



## Developmental Assignment Training Opportunity 2008 Procuring Contracting Officer and Intern Training Symposium Procurement Analyst (1102)



**General:** The candidate selected for this Procurement Analyst position will participate in a short-term developmental assignment with the U.S. Army Research, Development and Engineering Command (RDECOM) Acquisition Center. The candidate will provide planning, execution and close-out support for the 2008 Procuring Contracting Officer and Intern Training Symposium (PCO/ITS). The training symposium is scheduled for 21-25 April 2008. The symposium is being hosted by the Deputy Assistant Secretary of the Army for Policy and Procurement (DASA P&P), Ms. Tina Ballard.

**Eligibility:** Prospective candidate should be in the grade of GS-12 or above and Pay/Broadband equivalent. Candidate must be at least Level II certified in Contracting. The candidate must have the ability to communicate effectively, both orally and in writing. The candidate must be proficient in the use of the Microsoft Office software programs (e.g. Outlook, Word, PowerPoint, and Excel). The candidate must be a self-starter with the ability to work independently and have strong organizational and analytical abilities. The candidate will be asked to coordinate a diverse range of actions, many of which may challenge his/her resourcefulness and ability to multi-task.

**Assignment Location:** Headquarters, U.S. Army Materiel Command (AMC), Fort Belvoir, Virginia

**Length of Assignment:** 5 - 6 months – Start date: 7 January 2008 – End date: May or June 2008

### Work Assignments:

a. The overarching learning objectives for the candidate's developmental assignment are to gain a thorough understanding of the roles and responsibilities of an Action Officer and to increase the understanding of the missions of the DASA P&P and the U.S. Army Acquisition Support Center (USAASC), Acquisition Career Development Division, Career Programs (CP-14) Branch which support the contracting workforce.

b. The candidate will serve as the lead in supporting the symposium's Procuring Contracting Officer agenda. This will be accomplished through the development of milestones, delegation of responsibilities, and coordination of efforts of others on the RDECOM Acquisition Center team as well as speakers and POCs for VIP speakers. Duties include participating as the agenda subject matter expert at PCO/ITS meetings, and overall troubleshooting throughout the planning, execution and close-out process. Communication skills will be augmented through preparation and execution of briefings to the DASA P&P and RDECOM Acquisition Center Headquarters.

c. The candidate will gain increased knowledge of how Army organizational missions relate to and support Army contracting organizations. The candidate will interact with POCs at other contracting organizations, expanding his/her knowledge of contracting structure and missions. The candidate will also be exposed to a virtual "who's who" in Army career development and management and contracting policy.

**Funding:** The ACTEDS Competitive Professional Development (CPD) Program will centrally fund the TDY costs for this training assignment. Funding for travel to/from Fort Belvoir, VA, and a reduced daily per diem rate of 55% will be authorized. The program does not fund the following: rental car/limousine, excess baggage, in and around mileage at the TDY site, and return trips to the permanent/home duty station during the assignment period. The home organization will be responsible for funding the individual's salary and benefits and for the processing of the individual's timecards.

**How to Apply:** Candidates are requested to apply under the PCO/ITS announcement in the Army Acquisition Professional Development System (AAPDS). Candidates are requested to submit an updated ACRB, resume, statement of interest and utilization plan. AAPDS can be found in CAMP/CAPPMIS at: <https://rda.atess.army.mil/camp/>. The announcement is open 5 November - 6 December. Candidate will be selected and notified the week of 10 December.

### POCs for Additional Information/Questions:

**Assignment Duties:** Ms. Joan Hauser, RDECOM, E-mail: [joan.hauser@us.army.mil](mailto:joan.hauser@us.army.mil), Phone: (410) 436-8417

**Application Process and CPD Program Funding:** Ms. Christine Rimestad, CP-14 Office, E-mail:

[christine.rimestad@us.army.mil](mailto:christine.rimestad@us.army.mil), Phone: (703) 805-1246 or Ms. Allie DeLegge, CP-14 Office, E-mail:

[allie.delegge@us.army.mil](mailto:allie.delegge@us.army.mil) or Phone: (703) 805-1253