



### 13. BASIC FUNCTION OF POSITION

This is a training grade established to provide time and opportunity for the incumbent to acquire the knowledge and experience necessary to perform position duties at the full performance grade. Incumbent's performance will be evaluated formally at regular intervals. If performance is found to be satisfactory, the employee may be upgraded to full performance grade, FSN-810-8.

This is a non-supervisory position reporting directly to the Director for Administration (DFA), Naval Medical Research Center Asia (NMRC-A). Duties include, but are not limited to:

- manages the process of contract development, solicitation, and administration and contract closeout;
- assisting the Contracting Officer (KO) in preparation and filing various procurement reports.

### 14. MAJOR DUTIES AND RESPONSIBILITIES

#### % OF TIME

#### 1. Contracting

Assists the Contracting Officer (KO) and command senior leadership in managing the contracting process for the commands major contracts. This includes, but is not limited to the following:

(a) Pre-Award Process: Prepares pre-solicitation documents and drafts initial solicitations using A/OPE models when available. Advertises and follows up on the solicitation process and assists in the preparation of Questions and Answers arising from the process. Prepares Amendments if needed. Conducts pre-proposal conferences with contractors to clarify issues on contractual requirements. Prepares technical evaluation reports and sends it to the evaluation panel for their appraisal. Performs price analyses and evaluates reasonableness of prices offered. Assists the KO in the negotiation and award process.

15%

(b) Post-Award Documents: Requests security clearances if needed and prepares notices to proceed. Drafts COR Appointment documents for KO's approval.

10%

(c) Contract Administration: Assists the Contracting Officer with monitoring performance during the contract term; prepares modifications as necessary, ensuring sufficient funds are obligated; provides guidance to contractor concerning obligations to perform within contractual terms; reviews, analyzes, and recommends action on problem situations; prepares performance evaluation documents when needed; as well as closing-out documents.

25%

#### 2. Contracting Management

Serves as a Contract Manager for various contracts/purchase orders. Responsibilities include, but are not limited to the following:

25%

(a) Coordinates with the contractor on all technical matters that may arise in the administration of a contract. Provides technical input to the KO and TEP. Prepares technical evaluation plans. Prepares TEP reports if needed. Assists in the technical evaluation panel (TEP) approval of the solicitation.

(b) Assists KO during the pre-proposal conference, if necessary.

(c) Receives deliverables (supplies, services, and/or reports) on behalf of the Government.

(d) Verifies efficient and satisfactory performance of work by the contractor and authorizes payments.

(e) If the contract contains a warranty or maintenance clause, notify the Contracting Officer and contractor of any deficiencies in workmanship or materials immediately and monitor response and repair times as stipulated in the contract.

3. Prepares individual reports through ILMS and FPDS on each contract, purchase order, or delivery order above \$3,000.00 for A/OPE.

4. Other ad-hoc procurement responsibilities as assigned by the supervisor. Such as procurement and logistics for a variety of supplies or services in support of law enforcement operations, training events, or VIP visits and activities.

15%

10%

## **15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. Education: A bachelor's degree in arts, business management or law discipline required.
- b. Prior Work Experience: Minimum three years of procurement, contract administration, or as a purchasing agent in a business-related environment following standardized regulations and procedures is required.
- c. Post Entry Training: During probationary period incumbent must take ILMS training, ICASS training, SHEM safety principles, Government Purchase Card training, Section 508 Micro Purchase training, Trafficking in Persons (TIP) for contracting personnel, and training in State procurement procedures (i.e. Simplified Acquisitions, Commercial Items, Contracting , Contracting Officer's Representative, etc.)
- d. Language Proficiency: Level 4 (Fluent) - Speaking, reading, writing in English is required.
- e. Job Knowledge: Must demonstrate ability to analyze market price levels for goods or services solicited. Must demonstrate proficiency in procurement and contracting procedures, as well as government acquisition regulations. Must have familiarity with business practices and market conditions that are sufficient to evaluate potential suppliers, bid responsiveness, contractor responsibility, contractor performance, and local area customs procedures.
- f. Skills and Abilities: Ability to function independently when dealing with all kinds of vendors, laborers, and managers is required. Must be able to monitor and manage multiple contracts and/or projects. Must be able to meet and, at a minimum, maintain Level II DAWIA career field of DAWIA certification by the end of the probationary period. Work requires knowledge of Wide Area Network Flow invoicing system to act as Accepting Official and/or Local Processing Officer. Must have excellent organizational and customer service skills. Must have intermediate level computer skills in MS Office (Word, Excel, Outlook and Power Point) and Internet.

## **16. POSITION ELEMENTS**

- a. Supervision Received: From Director for Administration. Routine assignments are done independently.
- b. Supervision Exercised: None.
- c. Available Guidelines: Bureau of Medicine and Surgery Standard Operating Procedures, Federal Acquisition Regulations and SAP procedures for contract management.
- d. Exercise of Judgment: Evaluates quality of products or services. Assesses proposals or estimates for best offer and determines best price reasonability. Assures that acquisition regulations are applied to all procurement instruments. Exercises discretion to maintain confidentiality of procurement beneficiaries and end users.
- e. Authority to Make Commitments: None.
- f. Nature, Level and Purpose of Contacts: Contacts are with local nationals and government resources to acquire science and technical research representatives of local and US firms to locate goods, services and supplies most advantageous to the U.S. Government and to assist the KO during a solicitation and/or contract process. Contacts are also with local, State and governmental employees at various levels throughout a client agency/department, depending on who are involved in or affected by a specific request. Incumbent will be required to fill out an OGE Form 450 - Confidential Financial Disclosure Report upon reporting and annually each year.
- g. Time Expected to Reach Full Performance Level: 1 years of progressively responsible experience in procurement field to develop contacts, learn standards and procedures and to effectively perform full range duties.