

Government Contracting: Quick Reference Guide

Welcome to Your GovCon Guide from Tier One Talent

At Tier One Talent, we're here to help you navigate the Government Contracting (GovCon) industry with confidence. Whether you're just getting started or looking to deepen your career, we're available to support you with any questions or concerns you may have. This guide is designed as a quick reference to help you understand key terms and make informed choices as you explore different job opportunities.

We also offer free assistance with resume reviews, interview preparation, and guidance specific to the IC and GovCon roles. Our team is committed to helping you find a great career fit. Feel free to reach out to us anytime — we're here to help you succeed at every stage of your journey.

1. Take your time – do not rush into any decisions if you are unsure
2. Ask questions – if you don't understand, ask about it
3. Reach out for help – do not be afraid to ask for assistance

Common Terms:

1. Government Contracting (GovCon): Where private companies work with government agencies under specific contracts or task orders to provide services or products.
2. IDIQ (Indefinite Delivery, Indefinite Quantity): A flexible contract structure allowing the government to assign specific tasks over time as needs change.
3. Task Order (TO): A specific project issued under an IDIQ contract. TOs outline exact requirements, timelines, and budgets for tasks within the larger contract.
4. OY (Option Year): Additional years the government can renew on a contract, providing potential for multi-year job stability.
5. Prime Contractor: The primary company holding the main contract with the government.
6. Subcontractor (Sub): Smaller companies on the contract that are given specific Task Orders & a certain number of positions to fill or work to be performed for the customer. The Prime Contractor chooses which Subs will be on the program – the Subs submit proposals to the Prime to be considered for the contract.
7. Customer or Client: The government agency (e.g., DoD, NGA, DHS) that owns and oversees the contract.
8. Defense Information System for Security (DISS): A system used to track security clearances for personnel.

Key Questions to ask the Recruiter or Company Representative:

1. Compensation and Benefits
 - What is the total compensation (salary, bonuses, relocation assistance)?
 - What benefits are offered (insurance, retirement, PTO)?
 - How is pay scheduled, and are there overtime or shift differentials?
2. Position Details
 - Where is the work location? Are there remote, travel, or relocation expectations?
 - Is relocation assistance provided?
 - What training is required, and is it pass/fail?
 - What's the work schedule? Does it rotate?
3. Contract and Customer Information
 - Is the company a Prime or a Subcontractor?
 - What option year is the contract in?

- Who is the customer agency (e.g., NGA, DIA)?

4. Deployment & Rotation(s)

- Are deployments required, and if so, how long?
- What are the deployment rotations?

5. Security Clearance and Commitment

- Will my SSN be required for this application?
- Is there a non-compete clause on the contract?
- How is the clearance process handled, and does it lock me into the company?

6. Additional Tips

- Prepare Follow-Up Questions: Clarify any responses related to training, schedule, or deployments.
- Document Everything: Keep notes for future reference.
- Check Company Stability: Verify the contract's renewal likelihood to understand role continuity.

Have questions or concerns?

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