



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

Public Notice Number: PEOAVN-DHA-1109-23-0015

Opening and Closing Dates: 06 July 2023 through 20 July 2023 (11:59pm CT)

Position Title: Business Management Specialist

Grade: NH-0301-03

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

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: \$86,001-132,945 per year

Work Schedule: Full-time

Appointment Type: Permanent

Start Date: On or around 27 August 2023

Relocation: Relocation (PCS) expenses are not authorized

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

Who May Apply: U.S Citizens ONLY

Specialized Experience: In order to be found qualified for this position your resume must describe one year of experience at the NH-02/GS-11 level which includes (1) Performing a variety of management functions such as analyzes the organization's manpower requirements in conjunction with funding requirements 2) Utilizing established procedures to process and monitor personnel actions; (3) Providing recommendations to management regarding personnel and manpower actions; (4) Performing action required to manage and monitor manpower authorizations for military and civilian strength; and (5)Overseeing the training requirements of employee's within the assigned organization.

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:

- Provides advice and recommends policies, plans, and courses of action affecting the organization's resource functions and related acquisition and personnel activities.
- Participates in formal management sessions and contributes financial data, advice, and recommendations on a wide range of program and personnel issues.
- Functions as the organization training coordinator for acquisition career development and training requirements unique to AAW; coordinating with the Office of the Director for Acquisition Career Management (DACM), and the Defense Acquisition University (DAU).
- incumbent has the responsibility of monitoring and advising supervisors about the following programs: Acquisition certification programs, mandatory training, leader development, workshops, continuous learning points (CLPs), Senior Rater Potential Evaluations (SRPEs), among others.
- Oversees and explains policy and procedural information to employees regarding Individual Development Plan (IDP) creation and management.
- Monitors IDPs and annual performance appraisals to ensure completion in a timely manner.
- Develops command briefings and information papers describing assigned programs. Manages long-term personnel and training schedules, and schedule of key events/milestones for the PEO Office and programs.
- Drafts/proposes personnel and training schedules and resource requirements to ensure their synchronization with assigned program tasks, to include related external activities.
- Analyzes the organization's manpower requirements in conjunction with funding requirements, maintenance of Table of Distribution and Allowances (TDA), Program Budget Guidance (PBG), Work Year and End Strength authorizations and execution. Evaluates strength levels.
- Serves as the Automated Time Attendance and Production System (ATAAPS) timekeeper for the organization.
- Utilizes Task Management Tool (TMT) for tasker processing and completion.

Conditions of Employment:

- 1) Must meet suitability for Federal employment.
- 2) Will be required to provide proof of U.S. Citizenship
- 3) Will be required to serve a 1-year probationary period.
- 4) Direct Deposit of pay is required.
- 5) Male applicants born after December 31, 1959, must complete a Pre-employment Certification Statement for Selective Service Registration
- 6) Salary includes applicable locality pay or Local Market Supplement
- 7) Must possess or be able to obtain and/or maintain a Secret security clearance duration of employment.
- 8) This position has a Temporary Duty (TDY) or business travel requirement of 25% of the time.
- 9) This is an Army Acquisition, Logistics and Technology Workforce position. Selectees must meet position requirement for Practitioner certification within 60 months of entrance on duty.

10) This position requires a Financial Disclosure Statement OGE Form 450 and annually thereafter in accordance with DoD Directive 5500-7-R.

How to Apply:

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

Subject: PEOAVN-DHA-1109-23-0015

Required Documents:

- **Resume** that includes 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

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 20 July 2023.

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.*

