

EMAIL RESUMES TO [kahelms@nsa.gov](mailto:kahelms@nsa.gov)

### Description

The Contracting Development Program (CDP) was created to serve as a training ground for recent college graduates with a baccalaureate degree and at least 24 semester credit hours of study in Business and an interest in the Contracting career field. It is designed to provide qualified participants with broad career training, which includes technical training courses in areas related to Contracting and Acquisition, a minimum of three rotational assignments, and extensive on-the-job training. The program is designed to develop high potential individuals who can successfully participate in all phases of the acquisition process, from acquisition planning through contract award and administration.

### Responsibilities

Participants are required to successfully complete six after-hours courses of relevant higher education, attend required DoD technical training courses, and complete three twelve-month operational assignments. Tuition support is available. Upon successful completion of the program, you will be certified as Defense Acquisition Workforce Improvement Act (DAWIA) Level 1 Contracting and properly positioned to achieve Level 2 certification. Annual milestone promotions may also occur each year.

### Qualifications

Bachelor's degree with a final GPA of 3.0 or higher

Completed at least 24 hours of business-related studies in Accounting, Law, Business, Finance, Contracts, Purchasing, Economics, Industrial Management, Marketing, Quantitative Methods, or Organizational Management

Agree to commit three years toward completion of the program plus an additional three years within NSA's Office of Contracting

Professionalism, independent responsibility, tact and diplomacy are hallmarks of the position.

Required skills are: oral and written communication, customer service.

Desired skills are: Leadership, negotiation, computer literacy, innovation, and creativity.

U.S. Citizenship is required for all applicants. A security clearance must be granted prior to employment and you will be required to undergo extensive pre-employment processing. This includes: aptitude testing; an interview with a psychologist, a security interview conducted with the aid of a polygraph, and a personnel interview. The final stage of the processing will be the successful completion of a background investigation.

Reasonable accommodations will be provided to applicants with disabilities during the application and hiring process where appropriate. NSA is an equal opportunity employer and abides by applicable employment laws and regulations. All applicants and employees are subject to random drug testing in accordance with Executive Order 12564.