully.

_____ Responses to the Assessment Questionnaire. (see Step 1)

_____ Resume (see Step 2 for the information you should include on your resume) or Optional Application for Federal Employment (OF-612).

_____ If you are **faxing** your documentation, the United States Application Cover Page **must** be used in order to link your documents with your on-line questionnaire. Failure to provide this cover page - or the use of a different cover page - will prohibit your documentation from being processed. (see Step 3 for url)

_____ If a particular level of education/certification is required OR if you are asking us to qualify you based upon your education, you must submit a copy of your college transcript or an appropriate course listing. (see Step 3)

_____ Veterans must provide a *legible* copy of DD-214(s) showing all dates of service as well as character of service (honorable, general, etc.). Note: More than one DD-214 may be needed to show all dates of service. (see Step 3)

_____ Disabled veterans and other veterans eligible for 10-point preference must also submit an SF-15 (version December 2004) with required proof as stated on the form. (see Step 3)

Key Requirements:

- Please refer to the "Requirements" section of this vacancy announcement.

Duties

Major Duties:

The incumbent serves as Contract Specialist and performs full range of contracting duties to support Veterans Affairs Medical Center in either Puget Sound, WA or Vancouver, WA. The incumbent's duties will include activities associated with acquisition planning, pre-award responsibilities, award actions, post award contract administration, termination, closeout actions, administrative and reporting functions. Incumbent performs other duties as assigned.

*****RELOCATION EXPENSES AND/OR INCENTIVES ARE NOT AUTHORIZED*****

Qualifications and Evaluation

Qualifications:

For the GS-5

4-year course of study leading to a bachelor's degree or a bachelor's degree with 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.

OR

Education beyond the bachelor's degree, e.g., one full year of graduate study or more, master's degree, Ph.D., LL.B., J.D., etc. My field of study for at least one year of my postgraduate education was in one or a combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

For the GS-7:A bachelor's degree in a field that would equip me to perform the work of the position and superior academic achievement.

OR

One full year of graduate level study or Master's or higher degree, e.g., LL.B., J.D., LL.M., Ph.D., etc. The field of study is in one or a combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

OR

One or more years of experience performing work of the type listed in the following examples: developing, preparing, and presenting terms and conditions in bids or proposals related to the award of contracts; or negotiating and awarding contracts, contract modifications, and subcontracts; or in legal practice involving the analysis of procurement policies and procedures; or administering the terms and conditions of contracts, including such aspects as preparing contract modifications, evaluation of performance under the contract, and contract termination; or analyzing proposed prices or costs, including such aspects as evaluating technical and audit reports, forecasting price trends, evaluating economic factors, estimating production efficiencies, and evaluating methods of allocating costs through various types of overhead and general administrative expense.

OR

A combination of graduate education and experience

Additional information on the qualification requirements is outlined in the OPM Qualifications Standards

Handbook of General Schedule Positions. It is available for your review on OPM's web site at <http://www.opm.gov/qualifications> .

APPLICANTS PLEASE NOTE: Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement). Therefore, applicants must report attendance and/or degrees from only these schools. Applicants can verify accreditation at the following website: www.ed.gov/admins/finaid/accred/index.html . All education claimed by applicants will be verified by the appointing agency accordingly.

FOREIGN EDUCATION REQUIREMENTS: To receive credit for education completed outside the United States, you must show proof that the education has been submitted to a private organization that specialized in interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

REQUIREMENTS (Failure to comply may be grounds for withdrawal of an offer of employment, or dismissal after appointment):

- Applicants must meet any physical, language, license or degree requirements.
- Applicants must be citizens of the United States.
- Applicants tentatively selected for certain designated positions may be subject to a random drug screening for illegal drug use. Applicants who refuse to be tested will be denied employment.
- New Appointees may be subject to a probationary period.
- New Appointees will be subject to a background investigation to determine suitability.
- An OF-306, Declaration for Federal Employment (version dated January 2001), **must be submitted prior to appointment.** This form is available at www.opm.gov/forms/pdf_fill/of0306.pdf.

How You Will Be Evaluated:

Please ensure you answer all questions and follow all instructions carefully. Errors or omissions may affect your evaluation. When answering the questionnaire, remember that your experience and education are subject to verification by investigation. You may be asked to provide specific examples or documentation of experience or education as proof to support your answers, or you may be required to verify a response by a practical demonstration of your claimed ability to perform a task.

Benefits and Other Information

Benefits:

The Department of Veterans Affairs offers a comprehensive benefits program that you can customize for your individual medical and financial needs. In addition to traditional "dollars and cents" benefits, we offer a range of benefits to help you balance life with the VA to life outside of work. For additional information about the many benefits of a career with the VA, please visit our "**Benefits at a Glance**" webpage at http://www.va.gov/jobs/job_benefits/benefits.asp .

Other Information:

For a fact sheet explaining how Federal jobs are filled, click on <http://www.usajobs.opm.gov/EI55.asp>.

Priority Consideration: Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. CTAP and ICTAP eligibles will be considered well qualified if they attain an eligibility rating of 90.0 or higher, not including points for veterans' preference, from the facility with the vacancy.

Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

How To Apply:

PLEASE NOTE:

- It is *your responsibility* to insure that all application materials are **RECEIVED** by 11:59 p.m. on the closing date of the announcement (Friday, October 26, 2007) in order to be considered. We cannot be responsible for incompatible software, illegible fax transmissions, interruptions in internet service, etc.
 - You must submit a complete application package. Failure to provide complete information may result in your not receiving consideration for this position.
 - You must submit your assessment questionnaire online (through Application Manager) **or** on OPM Form 1203-FX (and faxed). **Do not send printouts of your Application Manager Questionnaire Answers.**
 - You will not be contacted for additional information.
 - Your application materials will not be returned. Do not submit original documents that you may need in the future.
 - Your application must be completed on-line or faxed. **This office does not accept applications by electronic mail (e-mail), regular mail, or in person.**
-

Applying for this position is as easy as 1, 2, 3...

Just by following three steps, you will submit a complete application package and receive consideration for this position. Be sure to follow the steps carefully and complete all three. Each step is described in detail below.

1. Your responses to the **Assessment Questionnaire**, (*which may be completed electronically or on the OPM Form 1203FX and faxed*),
2. Your **resume** or **OF-612** (*which may be completed electronically, uploaded, or faxed*), and
3. **Other documents** specified in this job announcement (*which may be uploaded or faxed*).

Use *Application Manager* for convenience and quickest processing. Track your progress to a *Complete Application Package* using *My Application Packages* checklist and status displays in Application Manager. Your Application Package status must be *Complete* by 11:59 p.m. on Friday, October 26, 2007.

STEP 1:

Complete and submit the **Assessment Questionnaire**. The questionnaire **must** be completed and submitted in order to receive consideration for this position.

PLEASE NOTE: We highly encourage you to complete the Assessment Questionnaire online as it is the most efficient way to process your responses. Using paper application forms may delay the processing of your application. If you are unable to complete the Assessment Questionnaire online, go to STEP 3 of this announcement and refer to the alternatives described under "**Alternative Methods for Completing the Application Package**"

You must provide responses to all required questions. Be sure to double check your application before submission and click on "**SUBMIT**" when it is complete. Your application is not transmitted to us until **you submit it**.

To complete your Assessment Questionnaire online, click the following link:

[Online Questionnaire](#)

or enter <https://ApplicationManager.org> You can save your work and come back later. To return to Application Manager at any time by simply going back to this web address.

The Assessment Questionnaire must be completed and submitted by 11:59 p.m. on Friday, October 26, 2007.

ASSESSMENT QUESTIONNAIRE

Social Security Number

Enter your Social Security Number in the space indicated. Providing your Social Security Number is voluntary, however we cannot process your application without it.

Vacancy Identification Number

VG157275

1. Title of Job

Contract Specialist Intern

2. Biographic Data

3. E-Mail Address

Please enter your e-mail address in the space provided. If you do not provide an e-mail address you may not receive a notice of your results.

4. Work Information

If you are applying by the OPM Form 1203-FX leave this section blank.

5. Employment Availability

If you are applying by the OPM Form 1203-FX leave this section blank.

6. Citizenship

Are you a citizen of the United States?

7. Background Information

If you are applying by the OPM Form 1203-FX leave this section blank.

8. Other Information

If you are applying by the OPM Form 1203-FX leave this section blank.

9. Languages

If you are applying by the OPM Form 1203-FX leave this section blank.

10. Lowest Grade

Enter the lowest grade (05) you will accept for this position.

05
07

11. Miscellaneous Information

If you are applying by the OPM Form 1203-FX leave this section blank.

12. Special Knowledge

If you are applying by the OPM Form 1203-FX leave this section blank.

13. Test Location

If you are applying by the OPM Form 1203-FX leave this section blank.

14. Veteran Preference Claim

15. Dates of Active Duty - Military Service

16. Availability Date

If you are applying by the OPM Form 1203-FX leave this section blank.

17. Service Computation Date

If you are applying by the OPM Form 1203-FX leave this section blank.

18. Other Date Information

If you are applying by the OPM Form 1203-FX leave this section blank.

19. Job Preference

If you are applying by the OPM Form 1203-FX leave this section blank.

20. Occupational Specialties

The specialty code(s) for this position is (are):

001 CONTRACT SPECIALIST

21. Geographic Availability

The location code(s) for this position is (are):

1482 Seattle, WA

1487 Vancouver, WA

22. Transition Assistance Plan

If you are applying by the OPM Form 1203-FX leave this section blank.

23. Job Related Experience

If you are applying by the OPM Form 1203-FX leave this section blank.

24. Personal Background Information

If you are applying by the OPM Form 1203-FX leave this section blank.

Occupational/Assessment Questions:

OCCUPATIONAL QUESTIONS - Mark only 1 response for each of the following items.

EDUCATIONAL BACKGROUND AND WORK EXPERIENCE

This section asks you to describe your educational background, your work, and other experiences in specific factors which relate to job performance. ALL QUESTIONS MUST BE ANSWERED. Record your answers in (Section 25).

1. From the descriptions below, select the letter that describes the education or experience you have that demonstrates your ability to perform GS-5, Contracting work. If your highest level of education is not described below, choose the letter that describes experience or lower level education that you do have. Mark only 1 response.

A. I have completed a 4-year course of study leading to a bachelor's degree or I possess a bachelor's degree that would equip me to perform the work of the position. 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.

B. I have education beyond the bachelor's degree, e.g., one full year of graduate study or more, master's degree, Ph.D., LL.B., J.D., etc. My field of study for at least one year of my postgraduate education was in one or a combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

C. My education and/or experience is not reflected in any of the above statements.

2. From the descriptions below, select the letter that describes the education or experience you have that demonstrates your ability to perform GS-7, Contracting work. If your highest level of education is not described below, choose the letter that describes experience or lower level education that you do have. Mark only 1 response.

A. I have a bachelor's degree in a field that would equip me to perform the work of the position, and I have superior academic achievement.

B. I have one full year of graduate level study, or I possess a master's or higher degree, e.g., LL.B., J.D., LL.M., Ph.D., etc. My field of study for at least one year of my postgraduate education was in one or a combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

C. I have at least one year of experience performing work of the type listed in the following examples: developing, preparing, and presenting terms and conditions in bids or proposals related to the award of contracts; or negotiating and awarding contracts, contract modifications, and subcontracts; or in legal practice involving the analysis of procurement policies and procedures; or administering the terms and conditions of contracts, including such aspects as preparing contract modifications, evaluation of performance under the contract, and contract termination; or analyzing proposed prices or costs, including such aspects as evaluating technical and audit reports, forecasting price trends, evaluating economic factors, estimating production efficiencies, and evaluating methods of allocating costs through various types of overhead and general administrative expense.

D. I have at least one year of work experience providing administrative and clerical support.

E. I have less than the full amount of graduate education described in "B" and less than the amount of experience described in "C," but I have a combination of the type of graduate education described in "B" and the type of experience described in "C."

F. My education and/or experience is not reflected in any of the above statements.

3. Please fill in "A" for this question.

A. A

4. Please fill in "A" for this question.

A. A

5. Please fill in "A" for this question.

A. A

The following questions ask you to describe your educational background, your work, and other experiences in specific areas which relate to successful job performance.

You are to choose one answer to each question from among the alternatives presented. Then, record your answers in Section 25 on Form C beginning at (Item 6). Do not mark more than one answer for each question. Multiple answers will not be counted. Do not omit answers unless instructed to do so. Other omissions may decrease your score.

6. During high school (grades 9 - 12), I made the semester honor roll:

- A. never
- B. once or twice
- C. three or four times
- D. five or six times
- E. seven or eight times

7. The high school grade I most often received was:

- A. A
- B. B
- C. C
- D. D or lower
- E. I do not remember

IF YOU DID NOT ATTEND COLLEGE, PLEASE SKIP TO ITEM 9

8. The college grade I most often received was:

- A. A
- B. B
- C. C
- D. D or lower
- E. I do not remember

9. In the past three years the number of different paying jobs I have held for more than two weeks is:

- A. 7 or more
- B. 5 - 6
- C. 3 - 4
- D. 1 - 2
- E. none

10. I have been employed in work similar to that of the job covered by this examination:

- A. never employed in a similar job
- B. less than 1 year
- C. 1 - 2 years
- D. 3 - 4 years
- E. over 5 years

11. In the past three years, my primary work experience has been in:

- A. professional or administrative occupations
- B. clerical or sales occupations
- C. service occupations
- D. trades or labor occupations
- E. not employed in the past three years

12. On my present or most recent job, my supervisor rated me as:

- A. outstanding
- B. above average

- C. average
- D. below average
- E. not employed or received no rating

13. In the past three years the number of jobs I have been fired from is:

- A. 5 or more
- B. 3 to 4
- C. 2
- D. 1
- E. none

14. The number of civic or social organizations (which have regular meetings and a defined membership) that I belong to is:

- A. none
- B. 1
- C. 2 or 3
- D. 4 to 6
- E. 7 or more

15. In organizations to which I belong, my participation is best described as:

- A. do not belong to any organizations
- B. not very active
- C. a regular member but not an office holder
- D. have held at least one important office
- E. have held several important offices

16. My previous supervisors (or teachers if not previously employed) would most likely describe my basic math skills as:

- A. superior
- B. above average
- C. average
- D. below average
- E. do not know

ACCOMPLISHMENTS

In this part, you will respond to questions about experiences you have had that are related to the requirements of the job for which you are applying. Please answer YES or NO to each question. Begin marking your responses to the items in this part in Section 25 on Form C beginning at (Item 17). Fill in "A" for YES or "B" for NO.

Answer all questions to the best of your ability. Do not answer YES unless you can provide specific examples or documentation as proof that you have had this type of experience. You may be asked to provide such evidence or documentation at a later stage in the selection process.

Your responses are subject to verification through background checks, job interviews, or any other information obtained during the application process. Any exaggeration of your experience or any attempt to conceal information can result in your being removed from a Federal job and in barring you from seeking Federal employment in the future.

Use the following guidelines to answer these questions:

- (1) Many questions refer to "work" experiences. The word "work" refers to all experiences gained through school, paid employment, military service, voluntary work, and through activities done for professional, charitable, church, community, social, or other organizations, unless otherwise stated.
- (2) Some questions ask for experience in a specific type of setting. For example, if the question says "Have

you done paid work that involved..." then only respond YES if your experience was gained in a paid job.
(3) Do not include personal or home-related experiences unless the question specifically mentions them.
(4) Some questions ask about customers or clients. Customers or clients include any individuals who used or received the products or services that you provided, including individuals inside or outside of your organization. Keep in mind that you may have worked with customers or clients in a variety of settings including those listed in guideline #1 above.
(5) Some questions ask you if you received a grade of B or above on schoolwork. If you were not graded on an A, B, C, D, F scale, use the equivalent of a B or above, that is, an above average grade, on the type of scale on which you were graded. Remember to fill in "A" for YES or "B" for NO.

A- YES

17. Have you successfully done work where your primary responsibility was to help others work out their problems (for example, worked as a therapist)?
18. Have you successfully taught a writing course or worked as a professional journalist, editor, or writer?
19. Have you often been asked to proofread or edit the writing of others for content, punctuation, spelling, and grammar?
20. Have you successfully provided quality service to people with special needs or problems (for example, worked in a hospital, halfway house, special education program, etc.)?
21. Have you successfully done work that regularly involved composing letters or writing reports containing several short paragraphs, such as investigation reports, accident reports, performance evaluations, etc.?
22. Have you successfully done work where you regularly completed routine work assignments with minimal supervision?
23. Have you received a grade of B or above in school courses, taken since high school, that emphasized problem solving (for example, logic, computer programming, etc.)?
24. Have you successfully done paid work that regularly involved troubleshooting and resolving problems with equipment or systems (for example, appliances, vehicles, machinery, computer or electrical systems, etc.)?
25. Have you received a grade of B or above in school courses, taken since high school, that focused on negotiation skills (for example, conflict resolution, labor relations, mediation, etc.)?
26. Have you identified and solved a problem with a procedure, product, or service that benefited the organization (for example, saved the organization time or money, increased sales, reduced errors, etc.)?
27. Have you successfully taught team-building skills in training classes, workshops, or seminars?
28. Have you received formal recognition for your oral communication skills (for example, received certification from Toastmasters International, won a speech contest or debate tournament, etc.)?
29. Have you successfully solved problems that occurred because of a critical emergency or a disruption of a life-saving operation, with very few resources or guidelines (for example, solved problems related to a natural disaster, a power outage in a hospital, etc.)?
30. Have you successfully done work that regularly involved informally providing oral explanations of technical information or other complex information, such as regulations, policies, or procedures?
31. Have you successfully done work that regularly involved interacting with or counseling people with special needs or problems (for example, hospital patients, psychiatric patients, prisoners, people who are elderly or disabled, etc.)?
32. Have you successfully done work where trust and cooperation were a matter of life and death (for

example, firefighting, combat duty, law enforcement, rescue work, etc.)?

33. Have you successfully taught self-management skills (for example, time management, goal setting, career development, etc.)?

34. Have you effectively participated as a member of an extracurricular school team or community team (for example, sports, cheerleading, debate, theater, neighborhood watch, etc.)?

35. Have you successfully done work that regularly involved conducting quality checks or following up with customers or clients to ensure satisfaction with a product or service?

36. Have you successfully done work that involved writing technical or legal reports, or translating technical or other complex material into language that was more easily understood?

37. Have you successfully done work that only occasionally involved helping others work out their problems (for example, worked as a resident advisor in a dorm, camp counselor, etc.)?

38. Have you made presentations where you successfully persuaded someone to do something (for example, support a project, accept your recommendations, purchase a product or service, etc.)?

39. Have you successfully resolved conflicts among group or team members while acting in a leadership role for the group?

40. Have you successfully done work that regularly involved determining appropriate products or services for customers or clients?

41. Have you participated in training classes, workshops, or seminars outside of school that improved your performance at work?

42. Have you successfully done work that required you to live with others 24 hours a day while working with them toward a common goal (for example, completed a tour of duty on a submarine, worked on a wilderness trail-building team or scientific expedition, etc.)?

43. Have you successfully done work that regularly involved answering questions, gathering nonsensitive information, or providing assistance to others, either in person or by telephone?

44. Have you participated in training classes, workshops, or seminars outside of school that helped you improve your self-management skills (for example, time management, goal setting, career development, etc.)?

45. Have you successfully done work where you were responsible for determining appropriate treatment or rehabilitation programs (for example, worked as a probation/parole officer, social worker, counselor, etc.)?

46. Have you successfully owned or managed a business, or done paid work as a contractor or consultant, where business depended on establishing and maintaining good customer relations?

47. Do you regularly monitor your progress toward achieving your career goals (for example, by initiating discussions about your career goals with your supervisor, employee counselor, mentor, etc.)?

48. Have you successfully remained polite and tactful while doing work where one of your primary responsibilities was to handle customer problems or complaints (for example, worked as a customer service representative)?

49. Have you successfully completed a complex research project that included collecting and analyzing information, and reporting conclusions or recommendations?

50. Is your highest level of formal education some college, but no bachelor's degree, or completion of technical, trade, or business school training? (Answer NO to this question if you anticipate receiving a

bachelor's degree within the next 9 months.)

51. Have you successfully done work that regularly involved verifying the accuracy of information or the relevance of information to a problem or a situation (for example, investigative work)?

52. Have you received a grade of B or above on a class project that required working in a group?

53. Have you successfully done work where you had to coordinate vacation schedules, lunch breaks, etc., with other workers?

54. Have you successfully done work that required extensive on-the-job training?

55. Have you submitted articles or similar types of written work that were published in a professional, trade, or scholarly journal or in a nationally recognized newspaper or magazine?

56. Have you worked on several major assignments or projects at the same time with minimal supervision and completed the work on time or ahead of schedule?

57. Have you successfully done work that regularly involved persuading customers or clients to purchase a product or service?

58. Have you received favorable feedback about your ability to provide oral instructions or on-the-job training to others, or about your ability to instruct or coach others in athletic, leisure, or community activities?

59. Have you successfully completed a highly structured, formal training program, not including an apprenticeship for a trade or craft, that required you to learn a complex body of information (for example, training for jobs in insurance, law enforcement, real estate, etc.)?

60. Since high school, have you received a grade of B or above in oral communication classes (for example, speech, public speaking, theater, etc.) or participated in activities that improved your oral communication skills (for example, training classes, workshops, seminars, debate team, speech club, etc.)?

61. Have you successfully worked on a team that included individuals from different occupations or diverse backgrounds?

62. Have you successfully done work that regularly required you to make quick decisions where the consequences were critical (for example, worked as a 911 operator, on an ambulance squad, etc.)?

63. In college, did you have an overall undergraduate grade point average of 3.0 or higher on a 4.0 scale, belong to an honor society, or graduate with honors? (Answer NO to this question if you did not attend college.)

64. Have you successfully done work that regularly involved being on duty by yourself, or completing nonroutine assignments with minimal or no close supervision?

65. Have you successfully negotiated with faculty, staff, advisors, etc., as an active member of the student council in high school or college?

66. Have you earned a degree in an area of study related to oral communication (for example, speech communication, broadcast journalism, etc.)? (Answer YES to this question if you anticipate receiving this degree within the next 9 months.)

67. Have you successfully done work that regularly involved negotiating with customers or clients to modify products or to resolve problems or disputes?

68. Do you have a professional license or certificate issued by a state or other official or professional licensing board indicating your mastery of a specialized body of knowledge (for example, cosmetology, real

estate, certified public accounting, etc.)?)

69. Have you successfully done work that regularly involved answering questions, demonstrating a product or service, or providing assistance to customers, clients, or the public?
70. Have you received formal recognition for your written work (for example, received an award, letter of commendation, excellent performance appraisal rating, etc.)?
71. Have you participated in training classes, workshops, or seminars outside of school that helped you improve your teamwork skills?
72. Have you learned a hobby or leisure activity well enough that you have been asked to do it for others on a voluntary basis?
73. Have you received formal recognition (for example, received an award, letter of commendation, etc.) or been given certain assignments because of your ability to work well in a group?
74. Have you written procedures or instructions that others have followed successfully (for example, instruction manuals, survey instructions, training materials, etc.)?
75. Have you successfully taught a course that focused on interpersonal skills (for example, customer relations, counseling, etc.)?
76. Have you received a grade of B or above on essays or reports written for high school classes?
77. Have you successfully completed a long-term project outside of work where you were solely responsible for doing the work (for example, completed a thesis, wrote a book that was published, prepared a horse for competition that won a ribbon, restored an antique car, etc.)?
78. Have you submitted articles or similar types of written work that were published in a local newspaper, nationally distributed newsletter, or similar type of publication?
79. Have you successfully done work that regularly involved interacting with customers, clients, co-workers, or supervisors who were especially difficult to get along with?
80. Have you received formal recognition for providing good service to customers or clients (for example, received an award, a letter of commendation, an excellent performance appraisal rating, etc.)?
81. Have you successfully done work that involved making personnel decisions (for example, who to hire, promote, or discipline) or deciding how to allocate equipment, materials, staff, etc.?
82. Have you worked on a team that produced measurable improvements (for example, an increase in production, quality, customer satisfaction, or a decrease in costs, number of injuries, complaints, etc.)?
83. Have you learned a hobby or leisure activity well enough that others have paid you to do it?
84. Have you successfully completed a small-scale project (lasting several days or weeks) on or ahead of schedule with minimal supervision?
85. Have you successfully determined space layouts or assignments for equipment, furniture, displays, etc.?
86. Have you successfully persuaded others to volunteer time, money, or resources to a cause, or recruited others to join an organization (for example, college, fraternity, military, etc.)?
87. Have you successfully done work that required you to identify what a customer or client needs?
88. Have you successfully done work that regularly required you to lead or facilitate briefings, meetings, or

conferences, or formally present technical or other complex information to others?

89. Have you written articles or similar types of work that have been included in a school newspaper, community newsletter, or similar type of publication?

90. Have you successfully negotiated with your subordinates to find mutually acceptable solutions for poor performance or inappropriate work behaviors (for example, absenteeism, tardiness, etc.)?

91. Have you developed a formal mechanism to learn more about a problem (for example, developed a survey, conducted interviews or focus groups, etc.)?

92. Have you successfully learned a hobby or leisure activity requiring extensive study or use of complex directions (for example, constructing stereo or computer systems, building a car, making stained glass objects, etc.)?

93. Have you received favorable feedback for oral presentations you have given to management or other officials, or to the public (for example, for speaking at religious services, performing in theatrical productions, etc.)?

94. Have you successfully written reports that presented facts, findings, logical conclusions, and persuasive arguments (for example, wrote a thesis, briefing papers, policy papers, complex research papers, etc.)?

95. Have you successfully done work that regularly involved deciding how best to use the strengths of team members (for example, deciding who to assign to various projects, which player to put in each position, etc.)?

96. Have you devised a strategy to overcome a major setback that successfully enabled you to complete a project on time or within budget?

97. Have you successfully done work where your primary responsibility was to handle customers' problems or complaints, or where you were required to deal with customer complaints that could not be resolved by lower level employees?

98. Have you suggested or made changes to products or procedures that resulted in better meeting customer needs?

99. Have you received formal recognition for solving a work-related problem (for example, received an award, a letter of commendation, etc.)?

100. Have you successfully provided good customer service while constantly working under difficult time constraints (for example, worked in a fast-food restaurant, worked as a stockbroker, etc.)?

101. Have you successfully done work where one of your primary responsibilities was to solve customer problems (for example, provided support services for customers with software problems)?

102. Have you written a play, script, or novel that was sold, published, or produced?

103. Have you successfully remained friendly and polite while briefly interacting with many different clients or customers (for example, worked as a receptionist, bank teller, cashier, waiter/waitress, sales clerk, etc.)?

104. Have you performed home repairs that involved determining the specific problem, determining how to make the repair, and successfully completing the repair (for example, fixed a leaking faucet, re-shingled a roof, etc.)?

105. Have you participated in training classes, workshops, or seminars outside of school that helped you improve your customer service skills?

106. Have you used study or review techniques that helped you learn material more effectively?
107. Have you successfully done work that regularly involved deciding how to handle disorderly people or situations?
108. Have you successfully done work that regularly involved relaying messages to co-workers, or providing information or giving simple instructions to customers or the public, either in person or by telephone (for example, worked as a receptionist, dispatcher, etc.)?
109. Have you successfully done work that frequently required you to present nontechnical information at briefings, meetings, conferences, or hearings?
110. Have you successfully done work that regularly involved listening carefully to others to understand a need, problem, or situation (for example, investigative work, counseling, etc.)?
111. Have you successfully persuaded management, other members of your group, customers, or clients to accept a proposal?
112. Have you successfully negotiated contracts, leases, or prices for services, supplies, equipment, property, etc.?
113. Have you successfully resolved disagreements among a group of peers in a goal-oriented setting (for example, sports team, work group, theater group, cheerleading squad, etc.)?
114. Have you served on a decision-making board or committee (for example, student governing board, planning board, homeowners' association board, etc.)?
115. Have you successfully done work that regularly involved discussing sensitive information with others, or interviewing or surveying people, either in person or by telephone, to gather information they were reluctant to give?
116. Have you successfully reviewed and evaluated forms, applications, documents, or other information, not including contract proposals or bids, to make determinations (for example, to determine approval or denial of loans, eligibility for claims, etc.)?
117. Have you successfully done work that often required you to accommodate last minute requests from customers or clients or to provide quality service in situations where timeliness is critical (for example, worked as a courier or travel agent, worked in newspaper publishing, etc.)?
118. Have you received a grade of B or above in school courses, taken since high school, with a strong emphasis on interpersonal skills (for example, customer relations, counseling, etc.)?
119. Have you successfully completed a large-scale project (lasting several months or longer) on or ahead of schedule with minimal supervision?
120. Have you successfully done work where you played a key role in keeping morale up, fostering team spirit or cooperation, or making a group more productive (for example, worked as a coach, supervisor, campaign manager, pledge trainer for a fraternity or sorority, etc.)?
121. Have you taught yourself skills that improved your performance in school or at work (for example, taught yourself typing, computer skills, a foreign language, etc.)?
122. Have you owned and successfully managed your own profit-making business?
123. Have you formally taught, instructed, or trained others in educational or occupational settings and received favorable feedback about your ability to do so?
124. Have you successfully done work that required you to interact with people at many levels in an

organization?

125. Have you successfully done work that regularly involved interacting with people, other than your co-workers, from a foreign country or from different ethnic or cultural backgrounds?

126. Have you successfully worked closely with a client over an extended period of time to complete a project or resolve a problem?

127. Have you successfully done work that involved deciding which supplies, equipment, or merchandise to purchase for a group or organization?

128. Have you successfully done work that regularly involved interacting or coordinating with people outside of your immediate work group (for example, people from other offices, departments, organizations, etc.)?

129. Have you broken a sales record or a similar record, regularly exceeded quotas or similar productivity standards, or received formal recognition for doing work that surpassed what was expected (for example, received a certificate of appreciation, bonus, etc.)?

130. Have you successfully negotiated bargaining unit contracts?

131. Have you successfully done work in a setting where the fast pace required employees to assist each other to ensure that quality service or products were provided (for example, worked on an assembly line, in a fast-food restaurant, etc.)?

132. Have you successfully provided quality service to many different customers or clients with whom you interacted only briefly (for example, worked as a receptionist, bank teller, cashier, waiter/waitress, etc.)?

133. In high school, did you have an overall grade point average of 3.0 or higher on a 4.0 scale, belong to an honor society, or graduate with honors?

134. Have you received formal recognition for your ability to work well with others (for example, received a letter of recommendation or appreciation, an excellent performance appraisal rating, etc.)?

135. Have you made decisions that turned an unprofitable business into a profit-making operation?

136. Have you effectively served on a problem-solving, planning, or goal-setting committee or team?

137. Have you successfully done work that regularly involved using negotiation or persuasion to help others avoid trouble or conflict or make positive changes in their lives (for example, worked for a crisis hotline, worked as a resident advisor, substance abuse counselor, etc.)?

138. Have you taken the initiative to learn new skills or acquire additional knowledge that improved your performance at work or school, or in leisure activities?

139. Have you successfully remained courteous and tactful while enforcing laws or policies or helping customers, clients, or members of the public who were hostile or upset, not including handling customer complaints (for example, worked in a crisis center, worked as a police officer, parole officer, park ranger, etc.)?

140. Have you successfully done work where your supervisor regularly relied on you to make decisions while he or she was in meetings or out of the office?

141. Since high school, have you received a grade of B or above in writing courses (for example, composition, creative writing, journalism, etc.) or on essays, reports, or term papers written for school courses that were not focused on writing skills (for example, history, geography, psychology, etc.)?

142. Have you participated in post-high school activities that helped you improve your negotiation or

persuasion skills (for example, college debate team, training classes, workshops, seminars, etc.)?

143. Have you been requested to take on additional responsibilities because of your ability to manage your own work effectively?

144. Have you successfully done work that regularly involved making decisions about disclosure of sensitive or confidential information?

145. Have you designed or developed something, on your own initiative, to help you or other employees better complete assignments (for example, designed a training manual)?

146. Is your highest level of formal education a bachelor's degree or higher? (Answer YES to this question if you anticipate receiving a bachelor's degree within the next 9 months.)

147. Have you done work that involved writing brochures, press releases, or speeches?

148. Have you successfully dealt with a disruption to regular operations in a way that allowed for completion of the work or continuation of a noncritical service?

149. Have you effectively worked on a team that was quickly established to function in a crisis situation (for example, worked on a search and rescue mission)?

150. Have you successfully completed an apprenticeship in a trade or craft?

151. Have you received a grade of B or above on oral presentations made for school courses, taken since high school, that did not focus on oral communication skills (for example, history, sociology, etc.), or for any oral presentations made for high school?

152. Have you successfully done work that involved reviewing various contract proposals or contract bids to determine which one to select?

153. Have you successfully negotiated with another person sharing the same resources (for example, negotiated for employees, space, equipment, etc.)?

154. Have you successfully done work where your primary responsibility involved interacting with current or potential customers or clients for the purpose of selling a product or service?

155. Have you received favorable feedback about your interpersonal skills when serving as a leader, instructor, or supervisor for academic, religious, community, sports, leisure, or work activities?

156. Have you successfully done work that only occasionally required you to present information at briefings, meetings, conferences, or hearings?

You must now complete and submit additional application materials (by Friday, October 26, 2007) as required by this vacancy announcement via uploading or faxing this information. To fax application materials, refer to the instructions in Alternative Methods for Completing the Application Package after Step 3 of this vacancy announcement.

STEP 2:

Submit your choice of a Resume or an OF-612 - Optional Application for Federal Employment available at www.opm.gov/forms/pdf_fill/of612.pdf . We must receive a complete resume or OF 612 in order to determine your qualifications for this position.

Your **RESUME** must include the following information:

- **Vacancy Information:** Announcement Number (VG157275), Position Title (Contract Specialist

Intern), and grade (05/07);

- **Personal Information:**
 - Your full legal name and mailing address
 - Day and Evening telephone numbers including area code
 - Country of citizenship
 - Social Security number
- **Work experience** (NOTE: You must include the following information in order to receive credit for your experience):
 - Name and address of employer
 - Your job title
 - The beginning and ending month and year of your employment
 - The average hours worked per week. Full-time work is considered to be 35-40 hours of work per week. Part-time experience will be credited on the basis of time actually spent in appropriate activities. Applicants wishing to receive credit for such experience must indicate clearly the number of hours a week spent in such employment
 - Your supervisor's name and phone number (indicate if we may call your supervisor);
 - A description of your duties that is sufficiently detailed to document the level of your experience. If the position is (was) with the Federal government (military or civilian), state the series and grade or pay grade (rank) and the date of last promotion
- **Education:** Name, location, and dates of attendance for colleges attended (if required). Type and date of degree received (if any);
- **Other:** Training, license(s), or certification(s) relevant to the position

Do not submit letters of recommendation, performance appraisals, position descriptions, examples of your work, etc. **This additional information will not be forwarded to the hiring facility.**

STEP 3:

Submit other required application materials, as applicable.

- If you are using **education** to qualify, you must submit copies of college transcripts or a course listing that identifies for each course completed: the college or university, semester or quarter hours earned, grade, and grade-point average received.

- If you are applying for **Veterans' Preference**, you must submit evidence of eligibility, such as: DD-214 (Certificate of Release or Discharge from Active Duty), or Standard Form 15 (Application for 10-Point Veterans' Preference version dated December 2004), and the proof requested on the form. For Access to DD214 and military records click on this link - [Military Information](#). To print a copy of the SF15 go to www.opm.gov/forms/pdf_fill/sf15.pdf .

Be sure to complete all THREE STEPS of the application process described above in order to submit a complete application package and receive consideration for this position.

ALTERNATIVE METHODS FOR COMPLETING THE APPLICATION PACKAGE

To Complete the Assessment Questionnaire manually, you will need a copy of the answer sheet, referred to as the Occupational Questionnaire - **OPM Form 1203-FX** which can be obtained electronically at

http://www.opm.gov/forms/pdf_fill/opm1203fx.pdf ;

or by calling USAJOBS at 703-724-1850; follow the instructions given;

or by visiting the Human Resources Management Service of the VA Medical Center at the duty location.

You will also need a copy of the vacancy announcement to use as a guide in answering the questions. You **must** provide responses to all required questions. Some questions may request an additional written

response to support your answer, such as *"Please explain or provide additional information to support your response to the above question."* When additional information is requested, please provide your answer(s) on a separate sheet of paper with the corresponding questionnaire number indicated, and type or print your answers legibly. You may omit any sections marked "optional" and be sure to double check your application before submission. **NOTE: The Questionnaire answer sheet is six pages long -- all six pages MUST be submitted even when the number of questions does not exceed page 5. In this case, please complete the top of Page 6 with your social security number and the vacancy ID number.**

You may submit the Form 1203-FX, resume and any supporting documents by fax.

If you are faxing a Form 1203-FX, do not use a separate cover sheet. Simply make sure the Form 1203-FX is on top of any other documents you are faxing.

If you are faxing any documents without the Form 1203-FX on top, always use the official cover sheet which is here - <http://staffing.opm.gov/pdf/usacover.pdf> . Be sure to fill it out completely and clearly. Place your documents in the following order: US Government Application Cover Page; Resume or OF 612 (Application for Employment); Other required application materials.

The fax number is 1-478-757-3144. Feed all documents into your fax machine top first so that we receive them right-side up. If you fax your documents using any other cover sheet, you may not receive consideration.

Mailed, e-mailed or hand delivered applications will not be accepted. If you are unable to upload your documents after completing the Occupational Questionnaire online, you may FAX your documents (resume, transcripts, etc.) as instructed above.

Required Documents:

All of the government forms mentioned in the above statements can be downloaded from the following web address: www.opm.gov/forms or obtained at the Human Resources Management Office of the duty station.

Contact Information:

VHA Nationwide DEU
Phone: (678)924-5785
Fax: (478)757-3144
Email: VISN7DEU@MED.VA.GOV

Or write:

VA MEDICAL CENTER PORTLAND
PLEASE DO NOT MAIL APPLICATIONS
APPLY ONLINE OR FAX ONLY
THANK YOU, DE 00000
Fax: (478)757-3144

What To Expect Next:

WHAT HAPPENS NEXT?

Your resume and supporting documentation will be compared to your responses to the Assessment Questionnaire. The questionnaire is designed to capture the desired knowledge, skills, and abilities for this position. The evaluation you receive is based on your responses to the questionnaire and is a measure of the degree to which your background matches the knowledge, skills, and abilities required of this position.

If your application does not support your responses to the questionnaire, or if you are not able to provide verifying documentation, it may affect your evaluation or result in your name being removed from further consideration.

If you are eligible for veterans' preference, you will be given preference based on the documentation you submit. Please see the "**Veterans Information**" section of this announcement for details.

This office will **not** contact you to discuss missing or illegible documents.

Once your qualifications have been evaluated, your application will be assigned a numeric score. Candidates will be ranked in score order with appropriate points added for veterans' preference.

An ELECTRONIC NOTIFICATION LETTER will be sent to applicants who provide an e-mail address.

If you do not provide an e-mail address, you will receive a notification letter via the U.S. Postal Service. Normal processing time is **4 - 6 weeks**. This office is responsible for initial evaluation **ONLY**. Facilities are responsible for contacting eligible applicants thereafter.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement

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.

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Send Mail to:

VA MEDICAL CENTER PORTLAND
PLEASE DO NOT MAIL APPLICATIONS
APPLY ONLINE OR FAX ONLY
THANK YOU, DE 00000
Fax: (478)757-3144



[Questions?](#)

For questions about this job:

VHA Nationwide DEU
Phone: (678)924-5785
Fax: (478)757-3144
Email: VISN7DEU@MED.VA.GOV

USAJOBS Control Number: 1033320