

Classification: Program Integrator, NH-0301-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)  
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: Mack Perry

Title: Business Operations Officer, Acting

Signature: // ss// Date: 5 Dec 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: //ss// Date: 5 Dec 03

FLSA: Exempt BUS Code: 7777 CL: 301  
Drug Test: No Emergency Ess:  
Key Position: OPM Functions Code:  
Sensitivity: NCS Status: Competitive  
Reason for Submission: New Subject to IA: No  
Previous PD Number: Various Mobilization:  
Envir. Diff: Career Prg ID:  
Acq Posn Category: A 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  
[ ] Supervisor [ ] Manager [X] 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 Business Operations Office of the Program Executive Office, for Simulation, Training and Instrumentation (PEO STRI).

**II. Position information:** Program Integrator, NH-0301-IV.

**III. Duties:**

1. Organizes and leads teams composed of members from the Business Operations Office (BOO), various PEO STRI organizations, and from outside the PEO in the conduct of complex internal and external Command level studies, analyses and special projects. Directs study efforts in response to requirements that cut across all PEO PMs/Directorates/Offices, providing independent review, analysis and study capability. Independently synthesizes and converts complex and unbounded study requirements into specific action plans, assigns clear lines of responsibility and determines the method and process to accomplish and present the study or special project. Develops and uses operations research methods, mathematical models and other qualitative and quantitative analysis techniques, and systems analysis expertise to conduct special studies and projects. Independently prepares and presents results and briefs to justify or defend findings and recommendations.

2. Serves as a lead analyst for strategic, operational, managerial, and technical integration activities to increase leveraging, efficiency, effectiveness, quality and synergy while reducing duplication, time and resources. Responsible for developing and leading systems analysis activities and measurement processes to ensure effective and efficient leveraging of information and resources. Independently determines and assesses interrelationships across complex multi-dimensional activities that apply vertically within and horizontally across all organizational elements. Applies cognitive techniques and analyses to recognize and independently act upon potential opportunities to minimize technical and resource duplication and increase synergies throughout command programs and processes. Develops and independently presents, by way of decision papers, communications and briefings, potentially controversial and critical observations, findings and recommendations. Interfaces with and is cognizant of integration and performance measurement activities relating to external organizations that affect or influence the PEO, internal programs or processes. Communicates directly with any staff or organization within or outside the Command. Independently determines areas requiring special emphasis.

3. Serves as the contracting officer's technical representative (COTR), provides technical direction, guidance and clarification to contractor on work statement specifications and contract data requirements lists (CDRL) and, when required, takes the necessary corrective action. Consults with subject matter experts (SMEs) to

obtain technical guidance related to ongoing projects. Addresses contractor's needs, questions and change proposals regarding cost, schedule and performance risks. Ensures projects are within established resource limits and remain on target with milestone schedules. Provides evaluation of contractor's performance and is lead to the government's team. Serves as lead technical representative at progress reviews and meetings with contractors. Keeps management, users and other team members informed of project status.

#### 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.

V. Knowledge, Skills and Abilities

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

Thorough knowledge and understanding of inter-relationships of the acquisition, development, fielding and life cycle support and technical aspects of simulations, simulators, training and instrumentation systems

Knowledge and understanding of the DOD/Army materiel acquisition process and standard acquisition information systems and tools

High level of practical knowledge concerning current and emerging modeling and simulation technologies and the interfaces among the planning, operation and control processes at all levels of the PEO

Ability to identify, negotiate and successfully present controversial and critical observations, findings and recommendations

Ability to communicate orally and in writing

Ability to plan, organize work, and meet deadlines

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

Completion of Contracting Officer's Technical Representative (COTR) course and refresher training every three years

Knowledge of Government and agency-specific guidelines and business practices, including statutes, regulations, policies and procedures, that cover different contract types

Knowledge of business practices and market conditions applicable to acquisition requirements

Knowledge of applicable contract types