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US Defense Logistics Agency 3.8★

## Quality Assurance Specialist (6 Month Register)

Richmond, VA



### Duties

- If selected at the GS-09 level, duties below will be performed in a developmental capacity.
- Plans, organizes, coordinates, and develops technical/quality procurement strategies for the procurement and acceptance of assigned materials.
- Develops individual workload strategies to support, achieve, and exceed Directorate initiatives involving supplier operations.
- Conducts problem solving involving the timely completion of multiple processes related to quality/technical issues.
- Negotiates and coordinates complex Technical/Quality issues pertaining to supply quality assurance.
- Provides pre and post award Quality Assurance support to Acquisition Specialist, Engineering Support Activities, Military Services, and other Agency customers.
- Supports Order Fulfillment, Planning, and Finance programs, to include establishment and maintenance of Material Master, interchangeability and substitutability requirements, item reduction studies, and inventory reduction studies; etc.
- Researches historical and current data to discern discrepancies, incompatibilities, or redundancies, and initiates corrective action.

### Requirements

#### Conditions of Employment

- Must be a U.S. citizen
- Tour of Duty: Flexible
- Security Requirements: Non-Critical Sensitive
- Appointment is subject to the completion of a favorable suitability or fitness determination, where reciprocity cannot be applied; unfavorably adjudicated background checks will be grounds for removal.
- Fair Labor Standards Act (FLSA): Non-Exempt
- Selective Service Requirement: Males born after 12-31-59 must be registered or exempt from Selective Service.
- Recruitment Incentives: Not Authorized
- Bargaining Unit Status: Yes
- Pre-Employment Physical: Required/Not Required
- Defense Acquisition Workforce position. Must complete DoD certification and other requirements. See Additional Info

### Qualifications



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applicants must possess one year of specialized experience equivalent to the GS-09 level or equivalent under other pay systems in the Federal service, military or private sector. Applicants must meet eligibility requirements including minimum qualifications, and any other regulatory requirements by the cut-off/closing date of the announcement. Creditable specialized experience includes:

**GS-09:**

- Applying established techniques, regulations and requirements related to a quality assurance functional program to a variety of assignments.
- Interpreting, explaining, and applying technical requirements and specifications to quality assurance problems.
- Developing, analyzing, and evaluating facts relative to unsatisfactory conditions or trends and preparing reports to document findings.
- Assisting in developing product assurance plans designed to insure effective control of product quality.
- Reviewing the contractor's production activities and capabilities in light of contract quality requirements.

**GS-11:**

- Reviewing production activities/capabilities for compliance to contract quality requirements.
- Reviewing written technical, quality, and/or inspection procedures for adequacy, and evaluating the implementation and effectiveness of quality/inspection criteria, including sampling plans.
- Analyzing technical and quality data to detect unsatisfactory trends or weaknesses in material quality.
- Verifying by test or inspection, using sampling inspection or intensive product inspection techniques, that products comply with requirements prior to acceptance.
- Computing data, summarizing results, and preparing reports or charts depicting pertinent relationships using statistical methods.

B. Education Substitution: Such education must demonstrate the knowledge, skills, and abilities necessary to do the work. Education must be from a college or university accredited by an organization approved by the U.S. Department of Education. See <http://ope.ed.gov/accreditation/Search.aspx>. If using education to meet basic qualifications, YOU MUST SUBMIT A TRANSCRIPT as supplemental documentation. To qualify based on education in lieu of specialized experience, you must possess:

- **GS-09:** 2 years of progressively higher level graduate education leading to a master's degree or a master's or equivalent graduate degree. Such education must be from an accredited college or university with major study in quality assurance, statistics, mathematics, production management, industrial management, computer science, engineering, engineering technology, physical sciences, textiles, or other fields related to the position.
- **GS-11:** 3 years of progressively higher level graduate education leading to a Ph.D. degree or Ph.D. or equivalent doctoral degree. Such education must be in a major study of quality assurance, statistics, mathematics, production management, industrial management, computer science, engineering, engineering technology, physical sciences, textiles, or other fields related to the position.

C. Combination: Combinations of successfully completed post-high school education and experience may be used to meet total qualification requirements for grade levels GS-09 and GS-11, and may be computed by first determining the applicant's total qualifying experience as a percentage of the experience required for the grade level; then determining the applicant's education as a percentage of the education required for the grade level; and then adding the two percentages. The total percentages must equal at least 100 percent to qualify an applicant for that grade level. Only graduate education in excess of the amount required for the next lower grade level may be used to qualify applicants for positions at grade GS-09 and GS-11.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs



Are you using your education to quality? You **MUST** provide transcripts or other documentation to support your educational claims. Unless otherwise stated: Unofficial transcripts are acceptable at time of application.

**GRADUATE EDUCATION:** One academic year of graduate education is considered to be the number of credits hours that your graduate school has determined to represent one academic year of full-time study. Such study may have been performed on a full-time or part-time basis. If you cannot obtain your graduate school's definition of one year of graduate study, 18 semester hours (or 27 quarter hours) should be considered as satisfying the requirement for one year of full-time graduate study.

**FOREIGN EDUCATION:** If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must show that the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program; or full credit has been given for the courses at a U.S. accredited college or university.

#### **Additional information**

Position requires DoD Acquisition Engineering, Technical & Management (ETM), Level 1 certification within required timeframes. Selectee must also achieve 80 hours of Continuous Learning Points (CLPs) every 2-years. Click here for more details and Resources.

#### **For Important General Applicant Information and Definitions go to:**

<http://www.dla.mil/portals/104/documents/careers/GenAppInfoDef.pdf>

**Reemployed Annuitants:** This position does not meet criteria for appointment of Reemployed Annuitants. The DoD criteria for hiring Reemployed Annuitants can be found at:

<http://www.esd.whs.mil/Portals/54/Documents/DD/issuances/140025/1400.25-V300.pdf>

**Drug-Free Workplace:** The Defense Logistics Agency (DLA) has established a Drug-Free Federal Workplace Policy. All applicants tentatively selected for DLA employment in a testing designated position are subject to urinalysis to screen for illegal drug use prior to appointment. Applicants who refuse to be tested will be denied employment with DLA for a period of six months. This policy extends to random testing for the use of illegal drugs by employees who occupy testing designated positions defined as sensitive in Section 7(d) of Executive Order 12564. The Defense Logistics Agency's Drug Free Workplace Plan's drug testing panel includes testing for the following illegal substances: marijuana, cocaine, opiates (codeine/morphine), 6-Acetylmorphine (heroin), phencyclidine, amphetamines (amphetamine/methamphetamine), methylenedioxyamphetamine (MDMA), methylenedioxyamphetamine (MDA), oxycodone, oxymorphone, hydrocodone, and hydromorphone. **ADVISORY: By using cannabidiol (CBD) products you are risking a positive drug test result for marijuana.**

- **Benefits**

A career with the U.S. government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding. Opens in a new window [Learn more about federal benefits.](#)

[Review our benefits](#)

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time or intermittent. Contact the hiring agency for more information on the specific benefits offered.

#### **How You Will Be Evaluated**

You will be evaluated for this job based on how well you meet the qualifications above.

The assessments for this job will measure the following Competencies:



**Direct Hire Evaluation:** Once the application process is complete, a review of your application will be made to ensure you meet the job requirements. This vacancy will be filled through a Direct Hire Authority. All applicants who meet the basic qualification requirements will be forwarded to the Selecting Official for consideration. The rule of Three, Veteran's Preference and traditional rating and ranking of applicants do not apply to this vacancy. We will evaluate your application for basic eligibility and to determine if your experience meets the basic qualification requirements described in the announcement. All applicants who meet the qualifications and other basic requirement are eligible for referral and selection consideration. Please follow all instructions carefully. Errors or omissions may affect your rating.

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[Review our benefits](#)

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time or intermittent. Contact the hiring agency for more information on the specific benefits offered.

- **Required Documents**

As a new or existing federal employee, you and your family may have access to a range of benefits. Your benefits depend on the type of position you have - whether you're a permanent, part-time, temporary or an intermittent employee. You may be eligible for the following benefits, however, check with your agency to make sure you're eligible under their policies.

To apply for this position you must provide a complete Application Package. Each Application Package **MUST** include:

- Your Resume listing work schedule, hours worked per week, dates of employment and duties performed. If multiple resumes are submitted by an applicant, only the last resume submitted will be reviewed for the qualifications and referred for selection consideration if eligible. **IMPORTANT NOTE: Ensure that your resume does not contain any specialized characters, fonts, typefaces or formatting (e.g. tables, macros, etc.). It is also recommended that you convert/save your resume as a PDF prior to attaching to your application.**
- Applicable documents to support the eligibility(s) for which you are applying. Please review the following link for a listing of the additional documents you will need to provide: [Supporting Documents](#).

**If you are relying on your education to meet qualification requirements:**

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

- **How to Apply**

To apply for this position, you must complete the online application and submit the documentation specified in the Required Documents section below.

The complete application package must be submitted by 11:59 PM (EST) on the closing date to receive consideration.

- To begin, click [Apply Online](#) to access an online application. Follow the prompts to select your USAJOBS resume and/or other supporting documents. You will need to be logged into your USAJOBS account or you may need to create a new account.



responses submitted to the online application. Your uploaded documents may take several hours to clear the virus scan process.

To preview the questionnaire, please go to <https://apply.usastaffing.gov/ViewQuestionnaire/12580842>.

#### Agency contact information

DLA Aviation POC

Phone

614-692-0318

Fax

614-692-0272

Email

DHRC-RICH@dla.mil

Address

DLA Aviation

6090 Strathmore Road

Richmond, VA 23237

US

#### Next steps

Once you successfully complete the application process, you will receive a notification of receipt. Your application package will be reviewed to ensure you meet the basic eligibility and qualifications requirements, and you will receive a notification. A review may be completed of your online questionnaire and the documentation you submitted to support your responses. Applicants that are found qualified may be referred to the hiring official for consideration, and you will receive a notification of referral. The selecting official may choose to conduct interviews, and as part of the selection process, applicants may be required to complete additional supplemental documents. Once the selection is made, you will receive a notification of the decision. If interviews are conducted, DLA uses a technique called Behavior Based Interviewing (BBI). Be sure to check your USA Jobs account for your notification updates.

- Fair and Transparent

The Federal hiring process is set up to be fair and transparent. Please read the following guidance.

- Criminal history inquiries
- Equal Employment Opportunity (EEO) Policy
- Financial suitability
- New employee probationary period
- Privacy Act
- Reasonable accommodation policy
- Selective Service
- Signature and false statements
- Social security number request

#### Required Documents

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- Applicable documents to support the eligibility(s) for which you are applying. Please review the following link for a