

Competency ID List

Competency Title	DOI - Competency ID	GOV - Competency ID	Competency Definition
Accountability	746	2201	Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes. Complies with established control systems and rules.
Active Directory Management	852	2305	Manages the Active Directory forest and domain environments including group policies, filters, users, groups, printers, and login scripts.
Administrative Program and Facilities Support	853	2306	Provides administrative program support services for facilities, space, property, records management, safety and physical security and telecommunications in order to plan, manage and coordinate overall operations, provide day-to-day oversight and management advice.
Administrative Support	854	2307	Knowledge, capabilities and practices associated with administrative and clerical support to a manager and/or organization to facilitate the mission, goals and customer satisfaction. Use knowledge of administrative techniques, tools policies and/or procedures to provide enabling functions such as timekeeping, scheduling, office communications, document generation, and tracking and follow up systems. Integrate knowledge of specialized processes, resources, terminology, with administrative skills to improve efficiency of business operations.
Administrative Support Functions	855	2308	Ability to provide assistance in related to a variety of administrative functional areas such as grant-making and financial matters, procurement, travel, and correspondence.
Analytical Thinking	747	2202	Able to breakdown raw information and undefined problems into specific, workable components that, in turn, clearly identify the issues at hand. Makes logical conclusions, anticipates obstacles, and considers different approaches that are relevant to the decision making process.
Analytical Thinking - Physical Science	4261		Specialization of experience in the field of Geographic Information Systems (GIS) which entails the creating, editing and analyzing GIS data pertaining to physical sciences and natural resources.
Appeals Case Management	4454		Knowledge of case management systems to docket, track appeals and court litigation.
Application Life Cycle Management	856	2309	Lead small, medium, or large applications through the stages of the application life cycle management including scope definition, requirements definition, analysis and design, development, unit testing, system testing, customer acceptance testing, deployment, maintenance and end of life.
Application of eCPIC Portfolio Management Tool(s) and Excel Applications to Analyze, Communicate and Submit Information	857	2310	Able to manage, review and submit annual IT budget to Office of Management and Budget (OMB) through the eCPIC tool. Manages, reviews and submits Monthly Control Reports and Performance Baseline Change Requests to OMB through eCPIC. Uses advanced spreadsheet (MS Excel) skills including graphical depictions of portfolio and investment information, executive dashboard development, formulas and macro development and maintenance. Develops and recommends IT Portfolio Management policies and procedures. Leads the development, maintenance and annual update of an agency or organization's information technology budget submission using Excel workbooks to collect data.

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Application of Portfolio Management Tools and Excel Applications to Analyze, Communicate and Submit Information	858	2311	Ability to manage, review and submit annual IT budget to Office of Management and Budget (OMB). Assists in managing, reviewing and submitting Monthly Control Reports and Performance Baseline Change Requests to OMB. Skill using spreadsheet (MS Excel) including graphical depictions of portfolio and investment information, executive dashboard development, formulas and macro development and maintenance. Supports the development and recommendation of IT Portfolio Management guidance and procedures. Assists in the development, maintenance and annual update of an agency or organization's information technology budget submission using Excel workbooks to collect data.
Appraising	859	2312	Appraises real properties and completes appraisal reports employing proper appraisal procedures, principles, and techniques ensuring compliance with applicable Federal laws and regulations.
Attention to Detail	748	2203	Is thorough when performing work and conscientious about attending to detail.
Audiovisual and Multi-media Production Technology (pre-production, production and post-production)	860	2313	Performs audio-visual production duties encompassing multiple phases of audiovisual and multi-media productions, to include pre-production, production and post-production.
Automated Administrative Systems	861	2314	Uses business enterprise application software such as the DOI's centralized database, FBMS, to input and retrieve/report data, to manage personal property and/or fleet assets.
Automated Discovery and Configuration Management	862	2315	Using tools to produce inventories of IT assets, determine dependencies, and obtain configurations to support a wide range of functions including life cycle management, strategic decision making, and incident management.
Automated Libraries (ATL) and Virtual Tape Libraries (VTL)	863	2316	Applies expertise of enterprise Automated (ATL) and Virtual (VTL) Tape Libraries to perform daily operational tasks improving services provided to clients in a large-scale operating environment.
Budget and Accounting	865	2318	Understand and apply policies, procedures, statutory requirements, regulations and precedent decisions related to budget and accounting acquired through formal training and/or extensive experience; research and interpret guides and advise others on technical requirements.
Building Management Operations	866	2319	Oversee building operations maintenance to include all aspects of physical space management and design, relocation, construction management, building services, inventory control and facility renovation.
Business Acumen	867	2320	Familiarity with common business practices and their impact on the Federal acquisition process. Knowledge of subcontracting requirements, socio-economic programs, and use of cost/price analysis techniques. Thorough when performing work.
Business Analysis	868	2321	Able to analyze the compliance of various business activities in accordance with established regulations, rules, practices, and procedures.
Business Analysis and Management	869	2322	Uses sound process for analyzing and solving business problems; gathers and analyzes official information from multiple sources; analyzes data and provides recommendations for alternative solutions; conducts a cost-benefit analysis; identifies processes with potential for improvement and scrutinizes processes for possible ways to reduce costs.
Business Development	870	2323	Plans and executes the conception, promotion, and distribution of ideas and services to create business exchanges and support organizational objectives; actively promotes services provided by the organization to internal and/or external customers. Understands the nature, policies, and unique business requirements of shared services providers.

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Business Planning & Resource Management	749	2204	Translates strategic goals into business objectives (i.e., growth, revenue, productivity targets, workload objectives, unit costs, etc.) Identifies the tactical projects and operations management parameters required to achieve the business objectives. Identifies resources required to execute the project and operations objectives.
Business, Financial and/or Statistical Data Analysis	871	2324	Ability to use business, financial and/or statistical analyses of individual investments and overall portfolio data. Assists in analyzing and evaluating bureau and agency IT budgets, including Office of Management and Budget (OMB) Major Business Cases or Agency IT Portfolio Summaries and/or similar business cases.
Capital Planning and Investment Assessment	872	2325	Knowledge of the principles and methods of capital investment analysis, including knowledge of Federal legislation, including the Clinger Cohen Act of 1996, Federal Information Technology Acquisition Reform Act (FITARA) of 2014, executive directives including Office of Management and Budget (OMB) Circular A-11 and A-130, and/or similar legislation and directives governing and impacting the implementation of the IT Capital Asset and Investment Control Program process.
Change Management	873	2326	Knowledge of change management principles, strategies, and techniques required for effectively planning, implementing, and evaluating change in the organization.
Chemical Safety Recommendation Research and Development	874	2327	Advanced knowledge and a mastery of advanced principles, concepts, practices, and theories associated with the process of developing chemical safety recommendations for a federal board which advocate change of regulations in regard to chemical safety.
Communications and Media	875	2328	Knowledge of the production, communication and dissemination of information and ideas to inform via written, oral and visual media.
Community Development	876	2329	Ability to assist, analyze and provide program management guidance on development and implementation opportunities requiring knowledge of community development issues in Latin America and the Caribbean.
Competency Management	877	2330	The assessment and management of employee competencies required for mission accomplishment.
Compliance	878	2331	Knowledge of procedures for assessing, evaluating, and monitoring programs or projects for compliance with Federal laws, regulations, and guidance.
Compliance Requirements for Support and Operations	879	2332	Comprehensive knowledge of systems support and operations including routine operations and maintenance activities, interface and network support, system lifecycle management, disaster recovery, physical and logical security and mitigation activities.
Comprehending the Appraisal Process	880	2333	Demonstrates knowledge of the real estate appraisal process through comprehension of industry specific nomenclature for use in determining property value.
Computer Science	881	2334	Knowledge of the principles, methods, and techniques to store, manipulate, transform, or present information by means of computer systems.
Conflict Management	750	2205	Encourages creative tension and differences of opinions. Anticipates and takes steps to prevent counter-productive confrontations. Manages and resolves conflicts and disagreements in a constructive manner.
Congressional and Legislative Affairs	3026	3087	Knowledge and understanding of the legislative and congressional policies and appropriation processes and responsible committees relative to the programs of an organization required to formulate and implement a Congressional relations, legislative affairs and advocacy program.

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Contract Management	883	2336	Serves as the Contracting Officer's Representative/Contracting Officer's Technical Representative (COR/COTR) with responsibility for managing agency/organization work performed by contract.
Contract Officer Representative	884	2337	Knowledge of Federal acquisition laws, regulations and policies to serve as a senior COR for administration of contracts including personal services and series contracts and inter-agency agreements.
Contracting Oversight (COR)	885	2338	Serves as a Contracting Officer's Technical Representative (COTR) for procurement of real estate appraisal services via contracts.
Contracting Principles, Practices, Procedures	886	2339	Use knowledge that is acquired through formal training and extensive experience to perform the job; work with, understand, and evaluate technical information related to the job; advise others on technical issues.
Creative Thinking	751	2206	Develops new insights into situations and applies innovative solutions to make organizational improvements, designs and implements new or cutting-edge programs/processes.
Creativity and Innovation	888	2341	Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.
Criminal Investigations	889	2342	Knowledge of the guidelines, regulations, and procedures associated with criminal investigation, including evidence detection and handling and drawing appropriate factual inferences and conclusions.
Criminal Investigative Program Management	890	2343	Manages a criminal investigative program for an organization.
Customer Service	752	2207	Works with customers to assess needs, provide assistance, resolve problems, satisfy expectations; knows products and services; is committed to providing quality products and services.
Data Networking	891	2344	Data networking hubs, switches, routers; quality and priority of network services; and the associated protocols at the application, transport, internet and link layers.
Database Backup and Restore Management	892	2345	Applies expertise in database backup and recovery for the management of data in large-scale database environments sufficient to ensure continuity of operations in a large-scale operating environment.
Debt Collection	893	2346	Administers the debt collection processes using the automated system as well as manual functions to perform all delinquent collection activities on outstanding debt.
Decision Making	753	2208	Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.
Decisiveness	754	2209	Makes well-informed, effective and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.
Digital Communications	894	2347	Develop, write and present information in digital venues and various web and social media platforms.
Economics		5211	Knowledge of economic policy, principles, and practices, market and non-market values, and the analysis and reporting of economic data.
Economic and Market Analysis of Royalty Products	895	2348	Knowledge of energy economics, geology, engineering, or the physical sciences sufficient to lead to in-depth analyses of oil and gas and other energy marketing and economics, including transportation and gas processing operations.

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Emerging Access Management Technologies and Solutions	896	2349	Incumbent identifies and takes action based on policy issuances, higher level directives, new initiatives and new or revised legislation; evaluates official DOI Access Program implementation actions for impact on existing or planned DOI programs and policies; monitors new and emerging PKI/2 Factor/Smart Card developments and ensures appropriate involvement and coordination with DOI organizations, such as OCIO divisions, Human Resources, Acquisitions, OLES, and each of the DOI Bureaus.
End User Support	897	2350	Serves as subject matter expert on all matters related to end user support. Applies technical knowledge of service offerings, support, design, implementation, and monitoring for various end user support tools (all technical requirements a user may need from network connectivity to peripheral choices).
Energy Market Analysis	898	2351	Knowledge of the concepts, principles, and analysis practices applicable to determining royalty valuation for oil, natural gas, coal, geothermal, and leasable solid minerals and their respective markets.
Engineering	899	2352	Knowledge of the concepts, principles, and practices of engineering applicable to the determination of unbundling rates for natural gas transportation and processing allowances for Federal and Indian Natural Gas production.
Enterprise Architecture	4026	7781	Knowledge of principles, concepts, and methods of enterprise architecture to align information technology (IT) strategy, plans, and systems with the mission, goals, structure, and processes of the organization.
Executive Driving – Operate Motor Vehicles	4577		Responsible for the safe operation of official vehicles, which include, but are not limited to driving Class III (Midsized), IV (Large) executive fleet vehicles, passenger vans, and light duty trucks for the transportation needs of senior DOI officials or other official business as assigned.
External Awareness	755	2210	Identifies and keeps up-to-date on key agency policies/priorities and economic, political, and social trends which affect the organization; understands where the organization is headed and how to make a contribution.
Federal Acquisition Laws, Regulations and Policies	900	2353	Knowledge of the full range of Federal regulations that govern Federal acquisitions, including the Federal Acquisition Regulation, Office of Management and Budget and Department of Interior guidance, and NBC policy.
Federal Acquisitions	901	2354	Knowledge of federal acquisition regulations (FARS), processes, procedures and methodologies to conduct acquisition activities for the DOI/OCIOs IT hardware, software, and labor procurement requirements.
Federal PKI Authentication	902	2355	Incumbent has expert knowledge of the PKI credential issuance and management process, and how PKI credentials are issued and maintained throughout the identity lifecycle. Expert knowledge of PIV authentication technologies related to Active Directory and other systems and applications, single sign-on technologies, and the use of digital signature and encryption using PIV digital certificates. Knowledge of the purpose and uses of alternate credentials, such as temp cards, derived credentials, and PIV-I credentials
Firearms	904	2357	Knowledge of firearm usage and related issues, such as ammunition, range regulations and safety and use of force policies.
Fleet, Mail and Property Management Support	905	2358	Provides program management support for the administration of Property, Fleet, Mail Management programs, including supply, inventory control, and personal property disposal.

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Fundraising and Relationship-Based Marketing	906	2359	Plans and executes fundraising or relationship based marketing strategies utilizing a broad array of fundraising, relationship development, and donor stewardship tactics and knowledge of nonprofit management or related fields such as communications, public relations, marketing or business to cultivate and solicit gifts.
Gas Plant Operations	907	2360	Knowledge of gas plant operations as it relates to transportation and processing allowances sufficient to lead in-depth analyses of gas transporting and processing operations from the wellhead to the sales delivery point.
Gather, Analyze and Report Technical Information on Chemical Spills and Incidents	908	2361	Gather and report information on chemical spills, accidents, and industrial processes, and analyze results.
General Engineering		7529	Knowledge of the concepts, principles, and theories of engineering and their practical applications.
Geographic Information Systems Design and Analysis	909	2362	Knowledge of geographic information systems use, design, and distribution methods that can be employed for individual use or organizational use.
Geology	910	2363	Specialized experience in the field of economic geology which is concerned with the distribution of mineral deposits, the economic considerations involved in their recovery, and assessment of the reserves available for metal ores, fossil fuels, and other materials of commercial value.
Grants Management	911	2364	Perform business, administrative, policy and analytical work involving: management, award, and/or obligation of funds for grants, cooperative agreements, and other related instruments; financial, administrative, business and negotiation procedures; competitive or non-competitive evaluation of grants proposals; and/or administration or termination, and/or closeout of grants and/or grants assistance and agreement awards.
Grant & Portoflio Management		7686	Ability to successfully manage and provide guidance and coordination for the administration of a grant portfolio..
Human Resource Development	912	2365	Mastery of and skill in applying knowledge of employee development concepts, principles, and practices related to planning, evaluating, and administering training, organizational development, and career development initiatives.
Human Resources	913	2366	Provides advisory services on a variety of human resources matters, including recruitment and staffing, position classification, Equal Employment Opportunity, employee benefits, and payroll matters.
ICAM Compliance and FICAM Roadmap Implementation	914	2367	Incumbent has expert knowledge of the FICAM Roadmap and Guidance document, with emphasis in how identity management principles apply to LACS infrastructure modernization. Extensive knowledge of, and ability to successfully carry out, collaboration techniques to achieve program success within and outside of DOI.
Indirect Cost	915	2368	Knowledge of the OMB cost principles and procedures for conducting and reviewing indirect cost proposals.
Indirect Cost Proposal Processing	916	2369	Effectively uses Microsoft applications for displaying data, making adjustments, analyzing, reconciling, and processing proposals to accurately and timely provide negotiated rate agreements to customers.
Industrial Major Accident Investigation Skill	917	2370	Advanced knowledge and mastery of the principles, concepts, theories, and practices of industrial chemical process incident investigation, and advanced ability to apply such knowledge to conduct complex incident investigation.
Influencing / Negotiating	756	2211	Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals.
Information Management	757	2212	Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

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Information Security Policies, Practices, Programs and Techniques	919	2372	Possess technical knowledge of advanced IT principles, concepts, methods, standards and practices sufficient to develop new principles, concepts and methods in IT security and interpret & apply IT security policies, procedures and strategies throughout ONRR.
Information Technology Performance Assessment	920	2373	Knowledge of the principles, methods, and tools (for example, surveys, system performance measures) to assess the effectiveness and practicality of information technology systems.
Information Technology Specialist	921	2374	Knowledge of methods, tools, and procedures, including development of information security plans, to prevent information systems vulnerabilities, and provide or restore security of information systems and network services.
Integrity and Honesty	922	2375	Instills mutual trust and confidence; creates a culture that fosters high standards of ethics; behaves in a fair and ethical manner toward others, and demonstrates a sense of corporate responsibility and commitment to public service.
Interpersonal Communication	923	2376	Ability to establish and maintain effective working relationships with others.
Interpersonal Skills	758	2213	Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.
Investigative Analysis	924	2377	Analyzes evidence collected to assure its sufficiency in confirming violations, identifying responsibilities for violations, and determining why violations occurred. Determines what additional steps are necessary. Develops or reviews conclusions and recommends appropriate actions.
IT Policy and Development	925	2378	Knowledge of Federal legislation, including the Clinger Cohen Act of 1996, Federal Information Technology Acquisition Reform Act (FITARA) of 2014, executive directives including Office of Management and Budget (OMB) Circular A-11 and A-130, and/or similar legislation and directives governing and impacting the implementation of the IT Capital Asset and Investment Control Program process. Interprets and ensures program compliance with federal regulations and/or similar regulations.
IT Portfolio and Investment/Project Management	926	2379	Ability to conduct investment and portfolio analyses including return on investment, business value, risk assessments and earned value management for specific investments. Provides recommendations and guidance concerning IT investment management strategy to management.
IT Security Operation	927	2380	Serves as system security subject matter expert on all matters related to end user support. Applies technical knowledge of service offerings, support, design, implementation, and monitoring for various end user support tools (all technical requirements a user may need from network connectivity to peripheral choices).
IT System Lifecycle Management	928	2381	Directs IT projects, leads project teams through project lifecycle to develop the Department's Access Management Infrastructure.
Knowledge of DOI Mineral Lease Administration Processes and Policies	929	2382	Knowledge of Indian trust responsibilities, lease administration processes, and policies to ensure compliance with lease terms, regulations, and laws.
Knowledge of Federal Reporting and Industry Practices	931	2384	Knowledge of laws and regulations, administrative hearing procedures, minerals industry practices, and Government agency organization/ functions specifically pertaining to making Federal and Indian royalty payments and reporting Federal and Indian minerals production and royalties owed.

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Knowledge of Library Research and Information Management Tools	932	2385	Utilize a comprehensive automated integrated library system, and search online legal and legislative databases.
Knowledge of the Principles, Procedures and Processes of Chemical/Industrial Hazard Investigations	933	2386	Participates in safety studies relating to investigation issues, ensuring that all relevant issues, data, findings, conclusions and recommendations are addressed. Provides input into the development of safety recommendations based on the facts, conditions, circumstances, root and contributing cause(s), and conclusions as identified in the factual and analytical investigations reports.
Leadership	759	2214	Inspires, motivates, guides others toward goals; coaches, mentors, challenges staff; adapts leadership styles to various situations; models high standards of honesty, integrity, trust, openness, and respect for individuals by applying these values daily.
Legal, Federal Records Act and National Archives and Records Administration Regulatory Requirements	934	2387	Knowledge of laws, records schedules; accessioning procedures, lifecycle management concepts, practices and procedures, government regulations, executive orders, agency rules, government organization and functions.
Legal, Government, & Jurisprudence	760	2215	Knowledge of laws, legal codes, court procedures, precedents, legal practices and documents, government regulations, executive orders, agency rules, government organization and functions, and the democratic political process.
Legislative Affairs	935	2388	Ability to oversee and manage a congressional and legislative affairs program requiring a knowledge of the congressional structure, operations, and process; the ability to advise management regarding congressional relations, strategies and program development; the ability to prepare congressional responses and testimony; possessing political awareness and sensitivity.
Library Science	936	2389	Comprehensive, intensive, and practical knowledge of library practices and skill in applying this knowledge in the implementation of programs, existing and new.
Mail Processing and Handling Services	937	2390	Provides personalized and customized mail services for a variety of services. Receives and handles or directs all incoming telephone requests for mail service and information from all levels of the organization.
Management Analysis	938	2391	Analyzes and evaluates effectiveness of line program operations and recommends changes or improvements to an organization.
Manages and Organizes Information	939	2392	Identifies a need; gathers, organizes, and maintains information; determines its importance and accuracy; and communicates it by a variety of methods.
Manages Human Resources	761	2216	Plans, distributes, coordinates, and monitors work assignments; evaluates work performance, provides feedback on performance; ensures staff are appropriately selected, utilized, and are treated in a fair and equitable manner. Empower staff in order to encourage individual development and achieve organizational goals.
Market Analysis of Royalty Payments	940	2393	Knowledge of energy economics, geology, engineering, or the physical sciences sufficient to lead to in-depth analyses of oil and gas and other energy marketing and economics, including transportation and gas processing operations.
Market Analysis of Royalty Products	941	2394	In-depth knowledge and application of geology, petroleum engineering, the physical sciences or economics sufficient to lead to in-depth analyses of oil and gas valuation including transporting (and gas processing operations) from the wellhead to the sales delivery point.
Marketing	942	2395	Assess business capabilities, analyze market conditions, and execute business and marketing opportunities to increase the acquisition and contracting base of the organization and meet the needs of existing and potential clients.

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Media Writer/Editor		5112	Writing and editing content for a variety of media including reports, journal articles, websites, eNewsletters, social media, etc. Conduct research for material online and through interviews. Analyze written material for accuracy of grammar, spelling, and punctuation; clarity of writing; and appropriateness. Ensure information and data are clearly, consistently, and accurately presented.
Mineral and Land Evaluation	943	2396	Knowledge of Mineral evaluation sufficient to evaluate and/or review a broad range of mineral properties. Provides technical review for mineral evaluation reports and determines whether proper geologic, mineral evaluation and mineral economic analysis procedures, principles, and techniques were employed, clearly presented, and comply with applicable standards.
Mineral Economics	944	2397	Specialized experience which is concerned with the business and economic aspects of natural resource extraction and use, including the costs and benefits of recovery, and the marketability of fuel and non-fuel commodities.
Mineral Evaluation and Commodity Valuation	4271		Utilize mineral evaluation research techniques, standards, practices and procedures sufficient to evaluate and/or review a broad range of mineral properties subject to a variety of diverse and often conflicting land use issues and establish commodity values for mineral leasing, production or sales, as appropriate.
Mineral Production and Royalty Reporting	945	2398	Knowledge of minerals production in order to direct the activities of a team assigned to analyze production related information to assure that oil and gas operators/payors are reporting and paying royalties according to guidance and authorities for minerals extracted from Federal and Indian lands.
Mineral Production/Royalty Reporting	946	2399	Knowledge of generally accepted oil and gas production and royalty reporting and procedures for ensuring accurate data.
Minerals Industry Knowledge	947	2400	Performs work in support of audit and compliance management, directing the activities of a compliance team to analyze royalty-related information to assure that lessees/operators/payors are properly reporting and paying all royalties due on minerals extracted from Federal and Indian lands.
Monitoring, Evaluation, and Knowledge Management		5938	Knowledge of the principles, practices, methods and techniques associated with systematically and objectively assessing and examining programs or activities to determine the relevance, effectiveness, efficiency, and impact in order to create, curate, share, utilize, and manage knowledge.
Natural Resources Economics	4138		Knowledge of the concepts, principles, and practices of a combination of marketing, economic and accounting expertise applicable to determining royalty valuation for oil, natural gas, coal, geothermal, and leasable solid minerals, modes of transportation, processing and marketing and economic strategies to ensure proper royalty collections.
Navajo Fluency	948	2401	Sufficient fluency in the Navajo language to effectively converse with exclusive Navajo speakers.
Negotiation	762	2217	Works with others toward an agreement that may involve exchanging specific resources or resolving differences.
Network Management	949	2402	Knowledge of the operation, management, and maintenance of network and telecommunication systems and linked systems and peripherals.
Oil and Gas and/or Minerals Knowledge	950	2403	Comprehensive knowledge of minerals production and accounting principles and practices in order to direct the activities of a multi-disciplinary team of Mineral Revenue Specialists and technicians assigned to analyze production related information to assure that oil and gas operators are properly reporting and paying royalties due on minerals extracted from Federal and Indian lands.
Oil and Gas Measurement	951	2404	Knowledge of oil and gas measurement.

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Oral Communication	763	2218	Expresses information (e.g., ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (e.g., technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others; attends to nonverbal cues, and responds appropriately.
Oral Presentation	3175	3907	Ability to acquire information on a variety of subjects to present materials, such as reports, regulations, articles, training materials, etc., ensuring quality of work product and level suitable for the intended audience.
Organizational Awareness	764	2219	Knows the organization's mission and functions, and how its social, political, and technological systems work and operates effectively within them; this includes the programs, policies, procedures, rules, and regulations of the organization.
Organizational Improvement and Planning and Performance	954	2407	Performs work in support of senior management, directing activities related to organizational improvement; planning and performance management; internal communication; and rulemaking development and publication.
Physical and Personnel Security	955	2408	Knowledge and expertise in federal security laws and regulations, including those pertaining to the protection of personnel, property, and information
Physical Security	956	2409	The process of overseeing access to facilities, resources, and property to ensure the organization can safely and efficiently meet its mission responsibilities.
Plan and Develop Visual Information Projects	957	2410	Develops communication concepts for project/product development and production.
Planning and Evaluating	765	2220	Determines objectives and strategies; coordinates with other parts of the organization to accomplish goals; monitors and evaluates the progress and outcomes of operational plans; anticipates potential threats or opportunities.
Planning and Evaluation	958	2411	Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.
Portfolio and Investment/Project Management	3283	4456	Ability to conduct investment and portfolio analyses including return on investment, business value, risk assessments and earned value management for specific investments. Provides recommendations and guidance concerning investment management strategy to management.
Privacy Laws and Compliance	959	2412	Knowledge of laws, legal codes, court procedures, precedents, legal practices and documents, government regulations, executive orders, agency rules, government organization and functions related to the Privacy Act and other privacy laws and policies.
Problem Solving	766	2221	Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
Production and Royalty Reporting	962	2415	Knowledge of generally accepted oil and gas production and royalty reporting and procedures for ensuring accurate production and royalty data.
Production Reporting	963	2416	Knowledge of generally accepted oil and gas production reporting and procedures for ensuring accurate production data.
Professional Engineering Concepts and Practices	964	2417	Advanced knowledge and mastery of chemical and/or mechanical engineering concepts, principles, and practices, related to industrial operations, processes, equipment, tools, mechanical devices, and their uses to produce chemical, power, technology, and other applications.
Professional Library and Information Science	965	2418	Manages daily legal and legislative reference services at the Interior Library.

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Program Planning and Resource Development and Management	967	2420	Translates strategic goals into program objectives (i.e., grant making and capacity building strategies, strategies for developing multi-partner efforts in priority thematic areas such as sustainable agriculture or social inclusion).Identifies the projects and program management parameters required to achieve the business objectives. Identifies resources required to execute the project and operations objectives.
Public Affairs	969	2422	Plan, develop and communicate an organization's programs, policies, and activities to the desired audience.
Public and Private Partnerships		6005	Ability to plan and conduct community engagement, community outreach, volunteer program management, nonprofit program management, or other similar programs focused on cultivating relationships and collaborating and developing partnerships with local organizations, nonprofit organizations, government agencies, and the community.
Quality Management	767	2222	Knowledge of the principles, methods and tools of quality assurance, quality control and reliability used to ensure that a project, system or product fulfills requirements and standards.
Radio Communications	970	2423	Radio terrestrial and satellite communications systems including: land mobile radio and dispatching; microwave radio; cellular radio; and satellite based mobile data, 2-way radio and location tracking of personnel and assets.
Read and Interpret Technical Information	971	2424	Reads and interprets regulations and technical directives to obtain answers to questions and inquiries; and reviews data collected.
Reasoning	768	2223	Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.
Requirements Analysis	769	2224	Knowledge of the principles and methods to identify, analyze, specify, design, and manage functional and infrastructure requirements; includes translating functional requirements into technical requirements used for logical design or presenting alternative technologies or approaches.
Research and Analysis	973	2426	Collects a variety of data from multiple sources. Analyzes collected data.
Research and Analytic Skills	974	2427	Researches safety recommendations, current regulatory, standard development activities, and past industry actions. Stays abreast of new developments and trends affecting industrial chemical safety and current industry practices. Researches, monitors, and reviews regulations.
Reviewing Appraisals	975	2428	Reviews appraisals and provides appraisal review services to clients. Reviews appraisals submitted by staff appraisers and private fee appraisers; determines whether proper appraisal procedures, principles, and techniques were employed and determines whether appraisals comply with applicable Federal laws and regulations.
Safety and Occupational Health Management	4008		Knowledge of safety and occupational health concepts, principles, laws, regulations, and precedent decisions which provide the capability to recommend substantive program changes or alternative new courses of managerial action requiring the extension and modification of existing safety and occupational health management techniques critical to the resolution of safety and occupational health management problems.
Science/Engineering/ Economics	976	2429	In-depth knowledge and application of geology, petroleum engineering, the physical sciences or economics sufficient to lead to in-depth analyses of oil and gas valuation including transporting (and gas processing operations) from the wellhead to the sales delivery point.

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Competency Title	DOI - Competency ID	GOV - Competency ID	Competency Definition
Security Architecture, Compliance and Risk Management	977	2430	Applies expertise to manage network security devices. Ensure all security devices and architecture are in compliance with security regulations and risk management framework. In coordination with the OCIO Information Security Compliance Team, reviews and leads the remediation of vulnerability findings and audit recommendations before and after they become POA&M items.
Security Operations	978	2431	Ability to plan and execute a successful security program (i.e., initiate new programs, establish priorities, and assess the overall security operation).
Self-Management	770	2225	Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.
Service Management	979	2432	Frameworks (e.g., ITIL, COBIT, ISO20000, CMMI, and Six Sigma) including the applications of the best practices for Service Level Agreements (SLA), Operational Level Agreements (OLA), Change Management, Configuration Management, Performance Management, Incident Management, Asset Management, and other service management programs to efficiently manage technical support.
Set-Up and Operate Audiovisual Equipment	980	2433	Set up and operation of a variety of audio-video equipment, such as video teleconferencing, teleprompter, audio mixers, high definition video camera, public address systems, push to talk and wireless microphones, and special lighting such as using controllers, dimmers and gels, or comparable.)
Space and Facilities Planning	981	2434	Direct and manages the space and facilities program including planning, renovation and utilization of government owned and leased buildings.
Spectrum Management	982	2435	Knowledge of National Telecommunications Information Administration (NTIA) and Federal Communications Commission (FCC) regulations for radio frequency use and their procedures for requesting frequency use to support customer radio systems.
Stakeholder Management	983	2436	Knowledge of the concepts, practices, and techniques used to identify, engage, influence, and monitor relationships with individuals and groups connected to a work effort; including those actively involved, those who exert influence over the process and its results, and those who have a vested interest in the outcome (positive or negative).
Statutes, Regulations, Policies	984	2437	Knowledge of laws, contracting statutes, precedents, legal documents and decisions, government regulations, executive orders, agency rules, government organization and functions, and the Federal contracting process.
Strategic Business Planning	985	2438	Develops business plans and contingency /business recovery plans; develops and implements programs using a long-term business strategy approach; ensure alignment of business strategies with IBC direction; contributes directly to major long-term business objectives.
Strategic Thinking	771	2226	Formulates objectives and priorities, and implements plans consistent with the long-term interests of the organization in a global environment. Capitalizes on opportunities and manages risk.
Succession Strategies	986	2439	The process of identifying long-range needs and cultivating talent to meet those future needs. Succession strategies are used to anticipate the future needs of the organization and assist in assessing and developing the human capital necessary to meet those needs.

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Systems Support and Operations	988	2441	Comprehensive knowledge of systems support and operations including routine operations and maintenance activities, interface and network support, system lifecycle management, disaster recovery, physical and logical security and mitigation activities.
Teaching Others	773	2228	Helps others learn through formal and informal methods; identifies training needs; provides constructive feedback; coaches others on how to perform tasks; acts as a mentor.
Teamwork	774	2229	Manages group processes; encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.
Technical Competency – Accounting	635	2131	Knowledge of accounting principles and practices, tax law and practices, the financial markets, banking, and the analysis and reporting of financial data.
Technical Competency – Accounting Operations	631	2098	Performs work in support of accounts payable, accounts receivable, reimbursement, general and/or payroll accounting.
Technical Competency – Accounting System Design & Maintenance	660	2127	Knowledge of the design, development, configuration, and/or testing of accounting and accounting support systems. Trouble-shoots, diagnoses, analyzes, and identifies system issues to determine the root cause and facilitate the issue's resolution.
Technical Competency – Administration and Management	620	2087	Knowledge of planning, coordination, and execution of business functions, resource allocation, and production.
Technical Competency – Administrative Operations	696	2163	Plans, coordinates, and executes business functions in support of administrative and management activities to facilitate organizational operations such as scheduling, office communication, document generation, resource management, procurement and/or financial management within an organization.
Technical Competency – Administrative Systems Design & Maintenance	4022	7113	Knowledge of the design, development, configuration, and/or testing of administrative systems (e.g. HR/payroll systems/subsystems, accounting systems, etc.) Trouble-shoots, diagnoses, analyzes, and identifies system issues to determine the root cause and facilitate the issue's resolution.
Technical Competency – Alternated Dispute Resolution (ADR)		7884	Ability to comprehend and effectively manage disputes using the principles and techniques of ADR by distinguishing those principles and techniques from traditional adjudicatory processes, by clearly articulating the differences between ADR and traditional adjudicatory processes, by understanding when use of ADR would be productive, and by successfully intervening in disputes using ADR
Technical Competency – Auditing	665	2132	Knowledge of generally accepted auditing standards and procedures for conducting financial and compliance, economy and efficiency, and program results audits
Technical Competency – Automated Accounting & Business Related Systems	632	2099	Effectively uses systems for posting data, making adjustments, analyzing, reconciling and processing transactions to accurately and timely provide accounting services to client agencies.
Technical Competency – Automated Administrative Systems	614	2081	Effective use of automated administrative systems such as the Integrated Personnel/Payroll Systems/Subsystems, Accounting & Business-Related Systems, Travel Systems, Time and Attendance Systems, Procurement Systems, etc., to perform essential business functions.
Technical Competency – Automated Integrated Personnel & Payroll System / Subsystems	650	2096	Effective use of integrated system for data management, analysis and problem identification, and performance of personnel and payroll processing to accurately and timely provide personnel and payroll services to client agencies.
Technical Competency – Benefits Payroll Processing	648	2115	Processing, editing, and correcting transactions of Federal government benefits for clients related to CSRS/FERS retirement, health benefits, and Thrift Savings Plan to ensure accurate and timely payroll processing; retroactive adjustments to government benefits; and adherence to reporting requirements prescribed by OPM.

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Technical Competency – Billing and Collections Processing	651	2118	Processes and issues bills of collection using the debt management system, processes deductions from employee's pay, records payments, negotiates repayment agreements, processes adjustments in an automated system, provide debtor employees with appropriate due process, and reconcile agency reports.
Technical Competency – Budget	674	2141	Performs work in any of the phases of budget administration by applying budget- related laws, regulations, policies, precedents, methods, and techniques.
Technical Competency – Business and Industry	678	2145	Performs work in support of programs and/or an organization's business operations across a broad spectrum of activities such as acquisition policy, grants and assistance agreements, procurement systems, property management, space management, communications and/or business development; develops, coordinates, implements, and/or monitors activities related to the organization's business programs.
Technical Competency – Classification	551	2018	Knowledge of classification concepts, principles and practices related to structuring organizations and positions and determining the appropriate pay system, occupational grouping, title and pay level of positions.
Technical Competency – Configuration Management	4268		Knowledge of the principles and methods for planning or managing the implementation, update, or integration of information systems components.
Technical Competency – Contracting / Procurement	680	2147	Knowledge of various types of contracts, techniques for contracting or procurement, and contract negotiation and administration.
Technical Competency – Data Analysis of Royalty	3438		Able to research, analyze, and evaluate complex anomalies detected from production, royalty and reference data.
Technical Competency – Data Management	710	2094	Knowledge of the principles, procedures, and tools of data management, such as modeling techniques, data backup, data recovery, data dictionaries, data warehousing, data mining, data disposal, and data standardization processes.
Technical Competency – Database Administration	709	2176	Knowledge of the principles, methods, and tools for automating, developing, implementing, or administering database systems.
Technical Competency – Database Management Systems	2972	2951	Knowledge of the uses of database management systems and software to control the organization, storage, retrieval, security, and integrity of data.
Technical Competency – Drug & Alcohol Testing	586	2053	Knowledge of drug and alcohol testing policies, processes, procedures and methodologies to conduct testing and/or manage a program that ensures a productive and safe work environment, while meeting all Drug Free Workplace program requirements.
Technical Competency – Employee Benefits	550	2017	Knowledge of HR concepts, principles, and practices related to retirement, insurance, injury compensation, and other employee benefits programs.
Technical Competency – Employee Relations	553	2020	Knowledge of laws, rules, regulations, case law, principles and practices related to employee conduct, performance and dispute resolution.
Technical Competency - Environmental, Health and Safety Assessment		8202	Knowledge of international best practice procedures, techniques and methods to identify, predict, evaluate and mitigate the environmental, safety and health impacts of investment proposal.
Technical Competency - Environmental, Health and Safety Audits		8201	Knowledge of international best practice procedures, techniques and methods to evaluate compliance with local law and international standards related to environmental protection, safety at work, occupational health and safety and best practices to prevent and reduce accidents, emergencies and health issues.
Technical Competency - Environment & Social Impact Assessment	3212	4114	Knowledge of international best practice procedures, techniques, and methods to identify, predict, evaluate, and mitigate the biophysical, social, and other effects of investment proposals.

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Technical Competency – Facilities Assistance	697	2164	Performs work in support of mail operations, space management and building maintenance including scheduling and tracking work orders for repairs of system furniture and equipment.
Technical Competency – Facilities Management	691	2158	Manages projects and performs work pertaining to building accessibility and building maintenance, repairs and alterations of system furniture and equipment, mail operations, and space management.
Technical Competency – Financial Management	633	2088	Prepares, justifies and/or administers the budget for program areas; plans, administers, and monitors expenditures to ensure cost-effect support of programs and policies; assess financial condition of an organization.
Technical Competency - Financial Risk Management	3213	4115	Knowledge of practices and procedures used to identify financial risks, evaluate possible remedies, and determine steps necessary to alleviate identified risks.
Technical Competency - FOIA/Privacy Act	4270		Effectively deals with government records subject to full or partial disclosure of previously unreleased documents and their exceptions in order to protect personal rights; ensures appropriate collection, use and dissemination of personal information.
Technical Competency – Human Capital Management	555	2022	Management of Human Capital Programs specific to organizational needs including, workforce planning, competency management, work life program management, and employee training.
Technical Competency – Human Resources Information Systems	582	2039	Knowledge of HR management concepts, principles, and practices related to identifying and analyzing HR processes, translating functional requirements into technical requirements, and delivering and maintaining HR information systems.
Technical Competency – HR Support	3572		Broad technical knowledge of the major functional areas within HR including staffing, classification, employee and labor relations, benefits, and systems, used to lead and manage projects and work cross-cutting the Division intended to streamline and improve overall customer service delivery and build on existing infrastructure to further grow the client base.
Technical Competency - Information Assurance	3029	3095	Knowledge of methods and procedures to protect information systems and data by ensuring their availability, authentication, confidentiality, and integrity.
Technical Competency – Information System Security	713	2180	Ensures the confidentiality, integrity, availability, reliability, and non-repudiation of the organization's information contained in and transmitted from systems and networks by implementing security laws, regulations, policies, standards, and control techniques.
Technical Competency – Information Systems / Network Security	715	2182	Knowledge of methods, tools, and procedures, including development of information security plans, to prevent information systems vulnerabilities, and provide or restore security of information systems and network services.
Technical Competency – Information Systems Security Certification	714	2181	Knowledge of the principles, methods, and tools for evaluating information systems security features against a set of specified security requirements. Includes developing security certification and accreditation plans and procedures, documenting deficiencies, reporting corrective actions, and recommending changes to improve the security of information systems.
Technical Competency – Information Technology Architecture	711	2178	Knowledge of architectural methodologies used in the design and development of information systems, including the physical structure of a system's internal operations and interactions with other systems.
Technical Competency – Infrastructure Design	716	2183	Knowledge of the architecture and typology of software, hardware, and networks, including LANS, WANS, and telecommunications systems, their components and associated protocols and standards, and how they operate and integrate with one another and with associated controlling software.

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Technical Competency – Instructional System Design	590	2057	Plan, design, develop and implement multi-media training and performance improvement systems through complex authoring systems and programming languages.
Technical Competency – Labor Relations	554	2021	Work that involves establishing and maintaining effective relationships – including the use of non-traditional collaborative approaches – with labor organizations that represent Federal employees, negotiating and administering labor agreements, and providing guidance and consultation to management on a variety of labor relations matters.
Technical Competency – Lease/Space Management	688	2155	Utilizes knowledge of real estate laws, principles, practices, and markets to acquire, manage, administer, and/or dispose of real property.
Technical Competency – Management/Program Analysis	624	2091	Researches, analyzes, evaluates and advises management on the effectiveness of an organization and its mission, programs, functions, policies, objectives, management principles and processes.
Technical Competency – Operating Systems	717	2184	Knowledge of computer network, desktop, and mainframe operating systems and their applications.
Technical Competency – Pay Administration	630	2097	Demonstrates comprehension of the payroll processes and transactions that affect time and attendance, employee benefits, retroactive payments and leave, debt management, processing of commercial garnishments, child support and/or court orders, to ensure timely and accurate employee pay.
Technical Competency – Payroll Processing	652	2119	Processes, edits, and corrects payroll transactions for current and prior pay periods using an automated, integrated personnel/payroll system and/or subsystem; performs pay computations to ensure accurate and timely payments to clients; processes retroactive pay and leave audits as well as adjustments to ensure accurate payments and leave records.
Technical Competency – Personnel & Human Resources	573	2023	Knowledge of hiring, classification, benefits, labor relations, negotiation, and federal, state, and local employment regulations.
Technical Competency – Personnel Action Processing	569	2036	Utilize governing guidance to timely and accurately input actions into the automated personnel and payroll system to document personnel actions
Technical Competency – Personnel Security Assistance	548	2015	Utilize governing guidance to timely and accurately initiate and process background investigations and/or HSPD12 credentials.
Technical Competency – Personnel Security Management	546	2012	Utilize governing guidance to timely and accurately process and adjudicate background investigations, national security clearances and/or HSPD-12 credentials.
Technical Competency - Process Control	4269		Knowledge of the principles, methods, and procedures used for the automated control of a process, including the design, development, and maintenance of associated software, hardware, and systems.
Technical Competency – Procurement	685	2152	Performs work in support of Acquisitions staff such as preparing, controlling, verifying and reviewing procurement documents and reports; contacting vendors to get status of orders and to expedite delivery; maintaining procurement files; and resolving a variety of shipment, payment, and related discrepancies.
Technical Competency – Program Management	557	2024	Manages a program area for an organization that may consist of multiple projects and programs across a broad spectrum of functional specialties such as financial management, policy development, organizational development, quality management, and/or performance metrics; directs related resources, personnel and activities.
Technical Competency - Project Management	592	2059	Applies knowledge, skills, tools, and techniques to project activities to meet project requirements accomplished through the application and integration of the project management processes of initiating, planning, executing, monitoring, controlling and closing.

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Technical Competency – Property Management	701	2168	Manages, regulates, coordinates and exercises control over equipment and other material.
Technical Competency – Public Safety and Security	692	2159	Knowledge of intelligence operations; public safety and security operations; occupational health and safety; investigation and inspection techniques; or rules, regulations, precautions, and prevention techniques for the protection of people, data, and property.
Technical Competency – Purchasing	684	2151	Performs work to acquire supplies, services and equipment by purchase, rental or lease through delivery orders and/or purchase procedures to accomplish the goals of the organization.
Technical Competency – Recordkeeping	570	2037	Utilize governing personnel recordkeeping guidance to create, file, maintain and safeguard personnel records.
Technical Competency – Records Management	587	2054	Knowledge of policies, procedures and processes for the creation, maintenance, use, retirement, retrieval and disposition of records.
Technical Competency – Risk Management	736	2265	Knowledge of the principles, methods, and tools used for risk assessment and mitigation, including assessment of failures and their consequences.
Technical Competency - Social Impact Assessment	3173	3905	Knowledge of the standards, techniques, and methods utilized in conducting social impact assessments in compliance with internationally recognized best practice for a wide range of business sectors in a developing country context.
Technical Competency – Software Development	707	2174	Knowledge of the principles, methods, and tools for designing, developing, and testing software in a given environment.
Technical Competency – Staff Acquisition	571	2038	Knowledge of HR concepts, principles, and practices related to identifying, attracting, and selecting individuals and placing them into positions to address changing organizational needs.
Technical Competency - Stakeholder Engagement	3174	3906	Ability to identify appropriate groups of stakeholders and corresponding representatives, build rapport, facilitate the receipt of information related to the perceived or potential impacts, analyze input to determine commensurate course of action for the relevant parties, document the process, and present information and recommendations against the applicable standards at the level suitable for the intended audience.
Technical Competency – Support Services	610	2077	Directs, plans, and/or coordinates a variety of support and service functions such as procurement of equipment and supplies, property management, space management, records management, mail services, facilities and equipment maintenance, and transportation.
Technical Competency – System Administration	718	2185	Plans and coordinates the installation, testing, operation, troubleshooting, and maintenance of hardware and software systems.
Technical Competency – System Integration	708	2175	Knowledge of principles, methods, and procedures for installing, integrating, and optimizing information systems components.
Technical Competency – Systems Life Cycle	628	2171	Knowledge of systems life cycle management concepts used to plan, develop, implement, operate, and maintain information systems.
Technical Competency - Systems Testing & Evaluation	2975	2959	Knowledge of the principles, methods, and tools for analyzing and developing systems test and evaluation procedures and technical characteristics of IT systems, including identifying critical operational issues.
Technical Competency – Technical Documentation	588	2055	Knowledge of procedures for developing technical and operational support documentation.
Technical Competency – Technical Problem Solving	705	2172	Troubleshoots, diagnoses, analyzes, and identifies system malfunctions to determine the source and cause of the problem.
Technical Competency – Technology Application	616	2137	Uses machines, tools, instruments, or equipment effectively; uses computers and computer applications to analyze and communicate information in the appropriate format.

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Technical Competency - Technology Awareness	3030	3096	Knowledge of developments and new applications of information technology (hardware, software, telecommunications), emerging technologies and their applications to business processes, and applications and implementation of information systems to meet organizational requirements.
Technical Competency – Web Technology	593	2060	Knowledge of the principles and methods of web technologies, tools, and delivery systems, including web security, privacy policy practices, and user interface issues.
Technical Competency – Writing / Editing	676	2143	Ability to acquire information on a variety of subjects to write and edit materials, such as reports, regulations, articles, training materials, etc., to appropriately present information in a form and at a level suitable for the intended audience.
Technical Knowledge of Acquisition Regulations, Laws and Directives	989	2442	Knowledge of regulations and directives that govern the acquisition process sufficient to acquire goods and services for clients in a manner that complies with existing regulations.
Technical Knowledge of Purchasing Procedures	990	2443	Knowledge of purchasing processes and procedures used to acquire mainly common, off-the-shelf supplies, services, and equipment. Sufficient knowledge to also purchase some items with complex requirements that require knowledge sufficient to make competitive or sole source small purchases.
Technical Knowledge of Purchasing Procedures Using Simplified Acquisition Threshold and Established Government Sources of Supply	991	2444	Performs work to acquire supplies, services and equipment by purchase, rental or lease through delivery orders and/or purchase procedures to accomplish the goals of the organization.
Telecommunications	993	2446	Extensive knowledge and understanding of telecommunication services. Applies expertise of Telecommunications to lead operational tasks and project tasks to improve services provided to clients in a large-scale environment.
Troubleshoot Audiovisual Equipment	994	2447	Troubleshoots a variety of audiovisual equipment and problems to assure successful operation of an event. Evaluations alternatives and provides solutions.
User and Application Development	995	2448	Serves as subject matter expert on all matters related to end user support and windows application development. Applies technical knowledge of service offerings, support, design, implementation, and monitoring for various tools (all technical requirements a user may need from network connectivity to peripheral choices to application support).
Vision	775	2230	Envisions a long-term view and initiates organizational change for the future; builds the vision with others; spots opportunities to move the organization toward the vision.
Visual Design/Layout	996	2449	Knowledge of typography, design elements, and visual placement to create an overall visual effect; and of fundamental and specialized methods of visual communications and adapt them in a variety of formats such as publications, periodicals, brochures, exhibits, displays, slide shows, film strips, CD/DVDs instructional materials, charts, maps, and diagrams.
Visual Production/Printing Technology	997	2450	Applies state-of-the-art technology in printing, electronic publishing, illustration, and photographic techniques to the visual information program. Utilizes a variety of electronic publishing, industry standard design software, and visual art production equipment and technology.
Vulnerabilities Assessment	998	2451	Knowledge of the principles, methods, and tools for assessing vulnerabilities, and developing or recommending appropriate mitigation countermeasures.
Web Development	999	2452	Knowledge of the principles and methods of web technologies, tools, and delivery systems, including web security, privacy policy practices, and user interface issues.
Website Design	1000	2453	Develop and design websites and create and organize web content and graphics using content management and maintenance tools.

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Workforce Development	1001	2454	Directs strategic workforce development and planning in order to develop and train employees to meet the current and future needs of the organization.
Workload Management	1002	2455	Manages the workflow of the team and provides reporting to management and clients on tasks accomplished. Responsible for timely completion of the team's workload.
Writing	1003	2456	Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or message) in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience.
Written Communication	2961	2872	Expresses facts and ideas in writing in a succinct and organized manner.