

AcqDemo Position Requirements Document
NK Administrative Support(Please Read Instructions for the
following fields on the last page)

Part A. Position and Organization Information

1. Position Number

2. Career Path: NK

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

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

14. Position Status	14a. Position Status	15. Sensitivity
Competitive	Permanent	
Excepted	Time Limited	

16. Financial Disclosure	17. Emergency Employee	18. Functional Code
Public	Yes	
Confidential	No	

19. Testing Designated Position	20. Bargaining Union Status Code
Yes	
No	

21. Interdisciplinary	22. Position Start Date	23. Position End Date
Yes		
No		

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

29. What language(s) are required?

30. Hazardous Duty	31. 51% of time Direct support of Acquisition workforce
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. NK Major Duties

1. Position Number

2. Control Point Applicable

Yes

No

3. Description of Major Duties and Responsibilities

4. Description of Other Work Requirements

NK 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. •Applies standard rules, procedures, or operations to resolve routine problems. •
- Takes initiative in selecting and implementing appropriate procedures. •Conducts activities on a segment of a task. Assists supervisor or other appropriate personnel.

NK Level II Factor 1 (Score Range 22 – 46)

- Actively contributes as a team member; takes initiative to accomplish assigned projects. •Identifies and pursues individual/ team developmental opportunities. •Guides others in accomplishing projects, assuming ownership of personal processes and products. •Develops, modifies, and/or applies rules, procedures, or operations to resolve problems of moderate complexity/difficulty. •Identifies and adapts guidance for new or unusual situations. • Plans and conducts administrative activities for projects.

NK Level III Factor 1 (Score Range 38-61)

- Provides guidance to individuals/teams; resolves conflicts. Expertise solicited by others. •Promotes individual/team development; leads development of training programs for self and others. •Guides and accounts for results or activities of individuals, teams, or projects. Assumes ownership of processes and products, as appropriate. •Develops rules, procedures, or operations for complex/difficult organizational tasks. •Identifies issues requiring new procedures and develops appropriate guidelines. •Plans and conducts complex administrative activities.

NK Level I Factor 2 (Score Range 0 – 29)

- Explain status/results of assigned tasks.
- Writes timely and accurate draft documentation. •Writes timely and accurate draft documentation. •Contributes ideas on routine procedures. Interacts cooperatively with others.
- Regularly completes tasks in support of team goals.

NK Level II Factor 2 (Score Range 22 – 46)

- Communicates/presents internal administrative/ functional procedures and tasks internally and externally. •Prepares, coordinates, and consolidates documents, reports, or briefings. •Resolves administrative problems; facilitates cooperative interactions with others. •Guides others and coordinates activities in support of team goals. Proactively functions as an integral part of the team.

NK Level III Factor 2 (Score Range 43-66)

- Explains and/or communicates administrative/ functional procedures at all levels. •Prepares, reviews, and/or approves documents, reports, or briefings. •Promotes and maintains environment for cooperation/teamwork. Sets tone for internal/ external cooperation.
- Leads and guides others in formulating and executing plans in support of team goals

NK Level I Factor 3 (Score Range 0 – 29)

- Carries out routine tasks. •Meets routine customer needs. •Plans individual time and assigned resources to accomplish tasks.
- Effectively accomplishes assigned tasks.

NK Level II Factor 3 (Score Range 22 – 46)

- Plans and executes assignments; resolves problems and handles deviations. •Independently interacts with customers to understand customer needs/expectations. •Plans resources to achieve project schedules. •Effectively accomplishes projects within established resource guidelines.

NK Level III Factor 3 (Score Range 43-66)

- Identifies issues and determines approaches and methods to accomplish tasks. Initiates effective actions and resolves related conflicts. •Establishes customer alliances and translates needs to customer service.
- Coordinates resources across projects.
- Optimizes resource utilization across projects.

VERY HIGH SCORE (Mid-level Descriptors)
(Three scores available—64, 67, or 70. 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 III 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.

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

NK Factor Description 1: Job Achievement and /or Innovation: 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 discrimination assigned to the broadband level indicated in item 7 above.

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

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

8 Final Classification Summary

8. Final Classification Summary

9. FLSA

- Exempt
- Non Exempt

10. Name and Title (Print or Type)

9. Name and Title (Print or Type)

Signature

Signature

Approval Date

E-mail (optional)

E-mail (optional)