

Justification for Exception Position 3 (level AD-F) hired under the DOI AD Hiring Authority

Exception Position 3 requires skills acquired through specific job training or experience. Work is performed independently. The incumbent of the position is expected to interpret instructions, plan work, and lead or supervise positions at the next lower level.

NPS hiring unit: CA-MNP

Title of Exception Position: RAP Team Member

Objective or purpose of position: Assist with incident vendor invoices to ensure invoice packages have necessary information to complete auditing and processing for payment and to ensure that incident vendors are paid in a timely manner.

Duties:

- Audits and processes vendor invoices in accordance with OMB, AOC, or agency guidelines to ensure that paperwork is complete, documented adequately, and copies are available for files.
- Ensures invoices and invoice cover sheet have correct accounting code and signatures.
- Prepares necessary documentation for electronic filing and hard-copy filing, as well as for scanning and uploading in FBMS.
- Keeps the payment team leader informed of any problems or questions about invoice packages or processing requirements.
- May be required to input costs into spreadsheet on a daily basis.
- Accesses FBMS for vendor codes and SAM.gov for vendor information. May need to follow up with vendors if information in SAM.gov needs to be updated.
- Provides support to team operations, as needed.
- Ensures that Personally Identifiable Information is safeguarded from possible misuse.
- Assists in interpretation of contracts/agreements and vendor invoices, as necessary.
- Performs various other admin. support duties as needed (e.g., answering phones, taking messages, mailing packages, etc.).
- Knowledge of the Incident Command System, FBMS, SAM.gov, and the Interagency Incident Business Management Handbook.

Position will be supervised by (provide position title): RAP Team Leader

Qualifications/training of AD employee that justifies or supports hiring him/her into this position:

- IS-100, IS-200, IS-700 & S-260 (all available on-line)
- Incident Command System
- Excel
- FBMS
- SAM.gov

Tracy Falls

Name of person providing this description (please print)

3/14/2018

Date

Christina Peters

Signature approval of NPS National Incident Bus. Lead

3-14-2018

Date