



# CONTRACT SPECIALIST



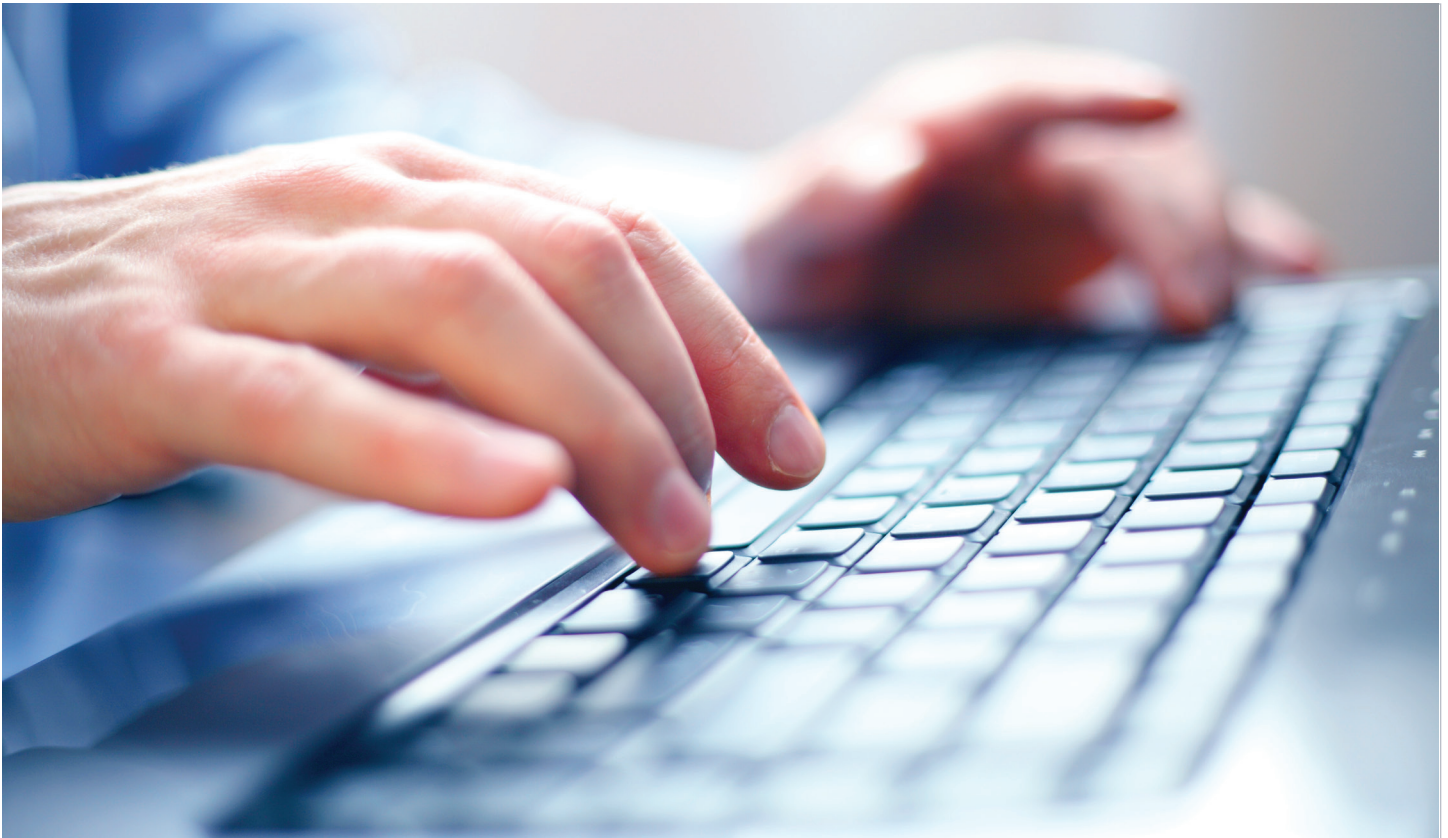
At the Federal Bureau of Investigation (FBI), contract specialists perform a range of functions related to acquisition strategy. They plan, award, and administer various contracts to include supplies, services, construction, and research and development.

## An Inside Look

Contract specialists are the only FBI employees allowed to contractually obligate federal government funds for the purchase of goods and services. They engage in highly complex contract negotiations representing large dollar values. Unlike at other federal agencies, our contract specialists manage the full lifespan of their contractual agreements. They also work with federal agency partners to identify procurement requirements and source-selection procedures based on evaluation factors, prepare solicitation packages, implement industry

standard negotiation tactics, and provide all contract administration.

Contract specialists work out of our Clarksburg, WV office and our new FBI campus in Huntsville, AL. Our Huntsville campus is a 38,000 acre federal research, development, testing, and engineering center at the Redstone Arsenal, which also houses the Hazardous Devices School and the Terrorist Explosive Device Analytical Center.



## Procuring Products and Services

Contract specialists are involved in the procurement of a wide range of FBI goods and services. Their purchases have a direct impact on our mission.

Examples include:

- Building construction
- Helicopters
- IT hardware and software
- Professional services
- Forensics software
- Ammunition
- Drones
- Night-vision goggles (NVGs)
- Advertising services

## Necessary Experience

To become a contract specialist, you must have a bachelor's degree or higher from a U.S.-accredited college or university and have completed at least 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.

- A Federal Acquisition Certification in Contracting (FAC-C) is desired but not required.
- Training and certification can be achieved on the job and in accordance with FBI Procurement Training Plans. Certification requirements may be viewed at: [www.fai.gov](http://www.fai.gov).
- For contracting professionals coming from the Department of Defense, a valid Defense Acquisition Workforce Improvement Act (DAWIA) certification is equivalent to a FAC-C at the same certification level, provided the FAC-C education and continuous learning requirements have been met. Your resume and transcripts must clearly demonstrate meeting these requirements.

# AN FBI CAREER IS ALL ABOUT DEDICATION

While both challenging and rewarding, there are specific entry qualifications required to join the FBI. Those who complete the process become part of a dedicated team that keeps our country safe.

## Minimum Qualifications

- Be a U.S. citizen
- Be able to obtain a Top Secret Clearance
- Be in compliance with the FBI Employment Drug Policy
- Have a bachelor's degree or higher from a U.S.-accredited college or university (as noted on the previous page)
- Possess a valid driver's license

## Automatic Disqualifiers

- Non U.S. citizenship
- Conviction of a felony
- Violation of the FBI Employment Drug Policy
- Default on a student loan issued by the U.S. government
- Failure of an FBI-administered drug test
- Failure to register with the Selective Service System (males only)
- Knowingly or willfully engaged in acts or activities designed to overthrow the U.S. government by force
- Failure to pay court-ordered child support
- Failure to file income tax returns

## Applicant Process

### 1 Inform & Apply

Visit [FBIJobs.gov](https://www.fbi.gov/jobs) to view careers and open positions.

### 2 Interview & Selection

Be advised that the hiring process can take a year or more.

### 3 Conditional Job Offer & Background Investigation

Once accepted, undergo a thorough background investigation.

### 4 Final Job Offer

Upon hire, attend the FBI Academy in Quantico, VA, for a short new employee introduction course.



[fbijobs.gov](https://www.fbi.gov/jobs)

The FBI is an equal opportunity employer.  
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