



USDA Forest Service
 Washington Office
 Business Operations, Acquisition Management
OUTREACH NOTICE



**GS-1102-7/9/11/12 Contract Specialist
11 positions**

**GS-1170-7/9/11/12 Realty Specialist (Leasing)
4 positions**

This is an outreach notice only. Interested candidates should complete the outreach interest form and submit it to fsaqmjobs@fs.fed.us. When the vacancy (job) announcement is posted to the USAJobs website, you will be notified directly. We anticipate advertisement of this job in early June 2011.

Overview. The Forest Service was established in 1905 and is an agency of the U.S. Department of Agriculture. The Forest Service manages public lands in national forests and grasslands, which encompass 193 million acres and has jobs in every area of the country. Be a part of the mission by becoming a Contract Specialist or Realty Specialist (Leasing) for the agency. Read more about the Forest Service in the publication [U.S. Forest Service – An Overview](#).

Acquisition Management Trainee Program. The USDA Forest Service (FS) is planning to advertise fifteen (15) total trainee positions, as follows: GS-1102-7/9/11/12 Contract Specialist (11 positions) and GS-1170-7/9/11/12 Realty Specialist (4 positions). These positions participate in the national Acquisition Management (AQM) Trainee Program, which provides trainees with formal training, on-the-job training, mentoring, shadowing, and other career development opportunities over a three year period to prepare them to assume full-performance Contract Specialist and Leasing Specialist positions within AQM upon successful program completion. The goal of the AQM Trainee Program is to develop talented entry-level personnel into specialists and leaders to address the future staffing needs of the AQM workforce.

Duty Locations

Position Type	Region or Station	Duty Location
1170 Leasing Specialist	Region 1, Northern Region	Missoula, MT (Regional Office)
1102 Contract Specialist	Region 1, Northern Region	Missoula, MT (Western MT Acquisition Zone)
1102 Contract Specialist	Region 1, Northern Region	Missoula, MT (Western MT Acquisition Zone)
1170 Leasing Specialist	Region 2, Rocky Mountain Region	Golden, CO (Regional Office)
1102 Contract Specialist	Region 2, Rocky Mountain Region	Golden, CO (Regional Office)
1102 Contract Specialist	Region 3, Southwestern Region	Phoenix, AZ (Tonto National Forest, Western Zone)

Position Type	Region or Station	Duty Location
1170 Leasing Specialist	Region 4, Intermountain Region	Ogden, UT (Regional Office)
1170 Leasing Specialist	Region 5, Pacific Southwest Region	Clovis, CA (Sierra National Forest, working for the Regional Office)
1102 Contract Specialist	Region 5, Pacific Southwest Region	Nevada City, CA (Tahoe National Forest, Southern California Acquisition Zone)
1102 Contract Specialist	Region 9, Eastern Region	Duluth, MN (Minnesota Shared Service Contracting Unit)
1102 Contract Specialist	Region 9, Eastern Region	Rhineland, WI (Chequamegon-Nicolet National Forest, Lake States Acquisition Team)
1102 Contract Specialist	Southern Research Station	Asheville, NC (Station Headquarters)
1102 Contract Specialist	Southern Research Station	Columbia, SC (Francis Marion & Sumter National Forests)
1102 Contract Specialist	Washington Office	Albuquerque, NM (IT Support Branch)
1102 Contract Specialist	Washington Office	Rosslyn, VA (Operations Branch)

Important Information about the Positions

- These are permanent, full-time positions.
- The positions will be advertised both merit (candidates who are government employees) and demo (candidates from outside the federal government).
- All hiring will be done at the GS-7 level, with full promotion potential to the GS-12 level.
- Transfer of Station (TOS; government payment of moving costs) will NOT be available due to funding constraints. Therefore, applicants from outside the local commuting area must be willing to pay for their own moving expenses if selected for the position.
- Training and other developmental opportunities may require up to 30% travel. Additionally, the trainee should plan for a 120-day detail at another location during the training period.
- Upon successful completion of the three-year training period, the trainee will be assigned to a Specialist-level position by the host Region or Station, with all efforts being made to place the trainee at their training duty location. However, relocation may be required upon completion of the trainee program depending on job openings at that time.
- All Contract Specialist positions require formal education, as is indicated in the section of this outreach called "Education."
- Contract Specialist trainees will be trained for the collateral duty of Buying Team Member, for which they assist in fire and incident (e.g. hurricane, other natural disaster) support in a procurement role.

Duty Station Information. Information on all Forest Service duty stations is available on the Forest Service [Internet](#) site and on the Forest Service [Jobs](#) site.

Additional info on the duty station should be added by field supervisors.

Careers in Acquisition Management. Most careers in Acquisition Management require technical skills, training, and formal education. Additional information on careers in acquisition is available on the [Federal Acquisition Institute](#) site.

Position Duties – Acquisition Management Trainees

Trainees are primarily responsible for increasing their knowledge, skills, and abilities in the profession into which they are hired. Trainees carry out the more common professional assignments in which they have received specific or related training. Typically, assignments are restricted to those situations where more simple and standardized practices and processes are used, and where the environment is known to be cooperative. Trainees generally function in an assistant capacity, working with senior staff members to carry out predetermined phases of assignments designed to provide broad exposure to the work in the profession. Trainees work to increase their networks and contacts in the organization for the purposes of learning and improving performance.

Contract Specialists and **Leasing Specialists** are business advisors for the agency, assisting in the agency mission by performing all aspects of contracting or leasing, including pre-award, award, and post-award administration. They do this by assisting agency customers in defining their requirements, developing a strategy for meeting them, performing the tasks to issue the contracts or leases and then monitoring them to ensure that the agency receives what it is paying for. This involves tasks such as researching the availability of the requirements in the marketplace; determining any special contract or lease terms and conditions that might be needed or the type of vendors that will bid on the requirement; negotiating with the vendors in order to receive the best value for the money; and making sure that once a contract or lease is issued, the agency receives the goods or services in a timely manner and the vendor is paid.

Contract Specialist work involves negotiating and managing contracts for everything from building, bridge and road construction to tree planting, forest fire prevention/suppression and support services (such as acquisition of information technology, oversight contracts, etc).

Realty Specialist (Leasing) work involves negotiating and managing leases for real property, including buildings, warehouses, air tanker and helicopter bases, and other structures.

Education. All Contract Specialist applicants must meet one of the following educational criteria:

- Successful completion of a full four-year course of study leading to a bachelor's degree with a major in any field OR
- Successful completion of at least 24 semester/36 quarter 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
- Employees in GS-1102 positions will be considered to have met the basic requirement 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.

Outreach Notice

Contract Specialist, GS-1102-7/9/11/12 & Realty Specialist (Leasing), GS-1170-7/9/11/12

Full-Time Permanent Position

If you would like to be notified when the positions are advertised, please complete this form and return to **Ashlee Jackson** via email at fsaqmjobs@fs.fed.us or fax (703) 605-5100.

Contact Information

Name:

E-mail address:

Contact Number:

Description of Interest

Interested in These Jobs (*circle or bold*): Contract Specialist Realty Specialist (Leasing)

Interested in the Following Duty Locations:

I understand that no funding is available for moving costs/transfer of station (*circle or bold*): Yes No

Current Federal Employees:

Agency/Forest:

Series:

Grade:

Position Title:

Type of Appointment:

Non-Federal Employees

Current Occupation or Recent College Graduate:

Company/College:

How did you hear about this position?

Replying to this outreach allows us to notify you when the vacancy is posted to USAJobs.