

AcqDemo Position Requirements Document
NH Business and Technical Management Professional Career Path
(See Instructions for Assistance)

Part A. Position and Organization Information

1. Position Number

2. Career Path: NH

3. Broadband Level

4. Position Title and Occupational Series

5. Reason for Submission

New

Redescription

Reestablishment

Reassignment

Other: AcqDemo PRD

6. Employee Name (Last, First MI) or Position Title

7. Name and Location of Position's Organization

8. Duty Station

9. Purpose of the Position

10. Acquisition Workforce Position?

10a. Acquisition Functional Area

10b. Acquisition Category

Yes

No

11. If your answer was "Yes" to question #10, mark N/A. For all others, identify if the non-AWF position directly supports the AWF 51% of the time or more?

Yes

No

N/A

14. Career Ladder

Yes

No

15. Maximum Broadband Level

16. Position is (Duties must be 25% of time)

Supervisory

Managerial

Neither

17. Position Status

Competitive

Excepted

17a. Position Status

Permanent

Time

Limited

18. Sensitivity

19. Financial Disclosure

Public

Confidential

380Emergency Essential

Yes

No

1; . Functional Code

42. Testing Designated Position

Yes

No

21. Bargaining Union Status Code (Select from drop down or Type in BUS Code)

or

Type in Bargaining Union BUS Code:

22. Interdisciplinary

Yes

No

23. Position Start Date

24. Position End Date

25. Mobilization Indicator

26. Pay Pool ID

27. Work Schedule

28. Supervisory/Leader Cash Differential Eligibility

Yes

No

29. Foreign Language Proficiency Required?

Yes

No

30. What language(s) are required?

31. Hazardous Duty?

Yes

No

Supervisor's Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Supervisor Name and Title (Print or Type)

Signature

Date

Higher Level Supervisor or Manager Name and Title (optional) (Print or Type)

Signature

Date

Classification Certification: I certify that this position has been classified in accordance with 5 U.S.C. 4703 and the DoD Civilian Acquisition Workforce Personnel Demonstration Project Plan

Certifying Official Name and Title

Signature

Date

Part B. NH Major Duties

1. Position Number

2. Description of Major Duties and Responsibilities

3. Description of Other Work Requirements and/or Conditions of Employment

FACTOR 1 - Job Achievement and/or Innovation

NH Level I - Factor 1 (Score Range 0-29)

- Proactively seeks opportunities to contribute to assigned tasks.
- Seeks and takes advantage of development opportunities. Takes initiative to pursue completion of qualification requirements.
- Effectively accepts feedback on assigned and accomplished work, and incorporates it to create a better end product.
- Resolves routine problems within established guidelines. Seeks assistance as required.
- Takes initiative in determining and implementing appropriate procedures.
- Conducts activities on a collective task; assists supervisor, or other appropriate personnel, as needed

NH Level II Factor 1 (Score Range 22-66)

Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems. Identifies and pursues individual/team development opportunities.

- Achieves and maintains qualification and certification requirements.
- Proactively guides, coordinates, and consults with others to accomplish projects, assuming ownership of personal processes and products.
- Identifies, analyzes, and resolves complex/difficult problems.
- Adapts existing plans and techniques to accomplish complex projects/programs.
- Recommends improvements to the design or operation of systems, equipment, or processes.
- Plans and conducts functional technical activities for projects/programs

NH Level III Factor 1 (Score Range 61-83)

- Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance.
- Pursues or creates certification, qualification, and/or developmental programs and opportunities for self and others.
- Guides, motivates, and oversees the activities of individuals and teams with focus on project/program issues. Assumes ownership of processes and products, as appropriate.
- Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines.
- Develops plans and techniques to fit new situations to improve overall program and policies.
- Establishes precedents in application of problem-solving techniques to enhance existing processes.
- Defines, directs, or leads highly challenging projects/programs.

NH Level IV Factor 1 (Score Range 79-100)

- Recognized as a technical/functional authority within and outside of the organization.
- Fosters the development of others by providing guidance or sharing expertise. Directs assignments to encourage employee development and cross-functional growth to meet organizational needs. Pursues professional self-development.
- Leads, defines, manages, and integrates efforts of several groups or teams. Assumes and assigns ownership of processes and products, as appropriate.
- Assesses and provides strategic direction for resolution of mission-critical problems, policies, and procedures.
- Works with senior management to establish new fundamental concepts and criteria and stimulate the development of new policies, methodologies, and techniques.
- Converts strategic goals into programs or policies.
- Defines, establishes, and directs organizational focus on challenging and highly complex projects/programs.

FACTOR 2 - Communications and/or

Teamwork

NH Level I Factor 2 (Score Range 0-29)

- Clearly explains status/results of assigned tasks.
- Provides timely data and written analyses for input to management/technical reports or contractual documents.
- Contributes ideas in own area of expertise. Interacts cooperatively with others.
- Routinely completes assignments, as required, in support of team goals.

NH Level II Factor 2 (Score Range (22-66)

- Presents informational briefings.
- Writes, or is a major contributor to, management/technical reports or contractual documents.
- Uses varied approaches to resolve or collaborate on projects/programs issues. Facilitates cooperative interactions with others.
- Guides/supports others in executing team assignments. Proactively functions as an integral part of the team.

NH Level III Factor 2 (Score Range 63-83)

- Presents briefings to obtain consensus/approval.
- Reviews and approves, or is a major contributor to/ lead author of, management reports or contractual documents for external distribution.
- Provides inputs to policies.
- Introduces and/or implements innovative approaches to resolve unusual/difficult issues significantly impacting important policies or programs.
- Promotes and maintains environment of cooperation and teamwork.
- Leads and guides others in formulating and executing team plans. Sought by team

NH Level IV Factor 2 (Score Range 79-100)

- Presents organizational briefings to convey strategic vision or organizational policies.
- Prepares, reviews, and approves major reports or policies of organization for internal and external distribution.
- Resolves diverse viewpoints/controversial issues.
- Solves broad organizational issues.
- Implements strategic plans within and across organizational components.
- Ensures a cooperative teamwork environment.
- Leads/guides workforce in achieving organizational goals.
- Is sought out for solutions and/or strategies.

FACTOR 3 -Mission Support

NH Level I Factor 3 (Score Range 0-29)

- Performs assigned tasks within area of responsibility; identifies situations to supervisor or other appropriate personnel when existing guidelines do not apply.
- Participates as a team member in meeting customer needs.
- Productively plans individual time and assigned resources to accomplish tasks.
- Effectively accomplishes assigned tasks.

NH Level II Factor 3 (Score Range 22-66)

- Identifies and resolves conventional problems which may require deviations from accepted policies or instructions.
- Initiates meetings and interactions with customers to understand customer needs/expectations.
- Optimizes resources to accomplish projects/programs within established schedules.
- Effectively accomplishes projects'/programs' goals within established resource guidelines.

NH Level III Factor 3 (Score Range 61-83)

- Anticipates problems, develops sound solutions and action plans to ensure program/mission accomplishment.
- Establishes customer alliances, anticipates and fulfills customer needs, and translates customer needs to programs/projects. Identifies and optimizes resources to accomplish multiple projects'/programs' goals.
- Effectively accomplishes multiple projects'/programs' goals within established guidelines.

NH Level IV Factor 3(Score Range 79-100)

- Defines, integrates, and implements strategic direction for vital programs with long-term impact on large numbers of people.
- Initiates actions to resolve major organizational issues.
- Promulgates innovative solutions and methodologies.
- Assess and promulgate, fiscal, and other factors affecting customer and program/project needs.
- Works with customer at management levels to resolve problems affecting programs/projects (e.g., problems that involve determining priorities and resolving conflicts among customers' requirements).
- Formulates organizational strategies, tactics, and budget/action plan to acquire and allocate resources.
- Optimizes, controls, and manages all resources across projects/programs.
- Develops and integrates innovative approaches to attain goals and minimize expenditures.

VERY HIGH SCORE (Mid-level Descriptors)

(Three scores available--105, 110, or 115. Select one of these scores.)

In addition to fully meeting the expected contribution criteria:

- Contributed results substantially beyond what was expected in the face of extremely difficult obstacles; contributions were exemplary in quality, quantity, and/or impact to the stated expectations for the goals/objectives described in the contribution plan;
- Created novel and innovative business methods and processes that contributed substantially beyond expectations to accomplishment of current work and the mission of the organization; and/or
- Demonstrated the highest standards of professionalism establishing the model for others to follow. Accomplishments and outcomes were of such magnitude that they contributed to the extraordinary success of the organization in exceeding its mission goals and objectives for the year.

Part C. Knowledge, Skills, Abilities and Competencies - NH Career Path

1. Knowledge, Skills, Abilities, Competencies

The employee must obtain and maintain the appropriate security clearance

Ability to maintain good working relations

Ability to plan and execute complex, multi-faceted projects

Ability to recognize and analyze problems, conducts research, summarizes results, and makes appropriate recommendations

Ability to access or locate information through the use of a personal computer or terminal

Ability to meet and deal with customers using a high degree of tact and diplomacy

Ability to research, analyze, interpret and apply rules, regulations, and procedures

Knowledge of the operations, products, services, needs, and goals of the program(s) and the organizations studied or served, and related customers, functions, resources, and users Ability to develop and utilize appropriate data collection techniques

Ability to communicate orally and in writing

Ability to advise others

Knowledge of logistics management principles, concepts, policies, and regulations

Ability to review, analyze, and manage Contingency, Mobilization Planning, and/or War Reserves Programs

Ability to stratify resources against approved programs, to plan, present, and execute budgets, to analyze budget impacts on programs, and to forecast long-term funding requirements Ability to execute projects and/or studies within established financial and time constraints

Knowledge of DoD acquisition and life cycle management policies, procedures, and practices

Knowledge of cost and economic analyses principles, techniques, and practices

Ability to plan, conduct and record surveys and inspections

2. Other Qualification Requirements

Part D. Evaluation Statement - NH Career Path

1. Position Number

2. Employee Name (Last, First MI.)

3. Organization Location

4. References

5. Background

6. Pay Plan, Series and Title Determination

7. Broadband Level

NH Factor Description 1: Job Achievement and/or Innovation: This factor captures qualifications, critical thinking, calculated risks, problem solving, leadership, supervision, and personal accountability aspects appropriate for the positions classified to the broadband levels of the NH career path. This PRD accurately reflects the discriminators to accurately assign the broadband level indicated in item 7 above.

Level I

Level II

Level III

NH Factor Description 2: Communication and/or Teamwork: This factor captures communication, both verbal and written interactions with customers, coworkers, and groups and assignments crossing functional boundaries appropriate for the positions classified to the broadband levels of NH career path. This PRD accurately reflects the discrimination assigned to the broadband level indicated in item 7 above.

Level IV

NH Factor Description 3: Mission Support: This factor captures understanding and execution of organizational goals and priorities, working with customers to develop a mutual understanding of their requirements; monitoring and influencing cost parameters or work, tasks, and projects; and establishing priorities that reflect mission and organizational goals appropriate for the positions classified to the broadband levels of the NH career path. This PRD accurately reflects the discriminators to accurately assign the broadband level indicated in item 7 above.

8. Final Classification Summary

9. FLSA

Exempt

Non Exempt

10. Classification Name and Title (Print or Type)

Signature

Email (Optional)

Approval Date