

Edit the document for proper grammar

[Linguistics](#), [English](#)



1. Explain in detail what it is that you do to support the mission of your command organization. Do not recite your job functions, but rather consider what are the key attributes you bring to the job that contribute to mission success.

The primary role of our command is to ensure that the needs of South Korea and Japan, such as services, supplies, and construction materials in support of various missions are met. Currently, I work as a Contract Specialist who assists war fighters to procure needs necessary to complete their mission in South Korea by writing service contracts for the South Korean Peninsula. Sometimes, the contracts I write are in direct support for the many field exercises that our command supports, such as Foal Eagle and Key Resolve where the US and the Republic of Korea (ROK) forces come together annually and conduct trainings to defend South Korea and strengthen alliances. I also support contingency exercises such as Tendon Valiant in Indonesia, a Medical Readiness Training Exercise that supports local people in various areas by providing medical aid. The other contracts I write are for the Garrison environment such as security guards, custodial, among others. My involvement in the organization is very indispensable since I am providing the war fighters their day to day essentials, needs for training exercises and contingency exercises. If I am unable to assist in meeting the mission needs, the services needed to conduct day to day operations might be delayed or put on hold at the cost of the mission's success. Sometimes our services come from the US and there are regulations regarding procurement that must be followed in accordance to the Status of Forces Agreement (SOFA). If we do not adhere to these procedures, it would not only be detrimental to

the mission but to the suppliers as well. Each procurement involves many people and I orchestrate these service procurements. Once the services are procured, I also administer the contracts to assure that the contract is completed accordingly and the contractors get paid on time.

2. What skills/characteristics are your strengths as team member?

One of my strengths is being able comprehend and speak English fluently, since English is my native language. This helps me to communicate well with my groupmates. In addition, I am also very well organized, helpful, proactive, and flexible. I have great organization skills in that I keep my electronic calendar up to date and have reminders set for follow-ups on emails and other events. I keep a clean, organized desk and my file cabinets are organized as well. I am helpful not only with members within my organization but also to customers outside our organization. I help team members grow by mentoring them and teaching them how to do various procurements or by simply sharing my knowledge. I assist customers when I receive a procurement package by attending to their needs throughout the procurement process. I keep them very well informed of my status from the moment I send my introductory email until the procurement process ends. I am proactive in assisting people who may not be my direct customer. For instance, if customers have inquiries, I make myself available to answer their questions, offer advice, or provide personal inputs. I lead them into the right direction, as far as procurement is concerned and provide them several POCs that they can reach out to meet their mission needs. I am approachable and easy to talk to, which many customers find helpful when they are frustrated with the contracting process. Moreover, many people choose to do business

with me because I communicate better compared to some of my co-workers. Sometimes, our customers would have difficulty communicating with the local nationals (Koreans) who may be the ones in- charge of their procurement. Hence, I would offer my assistance to help speed up the process.

3. What skills/characteristics as a team member would you like to improve?

The skills and characteristics I would like to work on are my confidence and speed. I feel that I dont know everything and sometimes when presented with a situation, I would have second thoughts about my capabilities to solve the problem head on. But later on, when I research the issue I usually find that I am correct or not far off from being correct. I especially lack confidence when someone who is over me discusses issues, concerns or situations. I may even be thinking about the same outcome but may not have thought about a small aspect of that outcome or another possible solution which badly affects my self-esteem. I am usually gullible so I take everything that people say at face value, as golden, that they know what they are talking about and couldnt possibly be wrong, making me doubt my skills and capabilities. As for the issue of speed, I think fall into the average category in terms procurement. However, I am a perfectionist and so, if my procurement isnt " just right" or my documents arent worded the way I like it to, I keep re-checking it until I am satisfied. This I know causes delays, at least in my mind and I would like to improve on that and if ever asked if I did something to be able to say, " Oh, I already did that."

4. Talk to you supervisor about your strengths and weaknesses as a team member. You may use the article " Characteristics of Effective Teams" as a

reference source in your discussions with your supervisor. Document your discussion with your supervisor based on what s/he feels you do well and what do you need to improve.

I am pleasantly surprised that my supervisors always have more nice things to say about me than I expect. One time I had a mid-term review with one of my supervisors and he said, " If we could just clone you..." and " if everyone in this office were like you.." This left me feeling good, but instead, I focused on my short-comings and weaknesses and try my best to improve myself. Ill start with the weaknesses (the short list) so I can end on a good note with the strengths (the long list). My weaknesses are pretty much in line with what I believe them to be. I was told that I tend to doubt myself and lack confidence and I have elaborated on this as one of the things I would like to overcome. I am good with what I do and have completed all my trainings and tasks but I tend to hold myself back. I am actually surprised to hear this because I thought it was a secret! Yes, I hold myself back. I do everything to progress but I am completely afraid of success and equally afraid to fail or " make the wrong decision." I pass up applying for job opportunities fearing that I am not good enough. I guess I am in the right class to work on that weakness. As for my strengths, I was told that I am well-organized, very charismatic, a people person (sociable), a good listener, fast-learner, very independent and can work well with a team, smart, inquisitive, creative, dependable, not afraid to take risks, loyal and dedicated, flexible to different working hours, and trustworthy. I also embrace change and take full responsibility of my actions.