

NMCI REGIONAL CONTRACTING OFFICER'S REPRESENTATIVE

SAMPLE

Position Series: NH334-III (Communications-Computer Systems)

DUTIES: This is a critical Communications-Computer Level III acquisition position, which requires APC membership and a Defense Acquisition Workforce Improvement Act (DAWIA) tenure agreement. The incumbent reports to the Lead Contracting Officer's Representative, Navy Marine Corps Intranet (NMCI) Services, MARCORSYSCOM. The incumbent:

- Directs and oversees the development and execution of USMC NMCI transition and implementation plans, and coordinates these plans with the Marine Corps CIO, the Marine Corps Information Technology Network Operations Center (MITNOC), Other Regional Contracting Officer's Representatives (CORs), Customer Technical Representatives (CTRs), project officers and functional area experts, and the NMCI contractor.
- Communicates, to USMC commands, the services and products available under the NMCI contract.
- Defines and oversees the process of recording, reviewing, submitting, tracking, and monitoring of USMC NMCI service and product requests/requirements.
- Assists with identifying future requirements and, if necessary, developing alternative service options to meet those requirements.
- Oversees the recording, review, and reporting of NMCI related customer feedback and problems.
- Serves as the SAMPLE Regional COR with multiple functions by:
 - Serving as the Government technical interface with the Contractor,
 - Training, guiding, and monitoring numerous Regional CTRs located throughout the continental United States.
 - Collecting and consolidating requirements from designated Regional CTRs,
 - Monitoring and validating contract performance and requirements compliance; and,
 - Mitigating minor disputes between the contractor and customer.
- Facilitates continuous improvement efforts by the Contractor to better satisfy USMC customer needs.
- Manages the processing of all NMCI-related billing and payment documentation.
- Provides input to USMC centralized funding plans/budgets.

QUALIFICATIONS: Applicants must meet the following qualification requirements of the Office of Personnel Management (OPM) Qualifications Standards Operating Manual; one year specialized experience at the GS-11 level. As of the closing date of this announcement, all qualifications must be met. Appropriate experience gained while on detail or in "mixed-grade" or "mixed-series" positions will be creditable when satisfactorily documented. Credit will be

given for the percentage of time the applicant spent on the qualifying duties. Percentages must be specified on the application for credit to be given.

Applicants must meet statutory DAWIA requirements for Level III in Communications-Computer or obtain a waiver. If certified to Level III, submit a copy of your certificate with your application.

BASIS FOR RATING: Experience, Education, Training and Awards shown on the application and performance ratings of record may be evaluated during the rating and/or selection process.

1. Ability to achieve DOD DAWIA Level III certification for the Communications-Computer (NH-III-334) career field.
2. Knowledge of the principles, practices and policies governing acquisition management and program or project management.
3. Management and program professional experience providing information technology services to a large geographically dispersed USMC organizations in the SAMPLE Region. Ability to demonstrate specific knowledge of the SAMPLE Region USMC infrastructure, all aspects of desktop computing, data networks (local and wide area), voice, and video technologies, and information assurance.
4. Work experience with Information Technology contracts and vendors.
5. Ability to communicate effectively both orally and in writing.

Additional Remarks:

Advertise position All USMC Source Only.

Position may require extensive local and Marine Corps wide travel exceeding 25% over the next 2 years. Infrequent travel to OCONUS USMC sites (Far East and Europe) may be required.

Position will be located at CAMP SAMPLE, STATE or an integrated Government/Contractor facility located in the SAMPLE Region of the SAMPLE location.

CREDITING PLAN
NMCI Regional Contracting Officer's Representative
NH-334-III

1. Ability to meet the Communications-Computer DOD DAWIA Career Field at Level III.

SUPERIOR (90 POINTS). Meets all Level III requirements for Communications-Computer DAWIA career field. Possesses mastery of the advanced principles and practices of the program management profession. Has five years of acquisition experience in a program management office, or a similar organization. Has completed at least five years in Communications-Computer management, engineering, information technology, and leadership positions, or their equivalent. A Bachelor's degree, majoring in business administration, computer science, engineering, information systems, management, or a related field is desired.

HIGHLY QUALIFIED (80 Points). Meets all Level II requirements for Communications-Computer DAWIA career field. Has three years of acquisition experience in a systems engineering or program office, or a similar organization. Has completed at least two years in Communications-Computer management, engineering, information technology, and leadership positions, or their equivalent. A Bachelor's degree, preferably with a major in business administration, computer science, engineering, information systems, management, or a related field is desired.

MINIMALLY QUALIFIED (70 Points). Meets all Level I DAWIA certification requirements. Has one year of acquisition experience in a Communications-Computer systems engineering or program office, or a similar organization. Has completed one year in Communications-Computer management, engineering, information technology, and leadership positions, or their equivalent.

2. Knowledge of the principles, practices and policies governing acquisition management and Communications-Computer programs or project management.

SUPERIOR (90 POINTS). Extensive knowledge and experience interpreting, implementing, and applying principles, practices, and policies governing systems acquisition management and Communications-Computer programs or project management.

HIGHLY QUALIFIED (80 Points). General knowledge and experience interpreting, implementing, and applying principles, practices, and policies governing systems acquisition management and Communications-Computer programs or project management.

MINIMALLY QUALIFIED (70 Points). Ability to apply principles and policies governing systems acquisition management and Communications-Computer programs or project management.

3. Management and program professional experience providing information technology services to a large geographically dispersed USMC organizations in the Hawaii Region. Ability to demonstrate specific knowledge of the Hawaii Region USMC IT infrastructure, all aspects of desktop computing, data networks (local and wide area), voice, and video technologies, and information assurance.

SUPERIOR (90 POINTS). Extensive knowledge and working experience providing information technology services to a large geographically dispersed government organization to include all aspects of desktop computing, data networks (local and wide area), voice and video technologies, and information assurance.

HIGHLY QUALIFIED (80 Points). General knowledge and working experience providing information technology services to a large geographically dispersed government organization to include all aspects of desktop computing, data networks (local and wide area), voice and video technologies, and information assurance.

MINIMALLY QUALIFIED (70 Points). Ability to apply principles for planning and providing information technology services to a large geographically dispersed government organization to include all aspects of desktop computing, data networks (local and wide area), voice and video technologies, and information assurance.

4. Work experience with Information Technology contracts and vendors.

SUPERIOR (90 POINTS). Extensive working experience dealing with IT contracts, vendor relations, change proposals, and contract negotiation.

HIGHLY QUALIFIED (80 Points). General working experience dealing with IT contracts, vendor relations, engineering change proposals, and contract negotiations.

MINIMALLY QUALIFIED (70 Points). Ability to deal with IT contracts, vendor relations, engineering change proposals, and contract negotiations.

5. Ability to communicate effectively both orally and in writing.

SUPERIOR (90 POINTS). Experienced in providing formal briefings to flag, general officer, SES, or Service level personnel. Developed point papers or decision papers for management consideration. Has developed and briefed point papers and decision papers to outside organizations. Frequently provided information project status briefings to local management and contemporaries. Drafts correspondence for upper management review and signature.

HIGHLY QUALIFIED (80 Points). Experience in holding discussions with a variety of personnel within and outside the immediate office. Ability to effectively communicate orally and in writing correspondence. Demonstrated experience in briefing and presenting program plans, technologies and related acquisition program briefings and presentations.

MINIMALLY QUALIFIED (70 Points). Experience in holding discussions within immediate office. Experienced in attending meetings or multifunctional groups. Demonstrated ability to gather and format information for formal briefings.