

# ADM – Procurement Clerical and Assistant Competencies

(Revised 03-28-2005)

This Matrix is a one-page snapshot of all the competencies associated with this Learning Category or Competency Group. To review the competency descriptions, jobs, and task statements associated with these competencies, use this [link](#).

## Advanced-Level Competencies

								NPS						
								OPM						
								NPS		<ul style="list-style-type: none"> <li>1 Arithmetic</li> <li>2 Mathematical Reasoning</li> <li>3 Self-Management</li> <li>4 Reasoning</li> </ul>		➔		
								OPM						
								NPS						
								OPM						
								NPS						
								OPM						
								NPS						
								OPM		<ul style="list-style-type: none"> <li>1 Conscientiousness</li> <li>2 Customer Service</li> <li>3 Flexibility</li> <li>4 Interpersonal Skills</li> <li>5 Listening</li> <li>6 Memory</li> <li>7 Speaking</li> <li>8 Writing</li> </ul>		➔		
												➔		
												➔		
<b>NPS Universal Competencies</b>														
<ul style="list-style-type: none"> <li>1 Mission Comprehension</li> <li>2 Agency Orientation</li> </ul>			<ul style="list-style-type: none"> <li>3 NPS Operations</li> <li>4 Fundamental Values</li> </ul>			<ul style="list-style-type: none"> <li>5 Resource Stewardship</li> <li>6 Problem-Solving Skills</li> </ul>			<ul style="list-style-type: none"> <li>7 Communication Skills</li> </ul>			<ul style="list-style-type: none"> <li>8 Individual Development &amp; Planning</li> </ul>		
<b>OPM General Competencies</b>														
<ul style="list-style-type: none"> <li>1 Honesty/Integrity</li> <li>2 Self-Esteem</li> </ul>				<ul style="list-style-type: none"> <li>3 Reading</li> </ul>										