



## **(FEDERAL) CONTRACT ADMINISTRATOR – Fort Detrick, MD (Frederick, MD)**

### **CLEARANCE LEVEL: TIER I – NCIC/NACI**

We are looking for a dynamic and responsible Contract Administrator to join our team at Fort Detrick, Maryland. A successful Contract Administrator shall provide Service Contract Management (SCM) Field Support for acquisition life cycle management support from conception to close-out; be self-directed; and possess leadership, organizational, communication, and interpersonal skills. The Contract Administrator will have the ability to work independently with little to no supervision. This position is in support of the AFMOA/SGM located at Fort Detrick, Maryland.

### **RESPONSIBILITIES**

- Assist and provide guidance to MTFs and MAJCOMs regarding all service contract acquisition life cycle tasks from conception to close-out, as required by the MTF's local contracting agency. The Contractor shall work directly with the MTF or MAJCOM representative, who in turn communicates the respective local contracting agencies' requirements. Direct communication with the local contracting agency will be at the discretion of the MTF or MAJCOM COR.
- **Shall have knowledge of the Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulation Supplement (DFARS), Air Force Federal Acquisition Regulation Supplement (AFFARS), contract-related instructions, and Standard Operating Procedures (SOPs) to respond to MTF issues, concerns, and inquiries.**
- Coordinate all logistical requirements for service contract meetings, teleconferences, and training workshops. These include, but are not limited to, reserving a room/teleconference line, providing meeting information to attendees, reserving hotels, etc.
- Develop training presentations as assigned by the AFMOA/SGMP Program Manager (PM).
- Work closely with the Service Contract Management Cell (SCMC) Central Contract Management (CCM) Team to maintain a current list of AFMOA and AFMSA managed central contract CORs and ensure MTFs are provided with updated information within one duty day of receiving the name(s).
- Coordinate with the SCMC CCM Team to ensure requesting MTFs receive copies of their respective central contracts, modifications, QASPs, and other documents as required by the AF PM/COR overseeing the contract.
- Coordinate with various agencies involved with executing service contracts (e.g., 771 ESS, 773 ESS, AFICA, CCM Team) as required to accurately respond to MTF inquiries. Act as a liaison between MTFs, AFMOA leadership, and AF PMs/CORs.
- Assess MTF and MAJCOM issues and concerns, analyze issues for possible trends, and provide a recommendation to resolve or decrease negative trends and problem areas to the AFMOA/SGMP PM.
- Provide applicable AF service contract updates, as determined by the AFMOA/SGMP PM, to Medical Logistics Flight Commanders, MTF SCMs, and MTF CORs on behalf of AFMOA leadership.
- Maintain open communication with AFMOA leadership (e.g., AFMOA/SGMP PM, Procurement Branch Chief, Deputy Air Force Medical Logistics, and Director Air Force Medical Logistics),

internal/external customers, and other government functional SMEs regarding status of responsible tasks and issues through regular working conversations, briefings, presentations, and meetings.

- Have knowledge of the missions, roles, functions, organizational structures, and operation of the DoD, AF, and customer MAJCOMs that govern, interface with/influence the acquisition process.
- Assist MTF SCMs and MTF CORs in understanding and identifying the appropriate FAR, DFARS, AFFARS, and contract-related AFIs, as required, to accurately draft and maintain pre- and post-award documentation.
- Execute AFMOA-led acquisition surveys and data calls. Compile, analyze, summarize, and provide written feedback and findings to AFMOA leadership in a format pre-determined by the AFMOA/SGMP. Report information by suspense date, or as requested by the government.
- Conduct briefings during SCM workshops and teleconferences to train on service-contract-related topics.
- Compile, analyze, and maintain annual reporting metrics as required by DHA in accordance with DHA-IPM 18-008, Information Collection Requirements. Report information annually within 10 days of suspense provided by the government.

#### **MINIMUM PERSONNEL QUALIFICATIONS AND CONTRACTOR EXPECTATIONS**

- Bachelor's degree in business administration, business management, healthcare administration, logistics, acquisitions, or a related field.
- Five years' work-related experience in one of the following disciplines/labor categories or as a SME: medical contracts, requirements generation, acquisitions, life cycle management, acquisition support, or purchasing and procurement of DoD services.
- Must demonstrate the ability to meet PWS requirements without further training, except for familiarization of policies and procedures that govern the Air Force Medical Service. Motivate and mentor others through use of training and coaching skills. Communicate information on programs and activities, both orally and in writing, to diverse audiences.
- Knowledge of government regulations, policies, procedures, and limitations within scope of responsibilities.
- Ability to coordinate with all management levels required by DoD policies or procedures.
- Proficient in Microsoft Office applications.
- **Must have an active favorable Tier I (NCIC/NACI).**

#### **PHYSICAL REQUIREMENTS**

The physical requirements are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**The above job description is not intended to be an all-inclusive list of duties and standards of the position. Other instructions and related duties may be assigned by the employee's manager.**

HyQuest Consulting Solutions, LLC, is an Equal Opportunity Employer (EOE), and we seek to create an inclusive workplace that embraces diverse backgrounds.