



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

Public Notice Number: PEOAVN-DHA-1109-23-0011

Opening and Closing Dates: 02 December 2022 through 13 December 2022 (11:59pm CT)

Position Title: Acquisition Analyst. Multiple positions may be filled using this Public Notice.

Grade: NH-1101

Full Performance Level: NH-04

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

Salary Range: \$115,599 – \$176,300

This is a pay banded position. The NH-04 band encompasses grades 14 and 15 under the General Schedule (GS) system.

This non-supervisory position is **subject to a salary control point equivalent to the GS-14, step 10 base salary**, or if the incumbent is a current government employee and the salary currently exceeds the GS-14, step 10 level the incumbent's salary will be put on a salary control point at the incumbents existing salary.

Work Schedule: Full-time

Appointment Type: Permanent

Start Date: On or around 30 January 2023

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: One year of specialized experience which includes planning, developing and establishing the contract strategy for the overall acquisition program, i.e., advising program officials of the contract objectives, developing and obtaining approval of complete contract requirement packages, to include justification and approvals acquisition plan, acquisition strategy, independent government cost estimates, statement of impact, contract data requirement lists, and market research Report.

This definition of specialized experience is typical of work performed at the next lower grade/level position in the federal service (NH-03/GS-13).

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

Major Duties:

- Reviews, approves, and/or redirects procurement planning. Leads a team of Acquisition Analysts in support of the planning, development, and implementation of the contract strategy for the overall acquisition program.
- Prepares and maintains current acquisition plans, appropriate milestone charts, and related schedules. Conducts reviews of contract specifications and contract changes.
- Coordinates across multiple functional areas and organizations to ensure adequate, appropriate, ethical and legal development of contracts requirements. Reviews the negotiation strategy, coordinates strategy with the negotiation team.
- Serves as a senior advisor to program officials for purposes of procurement planning.
- Advises program officials on recommended procurement strategies and coordinates the preparation of contract requirement package documentation.
- Coordinates technical evaluations of contractor proposals, which may result in competitive range determinations.
- Coordinates and attends engagements with industry, such as, industry days, pre-solicitation conferences, and pre-proposal conference(s) with the prospective contractor(s).
- Provides oversight for necessary contract modifications to clarify questions concerning such topics as specification changes, language ambiguities, or clarification of contract clauses.
- Develops new or innovative contracting approaches to meet mission requirements.
- Advises technical specialists, management, and contracting officers on matters pertaining to contracting policies and procedures.
- Publishes informational material to inform, clarify, and explain regulatory and policy changes and to note recurring errors observed during contract review.

Conditions of Employment:

- 1) Must meet suitability for Federal employment
- 2) Will be required to provide proof of U.S. Citizenship
- 3) Direct Deposit of pay is required
- 4) Male applicants born after December 31, 1959, must complete a Pre-employment Certification Statement for Selective Service Registration
- 5) Salary includes applicable locality pay or Local Market Supplement
- 6) Must possess or be able to obtain and/or maintain a Secret security clearance duration of employment.
- 7) This position has a Temporary Duty (TDY) or business travel requirement of 25% of the time.
- 8) This position requires a Financial Disclosure Statement OGE Form 450 and annually thereafter in accordance with DoD Directive 5500-7-R.
- 9) This is a Critical Acquisition Position (CAP). Critical Acquisition Positions (CAP) no longer require Acquisition Corps membership with the approval of the DoDI 5000.66, change 3.
- 10) This position requires a 3-year tenure agreement. Must sign DD Form 2888 (Critical Acquisition Position Service Agreement) and execute, as a condition of employment, a written tenure agreement.
- 11) Professional Career Level Certification must be met within 5 years.

How to Apply:

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

Subject: PEOAVN-DHA-1109-23-0011

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
- **Acquisition Career Record Brief (ACRB)**

Please submit all documents in PDF 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 13 December 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.*