



Rotational Assignment Program Assignment Description

ASSIGNMENT NAME: WHS AD E-Business

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
E-Business Branch

ASSIGNMENT LOCATION: Crystal Gateway 2, Suite 200

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 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 will provide e-business WAWF/CORT Tool support to Washington Headquarters Services Directorates, Office of the Secretary of Defense Components, and other 4th Estate customers. The candidate will provide Group Administrator Support for over 200 Department of Defense Activity Account Codes (DODAAC).

DESIRED PARTICIPANT COMPETENCIES

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

- Working knowledge of the WAWF Portal
- Current Roles within WAWF are a plus but not required
- Previous customer service experience helpful, but not required.
- Ability to communicate to customers in a helpful, friendly manner.
- Ability to troubleshoot access issues and to assist customers (sometimes by going deskside) with registering for new WAWF accounts and roles.

SPECIAL REQUIREMENTS and INFORMATION

- None

TRAINING REQUIRED

- WAWF training located on the WAWF website. Both user training and GAM training
- COR training is helpful but not required



CERTIFICATION REQUIRED

- DAU Certification helpful but not required

FUNDING

Participant salary remains the responsibility of the parent organization. Travel and per diem are centrally funded and managed through the 4th 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: Mr. John Taninecz
Title: E-Business Branch Team Lead
Phone: 703.545.6146
Email: John.a.taninecz.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: Mr. John Taninecz
Title: E-Business Branch Team Lead
Phone: 703.545.6146
Email: John.a.taninecz.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 of each calendar year.
- The Host Supervisor and 4th 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.