

## Defense Acquisition University

**Job Title:** Professor of Quality Assurance/or Department Chair  
**Department:** Department of Defense  
**Agency:** Defense Acquisition University  
**Job Announcement Number:** DAU-765311-CCM001F-13

**SALARY RANGE:** \$80,000.00 to \$125,000.00 / Per Year  
**OPEN PERIOD:** Thursday, November 01, 2012 to Monday, December 03, 2012  
**SERIES & GRADE:** AD-1910-00  
**POSITION INFORMATION:** Full Time - Excepted Service Term  
**DUTY LOCATIONS:** Few vacancies in the following location(s):  
 Fort Lee, VA United States  
 Huntsville, AL United States  
 San Diego, CA United States  
 Fort Belvoir, VA United States  
 Kettering, OH United States  
[More Locations \(\)](#)  
**WHO MAY BE CONSIDERED:** All U.S. Citizens

**JOB SUMMARY:**

**Duty location and final salary to be determined upon selection.**

**Multiple selections may be made from this announcement. A selected candidate may be designated as the Department Chair located at the main site - Fort Lee, VA. Department Chairs are generally 2-3 year assignments at which time the individual may rotate back into a normal instructor position.**

**Are you ready to join a world class corporate university and take on the challenge of reaching over 100,000 learners worldwide? The Defense Acquisition University (DAU) is the recognized leader as a corporate university, advancing the use of technology in all areas of education. The professional faculty and staff at DAU work in a strong team environment to continuously improve the ways we help our students learn by delivering the right knowledge and skills at the point of need. Come join this dynamic team using your expertise to make a real impact in the acquisition community.**

All US citizens may apply, including current and former Federal employees. This position is in the Excepted Service and may be filled by candidates who have not previously worked for the Federal Government.

All Qualified Applicants Will Receive Consideration.

Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30-45 days of the closing date of this announcement.

**KEY REQUIREMENTS**

- Must be a U.S. citizen

#### DUTIES:

As a Professor of Quality Assurance, you will apply your knowledge, experience, and technical skills to teach and facilitate higher levels of learning for the Department of Defense workforce, primarily among functional employees within the DCMA workforce. For optimum consideration, please ensure your resume reflects how your experience, certifications, and on-the-job and/or formal educational achievements are related to key functional areas discussed below and ensure you address your potential to execute the key functional areas of this position including: quality assurance, teaching/instruction, curriculum development, and mission assistance/consulting. In support of this position you will:

1. Develop and conduct lectures, case studies, simulations and workshops.
2. Lead and facilitate student discussion, problem solving, and presentations/briefings.
3. Prepare course material (student and instructor) according to current instructional systems design technology and develop course schedules.
4. Develop and analyze student assessments and provide student counseling to ensure the highest degree of learning.
5. Provide consulting services to acquisition programs and members of the acquisition workforce.

#### QUALIFICATIONS REQUIRED:

Appropriate experts within the Defense Acquisition University will evaluate applications. **Salary determination is based on the requirements of the position as well as the qualifications of the selected applicant as aligned with the evaluation criteria for each Pay Band. Additional information can be found at [http://www.dau.mil/about-dau/docs/DAU\\_Faculty\\_Plan.pdf](http://www.dau.mil/about-dau/docs/DAU_Faculty_Plan.pdf).** If you do not have the formal education requirements described below and are still deemed as qualified for the position based on specialized experience, you will be required to sign an agreement stating your compliance to complete the academic degree in a specified amount of time.

##### Pay Band A: Minimum Prerequisites

1. You must possess a **Bachelor's Degree** in a related area from an accredited college or university and have at least **4** years of experience in the appropriate functional area in either government or industry.
2. You must have **specialized experience** directly relating to the specific duties of the position to be filled and must demonstrate that you have the required knowledge, skills, and abilities to perform successfully.
3. You must have at least **1 year of specialized experience at or equivalent to the GS-12** level in the Federal service.
4. You must have achieved **DAWIA Level III certification** in Production, Quality and Manufacturing (PQM) or related discipline from the acquisition workforce or have the ability to obtain this certification within 24 months of appointment.
5. The President of DAU can waive all criteria.

##### Pay Band B: Minimum Prerequisites

1. You must possess a **Master's Degree** in a related area from an accredited college or university and at least **6** years of experience in the appropriate functional area in either a government or industry position.
2. You must have **specialized experience** directly relating to the specific duties of the position to be filled and must demonstrate that you have the required knowledge, skills, and abilities to perform successfully.
3. You must have at least **1 year of specialized experience at or equivalent to the GS-13** level in the Federal service.
4. You must have achieved **DAWIA Level III certification** in Production, Quality and Manufacturing (PQM) the primary discipline or related discipline from the acquisition workforce or have the ability to obtain this certification within 24 months

of appointment.

5. The President of DAU can waive all criteria.

**Successful candidates for this position must provide evidence of or demonstrate ability to:**

**1. Quality Assurance Experience:** Describe in detail, the depth and breadth of your quality assurance experience. This includes an understanding of the latest changes/issues in the quality assurance career field and the quality assurance professional's role in the Defense Acquisition Enterprise. Demonstrated knowledge of and successful experience in applying core quality assurance competencies is required for this position. This element includes experience in and knowledge of techniques and approaches required to organize and implement good quality assurance practices in contribution to the effective surveillance of contractual requirements, with an understanding of both the theoretical and practical aspects of such quality assurance surveillance. The applicant must show evidence of quality assurance experience in a DoD or non-DoD agency field or line contract management organization, or industry equivalent position. Demonstrated knowledge and work experience in Federal Acquisition Regulations (FAR) Part 46, Quality Assurance, is required.

**2. Teaching/Instruction:** Ability to teach and facilitate adult learning. This includes (through both demonstrated experience in actual teaching/instructor duty position(s) and/or in job(s) wherein the on-the-job training of employees was a duty of the position) the ability to communicate (orally and in writing) complex quality assurance technical material to students with different backgrounds and experience; a proficiency in delivery methods such as guided discussions, short lectures, role plays, problem-based learning (PBL), and case studies; the ability to incorporate the learner's experience into the learning process along with the ability to motivate learners to participate actively in the learning process; and the ability to organize information and develop the thought. Typical courses are 1 to 3 weeks in duration. Instruction is provided both at government and private-sector classroom facilities under the construct of generally seeking to take the instruction to the students. Instruction may require up to 80% travel (TDY).

**3. Consulting/Mission Assistance:** The ability to consult with DoD and/or non-DoD clients (or industry equivalents) in areas related to quality assurance.

**4. Learning Asset Management (Curriculum Development and Knowledge Sharing):** This includes (through both demonstrated experience in actual teaching/instructor duty position(s) and/or in job(s) wherein the management of training assets was a duty of the position) the ability to manage or develop learning assets and learning products for the quality assurance career fields, to include the continuous assessment, currency, and quality of various types of learning assets and learning products. This also includes any experience with distance learning, continuous learning modules and communities of practice.

**5. Leadership and Resource Management:** Ability to design and implement strategies and objectives that maximize employee potential, foster continuous learning and promote open communication. Identify competency in conflict management, leading and leveraging diversity, developing others and team building. Identify and describe your leadership/management experience in acquisition organizations within the defense (government) and/or private (commercial) sectors; include team leadership as well as supervisory leadership. Describe your experience with the management of an organization's resources relating to its programs and operations.

**ADDITIONAL POSITION REQUIREMENTS**

1. This is a **Critical Acquisition** position.
2. If selected for this position, you are subject to the completion of a satisfactory background investigation.
3. You will be required to become a member of the Acquisition Corps. DoD instruction 5000.58R specifies qualification standards for Corps membership (waiver of some of these standards is possible in the limited circumstances described in the instruction).
4. You will be required to join the DAU Faculty Plan as established by Title 10 of the US Code. **This position is in the excepted service (non-career)**. Candidates currently in the competitive service will be required to sign a statement indicating that they are leaving the competitive services voluntarily to accept an appointment in the excepted service. To access the instructions related to this requirement visit [http://www.dau.mil/about-dau/docs/DAU\\_Faculty\\_Plan.pdf](http://www.dau.mil/about-dau/docs/DAU_Faculty_Plan.pdf).
5. Initial appointment is made for a period of four) years, conditional upon satisfactory completion of a DAU trial period of one year. Every year, as part of an annual review, consideration is given to extending the appointment; thus service at DAU can be extended indefinitely.
6. DCMA experience is not required, but is highly desired.
7. **If selected for this position, you MUST be able to begin work within 90 days of acceptance.**
8. **Permanent Change of Station (PCS) expenses will NOT be paid.**

#### **HOW YOU WILL BE EVALUATED:**

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 factors:

1. Quality assurance
2. Teaching/Instruction
3. Consulting/Mission assistance
4. Learning asset management (Curriculum development and knowledge sharing)
5. Leadership and resource management

#### **BENEFITS:**

For additional information on specific health benefits, life insurance, retirement, etc. please visit: <http://www.opm.gov/insure/health/index.asp>.

For additional information on the Thrift Savings Plan please visit: <http://www.tsp.gov>

For additional Veteran's information please visit: <http://www.usajobs.gov/ei/VetPreference.asp> or <http://www.fedshirevets.gov>.

#### **OTHER INFORMATION:**

#### **HOW TO APPLY:**

**If you have questions about submitting your application package, please contact the Application Manager Help Desk at [ApplicationManagerHelpDesk@opm.gov](mailto:ApplicationManagerHelpDesk@opm.gov).**

**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: 765311. 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. Your resume and/or OF612, Optional Application for Federal Employment Statement Information. **Please include the month/day/year for all prior positions annotated on your resume.**
2. Complete Assessment Questionnaire

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.

**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:

DAU Human Resources  
Phone: (703)805-4936  
Email: [DAUHUMANRESOURCES@DAU.MIL](mailto:DAUHUMANRESOURCES@DAU.MIL)

Agency Information:  
Defense Acquisition University  
9820 Belvoir Road  
Fort Belvoir, VA

22060  
USA

**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.**

**Once you submit the required documents, the application manager may tell you that you are missing items such as Miscellaneous and Qualifications. These are strictly Optional fields. The only required documents are listed above.**

**IF INVITED FOR AN INTERVIEW:**

The following documentation **MUST Be** submitted to the interviewer (please provide documents to the interviewer in a sealed envelope):

1. Proof of current salary (a current Leave/Earnings Statement, W-2, or similar form).
2. An official transcript validating level of education is required. If a transcript is not available by the date of the interview, paperwork indicating that the document has been requested from the relevant institution must be provided. If an official transcript is not provided within 30 days of employment, the new employee may be removed from the position.
3. Names and contact information for at least three (3) references (do not include current supervisor or family members).
4. Current or past employees of the Federal government must provide a copy of their latest SF50.

**Additional Duty Location Info**

Few vacancies in the following locations:

Fort Lee, VA United States  
Huntsville, AL United States  
San Diego, CA United States  
Fort Belvoir, VA United States  
Kettering, OH United States  
California, MD United States

**Control Number: 328654900**

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