Canvass will be used to fill a Permanent Reassignment

LOCATION: Acquisition Analyst, NH-1101-03, Program Executive Office, Aviation, Unmanned Aircraft Systems, Redstone Arsenal, AL 35898

WHO MAY APPLY: This is a permanent reassignment and is open to all current, permanent Redstone Arsenal Employees.

Canvass opens 01 December 2021 and closes 13 December 2021

FUNDING: Permanent Change of Station/Relocation and TDY expenses are not authorized.

MAJOR DUTIES: Outlines policies, program requirements, objectives, and resource limitations. Incumbent exercises independent judgment in planning, organizing, and directing the contractual aspects of assigned programs within these constraints. Performance is evaluated for attainment of program objectives, compliance with prescribed policies, and satisfaction of technical requirements and efficient functioning of the organization. Incumbent is the recognized acquisition expert responsible for the analysis, evaluation, approving or redirecting of the strategy, plans, and techniques of pre-award and post-award functions involving highly specialized procurements for programs/projects that have been determined by the Department of the Army to be of such significance that they require intensive management. Oversees the full range of acquisition planning and contract management functions required to support a project with a mission of development, acquisition, testing, integration, production and fielding of management information systems to the Army world-wide. Identifies within programs/projects assigned those large-scale subsystems, components and services to be acquired by contract. Plans, develops and establishes the contractual strategy for the overall acquisition program for the organization. Prepares and maintains current acquisition plans, appropriate milestone charts and related schedules. Assists in development of solicitation packages and conducts reviews of contract specifications and contract changes. Reviews for appropriate contract type, pricing provisions, selection of source, acquisition method, determinations and findings, documentation, clarity of contract terms, propriety of cited funds and need for issuance of un-priced contractual documents. Coordinates with accounting, legal and other specialist as necessary. Locates errors and returns to responsible individual for correction. Monitors contract administration and conducts necessary coordination which may result in incremental funding, preparation of rate and cost adjustments, redirection of effort, coordination of time extensions, incorporation of change orders, issuance of stop work orders, issuance of cure notices or show cause letters, approval of progress payments, final payment, and contract closeout. Coordinates contractor past performance system inputs for all executing contracts. Serves as a primary representative on contract related task forces. Makes reports to higher headquarters on status of contracts. Serves as advisor to program officials in procurement planning meetings. Advises program officials of the procurement objectives to be used, and assists in the preparation of statements of work, determination and findings and solicitation documents. Performs detailed analysis of all elements of cost in contractor proposals and conducts necessary coordination which may result in competitive range determinations. Attends pre-proposal conference(s) with prospective contractor(s) to arrive at a clear understanding of what is required under the proposed contract as required. Obtains appropriate data from business and technical officials. Directs necessary modifications to clarify questions concerning such topics as specification changes, language ambiguities or clarification of contract clauses. Develops new or innovative contracting approaches to arrive at an equitable contract arrangement. Advises, technical specialists procurement analysts, and program managers on matters pertaining contracting policies and procedures. Develops solutions to problems when there are uncertainties involving the legislation, authorities and scope of the action resulting from Congressional interest; unprecedented issues resulting from the newness or complexity of the system being procured, departure from previous approaches, intergovernmental requirements, or comparable conditions; and problems which may result in unfair advantage being given to one contractor for follow-on procurements. Provides assistance to contracting officer and managers regarding specific situations or problems and upon receipt of changed procedures imposed by high headquarters involving regulations, laws and good business practices. Plans and develops guidance material for technical, program management and acquisition personnel. Publishes informational material to inform, clarify and explain regulatory and policy changes and to note recurring errors observed during contract review. Makes recommendations to higher headquarters for deviations from regulations and revision of procedures. Directs the training of technical personnel to improve acquisition practices. Subjects are chosen on the basis of need reflected during contract review or upon development of new regulatory requirements.

CONDITIONS OF EMPLOYMENT:

1. The selectee must be able to obtain and maintain a Secret security clearance.

2. TDY may be required up to 25%.

3. Selectee is required to submit a Financial Disclosure Statement, OGE-450, Executive Branch Personnel Confidential Financial Disclosure Report upon entering the position and annually.

4. Must obtain Level III certification in the Acquisition Career Field Contracting within 24 months of entrance onto the position

NOTE:

Pursuant to EO 14043, all Federal employees, regardless of duty location or work arrangement, must be fully vaccinated for COVID-19 by November 22, 2021, or before entrance on duty if after November 22, subject to exceptions as required by law.

If selected, the agency will provide information regarding what documentation is needed and how to request any legally required exceptions from this requirement

Proof of vaccination will be required. To ensure compliance with this mandate, review the vaccination requirements, to include timelines for receiving required doses, at the following: <https://www.saferfederalworkforce.gov/faq/vaccinations/>

HOW TO APPLY: Interested candidates should submit a resume outlining their experience, education, and any other qualifications, along with a copy of their most recent performance appraisal and ACRB in electronic format to

[usarmy.redstone.peo-avn.mbx.canvass-announcements@mail.mil](mailto:usarmy.redstone.peo-avn.mbx.canvass-announcements@mail.mil) NLT 13 December 2021.

NOTE: The names from this canvass may be used to fill vacancies in other PMs.