

**U.S. Department of Energy**  
**Part II – Managerial Competencies**

**D. Acquisition and Administrative of Financial and Material Resources**

**CONTENT DESCRIPTION:** Concerns activities and procedures related to obtaining and allocating the financial and material resources necessary to support program or policy implementation. Major competencies within this activity area are:

- Managing the budgetary process - preparing, justifying, operating through organizational, corporate or governmental procedures and administering an organizational budget.
- Overseeing procurement - contracting procedures and processes.
- Directing - coordinating logistical operations.

---

**SUMMARY OF EXPERIENCE** (Describe experience, include at least two specific examples):

PLEASE TYPE OR PRINT (Attach additional sheets if necessary)

---

**SUPERVISORY CERTIFICATION**

Current  Former Supervisor: \_\_\_\_\_  
(Signature)

---

**Accuracy of Response Based on Your Direct Knowledge**

- Totally Descriptive     Very Descriptive     Descriptive     Somewhat Descriptive     Nondescriptive     No Basis to Judge

---

**SUPERVISORY EVALUATION** (based on quality of work accomplished)

- Exceptional Overall Quality     Highly Successful Overall Quality     Fully Successful Overall Quality     Minimally Satisfactory Overall Quality     Unsatisfactory Overall Quality     No Basis

---

**Privacy Act Statement**

Section 6311 of Title 5 U.S.C. authorizes collection of this information. The information requested will provide descriptions of management or related experience and allow for supervisory certification of performance in management/program administration. This information will be used to determine an individual's managerial qualifications for positions in the Senior Executive Service and to facilitate executive staffing and development activities. Routine disclosure of the information collected may be made to those who complete the form, and management or personnel officials who make human resource management decisions. Furnishing the information on this form is voluntary. Failure to do so will result in staffing or development decisions made on the basis of existing personnel records and data.