

**Classification:** Assist. Proj. Mgr. for Coordination, NH-0301-IV  
**Local Title:** LTT Coordinator  
**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: Project Manager Training Devices (PM TRADE)  
 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:** William A. Rucker

**Title:** Deputy Project Manager

**Signature:** \_\_\_\_\_ /s/ \_\_\_\_\_ **Date:** 6/18/03

**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

**Title:** Program Executive Officer

**Signature:** \_\_\_\_\_ /s/ \_\_\_\_\_ **Date:** 6/26/03

<b>FLSA:</b>	Exempt	<b>BUS Code:</b> 7777	<b>CL:</b> 446
<b>Drug Test:</b>	No	<b>Emergency Ess:</b>	
<b>Key Position:</b>		<b>OPM Functions Code:</b>	
<b>Sensitivity:</b>	NCS	<b>Status:</b> Competitive	
<b>Reason for Submission:</b>	New	<b>Subject to IA:</b> No	
<b>Previous PD Number:</b>		<b>Mobilization:</b>	
<b>Envir. Diff:</b>		<b>Career Prg ID:</b>	
<b>Acq Posn Category:</b>	A	<b>CAPL Number:</b>	
<b>Acq Career Level:</b>	3	<b>Acq Posn Type:</b> 1	
<b>Acq Special Asgmt:</b>		<b>Acq Prog Ind:</b>	
<b>Career Spec – Primary:</b>		<b>Career Spec – Sec:</b>	
<b>Cont Job Site:</b>		<b>Mobility:</b>	
<b>Financial Disclosure:</b> [ ] Public Financial		[ X ] Confidential Financial	
[ ] Supervisor	[ ] Manager	[ X ] Neither	
<b>Citation 1:</b> USOPM PCS for GS-0301 Series, TS-34, Jan 79			
<b>Citation 2:</b> 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 the Project Manager, Training Devices (PM TRADE), Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

**II. Position information:**

Assistant Project Manager for Coordination, NH-0301-IV

**III. Duties:**

Serves as the Coordinator for the US Army's Live Training Transformation (LTT) Product Line acquisition program. Influences the activities of Project Directors with complete responsibility and authority to modernize live training systems across the Army. Plans, directs, reviews, evaluates and coordinates the activities of Project Directors among project teams that cross all three Product Manager offices to ensure that technology solutions are in consonance with LTT goals, products, and long-term perspective. Prepares, maintains and propagates LTT documentation, milestone decision planning, budgetary and financial execution.

Coordinates among Department of Defense (DoD), internal PEO STRI Project Managers (PMs), Program Executive Officers (PEOs), external PMs, US Army Training and Support Command (USATSC), Headquarters, Training and Doctrine Command (TRADOC), and end users at 05/06 and GS-14/15 levels to ensure the LTT strategy meets U.S. Army user requirements and support is sustained.

Coordinates LTT synchronization activities of each project team. Ensures common functions of the LTT key elements are compatible in milestones, time frames and deadlines with each other. Ensures interoperability, cost effectiveness, reusability, and timely completion. Monitors technical adequacy of approaches to resolve common function issues and provides guidance, standards, and reuse guidance.

Prepares overall budgetary estimate for entire LTT strategy based on input of project teams. Oversees the preparation of funding and budgetary reports and attends management reviews.

Disperses program information to facilitate leveraging opportunities. Assesses near and long term requirements and technology advances in relation to LTT goals and objectives. Develops and maintains the overarching acquisition strategy, and builds and implements the LTT program plan.

Serves as the facilitator for the Project Directors to assure team and consensus building activities across PM TRADE. Assures efforts are consistent with LTT priorities and work methods. Serves as a mentor to Project Directors. Advises on work method improvements and assists the Project directors in identifying LTT synchronization opportunities. Works with the Deputy Product Managers to assure that the Project Directors receive adequate and appropriate training.

Sets LTT milestones and program performance objectives. Assesses and reports on the progress of LTT programs and adherence to these milestones and objectives.

Identifies, distributes and balances the workloads of the Project Directors, in conjunction with the Deputy Product Managers based upon individual skills and program goals.

Recommends individual and team awards and recognition to include annual performance evaluations.

Prepares program management documentation in support of milestone decision reviews. Formulates and manages a program which integrates all related activities within the LTT area. Chairs milestone working groups responsible for the program estimates and funding requirements, development, production and fielding plans, test documentation, and logistics planning.

Oversees the LTT library, based on the Common Training Instrumentation Architecture (CTIA) documentation and Interface Control Documents (ICDS) that impact the Live Training Domain.

Prepares reports and briefings identifying the progress of LTT, highlighting problems with emphasis on cost schedule and performance.

Prepares, maintains and propagates LTT policies and procedures both internally and externally to PM TRADE and PEO STRI and published in technical and programmatic periodicals and related conferences.

Assures that all PM TRADE projects adhere to the Army's Materiel Release process prior to initial fielding.

Coordinates with the Engineering Directorate on technical approaches to meeting future needs. Maintains awareness of technology efforts being conducted by other offices and other services. Identifies opportunities and plans for technology transfer to LTT and other PM TRADE programs.

Synchronizes programmatic efforts with other project teams, PMs and lead engineers responsible for technical integration of assigned PEO STRI products.

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.

### **SECURITY CLEARANCE and Travel**

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

Knowledge of the organizational and functional responsibilities and operations of the employing organization

Knowledge of current modeling and simulation principles, techniques, processes, regulations, and policies

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

Ability to meet and deal with customers using a high degree of tact and diplomacy

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

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

Ability to give oral presentations

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

Ability to organize and lead teams

Ability to interpret and apply rules, regulations, and procedures