



DELEGATION OF PROCUREMENT AUTHORITY TECHNICAL COMPETENCIES

COMPETENCY	DEFINITION
Simplified Purchasing Methods	<ul style="list-style-type: none"> • Simplified purchasing covers methods used to obtain noncomplex products, services, or construction through a contract, purchase order, blanket purchase agreement, and Federal Supply Schedule order • Simplified purchase methods apply to noncomplex products, services, or construction that have been sold at established catalog or market prices or where prices can be determined fair and reasonable
Market Research	<ul style="list-style-type: none"> • Ability to collect and analyze relevant market information and identify possible sources for the acquisition through effective market analysis and industry knowledge
Managing Competition	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 Contractual/ Business Relationships	<ul style="list-style-type: none"> • Knowledge of techniques in the identification and selection of the most appropriate terms and arrangements; for example, in pricing, financing, and payment methods • Skills to perform the following: determine whether and how to provide for recurring requirements; prepare priced 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
Detailed Bid Evaluation Skills	<ul style="list-style-type: none"> • Knowledge of technical requirements sufficient to evaluate bid responsiveness, contractor responsibility, and/or contractor performance • Skill in receiving, handling, and evaluating bids adhering to proper procedures



DELEGATION OF PROCUREMENT AUTHORITY GENERAL LEADERSHIP COMPETENCIES

FAA has defined 16 general leadership competencies that are considered essential to the success of the entire FAA organization. No one person will possess all of the competencies below, however all employees in the agency are expected to work towards developing these 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 determine appropriate course of action • Considers the impacts and consequences of decisions • Helps resolve problems that affect overall unit performance
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, i.e., LDR, 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

GENERAL LEADERSHIP COMPETENCIES

COMPETENCY	DEFINITION
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
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

GENERAL LEADERSHIP COMPETENCIES

COMPETENCY	DEFINITION
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
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

GENERAL LEADERSHIP COMPETENCIES

COMPETENCY	DEFINITION
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