

Classification: Assistant OPS Program Manager, NH-0340-IV

Local Title:

Employing Office Location: Orlando, Florida

Duty Station: Orlando, FL

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 Manager, Field Operations and Support (OPS)

3rd Div:

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: Russell A. McBride

Title: Deputy Director, Operations and Support

Signature: _____ /s/ _____ **Date:** 4/30/03

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:** 5/9/03

FLSA: Exempt **BUS Code:** 8888 CL 417

Drug Test: No **Emergency Ess:**

Key Position: **OPM Functions Code:**

Sensitivity: NCS **Status:** Competitive

Reason for Submission: Acq Demo Conversion **Subject to IA:** Yes

Previous PD Number: Various **Mobilization:**

Envir. Diff: **Career Prg ID:**

Acq Posn Category: A **CAPL Number:**

Acq Career Level: 3 **Acq Posn Type:** 2

Acq Special Asgmt: **Acq Prog Ind:**

Career Spec – Primary: **Career Spec – Sec:**

Cont Job Site: **Mobility:**

Financial Disclosure: Public Financial Confidential Financial

Supervisor Manager Neither

Citation 1: OPM Handbook of Occup Groups and Fams, GS-0340

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

**Acquisition Workforce Demo Project
Position Requirements Document**

I. Organization information:

Position is located in the office of Project Manager, Field Operations & Support (OPS), in the Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Assistant OPS Program Manager, NH-0340-IV

III. Duties:

1. Serves as Assistant Program Manager (APM) with shared responsibility and authority for all aspects of Field OPS program management to include cradle to grave Life Cycle Management and Operations for assigned Training Aids, Devices, Simulators, and Simulations (TADSS); coordinating with the Acquisition Logistics matrix supervisor and Product Managers to develop logistics support concepts and transition plans to Field OPS; awarding complex Life Cycle Contractor Support contracts to support fielded TADSS; managing life cycle support activities to maintain readiness of supported systems; and providing operational support for assigned programs throughout the world. Through a number of subordinate Lead positions, manages a skilled workforce consisting of NH-301-III Life Cycle Project Directors and support personnel. Ensures that adequate internal controls are developed and operative so that government resources are efficiently and effectively managed. Establishes internal policies and operating procedures. Evaluates and appraises operations on a continuing bases to insure objectives are met in an effective and efficient manner.

2. Serves as an expert advisor and a PEO STRI principle representative at conferences and meetings with representatives of other commands, agencies and industry on matters concerning assigned Field OPS programs. Serves as principal advisor to the Deputy Project Manager and Project Manager, Field OPS, regarding all assigned Field OPS and Program Management aspects of the planning, development, execution and sustainment within the Project Office, Field OPS. Assists in the development of policy and procedures to achieve acquisition reform goals. Manages data management information systems development and program performance metrics development and reporting. Through analysis and evaluation of current programs and budgets, develops

comprehensive time- phased and costed support programs designed to meet mission requirements. Maintains continuing surveillance of trends in any general management area of responsibility and appraises PM/DPM Field OPS of the need for studies involving new concepts or programs; the status of existing programs; and presence of overlapping and/or non-essential activities, etc., with recommended corrective action if appropriate.

Supervisory 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 makes 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.

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.

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.

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

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

Ability to manage a medium to large organization

Ability to communicate orally and in writing

Ability to plan and execute complex, multi-faceted projects within established financial and time constraints

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

Ability to supervise and lead others.

Knowledge of program planning and budgeting cycles