

## Defense Acquisition Workforce Management Group (WMG)

June 10, 2015 Meeting Minutes

Chair: Ms. René Thomas-Rizzo (Director OUSD(AT&L) (HCI))

### Human Capital Initiatives (HCI) Director's Note:

- The next Senior Steering Board (SSB) is being rescheduled from July 23, 2015, to a new TBD date.
- The Acquisition Workforce Summit is scheduled for Friday, July 31, 2015, 9:00-5:00 p.m., Pentagon, Location TBD.

### Meeting Topics:

- Welcome and Introductions
- HCI Overview
  - Force of the Future
  - Engagement with Functional Leaders
  - Defense Acquisition Workforce Development Fund (DAWDF)
  - Legislative Proposals
  - AT&L Acquisition Workforce (AWF) Strategic Plan
  - DODI 5000.66
  - AcqDemo Status and Expansion
  - Acquisition Workforce Summit
  - Acquisition Workforce Qualification Initiative (AWQI) Update
- Website/Strategic Communications
- Prior Competency Assessments - Functional Leader Lessons Learned/Feedback
- Army Director, Acquisition Career Management (DACM) Office Recommendations
- Perspective on AWF Initiatives

### Introductions:

- Ms. Thomas-Rizzo welcomed the Workforce Management Group (WMG) and introduced the members of the HCI team.

### HCI Overview:

#### Force of the Future

- Ms. Thomas-Rizzo provided an overview of the Force of the Future, an initiative referred to as the largest human resource reform in the history of the Department of Defense (DoD). Force of the Future is one of the top four priorities of the Secretary of Defense and focuses on how the Department will attract technical talent across career levels. The Acting Under Secretary of Defense for Personnel and Readiness (USD(P&R)) serves as the lead and has organized the effort into three working groups, civilian, military and technology (e.g., learning/talent management/HR systems). Ms. Thomas-Rizzo is a member of the civilian working group and “recruit and access” sub-working group; the other sub working groups are: develop and utilize and sustain and retain. Thanks to the Services for providing additional acquisition reps. The civilian working group initially identified 106 potential initiatives, which they have reduced to 39 recommended high priority initiatives. The goal is to further reduce the 39 to the top 15 for Secretary Carter for consideration and DoD action. All working groups meet weekly with do-outs reviewed by leadership, with all working towards a mid-August completion goal. **Action item: Ms. Thomas-Rizzo will provide periodic updates on the Force of the Future to the WMG members.**

## New Beginnings

- DoD's New Beginnings civilian pay system is under development. It is intended to replace the current Office of Personnel Management (OPM) managed General Schedule (GS) pay system. This new system is intended to include changes that will also improve the hiring process.

## Engagement with Functional Leaders

- Ms. Thomas-Rizzo led a discussion on expanding the role of Functional Leaders. Areas of focus: health and welfare of the community, workforce trends (e.g., gains/losses), competency management, and identifying priority strategies for use of DAWDF to strengthen the career field.
- HCI has started the process to develop the FY16 – FY21 Acquisition Strategic Workforce Plan. HCI has initiated requests to DACMs and Functional Leaders for inputs on strategic goals and objectives. The plan will be drafted over the summer and is targeted for completion in Oct/Nov.
- The November 2013 Key Leadership Position (KLP) Memo defined the qualifications for KLPs. **Action Item : Ms. Thomas-Rizzo asked that Components provide a status on implementation of KLPs to HCI by July 22, 2015.** Implementation status should describe actions and processes that support implementation. Status should also include number of KLPs by career field, explanation and plan if there is a shortfall in filling mandatory KLPs, the extent that current KLPs meet requirements, and existing component processes that support the objective of having a sufficient pool of qualified professionals to perform in KLP positions. Feedback is also required on the revised standards. For awareness, Life-Cycle Logistics (LCL) will hold its first qualification board in September; Test and Evaluation (T&E) will conduct its second board in December. PQM is also planning to conduct a qualification board. Mr. Kendall, Ms. Thomas-Rizzo and other Functional Leaders are meeting on 26 June 2015 to discuss implementation or other means to ensure a qualified pool for KLP positions. The Test and Evaluation (updated by LCL) training brief is available as a best practice and guide. HCI will provide brief to the other Functional Leaders. (attached to email transmitting minutes)

## DAWDF

- Ms. Thomas-Rizzo informed the WMG members that HCI will fill an HCI Program Manager position to support the DAWDF program. The announcement was posted in USAJobs on 20 June and is attached.
- **Action Item: The FY16/17 call for DAWDF Proposals went out to the DACMs with guidance on Friday, 19 June, and are due 16 July. Functional Leaders are requested to submit their proposals by will go out soon. Final inputs are due by 30 July. All proposals should be sent directly to Susan Horab; [susan.horab@dau.mil](mailto:susan.horab@dau.mil); 703-805-4948. Susan will provide FLs additional submission details.**
- FY15 Program closeout – expiring funds. HCI is working with DAWDF users to fully use all funds that will expire at the end of the fiscal year. If any DAWDF user, including Functional Leaders, believe their funding will not be obligated by 30 September, they should contact HCI/Susan Horab ASAP. Additional instructions for closing out FY15 are forthcoming.
- FY15 Annual Report – accomplishments. All DAWDF users are required to provide HCI/Susan Horab FY15 accomplishments information by 1 August. It is critical that DAWDF users provide accurate and complete descriptions of uses and the benefits towards sustaining and strengthening the workforce.
- Ms. Thomas-Rizzo emphasized the importance of having a sound case for and communicating how DAWDF makes a positive difference, towards continuation of the DAWDF appropriation.

## FY16 Legislative Proposals

- Ms. Thomas-Rizzo informed the group on the status of DAWDF, AcqDemo and Expedited Hiring Authority legislative proposals. Both the House and Senate NDAA bills provide for full support of the

FY16 annual appropriation request and include language to continue the DAWDF. The bills also include language to extend the Expedited Hiring Authority (FY23) and authority for AcqDemo (FY20).

### **FY17 Legislative Proposals**

- **Action Item: Ms. Thomas-Rizzo asked the group to provide recommendations for FY17 legislative proposals (13 July).** She asked the WMG to be innovative in proposal ideas, and, as an example, said we may consider a proposal that would provide tuition reimbursement program for dependents of acquisition professionals (similar to the GI Bill). Legislative proposals are due to AT&L ARA by July 27<sup>th</sup>.
- Ms. Thomas-Rizzo also provided the membership with highlights of two proposals currently in review. The first proposal would allow senior military acquisition professionals eligible for retirement to serve as advisors to Defense Acquisition University (DAU). These individuals could remain in their role beyond their management retirement date for up to five years. They will continue to serve in uniform. The second proposal allows the SAEs to review and make recommendations to Service Secretaries regarding the recruitment, training, and retention of the AWF.
- There is discussion at the Congressional level regarding rewriting DAWIA. Ms. Thomas-Rizzo expressed interest in considering this effort.

### **Strategic Plan**

- HCI's Ms. Cathy Dunleavy is leading the effort to update the DoD AWF Strategic Plan for FY16-21. A request for input with a template, on the initial draft of strategic goals and objectives is out. Cathy has reached out to and met with DACM offices and with Functional Leaders. The previous FY10-FY15 plan, Better Buying Power 3.0, and SECDEF initiatives were considered in the formulation of the initial draft goals. The goal is to have the draft plan completed this Fall. The published plan will officially be an appendix to the DoD Civilian Strategic Workforce Plan projected for publishing in late FY16.

### **DODI 5000.66 Update**

- HCI's Louis Tutt provided the WMG membership the initial draft of the updated DODI 5000.66 on 19 June, requesting feedback inputs by COB 7 July. The Instruction will consolidate DODD 5000.52, DODI 5000.55, and DODI 5000.66; as well as incorporate policy updates on KLPs and National Defense Authorization Act (NDAA) requirements. Issuance of the updated DoDI 5000.66 is projected for February 2016.

### **AcqDemo Status and Expansion**

- AcqDemo expansion is underway. Components and their organizations interested in participating in AcqDemo should contact Mr. Darryl Burgan, AcqDemo Program Director. The HCI AcqDemo program office assists organizations in applying and planning implementation. Organizations participating in AcqDemo will not be required to convert to the potential New Beginnings system (which will replace the General Schedule system in DoD).
- HCI's AcqDemo team is drafting changes to further improve the workforce tools available in AcqDemo. The changes are being vetted with the AcqDemo executive council and are projected to go into coordination during FY16Q1. Periodic updates on the changes will be provided to the WMG.

### **Acquisition Workforce Summit**

- Ms. Cathy Dunleavy is the HCI lead, in partnership with DACMs and OSD P&R, for planning the upcoming 31 July Joint Acquisition Workforce Challenges Summit. Ms. Thomas-Rizzo arranged for this summit with P&R senior leadership, as a "problem-solving" forum resulting in specific action items to solve real problems for the components. The DACMs, AT&L HCI, and senior leaders from OSD P&R, the Services will be in attendance.

- Ms. Thomas-Rizzo will reach out to the DACMs to ensure the appropriate hiring managers are included on the invite. This meeting is designed to produce an action plan, rather than an information session.

### **Acquisition Workforce Qualification Initiative**

- Functional Leaders are completing reviews of the standards. Standards are being incrementally provided to the DACMs. The supporting e-Workbook (a tool to use the standards) is being developed. Barb Smith will provide the Functional Leaders periodic updates. The Services will provide an update on implementation and use of the standards to Mr. Kendall at an upcoming Business Senior Integration Group meeting (tentatively August).

### **Website / Strategic Communications**

- Mr. Scott Hanger (HCI) provided feedback to the membership on the new HCI-hosted acquisition workforce website. The website will serve as a customer-focused “hub” for the acquisition workforce and a public information site for those interested in learning more about acquisition. Some features of the website include: career links, news from the workforce, media (videos, social media), critical data on the state of the workforce, and success stories provided by the workforce. Once the revised website has been launched, it can be linked to Service and functional area websites.
- Mr. Hanger also discussed the development of a communications strategy that includes leveraging branding to ensure a consistent look and feel to the DoD-wide workforce, potential future members (e.g., college students) and other external viewers.

### **Competency Assessment Feedback**

- Since 2008, 11 competency assessments have been completed; business and contracting have recently performed re-assessments. Mr. Woolsey informed the body that our competency management, processes and work have been highly complimented by external organizations in the private sector.
- The OSD P&R enterprise Defense Competency Assessment Tool (DCAT) was discussed as an option for conducting competency assessments in the future. Transfer to this tool is contingent upon assurances and demonstration that DCAT meets acquisition workforce management functionality requirements to include identifying participants by coded acquisition positions rather than occ series. Mr. Thomas-Rizzo has recently met with P&R and offered to do a small pilot to test readiness of DCAT for acquisition workforce needs.
- WMG attendees discussed the need for the future alignment of DoD function codes to how DoD work is actually organized and done today. The functional codes should have utility across manpower, strategic planning and other workforce management needs. Overlap of major communities was discussed. For example, engineers in DoD are on acquisition coded positions; the other half are not but a capability is needed to do effective planning on both groups. The cyber community has the same challenge.
- Positive Degree Requirements. Approximately 83% of civilian employees have a bachelors or higher degree. However, based on OPM qualification standards for occupational series, not all occupation series for employees that are members of the acquisition workforce have a positive degree requirement. In addition, some but not all acquisition career fields have statutory or acquisition certification-based degree requirements. In some cases, the degree requirement becomes a selective placement factor for hiring purposes. The WMG membership discussed the desire, as part of improving the professionalism of the workforce, to expand a degree requirement across all career fields. OPM informed LCL FL representatives that Mr. Kendall can establish standards such as degree requirement with his DAWIA authority. HCI will work with the WMG membership and OSD P&R to identify alternatives towards the degree requirement objective.

## Army DACM Office Recommendations

- Ms. Sable discussed Army concerns and a recommendation to strengthen partnering and communications on planning changes to certification requirements. Ms. Sable described instances in which new requirements were added or removed from certification requirements mid-year. She expressed that number of people impacted, the multiple implementation considerations, introduce risk and complexity to smooth implementation. As an example, coding and other data in workforce management systems must be modified to implement changes; and these changes require lead time to support the timing of the change. She recommended thorough prior formal coordination by the Functional Leaders with the DACM offices, prior to the addition/change/removal of certification requirements.
- Ms. Thomas-Rizzo suggested that HCI serve as a hub for communicating changes across the enterprise based on the DAU catalog schedule and occurring once a year, possible in June. **Action Item: Mr. Ken Spiro volunteered to lead a temporary working group to create a standardized change process that would be used by all functional communities.**

## Perspective on Acquisition Workforce (AWF) Initiatives

- Mr. Rob Gold (ENG/PQM) recommended the development of a communication/brief that describes the value of ongoing AWF initiatives and how all initiatives are related and integrated to maximize improvement results. He believes this communication will help the workforce in the field understand the big picture, understand what the changes mean, and the specific value to them as acquisition professionals. He said the process of creating this communication should include effort to clarify the priority amongst the various workforce initiatives.
- **Wrap-up:**
  - Ms. Thomas-Rizzo thanked all the participants and presenters for a productive dialogue and exchange of ideas. Significant feedback after the meeting from various WMG members that the meeting was a complete success. Ms. Thomas-Rizzo requested the WMG members provide agenda topics for future meetings.

The meeting was adjourned at 3:30 p.m.

René Thomas-Rizzo  
Director  
Human Capital Initiatives

### Attachments:

1. WMG Action Items
2. WMG Charter
3. HCI Job Announcement (Human Capital Manager/DAWDF)
4. T&E Qual Board Training Brief – Click Link, then see “under T&E KLP qualification board” (<http://www.secnav.navy.mil/rda/workforce/Pages/StrategyPolicy.aspx>)

## WMG Action Items – June 10, 2015

Action	Remarks	Suspense Date	Lead
1. Ms. Thomas-Rizzo will provide a consolidated list of Force of the Future initiatives to the WMG members.	Done	July 31, 2015	HCI
2. A status update from Components on KLP implementation.		July 22, 2015	Functional Leaders
3. Ms. Thomas-Rizzo asked the group to provide recommendations for FY17 legislative proposals		July 13, 2015	Functional Leaders
4. The Functional Executive Secretaries will discuss challenges and propose solutions for standard processing/timing; steps for orderly planning changes.		Ongoing	FL rep/Ken Spiro
5. HCI will provide the functional leaders and DACMs with FY16 DAWDF proposal templates.	Done	19 June to DACMs, 23 June to FLs	HCI

# ATTACHMENT 2



## DEFENSE ACQUISITION WORKFORCE MANAGEMENT GROUP (WMG) CHARTER

A. PURPOSE: This charter prescribes the mission, responsibilities, organizational relationships, meetings, and membership of the Workforce Management Group (WMG), which oversees operations and management of the Defense Acquisition Workforce Education, Training and Career Development Program (the “Program”) for the Department of Defense (DoD). The WMG, chaired by the Director, Human Capital Initiatives (HCI), supports the Senior Steering Board (SSB). This charter is issued under the authority of DoD Directive 5000.52 (dated January 12, 2005), “Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program,” and DoD Instruction 5000.66 (dated December 21, 2005), “Operation of the Defense Acquisition Technology, and Logistics Acquisition Education, Training, and Career Development Program.”

B. MISSION: The mission of the WMG is to administer and guide the implementation and integration of initiatives and policy by the Under Secretary of Defense for Acquisition, Technology and Logistics (USD(AT&L)) under the Defense Acquisition Workforce Improvement Act (DAWIA), implementing policy and programs in support of the related Acquisition Workforce, and initiatives to support other DoD workforce elements in their performance of duties which are closely related to acquisition processes. The WMG provides assistance, oversight, and review of the Defense Acquisition Workforce Education, Training, and Career Development Program to ensure integration of enterprise initiatives and to advise the SSB on workforce matters. This includes but is not limited to the Defense Acquisition Workforce Education, Training and Career Development Program and all major acquisition workforce initiatives (e.g., initiatives funded by the Defense Acquisition Workforce Development Fund (DAWDF) and the DoD Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo)). The WMG will also provide recommendations on policies and issues requiring consideration and resolution by the AT&L Workforce Senior Steering Board (SSB).

C. MEMBERSHIP: The WMG shall be chaired by the Director, Human Capital Initiatives (HCI). It shall be comprised of the principal representatives of the SSB members. The WMG principals, identified at Attachment 1, include the Functional Executive Secretaries; Component Directors, Acquisition Career Management (DACMs); the Defense Acquisition University

(DAU) President; and other Government officials the Chair considers appropriate. The Director, HCI, as Chair of the WMG, may establish groups to work particular issues on an ad-hoc or standing basis. The purpose, mission, leadership, governance, membership, organizational relationships, roles, and meetings of the groups are at the discretion of the Chair of the WMG.

D. ORGANIZATIONAL RELATIONSHIPS:

1. While policy and oversight decisions regarding the Defense Acquisition Workforce Education, Training and Career Development Program ultimately reside at the SSB, the Director, HCI, will oversee the integration, management, and implementation of the Program and related activities. The SSB shall provide the Director, HCI, with strategic direction for the Program and will resolve policy and resource issues identified by the Components/Agencies, Functional Executive Secretaries, or the WMG.
2. The Director, HCI, will coordinate and collaborate with manpower, comptroller, human resources, and other Office of the Secretary of Defense (OSD) functions as appropriate on issues involving Departmental personnel regulations, policy, resourcing, and management affecting civilians or military members.

E. WMG ROLES: The WMG shall have the following roles:

1. Annually, the WMG will establish a set of priority policy and programmatic initiatives.
2. Provide oversight and management of enterprise-wide initiatives designed to achieve DoD strategic objectives.
3. Provide recommendations to the Director, HCI, and the SSB, to facilitate accomplishment of Program objectives.
4. Establish and review measures of performance periodically.
5. Assist Director, HCI, Functional Leaders, DACMs, and DAU in formulating enterprise-wide, uniform, policies and standards for the Acquisition Program; and assist the Functional Leaders in formulating policy and standards for the Acquisition Program.
6. Assist Director, HCI, Functional Executive Secretaries, DACMs, and DAU in the annual update to Congress of the acquisition workforce.
7. Provide recommendations to the SSB regarding management and use of the Defense Acquisition Workforce Development Fund (DAWDF) to include:
  - a. Ensuring alignment with strategic objective;
  - b. Developing appropriate guidance concerning the administration of the Fund;

- c. Identifying funding levels necessary to support Component, Agency, DAU, and Functional Leader initiatives to achieve strategic objectives; and
  - d. Providing recommendations on changes to initiatives and new out-of-cycle requirements.
8. Annually, review and provide recommendations for the approval of the DAWDF Program Plan. The WMG will ensure initiatives and execution plans support statutory intent and DoD strategic objectives. This review and approval process supports satisfying 10 U.S.C. 1705 Fund management requirements.
9. Provide recommendations for approval of new DAWDF initiatives as required during the year of execution.
10. Based upon strategic direction from the SSB, the Director, HCI, will evaluate recommendations from the WMG and prioritize functional and component initiatives that require additional resources or changes to current program policies, including training courses, certification criteria, training hours, and/or other matters that affect DAU capacity and funding. The Director, HCI, will determine if unresolved issues regarding the foregoing need to be elevated to the SSB.
11. Resolve policy concerns and issues regarding course registration, quotas, allocations, etc.
- F. MEETINGS: At the call of the chair, the WMG shall meet at least quarterly. Whenever possible, the WMG will meet at least 2 weeks prior to the SSB in order to resolve questions and issues regarding any proposals being presented. The Director, HCI, will coordinate and publish meeting agendas one week prior to each meeting, and will ensure draft minutes and action items are provided within 10 working days of each meeting. Final minutes and action items will be disseminated within 30 working days of completing the scheduled meeting.

  
Under Secretary of Defense for PD  
Acquisition, Technology and Logistics

7/29/11  
DATE

Distribution: SSB and WMG Membership

# ATTACHMENT 3

## Defense Acquisition University

Job Title: Program Management Analyst (Human Capital Manager)

Department: Department of Defense

Agency: Defense Acquisition University

Job Announcement Number: DAU-15DB021-1435955

<b>SALARY RANGE:</b>	\$86,399.00 to \$132,122.00 / Per Year
<b>OPEN PERIOD:</b>	Saturday, June 20, 2015 to Tuesday, June 30, 2015
<b>SERIES &amp; GRADE:</b>	NH-0343-04
<b>POSITION INFORMATION:</b>	Full Time - Permanent
<b>PROMOTION POTENTIAL:</b>	04
<b>DUTY LOCATIONS:</b>	1 vacancy in the following location: Fort Belvoir, VA
<b>WHO MAY APPLY:</b>	Current permanent Career or Career-Conditional Department of Defense (DoD) employees with Competitive status
<b>SECURITY CLEARANCE:</b>	Secret
<b>SUPERVISORY STATUS:</b>	Yes
<b>JOB SUMMARY:</b>	

The Office of Human Capital Initiatives (HCI) directly supports the Under Secretary of Defense for Acquisition, Technology and Logistics (USD(AT&L)) with the execution of all 10 U.S.C. 1702 Department-wide acquisition workforce responsibilities to include workforce strategic planning, policy, and programs. Our goal is to create and sustain a professional and highly qualified, high-performing Defense Acquisition Workforce, empowered to make a difference in acquisition outcomes that support the warfighter and protect the taxpayer. HCI is a tenant unit of the Defense Acquisition University.

### TRAVEL REQUIRED

- Occasional Travel
- Limited (no more than three annually) overnight meetings may be required

### RELOCATION AUTHORIZED

- No

### DUTIES:

- Position serves to assist the Director, Human Capital Initiatives, a direct report to the Under Secretary of Defense for Acquisition, Technology and Logistics, in the planning and management of cost, schedule, and performance of the Defense Acquisition Workforce Development Fund Initiatives Program and other workforce programs.

- Lead, communicate, collaborate and build coalitions across multiple stakeholders and resolve differing viewpoints and achieve success on policy, programs and initiatives.
- Develop and implement human capital or workforce management strategies, policies and programs.
- Work successfully in high ops tempo environment which includes multiple stakeholders and emergent senior leader taskings.
- Effectively participate in DOD Planning, Programming, Budgeting and Execution process related to acquisition workforce programs.
- Analyze, develop and write complete, concise and accurate plans, reports, policies, and deliver oral presentations involving programs and issues.
- Lead and support meetings with acquisition workforce stakeholders to resolve DOD component concerns and issues.
- Conduct workforce analysis, identify alternatives and make recommendations to resolve workforce policy issues.

#### QUALIFICATIONS REQUIRED:

You must have one year of specialized experience at the NH-III grade level in Federal service to be eligible for this position. Specialized experience is defined as experience in DOD acquisition leadership positions responsible for managing complex acquisition programs or projects to include strategic and requirements planning, budgeting, execution management, reporting, and collaborating with stakeholders for continuous improvement of the programs.

You must also demonstrate:

- Ability to lead and manage complex projects or programs
- Expertise and practical experience in developing and executing human capital or workforce management strategy, policy and programs.
- Ability to communicate and build coalitions across multiple stakeholders and resolve different viewpoints and achieve success on policy, programs initiatives.
- Ability to effectively participate in the Planning, Programming, Budgeting and Execution (PPBE) process and provides contract oversight.
- Ability to analyze, develop and write complete, concise and accurate plans, reports, and policies, and deliver oral presentations involving programs, and issues.

Education is not substitutable for specialized experience for this grade level.

**Background or Security Investigation:** This is a non-critical sensitive position which requires a background investigation. The individual selected for this position is required to obtain and maintain a Secret security determination to occupy a critical sensitive position within the agency as a condition of employment.

### HOW YOU WILL BE EVALUATED:

HR will review your resume and supporting documentation to ensure you meet the basic qualification requirements. Applicants meeting the basic requirements will be further evaluated by information provided in the Assessment Questionnaire. If, after reviewing your resume and or supporting documentation, a determination is made that you have inflated your qualifications and or experience, you may lose consideration for this position. Please follow all instructions carefully. Errors or omissions may affect your rating.

The Assessment Questionnaire takes approximately 15 minutes to complete and collects information on your education, training and experience related to the following critical competencies:

1. Ability to lead, negotiate, and work constructively in a team environment.
2. Ability to conceptualize, develop content, write and deliver oral presentations.
3. Ability to use computer programs to collect and analyze data.
4. Ability to provide expert advice to senior management.

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### BENEFITS:

DAU has a comprehensive benefits package that includes retirement, social security, and thrift savings; health, life, and long term care insurance; paid vacation, sick leave, and holidays. DAU employees enjoy flexible work schedules, transit subsidy, and the opportunity to telecommute. To find out more, go to [https://help.usajobs.gov/index.php/Pay\\_and\\_Benefits](https://help.usajobs.gov/index.php/Pay_and_Benefits)

### OTHER INFORMATION:

Initial Probationary Period: You will be required to complete an initial probationary period of 1 year if it has not already been completed.

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### HOW TO APPLY:

**To apply for this position, you must provide a complete Application Package. See required documents below.**

Click 'Apply Online' to create an account or log in to your existing USAJOBS account.

1. Follow the prompts to complete the assessment questionnaire and upload required documents.
2. Please ensure you click the Submit My Answers button to submit your application.
3. Applications must be received by the closing date of the announcement to receive consideration.

4. Check application status or return to a previous or incomplete application by logging into your USAJOBS account, clicking [Application Status](#), then [More Information](#) for this position.

To fax supporting documents you are unable to upload, complete this cover page <http://staffing.opm.gov/pdf/usascover.pdf> using the following Vacancy ID: 1435955. Fax your documents to 1-478-757-3144.

You are highly encouraged to submit your application package and complete your assessment questionnaire on-line. If you cannot apply online:

1. Click to view and print the assessment questionnaire: [View Occupational Questionnaire](#)
2. Print this 1203FX form to provide your response to the assessment questionnaire <http://www.opm.gov/forms/pdfimage/opm1203fx.pdf>.
3. Fax the completed 1203 FX form along with any supporting documents to 1-478-757-3144. Your 1203FX will serve as a cover page for your fax transmission.

#### REQUIRED DOCUMENTS:

You must provide a complete Application Package which includes:

1. Résumé: The latest resume submitted will be used to determine qualifications.
2. Complete Assessment Questionnaire
3. Other Supporting Documents

The following supporting documents are REQUIRED to verify your individual eligibility status. Not all will apply for each applicant. They MUST be received by the closing date of the announcement.

1. SF-50: Employees must submit a Notification of Personnel Action (SF-50) verifying they are an employee of the DAU.
2. Performance Appraisal: Current federal employees.
3. If you claim Veteran's Preference, (5 or 10 points) you MUST provide a copy of your DD Form 214 (Member Copy 4) listing the dates of military service and rank. If you are claiming 10 points (10 percent or more disability), you must also provide a letter from the Veterans Affairs Office and a completed SF-15 (Application for 10-point Veterans Preference - [http://www.opm.gov/forms/pdf\\_fill/SF15.pdf](http://www.opm.gov/forms/pdf_fill/SF15.pdf) ) substantiating your claim.
4. Other documents identified in the announcement.

Note: It is the applicant's responsibility to verify that information and documents entered, uploaded, or faxed are received, legible, and accurate.

**AGENCY CONTACT INFO:**

Cheryl Johnson  
Phone: (317)212-7313  
Email: CHERYL.K.JOHNSON8.CIV@MAIL.MIL

Agency Information:  
DFAS Defense Acquisition  
University DFAS DAU  
8899 East 56th Street  
Indianapolis, IN  
46249  
US

**WHAT TO EXPECT NEXT:**

Once the online questionnaire is received you will receive an acknowledgement email that your submission was successful. The questionnaire will assess your qualifications for the job, and will be used to identify the best qualified applicants to be referred to the hiring manager for further consideration and possible interviews. We will notify you of the outcome after each of these steps has been completed. After making a tentative job offer, we will conduct a suitability/security background investigation.

You will no longer need to call the HR Office to determine your application status. USAJOBS has added an alert setting to their system to drive status updates notification for applicants. You can elect to activate the proactive notification from your USAJOBS profile at any point during the application process to sign-up for automatic alerts when there are status changes for jobs to which you have applied.

It is the applicant's responsibility to verify that information entered, uploaded, or faxed is received, legible and accurate.

**Control Number: 407333900**

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