



Crafting Effective Job Descriptions



Job Descriptions are Required

- **Job descriptions help DOCPER and the appropriate authorities to understand and evaluate the services required under a contract/task order**
- **Job descriptions establish the minimum acceptable education and experience necessary for an individual to be considered qualified to receive NATO SOFA status**
- **Job descriptions are required by the bilateral agreements that allow the granting of NATO SOFA status to contractors**



How DOCPER uses Job Descriptions

- **DOCPER does not making hiring decisions on behalf of the vendor**
 - The hiring decision and the status accreditation decision are separate and unique – it is therefore appropriate for these separate decisions to be made on the basis of separate criteria
- **DOCPER does decide whether or not an applicant is qualified for status accreditation**
 - A person may be considered by the vendor to be sufficiently qualified to provide the required services, but DOCPER may still decide that such an individual is not qualified for status accreditation
- **DOCPER uses the job description to establish what standard an applicant must meet to be considered qualified for status accreditation**



Standard Sections - Overview

- **This is an description or explanation of the required services**
- **This section is generally written in a prosaic style, rather than as a bulleted list**
- **Use this section in order to provide context and increased understanding**
- **Do not try to enumerate the duties of the position in this section**
- **Do not include acronyms or jargon**
- **This section is recommended, but not strictly required**



Standard Sections - Duties

- **This section should include details regarding the tasks and responsibilities that comprise the duties – what a person in this position will do**
- **The duties should comprise a bulleted list**
- **Remember that you are describing the duties associated with a job description, not the duties assigned to a particular person**
- **The duties described should be as specific as is reasonable**
 - **The duties for AS positions must be more clear and detailed than the general duties identified in the Appendix to Article 72**
- **Do not include acronyms or jargon**
- **This section is required – a job description without a bulleted list of duties will not be approved**



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Standard Sections – Required Education and Experience

- **This section is required – it is the keystone**
- **This section establishes the minimum level of education and experience for a person to be considered qualified for NATO SOFA status accreditation**
- **TE job descriptions must contain the following statement of required education and experience word-for-word – no additions – no deletions**
 - **A bachelor's degree plus 3 years of recent specialized experience, OR;**
 - **An associate's degree plus 7 years of recent specialized experience, OR;**
 - **A major certification plus 7 years of recent specialized experience, OR;**
 - **11 years of recent specialized experience**



Standard Sections – Required Education and Experience – Continued

- **Each AS job description must be mapped to a pre-approved position from the Appendix to Article 72**
 - The AS Appendix job title and reference number should be included on each AS job description
 - The statement of required education and experience on the job description must match the statement of required education and experience from that part of the Appendix to Article 72 from which the associated job title was selected – word-for-word
- **For TC job descriptions, state the professional qualifications or other qualifications as agreed upon by DOCPER and the Laender authorities**
- **TCIT job descriptions must be mapped to one of the pre-approved TC IT positions**
 - The statement of required education and experience on the job description must match the statement of required education and experience from the pre-approved TCIT position – word-for-word



Standard Sections – Required Education and Experience – Continued again

- **Aircraft mechanics have unique required education and experience**
 - An A&P License from the FAA OR an FCC Certification, AND;
 - 5 years of specialized experience
- **For Italy, Technical Representatives require:**
 - A bachelor's degree, OR;
 - An associate's degree plus 4 years of specialized experience, OR;
 - A major certification plus 4 years of specialized experience, OR;
 - 8 years of specialized experience
- **For Civilian Personnel in Italy, there are not minimum required education and experience standards. It is simply required that they be identified as essential personnel**



Standard Sections – Desired Skills and Qualifications

- **This section allows the COR or VREP to include things they would like to see in the job description, but that should not be required for NATO SOFA status accreditation:**
 - **Fluent in English**
 - **Able to lift 50lbs**
 - **TS/SCI clearance**
 - **Desired non-major certifications**
 - **Specific system or equipment experience**
 - **Specific military background or experience**
- **The word “desired” gives DOCPER license to ignore this section when making status accreditation decisions**
- **This section is recommended, but not strictly required**



Regarding Position Titles

- All positions have both a position title and a contract position title
- The position title is the job position to which the job description has been matched for AS, TC, and TCIT positions
- The contract position title is whatever title the COR or VREP decide upon
- For TE job descriptions, the position title is the contract position title
- AS, TC, and TCIT position descriptions should list both the position title and the contract position title
- Position title information must be consistent in the contract record, the applicant record, the job description, and the letter of employment verification



Mapping Position Titles

- Mapping is what DOCPER calls the process of associating a contract position title with a AS, TC, or TCIT pre-approved position title
- For AS positions, the duties of the position should be compared to the various pre-approved positions in the Appendix to Article 72
- For TC positions, the contract position title is simply associated with the appropriate approved position title
- For TCIT positions, the duties of the position should be compared to the various pre-approved TCIT positions
- Education and experience requirements may be established in the pre-approved positions



Common Job Description Mistakes

- **Making after-the-fact changes to an approved job description in an attempt to change the definition of “qualified”**
- **Modifying any of the established “boilerplate” statements of required education and experience**
- **Beautification or obfuscation**
- **Duty descriptions that are too vague**
- **Using acronyms, jargon, or “PWS-speak”**
- **Mismatched job titles**
- **Missing bulleted duties or required education and experience**
- **Too verbose**



Conclusion

- **Remember the job descriptions that come to DOCPER are used for status accreditation decisions – DOCPER does not tell the vendor who they may or may not hire**
- **An acceptable job description will include a bulleted list of duties and a statement of required education and experience**
- **An excellent job description will also include an overview and a list of desired skills and qualifications**