

# **Acquisition Program Manager**

Department of Air Force  
Joint Warfare Analysis Center

**Open & Closing Dates**  
02/05/2021 to 02/19/2021

**Service**  
Competitive

**Pay Scale & Grade**  
DO-1101-II

**Salary**  
\$86,072- \$135,155 per year

**Appointment Type**  
Permanent

**Work Schedule**  
Full-Time

**Location**  
1 vacancy in the following location:

**Joint Warfare Analysis Center**  
Joint Warfare Analysis Center (JWAC)  
Program Management Division (J8)  
Acquisition Center of Excellence Branch (J82)  
Dahlgren, VA

**Relocation Expenses**  
Relocation expenses or relocation incentives as described in 5 USC 5753 may be authorized in accordance with applicable travel regulations.

**Telework**  
Situational, as determined by JWAC policy and supervisor

**This job is open to**  
The public – U.S. citizens

**Announcement Number**  
JWAC-21-J8-002

## **Duties**

### **Summary**

This is a public notice flyer to notify interested applicants of anticipated vacancies. Interested applicants must follow the directions in the “How to Apply” section of this flyer to be considered. There may or may not be actual vacancies filled from this flyer. Notice of Result letters will not be sent to applicants who respond to this flyer.

## **Responsibilities**

- Serve as an Acquisition Program Manager accountable for OMAF and RDT&E acquisitions and contracts for JWAC. As the acquisition expert in program management you will lead and manage one or more technical division's portfolio of programs to include developing and implementing acquisition strategy and planning efforts to utilize contracts as a strategic lever to gain programmatic efficiencies and enhance mission capability.
- Accountable for all pre-award and post award processes, documentation and training of division personnel on the various acquisition processes.
- Serve as an acquisition focal point to work with technical, funding and contract counterparts throughout JWAC to coordinate, negotiate, and resolve conflicts while ensuring alignment of technical strategy, funding and acquisition.
- Applies acquisition, and program management principles, methods and techniques to deliver capability to the JWAC.
- Leads Integrated Product Teams to acquire systems and services. Interacts with many different internal and external personnel and organizations.
- Recommends acquisition strategies and approaches. Identifies and implements improved approaches to deliver capability. Advises and supports in the definition of requirements and budgets. Implements acquisition plans.
- Manage division-wide portfolio of acquisition, budget, and procurement activities, proactively monitoring and managing execution activities.
- Accurately determines program goals and objectives. Assesses and manages acquisition program risks. Proactively identifies cost, schedule, technical and/or programmatic risks.
- Reports schedule risks early and develops get well plans to ensure budget execution and mission accomplishment needs are met. Develops and implements effective risk mitigation plans. Leads source selection activities and coordinates technical evaluation efforts with project leads.
- Prepares a variety of documents to include requirement statements, cost estimates, market research reports, justification & approvals, acquisition plans and other related acquisition documents. Meets due dates for procurement packages. Holds contractor accountable to meet requirements identified in their contract.
- Consistently applies sound principles, concepts and work processes to problems and concerns routinely keeping higher management levels informed. Adheres to security policies/directives/SOPs. Knowledge of laws, principles, policies, and practices of systems acquisition, R&D acquisitions, and program management.

## **Travel Required**

Occasional travel – You may be expected to travel for this position.

## **Supervisory Status**

No

## **Promotion Potential**

DO-II

**Job Family (Series)**  
**1101 Acquisition Program Manager**

## **Requirements**

### **Conditions of Employment:**

- Must be a U.S. Citizen.
- Incumbent must have or be capable of obtaining and retaining a Top Secret/SCI security clearance.
- This position has been designated by the Air Force as a Testing Designated Position (TDP) under the Air Force Civilian Drug Testing program. The incumbent is subject to random testing for drug use.
- Position is subject to polygraph testing.
- Must be determined suitable for federal employment.
- Must participate in the direct deposit pay program.
- New employees to the Air Force will be required to successfully pass the E-Verify employment verification check. To learn more about E-Verify, including your rights and responsibilities, visit [e-verify.gov](http://e-verify.gov).
- Males born after 12-31-59 must be registered for Selective Service.
- Within the Department of Defense, the appointment of retired military members within 180 days immediately following retirement date to a civilian position is subject to the provisions of 5 United States Code 3326.
- DAWIA Program Management Level 2 Certification
- You will be required to submit a Confidential Financial Disclosure Report, OGE-450 annually.

## **Qualifications**

Only applicants who meet the area of consideration are eligible to apply for this job. In order to qualify for this position, you must meet the basic education and/or specialized experience requirements.

Basic Requirements: 1101 Acquisition Program Manager

<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/1100/business-opportunity-specialist-small-business-administration-series-1101/>

Specialized Experience: Three years of specialized experience which includes applying concepts, principles, procedures, regulations, laws, and instructions applicable to the Acquisition Program Management career field; performing duties associated with an Acquisition Program Management.

Experience requirements are described in the Office of Personnel Management (OPM) Qualification Standards for General Schedule Positions, Group Coverage Qualification

Standard for Administrative and Management Positions. This definition of specialized experience is typical of work performed at the GS-11 or above grade/level or equivalent position in the federal service.

**Other Desired Qualifications:**

The following will be used to help rate and rank eligible candidates.

- Knowledge of laws, principles, policies, and practices of systems acquisition, R&D acquisitions, and program management.
- Knowledge of business, industrial management, contracting procedures, technical concepts, and production practices to evaluate contractor proposals and activities.
- Knowledge of the missions, roles, functions, organizational structures, and operation of the Department of Defense, Air Force, and other entities that govern, interface with, and/or influence the systems acquisition process and integrated life cycle management.
- Ability to communicate both orally and in writing, clearly, concisely, and with technical accuracy.
- Ability to establish and maintain good relationships with individuals and groups within the office as well as outside the immediate work unit.
- Ability to plan, organize, and manage critical aspects of research, development, production, and support of subsystems or equipment, and integrate, analyze, and manage a variety of acquisition functions and personnel in support of the process.

Additional qualification information can be found from the following Office of Personnel Management web site: <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=List-by-Occupational-Series>

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., professional, philanthropic, religious, spiritual, community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment.

**Education**

There is no education substitution at the GS - 12 and up

While unofficial transcripts are acceptable for initial application, an official transcript will ultimately be required if you are selected for the position. You may submit a copy of your degree(s) if specific coursework does not have to be verified.

**Background Checks & Security Clearance**

- Incumbent must have or be capable of obtaining and retaining a Top Secret/SCI security clearance.
- This position has been designated by the Air Force as a Testing Designated

- Position (TDP) under the Air Force Civilian Drug Testing program. The incumbent is subject to random testing for drug use.
- Position is subject to polygraph testing.

## **How You Will be Evaluated & Documentation Required**

In order to qualify for this position, your resume must provide sufficient experience and/or education, knowledge, skills, and abilities to perform the duties of the specific position for which you are being considered.

Your resume is the key means we have for evaluating your skills, knowledge, and abilities as they relate to this position. Therefore, we encourage you to be clear and specific when describing your experience. You should list any relevant performance appraisals and incentive awards in your resume as that information may be taken into consideration during the selection process. If selected, you may be required to provide supporting documentation. Your resume must show relevant experience, job title, duties and accomplishments. Your resume must show complete information for each job entry to support minimum qualifications. The following information should be provided in your resume, but it is acceptable to provide elsewhere in your application package: employer's name, starting and end dates (Month/Year), hours per week, and pay plan, series and grade level (e.g. GS-0201-09) for relevant federal experience.

Limit resume to no more than four pages and one page written statement.

Are you claiming membership in any professional organizations, or possession of a license, certificate or credentials? Check the Conditions of Employment section above to see if any are required. If you claim membership, license, certification, or credentials, you must submit a copy of said document in your application package.

As vacancies occur, the Human Resources Office will review your resume to ensure you meet the hiring eligibility and qualification requirements listed in this flyer. You will be rated based on the information provided in your resume, along with your supporting documentation.

If selected, you may be required to provide additional supporting documentation.

If after reviewing your resume and supporting documentation, a determination is made that you inflated your qualifications and/or experience, you may be found ineligible/not qualified.

Please follow all instructions carefully. Errors or omissions may affect your rating or consideration for employment.

All eligibility, qualification requirements, or other requirements must be met by the closing date of this announcement to be considered for any vacancies.

Are you an active duty service member? Active Duty Service Members are required to submit a statement of service printed on command letterhead and signed by the command. The statement of service must provide the branch of service, rate/rank, all dates of service, the expected date of discharge and anticipated character of service (Honorable, General, etc.).

Documents submitted as part of the application package, to include supplemental documents, may be shared beyond the Human Resources Office. Some supplemental documents contain personal information such as SSN and DOB and some documents such as military orders and marriage certificates may contain personal information for someone other than you. You may sanitize these documents to remove said personal information before you submit your application. You must provide an un-sanitized version of the documents if you are selected.

## Benefits

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding. [Learn more about federal benefits.](#)

## How to Apply

Interested candidates are required to submit (1) a resume (not to exceed four (4) pages) as well as (2) a written response (not to exceed one page) addressing how you meet the qualifications and competencies required, and why you wish to be considered for the position, to J11 Human Capital Management Division, stratcom.south-potomac.jwac.list.jwac-jobs@mail.mil by midnight of the closing date. Applications will be rated, and top candidates will be interviewed for selection.

Failure to submit a complete application package will result in an ineligible rating and loss of consideration.

## Fair & Transparency

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

**Equal Opportunity Employment Policy:** The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) for federal employees & job applicants](#)

## Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about disability employment and reasonable accommodations

[\(https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/\)](https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/)

**Other Information:**

- This position is covered by the Department of Defense Priority Placement Program.
- Additional vacancies may be filled by this announcement.
- A tentative offer of employment will be rescinded if the selectee fails to meet the pre-employment requirements, including failure to report to any of the scheduled appointments.
- Relocation/recruitment bonus may or may not be authorized, if eligible.
- Relocation expenses (i.e., PCS) may or may not be authorized, if eligible.
- Vacancies filled from this announcement may be filled at any broadband level listed.
- If selected below the full performance level, you may be noncompetitively promoted to the next higher broadband level after meeting all regulatory requirements, and upon the recommendation of management. Promotion is neither implied nor guaranteed.

**Legal & Regulatory Guidance**

**Financial suitability**

[\(https://www.usajobs.gov//Help/working-in-government/fairand-transparent/financial-suitability/\)](https://www.usajobs.gov//Help/working-in-government/fairand-transparent/financial-suitability/)

**Social security number request**

[\(https://www.usajobs.gov//Help/working-in-government/fairand-transparent/social-security-number/\)](https://www.usajobs.gov//Help/working-in-government/fairand-transparent/social-security-number/)

**Privacy Act**

[\(https://www.usajobs.gov//Help/working-in-government/fairand-transparent/privacy-act/\)](https://www.usajobs.gov//Help/working-in-government/fairand-transparent/privacy-act/)

**Signature & False statements**

[\(https://www.usajobs.gov//Help/working-in-government/fairand-transparent/signature-false-statements/\)](https://www.usajobs.gov//Help/working-in-government/fairand-transparent/signature-false-statements/)

**Selective Service**

[\(https://www.usajobs.gov//Help/working-in-government/fairand-transparent/selective-service/\)](https://www.usajobs.gov//Help/working-in-government/fairand-transparent/selective-service/)