

Classification: Program Analysis and Procurement Officer, NH-0301-IV

Local Title:

Employing Office Location: Orlando, FL

Duty Station: Huntsville, AL

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, Instrumentation, Targets and Threat Simulators
 3rd Div: Targets Management Office
 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: Alvin Brown, LTC, USA

Title: Deputy Director

Signature: _____ /s/ _____ **Date:** 5/7/03

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:

Title:

Signature: _____ /s/ _____ **Date:** 5/22/03

FLSA:	Exempt	BUS Code:	8888	CL:	413
Drug Test:	No	Emergency Ess:			
Key Position:		OPM Functions Code:			
Sensitivity:	NCS	Status:	Cooperative		
Reason for Submission:	Acq Demo Conversion	Subject to IA:	No		
Previous PD Number:	09646	Mobilization:			
Envir. Diff:		Career Prg ID:			
Acq Posn Category:	A	CAPL Number:	2		
Acq Career Level:	3	Acq Posn Type:			
Acq Special Asgmt:		Acq Prog Ind:			
Career Spec – Primary:		Career Spec – Sec:			
Cont Job Site:		Mobility:			
Financial Disclosure:	<input type="checkbox"/> Public Financial	<input checked="" type="checkbox"/>	Confidential Financial		
	<input checked="" type="checkbox"/> Supervisor	<input type="checkbox"/> Manager	<input type="checkbox"/>	Neither	
Citation 1:	USOPM PCS for GS-301, TS-34, 11/79				
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 Targets Management Office, Project Manager, Instrumentation, Targets, and Threat Simulators, Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Program Analysis and Procurement Officer, NH-0301-IV.

III. Duties:

Serves as Chief, Business Management Office and principal advisor to the Director, TMO, and the TMO Division Chiefs on TMO business management matters to include resource management, acquisition and production management, and review and analysis.

1. Plans and accomplishes the integration of program planning for assigned targets and targets support systems. Establishes policy guidance for TMO resource management, acquisition and production management, and review and analysis based on higher echelon guidance, aggregate program requirements, TMO procedures, and interrelationship among programs. Oversees the Planning, Programming, Budgeting, and Execution System (PPBES) for all assigned targets and targets support systems and integrates same into the consolidated TMO budget submission and long range plans. Manages the development of manpower requirements and staffing plans, the internal operating budget, and business management operating procedures and policies. Develops near-term and long-range aggregate programs and plans for the accomplishment of the TMO Business Management Office mission and functions. Recommends solutions to unprogrammed requirements, shortfalls, and similar problems. Supervises approximately 9 government employees and oversees and integrates the work output of one or more support contractor employees performing contracting, program and financial analysis and related duties in support of various targets and weapon system programs.

Integrates all acquisition planning for assigned targets, weapons, and support systems. Ensures that acquisition strategies and contracts optimize economies of scale and consolidate like procurements where desirable and feasible. Develops long range procurement objectives to support the total system acquisition

cycle; prepares procurement plans and presents to higher authority; and monitors following approval.

2. Manages TMO financial management, acquisition and production management, and review and analysis. Allocates planning, programming, budgeting, and contracting resources to accomplish internal TMO operations and tasks.

Serves as primary TMO point of contact for aggregate financial management, acquisition management, and review and analysis activities with higher headquarters, other government agencies, industry, international military and aerospace agencies and conglomerates, and foreign governments. Develops short- and long-range plans covering overall programs for procurement and production, initiating special programs to cover contingencies or emergencies as they arise. Plans and establishes the boundaries of assigned programs to include consideration of user requirements and scope of effort, coordinating with key management personnel in industry and reappraises program plans in light of changes to original requirements. Determines needs for program adjustments. Establishes and ensures adherence to schedules and priorities.

Furnishes procedural guidance for preparation of scopes of work and data requirement inputs. Establishes criteria and prepares or reviews Procurement Requirement Packages (PRP) to include all applicable requirements for the RFP/contract. Reviews deviations in contractual requirements from original procurement plan of action and makes appropriate recommendations. Incorporates deviations into overall procurement planning. Directs the preparation and monitors the maintenance of schedules for parts or components of systems in order to assure delivery on schedule. Makes decisions and recommendations as to such plans and schedules. Receives proposals and bids and directs analysis to determine if proposals and bids meet requirements. Coordinates resolution of deviations requested by bidders. Directs and monitors the analysis and evaluation of all proposals received. Participates in Solicitation and Award Board meetings and presents recommendations based on analysis and evaluations. Provides representation when procuring activities are negotiating contracts. Reviews draft of contracts or the contract itself after negotiations are complete, checks against requirements, and resolves any discrepancies.

3. Plans, initiates, directs, coordinates and integrates an evaluation program for review and analysis of program budgets, internal operating budgets, program plans, contract performance,

Selected Acquisition Reports (SARs), Defense Acquisition Executive Summaries (DAES), Program Management Control System (PMCS) data, and any other areas of program or administrative interest specified by the Director. Provides for periodic management reviews with the Director, TMO, and Division Chiefs to quantify milestones, and to detect potential problems or program difficulties, schedule slippages, or increased program costs. Coordinates actions necessary to correct problems and tracks corrective actions until resolved. Analyzes for aggregate cost, schedule, and contract performance mainstream trends in assigned targets and targets support systems; and recommends action to improve future efforts. Provides advice to applicable parties to ensure accomplishment of objectives. Attends consultations, technical discussions with engineers, technicians, and specialists relative to Procurement and Production programs, problems involved, and the resolution of complex issues which impact several program elements (e.g., funding, logistics, engineering, etc.).

Establishes, implements, and manages internal or management control procedures in accordance with appropriate guidance or directives

Assures that acquisition strategies and competitive plans facilitate full and open competition to the maximum extent consistent with system and mission requirements and the public exigency.

Supervisory Responsibilities

Performs the full range of administrative and technical supervisory duties. Supports an understanding of the Organization'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.

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.

Expertise in the field of military weapon and support system financial management, acquisition management, and review and analysis

Ability to communicate orally and in writing

Ability to establish and maintain relationships with key individuals/groups outside immediate work unit

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

The ability to manage diverse organizations and resolve conflicts

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 financial control and budget systems and management

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