

## **KNOWLEDGE SKILLS & ABILITIES**

*(Based on core competencies)*

### **I. Interns:**

#### **A. General Knowledges**

- (1) Knowledge of the job.
- (2) Knowledge of the local command.
- (3) Knowledge of the Army.
- (4) Knowledge of acquisition.
- (5) Knowledge of functional area.
- (6) Knowledge of the basic engineering and scientific skills and analytical abilities

#### **B. General skills and abilities**

- (1) Skill in written and oral communications.
- (2) Skill in interpersonal relations.
- (3) Ability to perform task planning and execution.
- (4) Ability to manage time and resources.
- (5) Ability to assimilate data.
- (6) Ability to perform in group dynamics.

### **II. Team Leader/Journeyman**

#### **A. Team Leader**

##### **1. General Knowledges**

- a. Knowledge of the materiel acquisition process.
- b. Knowledge of broad-based technology.
- c. Knowledge of Army philosophy, goals, and doctrine.
- d. Knowledge of career development.
- e. Knowledge of team leader and supervisory skills and responsibilities.

##### **2. General skills and abilities**

- a. Skill in allocating resources, controlling costs, and maximizing return on investment.
- b. Ability to perform basic supervisory responsibilities.
- c. Ability to make risk assessments and make decisions.
- d. Ability to perform technical program planning, direction, and execution.
- e. Ability to apply a comprehensive understanding of DoD, Army, and other government activities, interfaces, and interactions.
- f. Ability to communicate well orally and in writing.

- g. Ability to perform as team leader, (i.e., managing day-to-day operations of a particular work unit and carrying out directives from higher management levels).

## **B. Journeyman**

### **1. General Knowledges**

- a. Knowledge of basic related specialties.
- b. Knowledge of applicable regulations.
- c. Knowledge of the basic materiel acquisition process.
- d. Knowledge of organizational elements.
- e. Knowledge of career development.
- f. Knowledge of contracting.

### **2. General skills and abilities**

- a. Skill in engineering, scientific, and analytical specialties.
- b. Skill in staffing procedures.
- c. Skill in formal briefing techniques.
- d. Ability to conduct technical project planning and execution.
- e. Ability to write reports.

## **III. Management/Technical Track**

### **A. Supervision**

Both tracks require effective supervision knowledge, skills and abilities. These include:

#### **1. Knowledges**

- a. Knowledge of the materiel acquisition process.
- b. Knowledge of broad-based technology.
- c. Knowledge of Army philosophy, goals and doctrine.

#### **2. General skills and abilities**

- a. Skill in allocating resources, controlling costs, and maximizing return on investment.
- b. Ability to perform supervisory functions.
- c. Ability to lead people.
- d. Ability to make risk assessments and to make decisions.
- e. Ability to perform technical program planning, direction and execution.
- f. Ability to apply comprehensive understanding of DoD, Army and other government activities, interfaces, and interactions.

## **B. Management Track**

### **1. Knowledges**

- a. Knowledge of the materiel acquisition process.
- b. Knowledge of broad-based technology. ]

### **2. General skills and abilities**

- a. Skill in managing an organization.
- b. Skill in representing organizational policies, goals, and needs to external organizations.
- c. Skill in allocating resources, controlling costs and maximizing return of investment.
- d. Skill in policy and decision making under uncertainty.
- e. Ability in technical program formulation.
- f. Ability to establish organizational goals, priorities, and investment strategies in-depth understanding of and the ability to contribute to Army philosophy, goals, and doctrine.
- g. Ability to apply a comprehensive understanding of national/international policy and objectives.

## **C. Technical Track**

### **1. General Knowledges**

- a. Knowledge of the anticipated worth of technical literature intended for publication.
- b. Knowledge of fiscal processes.
- c. Knowledge of the acquisition process.
- d. Comprehensive knowledge of technology transition mechanisms.

### **2. General skills and abilities**

- a. Skill in engineering and scientific specialties as a nationally recognized expert.
- b. Ability to establish critical technological needs and formulate programs to advance state-of-the-art.
- c. Ability to chair national scientific conferences and symposia.
- d. Ability to serve as the Army/national representative to international technical forums.
- e. Ability to contribute invited technical papers to national/international journals.
- f. Ability to serve as a lecturer at universities and national technical society meetings.

## IV. Senior Level

### A. Executive Service

1. **Leading Change.** This core qualification encompasses the ability to develop and implement an organizational vision which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity—to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity. **Competencies:** Creativity & Innovation, continual learning, external awareness, flexibility, resilience, service motivation, strategic thinking and vision.
2. **Leading People.** This core qualification involves the ability to design and implement strategies which maximize employee potential and fosters high ethical standards in meeting the organization's vision, mission, and goals. **Competencies:** Conflict Management, Cultural Awareness, Integrity/Honesty, and Team Building.
3. **Results Driven.** This core qualification stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies. **Competencies:** Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, and Technical Credibility.
4. **Business Acumen.** This core qualification involves the ability to acquire and administer human, financial, material, and information resources in a manner which will instill public trust and accomplishes the organization's mission, and to use new technology to enhance decision-making. **Competencies:** Financial Management, Human Resources Management, and Technology Management.
5. **Building Coalitions/Communications.** This core qualification involves the ability to explain, advocate and express facts and ideas in a convincing manner, and negotiate with individuals and groups both internal and external to the organization. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact on the work of the organization. **Competencies:** Influencing/Negotiating, Interpersonal Skills, Oral Communication, Partnering, Savvy, and Written Communication.

## **B. Technical Expertise**

Scientific/Technical Experts are professionals who are judged by the degree to which they possess technical expertise in research, scientific, and engineering disciplines on a broad scale. Core competencies are:

1. Ability as an internationally recognized expert in the individual's field of endeavor to provide significant accomplishments in the civilian and military sector.
2. Skill in achieving significant technical contributions such that honors and awards are received from the Department of the Army.
3. Ability to recognize new and expanded concepts in science and engineering as evident through authorship of patents and publications with references to these publications and patents appearing in the publications of others.
4. Ability to serve professional technical organizations through active participation as a member, advisor or chairperson of national and international committees and membership in professional societies
5. Skill in maintaining and fostering professional competency through active participation in teaching and university research supervision.