

TECHNICAL COMPETENCIES

CONTRACTING OFFICER/SPECIALIST (1102) TECHNICAL COMPETENCIES

COMPETENCY	DEFINITION
Acquisition Phase: Acquisition Planning	
Acquisition Strategy Development	Ability to advise customers on their acquisition-related roles and in the development and implementation of strategies needed to assure that supplies and services are available when needed to meet mission requirements.
Procurement Planning	Ability to develop and maintain a workable plan and manage resources to accomplish how all the procurements/contracts will be managed from solicitation planning, solicitation, source selection, contract tracking and administration, and contract closeout.
Market Research	Ability to collect and analyze relevant market information and identify possible sources for the acquisition through effective market analysis and industry knowledge.
Managing Competition	Ability to advise customers on competitive options based on business strategies, market environments, acquisition goals, and AMS requirements. Ability to determine whether to limit competition to socio-economic concerns.
Small Business and Preference Program Participation	Ability to identify opportunities for small business and other preference programs to participate in solicitations. Ability to strategize with program officials to encourage preference program participation.
Defining Government Requirements in Commercial/Non-Commercial Terms	Knowledge of legislation, policies, regulations, and methods used in government contracting. Skill in selecting appropriate evaluation factors for incorporation into the Screening Information Request (SIR)/Request for Proposals that tie back to clear and unambiguous technical requirements. Skill in determining the method of acquisition.

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Defining Requirements	Ability to work with requirements offices to develop a clear and unambiguous description of the requirements. Ability and skill to develop evaluation factors and subfactors that will discriminate between offers. Ability to provide ample time to prepare offers and determine the most appropriate method of acquisition with or without competition for each procurement request.
Performance Based Acquisition	Ability to determine if performance based acquisition is the appropriate acquisition strategy to use in procurement. Ability to develop a performance work statement or a statement of objectives. Ability to conduct research to determine performance standards or incentives that will effectively measure contractor results.
Defining Contractual/ Business Relationships	Knowledge of techniques in the identification and selection of the most appropriate contractual terms and arrangements; for example, in pricing, financing, and payment methods. Skills to determine whether and how to provide for recurring requirements; prepare unpriced orders and contracts; determine whether to provide for government financing and where necessary the method of financing; determine bonding requirements for the solicitation and contract; determine the method of payment; determine whether a written source selection plan is necessary or desirable.
Acquisition Phase: Contract Formation	
Solicitation of Offers	Knowledge of Screening Information Request (SIR)/solicitation preparation and selection methods and in preparing written solicitations that include the appropriate provisions and clauses tailored to the requirement and assembled in a format appropriate to the acquisition method and market for the required supply or service. Knowledge of formal advertising techniques. Skill in conducting oral proposals. Skill in responding to an inquiry about the SIR/solicitation received prior to contract award or a request for information under the Freedom of Information Act. Skill in conducting pre-proposal conferences when appropriate. Skill in post-award conferences. Skill in amending or canceling SIRs and solicitations.

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Detailed Bid Evaluation Skills	Knowledge of technical requirements sufficient to issue quotes, determine bid responsiveness, hold pre-bid conferences and bid openings, determine contractor responsibility, and/or contractor performance post award. Skill in receiving, handling, and evaluating bids adhering to proper procedures.
Proposal Analysis and Evaluation	Knowledge of cost and/or price analysis techniques and auditing standards and procedures. Skill in receiving, handling, and evaluating cost and priced proposals adhering to best practices and procedures. Skill in obtaining proper disclosure of accounting practices and in determining if the firm's accounting practices comply with Government cost accounting standards. Skill in applying recommendations from government auditing organizations by clearly documenting business decisions.
Negotiation	Knowledge of negotiation techniques to meet and reach agreement through discussions with all proposed contractors. Skill in conducting a negotiation session and documenting in the contract file the principal elements of the negotiated agreement. Skill to set forth the cost elements and performance terms, and to document all cost, technical requirements, terms and conditions in a contract.
Award Resolution	Knowledge of contract formation procedures. Skill in determining and documenting the responsibility and non-responsibility of a prospective contractor. Skill in preparing all types of orders and contracts and documenting the award recommendation. Skill in notification of contract award to required and interested parties. Skill in preparing debriefing materials and debriefing offerors. Skill in resolving acquisition complaints and concerns.
Acquisition Phase: Contract Administration/Management	
Requirements/ Contract Management	Knowledge of post award contracting procedures to oversee or ensure compliance with the terms of contracts. Skill in conducting a post-award contract review and orientation. Skill in effective communication of contract requirements. Skill in planning for contract administration. Skill in monitoring contractor subcontract management in accordance with prime contract requirements. Skill in modifying or adjusting a contract when needed. Skill in determining whether or not to exercise an available option.

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Acquisition Phase: Contract Administration/Management	
Performance Management	Ability to monitor contract performance and take any necessary action and apply remedies to protect the rights of the Government. Ability to use performance metrics to evaluate actual performance against goals.
Financial Management	Ability to manage all financial elements of the contract including cost/pricing remedies, understand funding types and expiration, tracking payments, obtaining additional funds when needed, recovering debts, and detecting fraud.
Resolution of Contract Termination and /or Closeout	Knowledge of contract termination procedures and negotiation techniques to represent the Government in terminations for convenience or default and in claims and settlements. Skill in analyzing proposals, negotiating cost and terms, and preparing Contracting Officer decisions. Skill in terminating contracts in whole or partially, recovering property, and de-obligating funds. Skill in performing contract closeout.



GENERAL LEADERSHIP COMPETENCIES

COMPETENCY	DEFINITION
Managing Organizational Performance	<ul style="list-style-type: none"> • Provides products and services that meet or exceed expectations • Demonstrates a sense of responsibility, professionalism, and pride for individual and organizational performance • Identifies and helps resolve issues affecting individual performance • Keeps manager informed of changes impacting their work • Performs work in a safe manner and reports unsafe conditions • Shows appreciation for and acknowledges the contributions of others
Accountability and Measurement	<ul style="list-style-type: none"> • Monitors own performance against established performance measures • Takes responsibility for achieving established performance objectives • Demonstrates accountability for achieving performance objectives • Reaches agreement with others on common goals and mutual accountability • Fulfills commitments
Problem Solving	<ul style="list-style-type: none"> • Identifies and helps resolve problems and barriers that impede success • Defines decision-making criteria up front • Identifies root causes before seeking solutions • Takes into account a variety of complex factors • Seeks win-win solutions in the face of opposing viewpoints • Analyzes the potential effects of different options and determines appropriate course of action • Considers the impacts and consequences of decisions • Helps resolve problems that affect overall unit performance

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Business Acumen	<ul style="list-style-type: none"> • Identifies resources required to successfully accomplish performance objectives • Uses assigned resources effectively to achieve objectives • Provides timely and accurate data to cost tracking systems, like Cru-X, etc. • Takes corrective action to ensure that critical activities meet budget and schedule requirements • Looks for opportunities to enhance productivity • Helps identify and apply lessons learned from work unit successes and failures
Customer Focus	<ul style="list-style-type: none"> • Seeks and uses customers' feedback and suggestions to enhance one's own effectiveness • Shares information and ideas with customers • Considers customers and stakeholders viewpoints when making decisions • Stays informed of customers' needs and challenges • Takes into account the impact of one's own performance on the stakeholders • Helps to build customer and stakeholder understanding of organizational policy, business, and operational issues
Building Teamwork and Collaboration	<ul style="list-style-type: none"> • Contributes to an environment in which people thrive and accomplish their best • Takes a team approach in achieving business results • Capitalizes on the full range of talent to enhance team performance • Expresses own opinions and respects the opinions of others • Demonstrates initiative and creativity within established boundaries • Helps others be effective team members
Building a Model EEO Program	<ul style="list-style-type: none"> • Demonstrates commitment to FAA's EEO goals and values • Complies with all applicable EEO laws and regulations • Does not engage in or tolerate discrimination, harassment, retaliation and other behavior that is contrary to a positive work environment • Cooperates fully in authorized EEO complaint processing • Participates as appropriate in activities such as community outreach and recruitment programs • Seeks assistance and/or guidance from one's manager, the FAA Office of Civil Rights and other staff offices immediately as EEO questions arise or the need for EEO training is identified

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Developing Talent	<ul style="list-style-type: none"> • Provides feedback to others to support their development • Supports the development of other employees through formal and informal coaching, mentoring, and OJT • Seeks training and development to address defined business priorities • Takes advantage of duty assignments that provide development opportunities • Considers the future needs of the unit or organization in identifying one's own career development needs • Uses feedback to identify and close one's own skill gap
Communication	<ul style="list-style-type: none"> • Communicates openly and honestly • Pays attention and communicates understanding • Effectively interprets intent, influence, and non-verbal elements of communications • Tailors communication style to fit different groups and circumstances • Presents information clearly and persuasively • Fosters open communication and exchange of ideas and knowledge
Building Alliances	<ul style="list-style-type: none"> • Represents FAA and organizational positions effectively • Helps to build and maintain external stakeholder trust and confidence • Fosters networks, alliances, and other business relationships • Develops common ground among a wide range of stakeholders • Collaborates with others to achieve results • Stays informed of developments in other parts of the organization
Interpersonal Relations and Influence	<ul style="list-style-type: none"> • Supports key business strategies and initiatives • Helps build consensus • Consistently treats others with respect • Develops rapport with others • Handles emotionally charged or controversial issues responsibly • Helps to avoid or resolve conflicts in the workplace

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Integrity and Honesty	<ul style="list-style-type: none"> • Demonstrates consistency, dignity, compassion, and integrity • Demonstrates and fosters high standards and ethical behavior • Presents viewpoints with courage and conviction • Makes tough decisions and stands behind them • Models commitment to public service and the mission of the FAA
Vision	<ul style="list-style-type: none"> • Stays abreast of changes that will impact their work activities • Prepares for changes that will affect their work activities in the future • Develops a shared vision with others across the organization • Helps translate organizational vision into work related action • Gains clear understanding of organizational direction and priorities • Demonstrates an understanding of the connection between their own effort and the mission of their unit
Strategy Formulation	<ul style="list-style-type: none"> • Addresses short-term requirements while keeping longer-term mission and purpose in view • Recognizes immediate and longer range objectives for their work • Plans for changing trends that can affect their job • Implements realistic action plans to achieve goals and objectives • Supports the implementation of organizational change
Agility	<ul style="list-style-type: none"> • Works effectively under pressure (e.g., flexible, adaptable, resilient) • Changes viewpoints, behavior and work methods in response to new information • Handles complex or ambiguous situations effectively • Demonstrates a positive attitude to achieving results • Recovers quickly from setbacks • Learns from experience (failures and successes)
Innovation	<ul style="list-style-type: none"> • Helps achieve operational or organizational change • Lends support to new ideas and innovative approaches • Challenges the status quo (e.g., seeks better efficiency, effectiveness) • Helps implement new systems and technology successfully • Identifies own resistance to change and seeks ways to overcome unfounded resistance • Uses approved methods to determine risks and benefits