Position Requirements Document Cover Sheet Position Number:

Classification (Title, Path-Series-Broadband): NK-xxxx-III

Duty Title:

Employing Office Location: Edwards AFB, CA **Duty Station**: Edwards AFB, CA

Org Info (Agency, 1st Div, 2nd Div, etc): DoD, AF, AFMC, AFFTC,

Org & Func Cd:
1st Skill : %
2nd Skill: %
3rd Skill: %

Supervisor's Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Immediate Supervisor: *(Type or Print)*
Title: *(Type or Print)*

Signature: _____ **Date**: / /

Higher Supervisor or Manager: *(Type or Print)*
Title: *(Type or Print)*

Signature: _____ **Date**: / /

Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

Classification Official: _____ **Title:** _____
(Type or Print) *(Type or Print)*
Signature: _____ **Date**: / /

COMMUNICATED CCAS REQUIREMENTS:

Period Covered					
Rater/Supv					
Date					
Reviewer					
Date					
Employee*					
Date					

*Signature acknowledges receipt. It does not indicate agreement/disagreement.

I. MISSION/PURPOSE:

II. MAJOR DUTIES: *(Identify major duties. Limit description of major duties to one page. Assign percentages and identify applicable KSAs after each duty paragraph.)*

III. CCAS FACTORS, DISCIMINATORS, AND DESCRIPTORS: *(These are standardized and may not be edited.)*

This is the senior level that requires knowledge of extensive procedures and operations requiring extensive training. Receives general guidance on overall resources and objectives. Skilled in applying knowledge of basic principles, concepts and methodology of administrative occupation and/or technical methods. Results are accepted as authoritative and normally without significant change.

Factor 1. Problem Solving **Level III**

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

- Plans and conducts complex administrative activities.
- Develops rules, procedures, or operations for complex/difficult organizational tasks.
- Identifies issues and determines approaches and methods to accomplish tasks. Initiates effective actions and resolves related conflicts.
- Identifies issues requiring new procedures and develops appropriate guidelines.

Factor 2. Teamwork/Cooperation **Level III**

Work is timely, efficient and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

- Works with others on complex issues/problems that may cross functional areas.
- Applies expertise in resolving complex administrative issues. Promotes and maintains environment for cooperation/teamwork. Sets tone for internal/external cooperation.
- Leads and guides others in formulating and executing plans in support of team goals.

Factor 3. Customer Relations **Level III**

Work is timely, efficient and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

- Identifies, defines, and guides administrative efforts in support of customer interactions; coordinates and focuses activities to support multiple customers.
- Establishes customer alliances and translates needs to customer service.
- Works independently with customers at all levels to define services and resolve non-routine problems.

Factor 4. Leadership/Supervision **Level III**

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

- Provides guidance to individuals/teams; resolves conflicts. Expertise solicited by others.
- Guides and accounts for results or activities of individuals, teams, or projects.
- Promotes individual/team development; leads development of training programs for self and others.

Factor 5. Communication **Level III**

Work is timely, efficient and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability and decisiveness are exercised appropriately.

- Develops and advises on administrative procedures and communicates them to all levels, both internally and externally.
- Prepares, reviews, and/or approves documents, reports, or briefings.
- Explains and/or communicates administrative/functional procedures at all levels.

Factor 6. Resource Management **Level III**

Work is timely, efficient and of acceptable quality. Available resources are utilized effectively to accomplish mission. Flexibility, adaptability and decisiveness are exercised appropriately.

- Plans, acquires, and allocates resources to accomplish objectives.
- Coordinates resources across projects.
- Optimizes resource utilization across projects.

IV. RECRUITMENT KNOWLEDGE, SKILLS AND ABILITIES *(Identify 4 to 6 KSAs)*:

1.
2.
3.
4.
5.
6.

V. OTHER SIGNIFICANT FACTS: The checked items below apply to this position:

[ ] **Career Program ID:**_____ **Type:** _____

[ ] **Subject to Drug Testing Statement**

This position has been designated for drug testing. Its incumbent is subject to random urinalysis testing as a condition of employment.

____Tier 1 ____ Tier 1 (SCI) ____ Tier 2

[ ] **"Key" Statement**

This is a Key Position. Incumbents must be removed from their military recall status if alternatives for filling the position during an emergency are not available.

[ ] **Child Care/Youth Services Statement**: This position is a child care/youth services position subject to background checks in accordance with Public Law (PL) 101-647. This is a condition of employment.

(DIN JPP will be coded with a 4 which indicates a Child Care Background check is required.)

[ ] **Financial Disclosure Statement:**

Employee must, within 30 days of assuming this position and by 31 October annually thereafter, file an SF-450, "Confidential Financial Disclosure Report." Employee is required to attend annual ethics and procurement integrity training. *(DIN SAJ will be coded AA if required.)*

[ ] **APDP Statement:**

[ ] This position is designated a **NON-CRITICAL** APDP position.

Function:_____Level Required: _____

[ ] This position is designated a **CRITICAL** APDP position.

Function:_____Level Required: _____

This is a Critical Acquisition Position. Unless specifically waived by the appropriate Component official, (i.e., the Director of Acquisition Executive, or the Service Secretary) or if the employee is "grandfathered" under 10 USC 1736(c)(1), the following are statutorily mandated requirements (Reference: 10 USC 1733 and 1737):

(1) Selectee must be a member of an Acquisition Corps at the time of appointment;

(2) Selectee must execute, as a condition of appointment, a written agreement to remain in Federal service in this position for at least three years. In signing such agreement, the employee does not forfeit any employment rights, nor does such an agreement alter any other terms or conditions of employment.

[ ] **Commercial Drivers License Requirement**: This is a condition of employment.

(DIN Y10 will be coded Y if required.)

[ ] **Environmental Duty Pay or Hazardous Pay Differential Situation**

[ ] **Physical Required:** This is a condition of employment. *(State reason such as: Due to heavy lifting; extended periods of standing, stooping, kneeling, etc.)*

[ ] **Subject to Temporary Duty Assignments (TDY)**: Approximately _____ days per year.

[ ] **Other**: Explain:

Supv Level:
Job Share:
Sensitivity:
Target Broadband Level:
Emergency Ess:
Key Position:
Reason for Submission:
Remarks:

BUS Code:
Comp Level:
FLSA:
Drug Test:
OPM Functions Code:
Mobility:
Previous PD Number: