



***PUBLIC NOTICE FOR POSITIONS BEING FILLED UNDER DIRECT HIRE AUTHORITY #20  
DHA for AcqDemo Business and Technical Management Career Path (NH)***

**Public Notice Number:** PEOAVN-DHA-1109-22-0077

**Opening and Closing Dates:** 16 September 2022 through 30 September 2022 (11:59pm CT)

**Position Title:** Acquisition Analyst

Multiple positions may be filled using this Public Notice

**Grade:** NH-1101-03

**Full Performance Level:** NH-03

**Duty Location:** US Army Acquisition Support Center, Office of the Program Executive Office, Aviation (PEO AVN), Redstone Arsenal, Alabama

**Salary Range:** \$82,266 - \$127,170 per year

This is a pay banded position. The NH-03 band encompasses grades 12 and 13 under the General Schedule (GS) system.

**Work Schedule:** Full-time

**Appointment Type:** Permanent

**Start Date:** On or around 6 November

**Relocation:** Relocation (PCS) expenses are not authorized

**Travel Requirement:** Up to 25% Temporary Duty Travel required

**Who May Apply:** U.S Citizens, nationals, or those who owe allegiance to the United States.

**Basic Qualification Requirement:**

**Specialized Experience:** Specialized Experience: One year of specialized experience which includes: Exercising independent judgment in planning, organizing, and directing the contractual aspects of assigned programs within constraints; Preparing and maintaining current acquisition plans, appropriate milestone charts and related schedules; Developing solutions to problems when there are uncertainties involving legislation, authorities, and scope of action; Plan and develop guidance material for technical, program management and acquisition personnel.

This definition of specialized experience is typical of work performed at the next lower pay band or grade/level position in the federal service NH-02/GS-11 or above.

Some federal jobs allow you to substitute your education for the required experience in order to qualify. For this position, you must meet the qualification requirement using experience alone--**no substitution of education for experience is permitted.**

**Major Duties:**

- A. 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.
- B. 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.
- C. The incumbent 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.
- D. 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.
- E. 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.
- F. 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.
- G. 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.
- H. The incumbent 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.

**Conditions of Employment:**

- 1) Must meet suitability for Federal employment
- 2) Must possess or be able to obtain and/or maintain a Secret security clearance duration of employment.
- 3) This position has a Temporary Duty (TDY) or business travel requirement of 25% of the time.
- 4) This is an Army Acquisition, Logistics and Technology Workforce position. Selectee must meet DoDI 5000.66 position requirements applicable to the **Contracting Career Category (Professional)** certification within 36 months as of entrance on duty.

**Additional Information:**

- 1) Male applicants born after December 31, 1959, must complete a Pre-employment Certification Statement for Selective Service Registration.
- 2) Salary includes applicable locality pay or Local Market Supplement.
- 3) Direct Deposit of pay is required.
- 4) You will be required to provide proof of U.S. Citizenship.
- 5) Two year probationary period may be required.

**How to Apply:**

Please send an e-mail to: [usarmy.redstone.peo-avn.mbx.canvass-announcements@army.mil](mailto:usarmy.redstone.peo-avn.mbx.canvass-announcements@army.mil) containing the following:

**Subject:** PEOAVN-DHA-1109-22-0077

**Required Documents:**

- **Resume** that includes **must include** your first and last name, current address, current email address, current phone number, job title, employer, duties, and accomplishments; as well as hours worked per week and dates of employment

**NOTE:** Submission e-mails are not forwarded to management. If you wish to include a cover letter, please submit it as a separately saved document or as the first page of your resume.

**Please submit all documents in PDF** (preferred) **or Word format**, preferably (not required) saved as “Last Name, First Initial – Document type,” i.e., “Doe, J – Resume”

**Application packages will be accepted through 11:59pm CT on 30 September 2022.**

**Please Note:** *Application packages that are received after the closing date, do not contain resume and transcripts, and resumes that do not contain all of the required information or are submitted in unreadable formats, will not be considered.*