# EMERGING LEADERS PROGRAM
# ROTATIONAL ASSIGNMENT OPPORTUNITY - DESCRIPTION

**Emerging Leaders interested in the following rotational assignment opportunity may contact the person listed below.  Upon acceptance of this rotation, the Emerging Leader must complete a Rotational Assignment Form.**

**CAREER PATH**:

☒ ADMINISTRATIVE                ☐ PUBLIC HEALTH
☐ SOCIAL SCIENCES              ☒ INFORMATION TECHNOLOGY
☐ SCIENTIFIC                          ☐ HUMAN RESOURCES

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**DURATION:**   ☒ 90 DAYS            *Select the appropriate dates for the rotation:*

☐ **2 January 2, 2007 – March 31, 2007**
☒ **3 April 1, 2007 – June 30, 2007**
☒ **4 July 1, 2007 – September 30, 2007**
☒ **5 October 1, 2007 – December 31, 2007**

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**OPDIV/STAFFDIV:** DHHS/NIH/OD/OA/OLAO/DITA/NITAAC

**SUPERVISOR:** Mr. Victor E. Powers              **DATE SUBMITTED:** 12-20-2006

*E-mail address:* PowersV@od.nih.gov              *Telephone No.:* 301-435-3902

*Duty Location (**complete address**):* NITAAC, 6011 Executive Blvd. Rm. #503, Rockville, MD 20852

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**ASSIGNMENT DESCRIPTION AND OBJECTIVES** (Overall description of assignment and <u>at least **three**</u> objectives/accomplishments expected within the assignment timeframe) *( text can be up to 1300 characters):*

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The National Institutes of Health (NIH) Information Technology Acquisition and Assessment Center (NITAAC) is the NIH center for Government-Wide Acquisition Contracts (GWACs).  These types of contracts can be used by other federal Government agencies for a small fee, and the GWACs are some of the fastest-growing contracting vehicles around. (for example, instead of spending six months on acquisition procedures to get what one needs, it may take just under a month to get the right IT services and products through NITAAC!)  NITAAC has three such GWACs: Chief Information Officer-Solutions and Partners 2 Innovations (CIO-SP2i), Image World 2 New Dimensions (IW2nd), and Electronic Commodities Store III (ECS III).  The CIO-SP2i contract offers IT services such as Business Processing Re-engineering, Software Development, Clinical Research, and IT Operations and Maintenance; while the IW2nd contract deals primarily with imaging technologies.  The ECS III contract is all about IT products such as printers, laptops, and even Blackberries.

Objective 1:
As part of the CIO-SP2i team, the intern will get a chance to post a Task Order through

such steps as reading over a Statement of Work to see if it makes sense, interfacing directly with the customer agency to make necessary updates, and meeting with the CIO-SP2i team to plan strategy.

Objective 2:
The intern will attend meetings and help to take minutes of the proceedings. For example, one of NITAAC's regular meetings now involves the electronic-Government Ordering System (e-GOS). e-GOS is to be the next generation system for NITAAC and will integrate all of the necessary office functions. (i.e., acquisitions, finance, etc.)
Objective 3:
The intern will also help with various assignments in the areas of project management, policy analysis, contracts management, as well as other special projects. Past projects included producing documents regarding "Lessons Learned" and "Best Practices," reviewing the NITAAC website to see if there should be any improvements made, coming up with a matrix comparing our GWACs with those of the other federal government agencies, auditing the Freedom of Information Act database, collecting data and assisting with the drafting and editing of various sections of the OMB-required Executive Agent Report, assistance in the preparation of Military Interdepartmental Purchase Requests (MIPRs), verifying the sales and check reports submitted by the Prime Contractors, reconciling Record of Call orders, and so forth. With all these potential projects, NITAAC allows the intern to gain experience in not only the acquisitions field, but also in the finance, research, and policy arenas.