



# **BECOME AN AIR FORCE CIVILIAN CONTRACTING PROFESSIONAL**



## **Position: Contract Specialist, GS-1102 Series Eglin Air Force Base, Florida**

### **Position Description:**

Contract Specialists have one of the most essential jobs in the Air Force today, purchasing the equipment and services that Air Force men and women need in order to protect this great country. These purchases range from state-of-the-art aircraft and billion dollar weapons systems to the night vision goggles, simulators, IT equipment, and services that make the Air Force mission possible. In order to make these purchases possible Contract Specialists negotiate contracts with the corporate giants of the defense industry, which puts them at the negotiating table with companies like Lockheed Martin, Boeing, Raytheon, and Northrop Grumman. The end goal is simple - obtain the greatest technologies possible to support the warfighter at a fair and reasonable price.

The responsibility that comes with this job is challenging but rewarding. As a result, the Contract Specialist training program (Copper Cap) is extensive, typically lasting three or four years, and includes opportunities to work on multiple programs. Part of the training is “on-the-job” training, where you learn as you go from your Contracting Officer, mentor, and other Contract Specialists. The other part of the training is provided in a classroom environment where you will attend classes in the art of negotiation, contract law, contract pricing, and much more. The end result is that our program creates the finest, most well-rounded Contract Specialists the Department of Defense (DoD) has to offer.



### **Benefits:**

- ❖ **Salary:** Starting salary is at the General pay Schedule (GS) level-07 w/Bachelors (~\$40,033) or GS-09 w/Masters (~ \$48,968). Candidates who meet their performance expectations receive automatic raises annually until they reach their target grade of GS-12. Second year: GS-09 or GS-11 (~\$59,246); Third year GS-11 or GS-12 (~\$71,012); and Fourth year GS-12. After reaching a GS-12, further promotions become competitive, however, potential for growth exists beyond the GS-12 level, dependent upon your future performance.
- ❖ **Loan Repayment:** The Student Loan Repayment Program (SLRP) may be offered for eligible candidates. A three year service agreement is required.
- ❖ **Leave and Holidays:** There are ten paid federal holidays, plus you accrue sick and annual leave during every two-week pay period. Sick leave is accrued at 4 hours per pay period (13 days per year) throughout your career. Annual leave is accrued at 4 hours per pay period (0-3 years of service), then 6 hours per pay period (3-15 years), and ultimately 8 hours per pay period (over 15 years).
- ❖ **Retirement:** The Government offers a three-tiered retirement system including a retirement plan based on number of years worked, social security after reaching an eligible age, and a 401(k) that has Government matching.
- ❖ **Training:** The Government offers formal classroom training as well as online courses through the Defense Acquisition University (DAU) where you have the opportunity to achieve professional level certifications in various acquisition career fields; i.e. contracting, program management, etc. Additionally, the Government offers a variety of courses that help with your daily work environment ranging from leadership and change management to learning to use different computer software.

- ❖ Travel: Opportunities exist both foreign and domestic.



### **Conditions of Employment:**

- ❖ Obtain and maintain an appropriate security clearance.
- ❖ Position may be subject to random drug testing.
- ❖ Position may require the signing of a Financial Disclosure Statement prior to appointment and annually thereafter.
- ❖ Mobility – Position may require you to relocate during, or after, completion of your training. However, in the last 10 years Eglin AFB has been able to retain and onboard all intern employees.
- ❖ Successful completion of all training and regulatory requirements. You will be required to attend DAU courses to achieve a Level II certification in the contracting acquisition career field. You will be required to achieve a Level II certification by the completion of your internship program. Failure to achieve required certification within the required timeframes may result in removal from the position. After graduating from the program, you will also have the opportunity to pursue a Level III certification.

### **INTERNSHIP QUALIFICATIONS:**

For entrance into the Copper Cap Intern Program, applicants must meet the following qualifications:

- ❖ Must be a **U.S. Citizen**
- ❖ Have earned a Bachelor's Degree or higher from an accredited College or University
- ❖ Have taken a minimum of 24 semester hours of business related courses in any combination of the following: Accounting, Business, Finance, Law, Contracts, Purchasing, Economics, Industrial Management, Marketing, Quantitative Methods, or Organization and Management; and
- ❖ Have a 2.95 or higher cumulative GPA

### **HOW DO YOU APPLY FOR THE COPPER CAP INTERNSHIP PROGRAM AT EGLIN AFB?**

To apply, please complete the following steps:

**STEP 1:** All potential candidates must apply on the USAJobs website at [www.usajobs.gov](http://www.usajobs.gov). There are three postings on the website for Eglin AFB, FL; internship positions for individuals with a Bachelor's or a Master's degree. The posting contains a job description, qualification requirements, and instructions for applying. Below is the link to the job postings:

Copper Cap Internship Job Announcements:

<https://www.usajobs.gov/Search/?keyword=copper+cap&Location=&AutoCompleteSelected>

**STEP 2:** Submit your resume and copy of your official transcript(s) via email expressing your interest in applying for a Copper Cap intern position and confirming you have applied on the USAJobs website. You will need to submit copies of official transcripts from ALL the schools you have attended.

Please submit all emails to Sharon Lovelace, [sharon.lovelace@us.af.mil](mailto:sharon.lovelace@us.af.mil) and Sue Stanley, [sue.stanley@us.af.mil](mailto:sue.stanley@us.af.mil). **All applicants must have all of their information submitted to the designated POCs, Ms. Lovelace and Ms. Stanley, no later than close of business (5pm CST) on Tuesday, 10 January 2017. NO EXCEPTIONS.**

This is your opportunity to begin a successful civilian career with the United States Air Force. You are the key to your success!

Helpful Websites:

- USAJobs: [www.usajobs.gov](http://www.usajobs.gov)
- Info about Acquisition Careers and the application process: <http://aflcmc.afacquisitioncareers.com/>



**U.S. AIR FORCE**