



## **Rotational Assignment Program Assignment Description**

**ASSIGNMENT NAME:** Internal Compliance Reviews - Purchase Card Accounts

**ELIGIBLE GRADE(S):** GS-12

**SECURITY CLEARANCE REQUIREMENT:** Secret

**START DATE:** TBD based on participant availability

**ASSIGNMENT LENGTH:** 3 months

**HOST ORGANIZATION:** WHS Acquisition Directorate  
Enterprise Support Division, Purchase Card Branch

**ASSIGNMENT LOCATION:** Pentagon 5B-1089A

### **HOST ORGANIZATION MISSION**

The Purchase Card Program Branch, under the WHS Acquisition Directorate, manages the Purchase Card Program for OSD, WHS, PFFA and the DoD Field Activities that are serviced by WHS. The purchase card empowers users (over 300 accounts) to make purchases up to the micro-purchase limit. It offers an efficient, low-cost purchasing mechanism which significantly reduces the acquisition cycle time.

### **ASSIGNMENT DESCRIPTION**

While gaining an in-depth knowledge of the purchase card program, the participant will benefit from interacting with officials at all levels, to include some very senior individuals. There is a requirement for each purchase card account to be reviewed annually since the purchase card has an inherent risk. The participant, with guidance and oversight from an Agency/Organization Program Coordinator (A/OPC), will perform annual compliance reviews of accounts and document those reviews in an individual report to the Approving Official and Approving Official's supervisor. Most accounts are located in the Pentagon, but a few are elsewhere within the NCR.

### **DESIRED PARTICIPANT COMPETENCIES**

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

- Knowledge of procedures applicable to the government purchase card program
- Strong customer service skills with ability to communicate with senior officials
- Strong writing skills in order to document annual reviews in a thorough and convincing manner
- Ability to identify purchase card fraud, waste, abuse, or evidence of misuse
- Knowledge of FAR Part 13 that governs the use of the purchase card program

### **SPECIAL REQUIREMENTS and INFORMATION**

- Will involve occasional local travel within the NCR, but no overnight TDY
- OGE-450 filing

### **TRAINING REQUIRED**

- Defense Acquisition University (DAU) CLG001, Government Purchase Card Tutorial
- DAU CLG005 – Purchase Card Online System
- DAU CLG046 – Green Procurement
- DAU FAC047 – Micro-purchase and Section 508 Requirement
- DAU CLG006 – Certifying Officer's Legislation
- US Bank Access Online Training
- WHS Purchase Card I-Compass Training
- I-Compass Purchase Card Ethics Training



## **CERTIFICATION REQUIRED**

- Level 2 DAWIA certification desired, but not required

## **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:** Claudia Colvin  
**Title:** Purchase Card Program Manager  
**Phone:** 703-695-8974  
**Email:** [Claudia.c.colvin.civ@mail.mil](mailto:Claudia.c.colvin.civ@mail.mil)

## **ROTATIONAL ASSIGNMENT PROGRAM QUESTIONS**

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

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

## **HOST SUPERVISOR**

Host supervisors must occupy an officially designated supervisory position.

**Name:** Claudia Colvin  
**Title:** Purchase Card Program Manager  
**Phone:** 703-695-8974  
**Email:** [Claudia.c.colvin.civ@mail.mil](mailto:Claudia.c.colvin.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 each 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.