

AcqDemo Position Requirements Document  
NJ Technical Management Support Career Path (Please Read  
Instructions for the following fields on the last page)

**Part A. Position and Organization Information**

**1. Position Number**

**2. Career Path: NJ**

**3. Broadband Level**

**4. Position Title and Occupational Series**

**5. Reason for Submission**

New

Re-Description

Re-Establishment

Reassignment

Other: AcqDemo

PRD

**6. Employee Name**

**7. Name and Location of Position's Organization**

**8. Employee Duty Station**

**9. Purpose of the Position**

**10. Critical Acquisition  
Position?**

**10a. Career Field**

**10b. Certification  
Level**

Yes

No

<b>11. Career Ladder</b>	<b>12. Maximum Broadband Level</b>	<b>13. Position is ( Duties must be 25% of time)</b>
Yes		Supervisory
No		Managerial
		Neither

<b>14. Position Status</b>	<b>14a. Position Status</b>	<b>15. Sensitivity</b>
Competitive	Permanent	
Excepted	Time Limited	

<b>16. Financial Disclosure</b>	<b>17. Emergency Employee</b>	<b>18. Functional Code</b>
Public	Yes	
Confidential	No	

<b>19. Testing Designated Position</b>	<b>20. Bargaining Union Status Code</b>
Yes	
No	

<b>21. Interdisciplinary</b>	<b>22. Position Start Date</b>	<b>23. Position End Date</b>
Yes		
No		

<b>24. Mobilization Indicator</b>	<b>25. Pay Pool ID</b>	<b>26. Work Schedule</b>
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<b>27. Supervisory/ Leader Cash Differential Eligibility</b>	<b>28. Foreign Language Proficiency Required?</b>
Yes	Yes
No	No

**29. What language(s) are required?**

<b>30. Hazardous Duty</b>	<b>31. 51% of time Direct support of Acquisition workforce</b>
Yes	Yes
No	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.

**Immediate 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. NJ Major Duties**

- | 1. Position Number | 2. Control Point Applicable |
|--------------------|-----------------------------|
|                    | Yes                         |
|                    | No                          |
3. Description of Major Duties and Responsibilities

4. Description of Other Work Requirements

**NJ Level I Factor 1 (Score Range 0 – 29)**

- Proactively seeks opportunities to contribute to assigned tasks. Asks for assistance as appropriate.
- Seeks and takes advantage of developmental 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.
- Takes initiative in determining and implementing appropriate procedures.
- Performs activities on a task; assists supervisor or other appropriate personnel.

**NJ Level II Factor 1 (Score Range 22 – 51)**

- Actively contributes as a team member; takes initiative to accomplish assigned projects.
- Identifies and pursues individual/ team developmental opportunities.
- Consults and coordinates with others to complete projects within established guidelines, assuming ownership of personal processes and products.
- Identifies and resolves non-routine technical problems utilizing established patterns or methods.
- Adapts existing plans and techniques to fit new situations.
- Plans and conducts technical activities for projects.

**NJ Level III Factor 1 (Score Range 43-66)**

- Actively contributes as team member or leader. Recognized for functional/ technical expertise.
- Promotes developmental opportunities for self and team. Advises others to seek specific training.
- Guides, motivates, and oversees others in accomplishing projects/ programs. Assumes ownership of processes and products, as appropriate.
- Develops, integrates, and implements solutions to complex problems on projects/ programs.
- Plan and conducts challenging and difficult technical activities for projects/ programs.

**NJ Level IV Factor 1 (Score Range 61-83)**

- Provides guidance to individuals/teams; resolves conflicts. Serves as subject matter expert.
- Directs assignments to encourage employee development and cross-technical/functional growth to meet organizational needs. Pursues self-development.
- Guides, motivates, and oversees multiple complex project/programs. Assumes and assigns ownership of processes and products, as appropriate.
- Develops, integrates/ implements solutions to diverse, complex problems which may cross multiple projects/programs or functional/ technical areas.
- Develops concepts and techniques to address new situations or challenges, and/or to address issues that cross technical/ functional areas.
- Identifies and resolves complex problems that may cross functional/technical boundaries and promulgates solutions.

(Three scores available—87, 91, or 95. Select one of these scores.)

- In addition to fully meeting the expected contribution criteria:

- Achieved outcomes and results that are far superior in quality, quantity, timeliness and impact to the expectations described in the Contribution Plan for Level IV accomplishments;
- Persisted in overcoming obstacles and putting forth extra effort to accomplish difficult assignments with contributed results significantly beyond expectations;
- Contributions to successful organizational performance are well beyond what is expected; and/or
- Demonstrated the highest standards of professionalism establishing the model for others to follow.

**NJ Level I Factor 2 (Score Range 0 – 29)**

- Explain status/results of assigned tasks.
- Provides data and accurate draft documentation of assigned tasks for input to reports or documents.
- Contributes ideas in own area expertise. Interacts cooperatively with others.
- Regularly completes assignment in support of team goals.

**NJ Level II Factor 2 (Score Range 22 – 51)**

- Communicate individual and group/team results.
- Writes segments of management/technical reports or documents.
- Contributes ideas in own area of expertise. Facilitates cooperative interactions with others.
- Supports others in executing team assignments. Proactively functions as an integral part of the team.

**NJ Level III Factor 2 (Score Range 43-66)**

- Presents projects/ program briefings.
- Consolidates input and writes management/ technical reports/documents for projects/ programs.
- Guides others to resolve or collaborate on complex projects/program issues. Promotes cooperative interactions with others.
- Integrates technical expertise and guides activities to support team accomplishment.

**NJ Level IV Factor 2 (Score Range 61-83)**

- Presents projects/programs briefings to obtain consensus/approval. Represents the organization as technical subject matter expert.
- Prepares, reviews, and approves management/ technical reports for internal and external distribution.
- Applies innovative approaches to resolve unusual/difficult technical/management issues. Promotes and maintains environment for cooperation and teamwork.
- Leads and guides others in formulating and executing team plans. Expertise is sought by others.

**VERY HIGH SCORE (Mid-level Descriptors)****NJ Level I Factor 3 (Score Range 0 – 29)**

- Works with others in solving problems with appropriate guidance.
- Participates as a team member in meeting customer needs.
- Plans individual time to accomplish tasks.
- Effectively accomplishes assigned tasks with appropriate guidance

**NJ Level II Factor 3 (Score Range 22 – 51)**

- Identifies and resolves problems; adapts accepted policies, procedures, or methods with moderate guidance.
- Interacts with customers to respond to customer needs/expectations.
- Plans resources to achieve task schedules.
- Accomplishes assigned tasks.

**NJ Level III Factor 3 (Score Range 43-66)**

- Identifies problems; develops solutions and action plans with minimal guidance.
- Initiates meetings and interactions with customers to understand customer needs/ expectations.
- Optimizes resources to accomplish projects within established milestones.
- Effectively accomplishes projects/programs within established resource guidelines.

**NJ Level IV (Score Range 61-83)**

- Resolves and coordinates technical problems involving multiple projects/programs.
- Establishes customer alliances; anticipates and fulfills customer needs and translates customer needs to projects/ programs. Organizes and leads customer interactions.
- Identifies and optimizes resources to accomplish multiple projects/programs goals.
- Effectively accomplishes multiple projects'/programs' goals within established thresholds. Develops innovative approaches to attain goals and minimize resource expenditures.

## **Part C. Knowledge , Skills, Abilities and Competencies- NJ 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, analyzes, 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 - NJ Career Path**

**1. Position Number**

**2. Employee Name**

**3. Organization Location**

**4. References**

**5. Background**

**6. Pay Plan, Series and Title Determination**

**7. Broadband Level**

Level I  
Level II  
Level III  
Level IV

**NJ 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 NJ career path. This PRD accurately reflects the discrimination assigned to the broadband level indicated in item 7 above.

**NJ Factor Description 2: Communication and/or Teamwork:** 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 NJ career path. his PRD accurately reflects the discrimination assigned to the broadband level indicated in item 7 above.

**NJ 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 NJ career path. This PRD accurately reflects the discrimination assigned to the broadband level indicated in item 7 above.

**8. Final Classification Summary**

**9. FLSA**

Exempt  
Non Exempt

**10. Name and Title ( Print or Type)**

**Signature**

**Approval Date**

**E-mail (optional)**