



## Rotational Assignment Program Assignment Description

**ASSIGNMENT NAME:** AD Policy (Quality and Strategic Initiatives)

**ELIGIBLE GRADE(S):** GS-11/12/13/14

**SECURITY CLEARANCE REQUIREMENT:** Secret

**START DATE:** January 11, 2016

**ASSIGNMENT LENGTH:** 3 months

**HOST ORGANIZATION:** WHS Acquisition Directorate  
Quality and Strategic Initiatives

**ASSIGNMENT LOCATION:** Crystal Gateway 2, Suite 1200

### HOST ORGANIZATION MISSION

Defense Pentagon! The Acquisition Directorate is the Single Enterprise Contracting Office (SECO), providing acquisition services to all OSD components, significantly reducing annual OSD contracting costs. AD plans, coordinates, and manages the procurement programs essential to the mission of WHS, the Office of the Director of the Administration Directorate and the Office of the Secretary of Defense. Programs support Pentagon Renovation, construction, professional and other services, commodities and supplies, major communication and information technology systems, and special programs. Our vision is to Vision to be an essential mission partner and trusted advisor in providing innovative, efficient acquisition solutions to maximize DoD buying power in achieving mission requirements.

### ASSIGNMENT DESCRIPTION

This assignment supports the Quality and Strategic Initiatives (Q&SI) Division which is responsible for all Contracting and Procurement related policy matters and all contract quality/compliance reviews including Acquisition Workforce Development. During this rotation, individuals will have an opportunity to perform a combination of policy, training and quality related duties, such as reviewing and processing warrant officer packets; processing unsolicited proposals; interpreting and analyzing policy of all levels; revising/ publishing local policy; conducting internal reviews (e.g., green procurement); participating in contract quality reviews; and facilitating and coordinating local acquisition development training events.

### DESIRED PARTICIPANT COMPETENCIES

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

- Strong analytical skills
- Strong writing skills
- Strong customer service skills
- Ability to communicate with senior leaders
- Ability to work with minimal supervision

### SPECIAL REQUIREMENTS and INFORMATION

- None



**TRAINING REQUIRED**

- None

**CERTIFICATION REQUIRED**

- DAWIA Level I

**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:** Patricia Watson  
**Title:** Training/Compliance Officer  
**Phone:** (703) 545-3575  
**Email:** patricia.a.watson30.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

*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:** Patricia Watson  
**Title:** Training/Compliance Officer  
**Phone:** (703) 545-3575  
**Email:** patricia.a.watson30.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.

**NOTES**

- Section-by-section instructions are available on the next page to help develop assignment descriptions.
- Nominations will be solicited in mid-August 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.