

Qualifications

- Legally blind
- US Citizen
- Preferred education:
 - 4 year degree or equivalent work experience
 - Concentration in Business based curriculum
- Highly proficient in:
 - Computer technology (Word, Excel)
 - Assistive technology (JAWS, Window Eyes, ZoomText)
 - Work-life skill use

Training

- DAU coursework (online)
 - CON 100: Shaping Smart Business Arrangements (Required)
 - CON 110: Mission-Support Planning (Recommended)
 - CON 111: Mission-Planning Execution (Recommended)
 - CON 112: Mission-Performance Assessment (Recommended)

(DAU catalog course descriptions – 2009 @ <http://catalog.dau.mil/onlinecatalog/doc/Catalog2009.pdf>)

- ✦ • Two day contract closeout training (classroom)
- Computer (Word, Excel, other)
- Assistive technology (ZoomText, JAWS, other)
- Proprietary Government software/systems elemental to work performed:
 - Procurement Desktop-Defense (PD2)
 - Software Professional Solutions (SPS)
 - Other customer specific applications as required
- Work-life skills
- Additional training needed to meet customer requirements

Responsibilities

- Will complete contract close out process as required by standard operating procedures and directed by site supervisor.
- Maintain 100% accountability of folder/documents throughout the close out process.
- Responsible for contacting agencies to acquire written payment history through electronic or verbal means.
- Responsible for contacting manufacturers or contractors to acquire written delivery history through electronic or verbal means.
- Determine if obligated funds match required payment or if there is an opportunity to de-obligate funds or a need to obligate additional funds with supervisor review.
- Provide completed folder for close-out review by contract closeout supervisor.
- Prepare closeout documents for contracting officer review and approval as required by standard operating procedures.
- Complete daily and weekly reports to track metrics throughout the close-out procedure.

- Provide customer service required contracting officers concerning folders presented for close-out.
- Upon closure of contract, redistribute folder for temporary storage awaiting destruction.
- Assist in improving existing standard operating procedures to improve productivity.