



U.S. Department
of Veterans Affairs

VA Acquisition Academy
Acquisition Intern Program (AIP)

Do you have a Bachelor's Degree or a minimum of 24 business credits?

Congratulations, you may qualify to apply for entry level Contract Specialist positions within the Federal government through USAJOBS.GOV.

How do I find Contract Specialist positions on USAJOBS.GOV?

Create an account in USAJOBS.GOV and establish saved searches for the types of positions you are interested in and include email notification frequency for those positions. Saved searches should specify interest in **Contract Specialist** positions, job series **1102** at the **GS 7** pay grade.

How do newly hired entry level Contract Specialist with the Department of Veterans Affairs receive training?

Employees within the Department of Veterans Affairs (VA) typically receive the necessary contracting training through the VA Acquisition Academy in Frederick, MD. The VA Acquisition Academy offers contracting courses that lead to the contract specialist certifications as well as an Acquisition Intern Program (AIP), through the Acquisition Internship School.

How do I participate in the Acquisition Intern Program (AIP)?

Although we do not hire into the AIP or accept applications, VA Contracting Offices hire entry level contract specialists through USAJOBS.GOV and may choose to use our AIP for their training. Once selected in a position at a VA Contracting Office, AIP participants are sent to Frederick, MD to complete a holistic 22 month accelerated professional training program where graduates satisfy all educational requirements for Federal Acquisition Certification in Contracting (FAC – C) Levels I and II.

How do I find Contract Specialist positions on USAJOBS.GOV that plan to use the AIP for training?

Saved searches should specify interest in **Contract Specialist** positions, job series **1102** at the **GS 7** pay grade with the **Department of Veterans Affairs**. These announcements may list multiple vacancies/locations. Contract Specialist position announcements will typically include information regarding training in Frederick, MD and may mention our **VA Acquisition Intern Program** or our **VA Acquisition Internship School**. If an announcement is released, saved searches can be established to send email notifications as often as indicated regarding matches to job search criteria. If an interested candidate applies for such a position through USAJOBS and is selected for an interview, they would be contacted by the hiring organization.

How often are Contract Specialist positions available?

Contract specialist positions are typically readily available through USAJOBS.GOV for various government agencies. Contract Specialist positions are posted based on the needs of the organization at the time of posting. Based on a multitude of reasons, we cannot provide an anticipated date of upcoming USAJOBS.GOV announcements by organizations intending to utilize our AIP.

Where can I learn more about the Contract Specialist GS-1102 career field series and the qualification standards?

Visit the Office of Personnel Management website, OPM.GOV.

What if I do not have a Bachelor's Degree or a minimum of 24 business credits?

Veterans with service-connected disabilities that do not have a college degree or sufficient business college credits to qualify as a Contract Specialist may be eligible to participate in the Warriors to Workforce (W2W) Program. After successful completion of the W2W Program, participants advance to the AIP.

Where can I learn more about the Acquisition Intern Program (AIP) or Warriors to Workforce (W2W) Program?

Visit our website at www.acquisitionacademy.va.gov/schools/internship.