

**Classification:** Business Operations Executive, NH-0301-4  
**Local Title:** Business Operations Executive  
**Employing Office Location:** Orlando, Florida  
**Duty Station:** Orlando, FL

**Org Info:** Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT)  
 1<sup>st</sup> Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)  
 2<sup>nd</sup> Div: Business Operations Office  
 3<sup>rd</sup> Div:  
 4<sup>th</sup> Div:

**Supervisor's Certification:** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

**Immediate Supervisor:** Jerry L Stahl

**Title:** Deputy Program Executive Officer (Acting)

**Signature:** \_\_\_\_\_ //ss// **Date:** 21 Mar 03

**Higher Supervisor or Manager:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ //s// **Date:** 21 Mar 03

**Classification/Job Grading Certification:** I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

**Classification Official:** James L. Laughlin, COL

**Title:** Chief of Staff

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>FLSA:</b>	<u>Exempt</u>	<b>BUS Code:</b> 8888	<b>CL:</b> 401
<b>Drug Test:</b>	<u>No</u>	<b>Emergency Ess:</b> Yes	
<b>Key Position:</b>	<u>Yes</u>	<b>OPM Functions Code:</b> NA	
<b>Sensitivity:</b>	<u>NCS</u>	<b>Status:</b> Competitive	
<b>Reason for Submission:</b>	<u>New</u>	<b>Subject to IA:</b> No	
<b>Previous PD Number:</b>	<u>NA</u>	<b>Mobilization:</b> A (not required)	
<b>Envir. Diff:</b>	<u>NA</u>	<b>Career Prg ID:</b> NA	
<b>Acq Posn Category:</b>	<u>A</u> _____	<b>CAPL Number:</b> _____	
<b>Acq Career Level:</b>	<u>3</u> _____	<b>Acq Posn Type:</b> <u>2</u> _____	
<b>Acq Special Asgmt:</b>	<u>NA</u>	<b>Acq Prog Ind:</b> <u>NA</u> _____	
<b>Career Spec – Primary:</b>	<u>NA</u>	<b>Career Spec – Sec:</b> NA	
<b>Cont Job Site:</b>	<u>NA</u>	<b>Mobility:</b> No	

Financial Disclosure:  Public Financial  Confidential Financial

Supervisor  Manager  Neither

Citation 1: OPM PCS MISC ADMIN & PROGRAM SERIES, GS-301, JAN 79

Citation 2: AWF, PDP, BLD, FEDERAL REGISTER, VOLUME 64, JAN 99

**Acquisition Workforce Demo Project**  
**Position Requirements Document**

**I. Organization information:**

Incumbent manages the Business Operations Office (BOO) and serves as the Business Operations Executive (BOE) in the Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

**II. Position information:**

Business Operations Executive, NH-0301-IV

**III. Organizational goals:** PEO STRI provides life cycle management of interoperable training, testing and simulation solutions for soldier readiness and the defense community by putting the power of simulation in the hands of the warfighter.

**IV. Duties:**

The BOO reports directly to the Deputy Project Executive Officer (DPEO) and is responsible for long range strategic business planning and integration of the Core Business Units (CBUs). Specifically, the BOO:

Serves as a senior expert and advisor to the PEO for all cross-PEO functions and for advice on organizational, programmatic, financial, and managerial issues. Performs PEO-wide strategic business planning and forecasting and tracks progress on plan. Conducts special analytical studies and assessments regarding diverse acquisition problems and provides an integrated picture to the PEO/DPEO on the relevancy of products and services in relation to future Army, Joint and Coalition training and testing needs.

Consolidates and presents financial and manpower submissions and reports and provides services affecting entire PEO (i.e., not directly related to daily PM operations.), including:

Plans, programs and certifies use of TSAM and Other OMA budget requirements in direct support of PEO operations not directly related to PM operations.

Consolidates POM data and prepares PEO assessment memo.

Consolidates, coordinates and submits Table of Distribution and Allowances.

Represents the PEO at high level conferences and meetings relative to PEO-wide issues, programs, policies, objectives and funding considerations.

Interfaces with HQDA and ASAALT on business issues for the PEO.

Presents and defends the PEO position to high level DA and other levels on fiscal and program matters of PEO-wide nature and makes recommendations and decisions which could commit the PEO to a specific course of action.

Provides PEO with all required PEO-wide resources, services and support including security, protocol, facilities, supply management and internal controls and travel support.

Oversees human resource (HR) services including, but not limited to: recruiting, performance management and position classification services.

Provides PEO-wide HR services including position classification advice and assistance, recruitment, performance management, Acquisition Demonstration Project implementation and maintenance & incentive awards.

Develops, implements, monitors, and revises HR policies including Acquisition Demo.

Develops and executes internal BOO operations against a PEO approved budget.

Establishes internal, measurable performance metrics for all elements of the BOO.

Provides Briefings: Briefs General Officers, senior level management of the Joint staff, OSD and DA level Major Automated Information System Review Councils on the assigned programs and the status of individual acquisitions and priorities. Conducts In-process Reviews for assigned projects.

**Supervisory and Oversight Responsibilities:**

Serves as the Business Operations Officer with responsibility for operations of the PEO that includes Human Resources, Program Management Evaluation and Controls Office, and Planning. In addition, oversees infrastructure and PEO matters including

Security, Protocol, Safety and PAO. Collects data from the organization, centralizes information and provides appropriate and required analyses. Coordinates with service-providing government agencies including NAVAIR TSD; oversees matrix employees from Project Support Executive and contractor personnel; and manages a substantial staff including one or more functional leads to perform the described responsibilities.

Project Management: Incumbent coordinates effort involving human resources, program management, and planning. The incumbent identifies and balances risks, selects alternatives and plans how to best accomplish the goals and objectives of PEO STRI. Determines where reductions will occur should there be a decrement in the budget. Identifies unfunded requirements. Projects strategic business milestones and events necessary to complete the strategic forecast and impact to future Army, Joint and Coalition training systems and devices and testing needs. Reviews input from team leaders at integrated logistics systems sites worldwide for appropriateness of requests, availability of resources, and compatibility with the integrated logistics effort. Coordinates the efforts of matrix support activities to ensure that an integration implementation plan is executed.

Personnel Management: Supervises government and contracted workforce through functional leads in each functional area to accomplish assigned responsibilities.

Performs the full range of administrative and technical supervisory duties. Supports an understanding of the Command's Affirmative Action/EEO Program. Ensures EEO principles are reflected in all aspects of personnel management. Assigns work and establishes priorities; evaluates performance of subordinates; gives advice, counsel, and/or instruction to subordinates on both work and administrative matters; interviews and recommends selections of candidates for positions, promotions, and reassignments; and hears and resolves complaints from subordinates. Exercises full authority as a member of the pay pool management in assessing contribution and preparing statements of duties and experience for Demonstration employees. Develops performance standards. Makes decisions on nonroutine costly or controversial training needs and training requests related to employees of the unit and stimulates self-improvement. Encourages and acts upon employee suggestions for work improvement. Approves leave. Finds and implements ways to eliminate or reduce significant bottlenecks and barriers to production, promote team building or improve business practices.

. Is responsible for ensuring the timely performance of a satisfactory amount and quality of work.

Performs other duties as assigned.

Critical Acquisition Position:

"This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official, (i.e., the Director of Acquisition Career Management, the Army Acquisition Executive, or the Secretary of the Army) or if the employee is "grandfathered" under 10 U.S.C. 1736(c)(1), the following are statutorily mandated requirements (Reference: 10 U.S.C. 1733 and 1737):

(1) Selectee must be a member of the Army Acquisition Corps at the time of appointment to the position.

(2) Selectee must execute, as a condition of appointment, a written service agreement to remain in Federal service in this position for at least three years. In signing such agreement, the employee does not forfeit any employment rights, nor does such agreement alter any other terms or conditions of employment."

IV. Factors:

Factor: 1. - Problem Solving Level IV.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Defines, establishes, and directs organizational focus (on challenging and highly complex project/programs). Identifies and resolves highly complex problems that cross organizational boundaries and promulgates solutions. Resolution of problems requires mastery of the field to develop new hypotheses or fundamental new concepts. Assesses and provides strategic direction for resolution of mission critical problems, policies, and procedures. Works at senior level to define, integrate, and implement strategic direction for vital programs with long-term impact on large numbers of people. Initiates actions to resolve major organizational issues. Promulgates innovative solutions and methodologies. Works with senior management to establish new fundamental concepts and criteria and stimulate the

development of new policies, methodologies, and techniques.  
Converts strategic goals into programs or policies.

Factor: 2. - Teamwork/Cooperation Level IV.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately. Leads/guides/mentors workforce in dealing with complex problems. Solves broad organizational issues. Implements strategic plans within and across organizational components. Ensures a cooperative teamwork environment. Leads/guides workforce in achieving organizational goals. Participates on high-level teams. Is sought out for consultation.

Factor: 3. - Customer Relations Level IV.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork, enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately. Leads and manages the organizational interactions with customers from a strategic standpoint. Works to assess and promulgate political, fiscal, and other factors affecting customer and program/project needs. Works with customer at management levels to resolve problems affecting program/projects (e.g., problems that involve determining priorities and resolving conflicts among customers' requirements). Works at senior level to stimulate customer alliances for program/project support. Stimulates, organizes, and leads overall customer interactions.

Factor: 4. - Leadership/Supervision Level IV.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promote commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Establishes and/or leads teams to carry out complex projects or programs. Resolves conflicts. Creates climate where empowerment and creativity thrive. Recognized as a technical/functional authority on specific issues. Leads, defines, manages, and integrates efforts of several groups or teams. Ensures organizational mission and program success. Fosters the development of other team members by providing guidance or

sharing expertise. Directs assignments to encourage employee development and cross-functional growth to meet organizational needs. Pursues personal professional development.

Factor: 5. - Communication Level IV.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Determines and communicates organizational positions on major projects or policies to senior level. Prepares, reviews, and approves major reports or policies of organization for internal and external distribution. Resolves diverse viewpoints/controversial issues. Presents organizational briefings to convey strategic vision or organizational policies.

Factor: 6. - Resource Management Level IV.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Develops, acquires, and allocates resources to accomplish multiple project/program goals. Formulates organizational strategies, tactics, and budget/action plan to acquire and allocate resources. Optimizes, controls, and manages all across projects/programs. Develops and integrates innovative approaches to attain goals and minimize expenditures.

#### SECURITY CLEARANCE AND TRAVEL REQUIREMENTS

Incumbent must be able to obtain and maintain a Secret security clearance.

May be required to travel within the U.S./overseas by commercial aircraft.

#### KNOWLEDGE, SKILLS, AND ABILITIES (KSAS) FOR QUALIFICATION PURPOSES.

Ability to stratify resources against approved programs; to plan, present, and execute budgets; to analyze impacts on programs; and to forecast long term funding requirements

Knowledge of policies, programs, organizations, functions, resources, and legislation affecting the program(s) and the organizations studied or served, and related customers, functions, resources, and users

Ability to establish and maintain relationships with key individuals/ groups outside immediate work unit including senior executives and General Officers at DA HQ and elsewhere

Ability to represent and serve as spokesperson for the organization with senior executives and General Officers at DA HQ and elsewhere

Knowledge of program planning and budgeting cycles and other financial knowledge to consolidate, present and defend budget and POM submissions.

Knowledge of DOD acquisition and life cycle management policies, procedures, and practices

Ability to develop, prepare, coordinate, staff, and implement policies, procedures, programs, and directives

The ability to manage diverse organizations and resolve conflicts

Ability to recognize and analyze problems, conducts research, summarize results, and make appropriate recommendations

Ability to advise others

Ability to negotiate

Ability to communicate orally and in writing

Ability to give oral presentations