

Classification: Interdisciplinary, NH-****-IV **Opt (1):** Supervisory General Engineer, 0801; CL: 429A
Local Title: Acquisition Support Manager **Opt (2):** Supervisory Computer Engineer, 0854; CL: 429B
Employing Office Location: Orlando, Florida **Opt (3):** Supervisory Electronics Engineer, 0855; CL: 429C
Duty Station: Orlando, FL **Opt (4):** Supervisory Computer Scientist, 1550; CL: 429D

Org Info: Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT)
 1st Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)
 2nd Div: Project Support Group
 3rd Div: Engineering Directorate
 4th 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: Edwin A. Trier

Title: Director, Research and Engineering

Signature: _____ /s/ _____ **Date:** 4/3/03

Higher Supervisor or Manager: _____

Title: _____

Signature: _____ **Date:** _____

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

Classification Official: Stephen M. Seay, BG

Title: Program Executive Officer

Signature: _____ /s/ _____ **Date:** 4/8/03

FLSA:	Exempt	BUS Code: 8888	CL: see above
Drug Test:	No	Emergency Ess:	
Key Position:		OPM Functions Code: 13	
Sensitivity:	NCS	Status:	Competitive
Reason for Submission:	Acq Demo Conversion	Subject to IA:	No
Previous PD Number:		Mobilization:	
Envir. Diff:		Career Prg ID: 16	
Acq Posn Category:	S	CAPL Number:	
Acq Career Level:	3	Acq Posn Type: 1	
Acq Special Asgmt:		Acq Prog Ind:	
Career Spec – Primary:		Career Spec – Sec:	
Cont Job Site:		Mobility:	
Financial Disclosure:	[] Public Financial		[X] Confidential Financial
	[X] Supervisor	[] Manager	[] Neither

Citation 1: USOPM PCS for Computer Engineering Series, GS-0854 TS-83 January 1988

Citation 2: USOPM PCS for Electronics Engineering Series, GS-0855TS-3 February 1971

Citation 3: USOPM PCS for Computer Science Series, GS-1550 TS-83 January 1988

Citation 4: USOPM Handbook of Occupational Groups and Families August 2002, GS-0801 Series Definition

Citation 5: AWF, PDP, BLD, Federal Register, Volume 64, Jan 99

**Acquisition Workforce Demo Project
Position Requirements Document**

I. Organization information:

Position is located in the Engineering Directorate, Project Support Group, Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Interdisciplinary, NH-****-IV.

- Opt: Supervisory General Engineer, 0801
- Opt: Supervisory Computer Engineer, 0854
- Opt: Supervisory Electronics Engineer, 0855
- Opt: Supervisory Computer Scientist, 1550

III. Duties:

Manages the Acquisition Support function and serves as the principal advisor to the Director for assigned specialty engineering support to the PEO. Oversees the Army Standardization Program tasked to PEO STRI. Responsibilities encompass planning, programming, directing, and controlling specialty-engineering support to the PEO STRI Project Managers and Directors during all acquisition phases of a system's life cycle. Resolves technical problems in scientific and engineering fields and makes final decisions on controversial issues and problems crossing organizational lines.

MAJOR DUTIES

1. Manages and directs a variety of internal processes and programs for the Directorate. These include but are not limited to, Standards Program, Value Engineering Program, Safety Program, Environmental Program, Production Engineering Process, Materiel Release Program, and Data Management Process. Serves as the point of contact for each of these programs and assigns manpower and resources as required or requested by project directors and other PEO entities. Serves as the Standards Executive for the PEO and represents the PEO on higher headquarters engineering management groups and special studies with high ranking military and civilian officials within Department of the Army (DA) and Department of Defense (DoD) as well as private industry.
2. Develops, monitors and continually improves on engineering processes and procedures in support of PEO STRI systems. In

conjunction with the Director, establishes and alters operating policies, procedures and priorities to provide for compliance with higher authority and to assure effective and successful accomplishment of programs and projects. Proposes new policies with respect to integration and coordination of the PEO STRI effort. Adapts existing policies to incorporate state-of-the-art advances in technology related to simulation and instrumentation systems to assure effective and successful accomplishment of mission.

3. Participates in managing the personnel assignments to support engineering efforts. Provides input to budgeting processes and labor projections to maintain support for these internal programs and processes. Devises organizational structures, manpower allocations and functional breakdown to balance between skills-utilization, economy and efficiency. Reviews and manages the position structure and takes an active role in the position management review process.

Supervisory Responsibilities

Performs the full range of administrative and technical supervisory duties. Supports an understanding of the PEO'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. Approves leave. Finds and implements ways to eliminate or reduce significant bottlenecks and barriers to production, promote team building or improve business practices.

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 an Acquisition Corps at the time of appointment.

(2) Selectee must execute, as a condition of appointment, a written agreement to remain in Federal service in this position for at least three years. In signing such agreement, the employee does not forfeit any 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 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 promotes 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.

Knowledge of acquisition, development, fielding and life cycle support of simulations, simulators, training and instrumentation systems.

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

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

Ability to develop performance-based technical requirements and work tasks.

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

Ability to supervise and lead others.

Knowledge of program planning and budgeting cycles

Ability to negotiate

Ability to provide guidance to customers

Ability to communicate orally and in writing