



## **Rotational Assignment Program Assignment Description**

**ASSIGNMENT NAME:** Contract Policy and Compliance Rotation

**ELIGIBLE GRADE(S):** GS13 or GS14

**SECURITY CLEARANCE REQUIREMENT:** Secret

**ASSIGNMENT LENGTH:** 6 months

**HOST ORGANIZATION:** Defense Information Systems Agency, Procurement Services  
Directorate, Contract Policy, PL2

**ASSIGNMENT LOCATION:** Fort Meade, MD

**HOST ORGANIZATION MISSION:**

“We are the Premier DOD Cyber Procurement Workforce, Procuring Global Information Technologies and Capabilities, and Supporting National Defense Mission Partners Through Timely, Quality, and Ethical Contracting”

**ASSIGNMENT DESCRIPTION:**

**The participant may support either the Policy or Quality/Compliance and perform the following functions:**

**PL21 Policy Branch Functions:**

- Responsible for developing and implementing standardized procurement policy for use by all contracting offices. This includes the maintenance of the DISA Acquisition Regulation Supplement (DARS)
- Sponsors quarterly policy brown bag meetings to disseminate information
- Conduct Acquisition Excellence Workshops and 1102 Training Sessions
- Support the management of the Contracting Specialist Functional Training program
- DISA Contracting Officer’s Representative (COR) Program Administrator
- Responsible for developing and implementing standardized procedures, templates and guides for use by all contracting offices
- Support the preparation of the Mission Partner’s Annual Contract/Portfolio Review

**PL22 Quality Assurance Branch Functions:**

- Conducts solicitation and contract reviews for procurements having a value exceeding \$6.5M and performs a 2% post award reviews for procurement actions above the simplified acquisition threshold
- Conducts internal Procurement Management Reviews (PMRs), and Special Interest Reviews
- Performs the Validation and Verification process to ensure data accuracy in E-business systems such as FPDS-NG, eSRS, CPARS/PPIRS, ORCA, etc
- Respond to GAO, DoD IG, & DISA IG audit reports

**DESIRED PARTICIPANT COMPETENCIES**

List the minimum competencies participants should possess to be successful in this assignment.



- Level III DAWIA contracting certification
- Minimum of 7 years of operational contracting experience
- Good oral and written communication skills
- A team player with good interpersonal skills

**SPECIAL REQUIREMENTS and INFORMATION**

- No personal electronic devices are allowed in the DISA building.
- Telework may be permitted.

**TRAINING REQUIRED**

- None

**CERTIFICATION REQUIRED**

- Level III Contracting DAWIA certification

**FUNDING**

Participant salary remains the responsibility of the parent organization. Travel and per diem are centrally funded and managed through the 4<sup>th</sup> Estate DACM Office and includes travel to the assignment duty location, lodging and per diem during the assignment, and return travel to the permanent duty station at assignment completion. The host organization is responsible for funding training and “side-trip” travel required on behalf of the host organization during the assignment.

**ASSIGNMENT QUESTIONS**

Please direct questions about this assignment to the following point of contact.

**Name:** Suzanne Rippenbaum  
**Title:** Procurement Analyst  
**Phone:** 301-225-4071  
**Email:** Suzanne.m.rippenbaum.civ@mail.mil

**ROTATIONAL ASSIGNMENT PROGRAM QUESTIONS**

Please direct program related questions to the following point of contact.

**Name:** Ms. Hina Munir  
**Title:** Talent Management Director  
**Phone:** (703) 805-3538  
**Email:** doddacmTM@dau.mil

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*Information above will be posted for review by potential nominees. Information below is for program management and record.*

**HOST SUPERVISOR**

Host supervisors must occupy an officially designated supervisory position.

**Name:** Suzanne Rippenbaum  
**Title:** Procurement Analyst  
**Phone:** 301-225-4071  
**Email:** Suzanne.m.rippenbaum.civ@mail.mil

**POSITION DESCRIPTION ON RECORD**



The host organization is responsible for ensuring a position description is on file to support the eligible grade(s) on this assignment description—appropriate level of duties. All assignments are made at the same grade level.

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#### **NOTES**

- Section-by-section instructions are available on the next page to help develop assignment descriptions.
- Nominations will be solicited in mid-August of each calendar year.
- The Host Supervisor and 4<sup>th</sup> Estate Office will review nomination and make selections in early Fall.
- Assignments will begin in early February 2016—after holidays and use or lose leave. List the date that works best for your organization.
- An orientation will be scheduled prior to the assignment start date and will include the selectee, host supervisor, and parent supervisor. The purpose is to baseline roles, responsibilities, expectations, and actions needed.
- Field-by field instructions are below.



## INSTRUCTIONS

**ASSIGNMENT NAME:** Provide a short name for the assignment; not necessarily a position title. Assignment names are often more accurately described by the type of work, project, or functional area such as Contracting, Human Capital Programs, or Distribution Operations.

**ELIGIBLE GRADE(S):** Provide grade, or grades, for which your organization has a similarly graded position descriptions in place. Nominees are placed in assignments of equal grade. Temporary promotions are not part of the Rotational Assignment Program.

**SECURITY CLEARANCE REQUIREMENT:** Self-explanatory. Clearances limit eligibility. Only list it as a requirement if it is truly needed to perform the duties of the assignment.

**START DATE:** Assignments will begin around early February 2016—after holidays and use or lose leave. List the date in early February best to begin the assignment and welcome the participant.

**ASSIGNMENT LENGTH:** Enter the desired assignment length expressed in months.

**HOST ORGANIZATION:** Provide name of the host organization, then name of the division, if applicable.

**ASSIGNMENT LOCATION:** Provide the physical location, city, state, and country (if other than U.S.).

**HOST ORGANIZATION MISSION:** This information puts the assignment into context. Provide information on the host organization’s overall mission. This helps potential nominees understand where your organization fits into the bigger picture of DoD’s mission.

**ASSIGNMENT DESCRIPTION: This is the primary means for marketing your assignment and attracting interest.** Given the assignment length, and because the participant will be in a learning mode, describe the type of work/projects he/she will work on, and the type of experience he/she will gain. Well-developed, and realistic, descriptions are key for attracting interest and communicating benefits and potential return-on-investment to nominees, as well as supervisors. Try to help nominees understand “what’s in it for them.” Copying and pasting straight from a position description is not recommended; the scope of duties may exceed what could realistically be accomplished during an assignment, especially one of a short duration.

**DESIRED PARTICIPANT COMPETENCIES:** List the minimum competencies participants should possess to be successful in this assignment.

**SPECIAL REQUIREMENTS AND INFORMATION:** List special requirements and relevant information, e.g., training certifications, frequent travel, etc. If not applicable, enter “Not Applicable.”

**TRAINING REQUIRED/AVAILABLE:** List known training that may be required or available during the assignment. The host organization is responsible for training costs.

**FUNDING:** Self-explanatory.

**ASSIGNMENT QUESTIONS:** Provide contact information for someone in the host organization to answer questions about assignment duties.

**PROGRAM QUESTIONS:** Self-explanatory.

**HOST SUPERVISOR:** Provide host supervisor contact information. Host supervisors must be able to commit the time necessary to make the assignment a meaningful, developmental experience, and ensure workspace and equipment are available. Host supervisors identified must also be in an official supervisory position.