



U.S. Army Mission and Installation Contracting Command Directorate of Contracting - Fort Carson, CO Contracting Intern Program

The Mission and Installation Contracting Command Directorate of Contracting – Fort Carson provides full acquisition support to Fort Carson in the areas of services, supplies and construction. This position is an Contract Specialist Intern (upward mobility) position, preparing the individual to perform as a journeyman level Contract Specialist in the installation level contracting office. Contract Specialist Interns are full-time, salaried employees. As an Intern, you will be provided both formal classroom and on-the-job training in all aspects of Government contracting. Most work is performed in a typical office environment but may require visits to other locations on Fort Carson to include outdoor locations. At the end of the program, you will be a fully-trained Army contracting professional; executing contracts on behalf of the Army for vital goods and services in support of the soldier in the field and the Global War on Terrorism.

You are Eligible to Apply if You (all elements are required):

- Are a graduate of a four-year bachelor degree program in an accredited college or university
- Have successfully completed a minimum of 24 semester hours (or 36 quarter hours) of college level business courses
- Have a minimum overall undergraduate Grade Point Average (GPA) of 2.95 out of a possible 4.0, OR are in the top ten percent of your graduating class (regardless of GPA). NOTE: undergraduate GPA criteria do not apply if you have successfully completed a Master’s Degree program
- Are a U.S. citizen.
- Are able to meet the requirements of a pre-employment U.S. government security clearance and credit check.
- Are willing to sign a mobility agreement (Interns are trained at Fort Carson; however, they may be moved to another location, at Government expense, upon graduation.)

Salary and Benefits:

- Enter the program at the GS-07 level (2010 salary: \$38,790).
- After completing mandatory training and receiving a successful performance appraisal, at the end of year one you would be promoted to the GS-09 level (2010 salary: \$47,448)
- At the end of the second year you would be promoted to the GS-11 level (2010 salary \$57,408).
- Salary tables are adjusted annually by Congressional action to keep pace with the inflation.
- You would begin earning both sick leave and annual (vacation) leave beginning from day one.
 - Sick leave accrues at the rate of four hours every two-week pay period.
 - Annual leave accrues at the rate of four hours per pay period during your two year training period, and then increases to six hours per pay period. When you reach your fifteenth year in Government service, your annual leave accrues at the rate of eight hours per pay period.
- Retirement/pension program is three-pronged, including a pension fund, Social Security, and the Thrift Savings Plan, which is transportable and similar to a 401k Plan.
- Health and Life Insurance.
- Outstanding advancement and travel opportunities.

Email your resume and a copy of your unofficial transcript no later than 29 January 2010 to: Peggy Maxwell, peggy.maxwell@us.army.mil