



NRO Cadre

Contract Specialist (1102) – Entry/Developmental (GG7/GG9)

Are you a negotiator? Do you enjoy managing or overseeing complex legal agreements or contracts? Are you a finance, accounting, business or economics major looking for an exciting challenge? Does managing and overseeing multi-million dollar acquisition and procurement contracts for reconnaissance satellite systems to ensure the safety and security of the United States interest you? Does a career with an “out of this world” mission sound intriguing?

If so, the National Reconnaissance Office (NRO) is looking for you!

Currently, the NRO Cadre is looking for Contract Specialists. This is a developmental position with training and guidance provided for career progression. The incumbent performs developmental duties and responsibilities in the assigned area of work.

Major responsibilities and duties include:

- Supports the management all aspects of contract management, including contract formation, solicitation, negotiations, cost analysis, administration, termination and closeout
- Plans, develops and establishes procurement plans, strategies, and approaches for acquisition projects
- Supports the development of procurement objectives for the program regarding competition and price range; constructs the contract vehicle
- Prepares statement of work, acquisition plans, source selection plans and solicitation documents
- Responsible for contract administration functions following award throughout the contract life cycle
- Monitors and ensure contractor performance in accordance with the terms of the contract
- Supports negotiations and issues contract modifications driven by technological advances or upgraded operational requirements

You must be a U.S. Citizen to apply. This position requires that you obtain and maintain a TS/SCI security clearance. You will also be subject to pre-employment and periodic drug testing and a polygraph examination.

Qualification Requirements

This position requires minimum education of a Bachelor’s degree from an accredited educational institution authorized to grant baccalaureate degrees AND 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) in addition to the requirements below.

Applicant must have directly applicable experience that demonstrates the possession of the knowledge, skills, abilities, and competencies necessary for immediate success in the position.

Please submit copies of your transcripts.

Entry/Developmental (GG-07 to GG-09)

Salary Range for Washington DC Area: \$45,972 - \$73,105

GG-7: A Bachelor’s in a related occupation is qualifying for this level

GG-9: A Master’s degree in a related occupation is qualifying for this level

Qualifying experience may have been acquired in any public or private sector job, but will clearly demonstrate past experience in the application of the particular competencies/knowledge, skills and abilities necessary to successfully perform the duties of the position. Examples of qualifying experience are: Applying knowledge of commonly used contracting methods and contract types relating to the performance of preaward, postaward, and/or contract price/cost analysis functions when the contract actions are well defined and well precedented; and, familiarity with business practices and market conditions applicable to program and technical requirements sufficient to evaluate bid responsiveness, contractor responsibility, and contractor performance.

Send your resume and transcripts to NRO-Cadre-Staffing@nro.mil and include two letters of reference relevant to your field. Be sure to include how you heard about us and your position of interest in your email.

DCIPS Coverage

These positions are a Defense Civilian Intelligence Personnel System (DCIPS) position in the Excepted Service under 10 USC 1601.

Additional Information About Working for NRO Cadre

Basic Eligibility for a position with NRO:

- U.S. Citizenship is required
- You must be able to obtain and maintain a TS/SCI security clearance
- You will be subject to pre-employment and periodic drug testing
- You will be subject to pre-employment and periodic polygraph examinations

Hiring Incentives

The NRO may offer hiring incentives and other entitlements at management's discretion.

Trial Period

All new DCIPS employees will be required to serve a 2-year trial period.

Veterans' Preference

DoD Components with DCIPS positions apply Veterans' Preference to preference eligible candidates as defined by Section 2108 of Title 5 USC, in accordance with the procedures provided in DoD Instruction 1400.25, Vol 2005, DCIPS Employment and Placement. If you are a veteran claiming veterans' preference, as defined by section 2108 of Title 5 USC, you must submit documents verifying your eligibility with your application package.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) for federal employees & job applicants](#)

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.

- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.