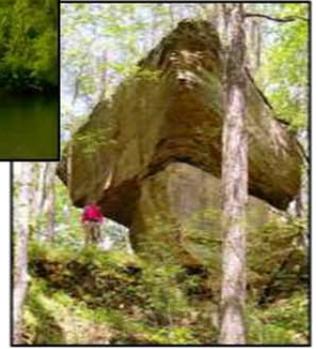


[Type text]



OUTREACH
HOOSIER NATIONAL FOREST
BEDFORD, IN

Contract Specialist
GS-1102-11/12

The Hoosier National Forest in southern Indiana will be filling a Contracting Specialist position within our organization. This position also has the potential to be located on one of the following forests: Wayne National Forest in Ohio, Shawnee National Forest in Illinois or Monongahela National Forest in West Virginia.

The Position: Duties of the position involve serving as the Contract Specialist in a full range of contracting duties. The position must maintain a Federal Acquisition Certification in Contracting (FAC-C) or equivalent at Level I or II and possess sufficient education and experience necessary to secure a Level 1 or IIA warrant upon entry into this position.

GS-11

- Performs market analysis to determine the availability of commercial items and possible vendors.
- Develops new sources, based upon projected needs of the Government and industry analysis.
- Develops the solicitation.
- Evaluates bids or offers submitted.
- Plans and conducts negotiations on price.
- Awards or recommends award.
- Incumbent is responsible for ensuring the procurement duties are implemented in accordance with the FAR, etc.
- As CO, conducts prework conference with contractors and Contracting Officer Representatives.
- Reviews contractor requests for deviations.
- Approves or disapproves progress payments, etc.
- Prepares detailed findings and documentation in cases of dispute over contract terms or specifications.
- Terminates contracts for default.
- Negotiates settlement of contractor's claims
- Ensures necessary actions taken to close contract files.
- Performs other duties as assigned.

[Type text]

GS-12

- Identifies appropriate contract type including small business requirements.
- Serves as contract specialist responsible for all aspects of the contracting transactions.
- Prepares solicitation documents, and incorporates provisions.
- Analyzes proposals for conformance with the solicitation.
- Negotiates price, contract specifications, delivery dates, incentives, and other terms of conditions.
- Coordinates contract administration activities for long-term, extensive technical service contracts and/or cost type contracts.
- Conducts inspections and acceptance procedures where necessary.
- Negotiates complex modifications to contracts.
- Prepares timely responses to congressional inquiries FOIA requests or other sensitive correspondence.
- Serves as technical expert and advisor.
- Responsible for ensuring the procurement duties assigned are implemented in accordance with FAR etc.
- Performs other duties as assigned.

The Hoosier National Forest encompasses over 200,000 acres in South Central Indiana stretching south from Bloomington to the Ohio River. The Forest is located within a two hour drive of Cincinnati, Ohio, Evansville and Indianapolis, Indiana, and Louisville, Kentucky. The Hoosier has land in nine counties starting just south of Bloomington, Indiana and stretching all the way to the Ohio River.

The Hoosier National Forest sits in the hills of Southern Indiana. The Forest provides a range of opportunities and resources for people to enjoy. The many recreation opportunities including camping, fishing, hiking, horseback riding, hunting, mountain bike riding, and viewing scenery. The only congressionally designated wilderness in Indiana, the 13,000 acre Charles C. Deam Wilderness provides opportunities for users desiring higher levels of solitude. In addition the Forest has over 265 miles of trails for hiking, biking, or horseback riding.

The Hoosier National Forest organization is non-traditional with emphasis on placing specialists closer to the ground. Certain Forest-level staff functions that traditionally reside in a Supervisor's Office work in a team environment and serve as District-level program managers. This serves to broaden District interdisciplinary teams and improve technology transfer, customer service, and quality of stewardship. We view the Districts as the backbone of the Forest Service organization and emphasize customer service at that level. Additional information about the Forest may be found at <http://www.fs.fed.us/r9/hoosier>.

The Shawnee National Forest includes about 280,000 acres of National Forest System land and is the single largest publicly owned body of land in the State of Illinois. Within those lands, one can find the following:

- Seven Congressionally-designated Wilderness Areas (about 10% of the Forest)
- Six candidate Wild and Scenic Rivers
- Four National Natural Landmarks
- Four heritage resource sites on the National Register of Historic Places
- Two National Scenic Byways (NSB)
 - Great River Road NSB, extending along the Mississippi River
 - Ohio River NSB, along the Ohio, where it begins in Pennsylvania, traveling to Cairo, Illinois, where the Ohio meets the mighty Mississippi
- 80 designated Natural Areas considered important for botanical, ecological, geological or zoological reasons (about 5% of the Forest). Ten of these natural areas are designated by the Forest Service as Research Natural Areas (9 ecological areas and 1 botanical area) to focus research on these high value ecological sites.
 - 56 ecological areas



[Type text]

- 14 botanical areas
- 3 geological areas
- 14 zoological areas

The Supervisor's Office is located in Harrisburg with a Ranger Station in Vienna and a Work Center in Jonesboro. The Forest sits at the confluence of the Mississippi and Ohio Rivers and is rich in history, reflecting the pioneer movement of Americans into the west. The Forest is predominantly oak-hickory, although pine was planted in many areas in the past. Swamps contain tupelo and cypress communities. Razorback ridges associated with the Ozark upthrust are found on the west side of the Forest; the broader ridges associated with the Shawnee hills are found on the east side of the Forest. The Wisconsin glacier stopped north of the Shawnee, so the Grand Prairie (and its corn fields) most associated with the state of Illinois starts 40 miles north of the Forest.

The Forest is within a day's drive (350 miles) of more than 45 million people, or 17% of the U.S. population. (U.S. Census Bureau, 7-1-97 estimate) Additional information about the Forest may be found at the [Shawnee National Forest](#) website.

The Wayne National Forest. The 241,000 acre Wayne National Forest in southeastern Ohio is divided into three units managed out of two Ranger District offices located in Nelsonville and Ironton, with a field office in Marietta. The Forest is located within a few hours drive from Columbus, Akron, Cleveland, Dayton, Cincinnati, Louisville, and Pittsburgh. There are over 300 miles of trails on the forest for hiking, all-terrain vehicle (ATV) riding, mountain biking, or horseback riding. Our boundaries surround a checkerboard pattern of ownership, with public and private ownership interspersed.

The Monongahela National Forest consists of over 919,300 acres of Federal ownership in 10 West Virginia counties, making it the fourth largest National Forest in the 20 northeastern states. The Forest is within a day's drive of one-third of the population of the United States and is a recreation destination and tourism attraction hosting over 3 million visitors annually. The topography is varied with elevations ranging from 900 feet at Petersburg to 4,863 at Spruce Knob, the highest point in West Virginia. The Forest has four Ranger Districts, 2 Visitor Centers, 5 Wilderness Areas, and the Spruce Knob – Seneca Rocks National Recreation Area (the nation's first Forest Service National Recreation Area).

Questions: For additional information or questions, please contact:
Melany Glossa – Forest Supervisor
812-279-4739 (office)
mglossa@fs.fed.us (email)

If interested in this vacancy, please complete and return the Outreach Response by April 3, 2013.

[Type text]

HOOSIER NATIONAL FOREST
Contract Specialist
GS-1102-11/12

PERSONAL INFORMATION

Name: _____ Date: _____

Address: _____

Phone: _____ Email address: _____

Are you currently a Federal employee? Yes _____ No _____

If YES, CURRENT REGION/FOREST/DISTRICT: _____

CURRENT SERIES AND GRADE: _____

CURRENT POSITION TITLE: _____

AGENCY EMPLOYED WITH: _____ USFS _____ BLM _____ OTHER: _____

TYPE OF APPOINTMENT: _____ PERMANENT _____ TEMPORARY _____ TERM
_____ VRA _____ PWD _____ OTHER

IF NOT A CURRENT PERMANENT (CAREER OR CAREER CONDITIONAL) EMPLOYEE, ARE YOU ELIGIBLE TO BE HIRED UNDER ANY OF THE FOLLOWING SPECIAL AUTHORITIES:

- _____ PERSON WITH DISABILITIES
- _____ VETERANS READJUSTMENT
- _____ DISABLED VETERANS W/30% COMPENSABLE DISABILITY
- _____ VETERANS EMPLOYMENT OPPORTUNITIES ACT OF 1998
- _____ FORMER PEACE CORPS VOLUNTEER
- _____ STUDENT CAREER EXPERIENCE PROGRAM
- _____ OTHER _____

Please return before April 3, 2013.

Fax # 812-279-3423 (attention Melany Glossa or Pam Kruse)

mglossa@fs.fed.us or pkruise@fs.fed.us

I will send you an e-mail message when the vacancy announcement is posted on USAJOBS.opm.gov.

Thank you for your interest in this position.