



FORM CD-260  
REV. 6-86  
DAO 202-335

### MERIT PROGRAM

Announcement Number: **PTO-04-155**  
Issue Date: **10/25/04**  
Closing Date: **11/19/04**

# VACANCY ANNOUNCEMENT

TITLE, SERIES, AND GRADE	VACANCY LOCATION	AREA OF CONSIDERATION
Contract Specialist GS-1102-9/11/12 Full performance level: <b>GS-12</b> Multiple positions Competitive Service POPA Bargaining Unit Position	U.S. Patent and Trademark Office Office of the CFO/CAO Office of Procurement Arlington/Alexandria, VA	General Public (Non-Status) PTO Employees with Status Current Federal Employees with Status Reinstatement Eligibles DOC Surplus, Displaced Employees in local commuting area

**Duties:** This position is located in the Office of Procurement. The incumbent solicits bids and proposals to procure a variety of requirements, negotiates and administers contracts, inter-agency agreements, memorandums of understanding, and project agreements. Performs basic analyses for firm-fixed-price or similar contracts. Assists higher-level employees with contract termination processes. Participates as a team member on acquisition management review team. Working as a team member for larger dollar procurements, develops schedules, tracks product deliveries, coordinates with project staff and assists in preparing all procurement documentation.

**Summary of Qualification Requirements:** Must possess either a Bachelor's degree OR have completed at least 24 semester hours of coursework in certain business-related fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods or organization and management. **Due to the positive education requirement applicants must provide transcripts (see note below).**

**In addition to meeting the above requirements** applicants must have had **one year of specialized experience** which has equipped them with particular knowledge, skills and abilities to successfully perform the duties of the position, which is typical to the work of the position to be filled, and is equivalent to the next lower grade level in the Federal Service (**specialized experience** is described below). **Status** applicants/applicants who have held a **General Scheduled (GS)** position within the last 52 weeks **MUST** meet **time-in-grade requirements** in accordance with 5 CFR 300.604. ICTAP/CTAP candidates will be determined to be well qualified if they score 90 or higher when rated against the crediting plan.

**GS-9:** In addition to meeting the positive education requirement discussed above, applicant **MUST** have one year of **specialized experience** equivalent to at least a **GS-7** grade level; **or Master's** or 2 full academic years of progressively higher level graduate education leading to such a degree **in** accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods or organization and management.

**GS-11:** In addition to meeting the positive education requirement discussed above, applicant **MUST** have one year of **specialized experience** equivalent to at least a **GS-9** grade level; **or PhD** or 3 full academic years of progressively higher level graduate education leading to such a degree **in** accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods or organization and management.

**GS-12:** In addition to meeting the positive education requirement discussed above, applicant **MUST** have the **one year specialized experience** equivalent to at least a **GS-11** grade level (**no** educational equivalent, in other words may not qualify based on education alone, Also **MUST** meet minimum requirements of a **Bachelor's degree OR have completed at least 24 semester hours** of coursework in certain business-related fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods or organization and management.

**Specialized experience:** For all grade levels, specialized experience is characterized by the scope and level of difficulty of duties and must have equipped the candidate with the knowledge of contract administration principles, policies, regulations, and procedures; knowledge of various types of contracts, methods of contracting, and selection factors to plan appropriate strategies to procure complex or unusual requirements; ability to conduct negotiations in the pre-award and post-award contracting phases; knowledge of commercial business practices to identify sources, analyze cost and pricing data and contract proposal; and the ability to analyze and evaluate information.

**Note:** Applicants who wish to be qualified based on education **MUST** submit a copy of their transcripts showing specific coursework completed or a listing of college courses showing course number, title, grade, type (semester/quarter hours), and number of credit hours. Graduates of foreign schools **MUST** have their academic credentials evaluated through a recognized credential evaluating institution. Failure to submit the above will result in an ineligible rating. Candidates are required to be a **U.S. citizen**. An official college transcript will be required **before** you can report to duty.

**Evaluation of Qualified Candidates:** will be on the basis of experience, training, awards, supervisory appraisals, and the following factors. **Failure to address each factor may have an impact upon your ranking.**

1. Knowledge of Federal contracting law, basic procurement procedures and techniques and commonly used contracting methods and contract types related to pre-award, post-award and/or price/cost analysis functions.
2. Familiarity with business practices and market conditions, sufficient to provide operational support of procurement systems, gather and analyze data, prepare reports, and recommend actions for process improvements.
3. Ability to analyze contractor proposals, particularly IT acquisitions, in order to establish responsiveness, past performance, price reasonableness so as to determine the offeror's ability to meet the requirement. Skill in assessing business practices and market conditions in order to develop sound business negotiation objectives.
4. Experience in preparing documentation that is factual and persuasive in regard to contractual situations. Demonstrate the ability to communicate precisely and understandable using correct grammar.

**How To Apply - Submit The Following:**

1. Candidates may submit a resume **OR** OF-612 (form can be assessed from the following web site: <http://www.opm.gov/forms/html/of.asp> - [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf))
2. Most recent supervisory appraisal and a recent copy of a SF-50, Notification of Personnel Action (**Status Candidates Only**)
3. Vacancy announcement number, position title and grade level(s) you are applying for **must** be recorded on the application submitted. If the grade level is **not** indicated, candidates will be considered **only** at the highest grade for which qualified.
4. College transcript or List of College Courses. Graduates of foreign schools **MUST** have their academic credentials evaluated through a recognized credential evaluating institution (**see Note above**). Candidates are required to be a **U.S. citizen**.
5. **Status** candidates who want to be considered under **both** merit promotion and competitive procedures must submit **two** complete applications.
6. Statement of qualifications relating to each of the **Ranking Factors**.

Applications submitted by mail with a **postmark of on or before the closing date** of this announcement will be considered **only if received in the USPTO, Office of Human Resources**, five (5) working days after the closing date.

**FOR SPECIFIC INFORMATION CALL: Bonnie Guzman (703) 305-8516 or Ronald Taylor (703) 305-4324  
TDD# 1-800-828-1120 or Relay System**

For more employment opportunities visit our web site at [WWW.USPTO.GOV](http://WWW.USPTO.GOV)

**MAILING ADDRESS:**  
US Patent and Trademark Office  
Mail Stop 171  
Office of Human Resources  
P.O. Box 1450  
Alexandria, VA 22313-1450

**WHERE TO APPLY IN PERSON:**  
US Patent and Trademark Office  
Office of Human Resources  
2011 Crystal Drive CPK1 - 707  
Arlington, VA

## VACANCY ANNOUNCEMENT SUPPLEMENTAL INFORMATION

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

### I. REGARDLESS OF WHICH APPLICATION FORM/FORMAT IS USED, APPLICANTS SHOULD ADDRESS THE FOLLOWING:

1. The announcement number, title and grade of the position for which you are applying.
2. **Personal information**
  - a. Full name, mailing address (including ZIP Code), home and work telephone numbers (including area codes)
  - b. Social security number
  - c. Country of citizenship
  - d. Veteran's preference: If you wish to claim 5-point veterans preference or if you are applying under the Veterans Readjustment Appointment provisions, you must include dates of military service and a copy of each Certificate of Release or Discharge from Active Duty, DD-214. If you are claiming 10-point veterans preference, you must also include SF-15 and the appropriate proof required by that form.
  - e. Competitive status: if you are a current or former Federal employee, and if the announcement is open to status applicants only or if you wish to be considered as a status applicant, you must submit a copy of your SF-50, Notification of Personnel Action, which shows you have status.
  - f. Veterans who are preference eligible or who have been separated from the armed forces with honorable conditions after 3 years or more of continuous active service may apply. (Under merit promotion procedures.)
  - g. Highest federal civilian grade held, including job series and dates held.
3. **Education**
  - a. High school - name, city, state and ZIP Code (if known) and date you received diploma or GED.
  - b. Colleges and universities - name, city, state and ZIP Code (if known), majors(s), type(s) of degree(s) received and date(s) received. If you did not receive a degree, show total credits earned and indicate whether semester or quarter hours. Submit copies of undergraduate and/or graduate transcripts if the announcement specifies minimum education requirements, if you are qualifying based on allowable substitution of education for experience or if you are qualifying based on Superior Academic Achievement (see the announcement for details).
4. **Job-Related Work Experience (Paid and Non paid)**
  - a. Job title (include series and grade if Federal)
  - b. Duties and accomplishments
  - c. Employer's name and address
  - d. Supervisor's name and telephone number
  - e. Starting and ending dates (month and year)
  - f. Hours per week,
  - g. Salary
  - h. Indicate if we may contact your current supervisor.
5. **Other Qualifications**
  - a. Job-related training courses (title and year)
  - b. Job-related skills (i.e., other languages, computer hardware/software, tools machinery, etc.)
  - c. Typing and/or stenography speed
  - d. Job-related certificates and licenses (current only). Do not send copies unless required in the announcement.
  - e. Job-related honors, awards and special accomplishments (i.e., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Give dates but do not send documents unless requested.

### II. CTAP/ICTAP

1. CTAP candidates must apply for the vacancy, submit proof of eligibility for CTAP consideration, have a current performance rating of record of at least fully successful or the equivalent, and be within the Washington, D.C. Commuting area.

### III. GENERAL INFORMATION

1. Applications mailed in Government franked envelopes will not be considered.
2. Applications submitted by telefax will not be considered.
3. Applications submitted by email will not be considered.
4. Applications submitted by mail with a postmark of on or before the closing date of this announcement will be considered only if received in the USPTO, Office of Human Resources, within five (5) working days of the closing date.
5. Applicants must meet all eligibility requirements by the closing date of the vacancy announcement.
6. Applicants must be citizens of the United States (or owe allegiance to the United States).
7. Applicants with disabilities, disabled veterans, or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status should clearly specify their special eligibility on their application.
8. If selected, male applicants born after December 31, 1959, must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
9. Applications will not be returned to applicants.
10. Applicants will receive notification of the outcome of a vacancy announcement as soon as possible after a selection is made.
11. If a vacancy is for a supervisory or managerial position, the selectee may have to serve a supervisory/managerial probationary period.
12. If a vacant position is filled at a grade below the full performance level, the selectee may be promoted without further competition. However, this implies no promise or guarantee of promotion.



13. Qualification requirements in the vacancy announcement are based on OPM Qualifications Standards for General Schedule positions.
14. Privacy Act requirements (PL 93-579): the application forms prescribed are used to determine qualification for promotion, reassignment, or employment and are authorized under Title 5, U.S.C. sections 3302 and 3360.
15. Candidates outside of the USPTO who are referred for consideration will be required to complete the Declaration for Federal Employment, OF-306.
16. For any vacancy, employees of the Department of Commerce may be considered before other applicants.
17. Relocation expenses will not be paid.

The United States Patent and Trademark Office will provide reasonable accommodations to applicants with disabilities. If a reasonable accommodation is needed for any part of the application process, please notify the human resources representative identified under the 'How To Apply' section of this announcement. Decisions on reasonable accommodation will be made on a case-by-case basis.