

Classification: Project Support Manager, NH-0340-4
Local Title: Project Support Executive
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 Support Group
 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: Jerry L Stahl

Title: Deputy Program Executive Officer (Acting)

Signature: _____ /s/ _____ **Date:** 3/21/03

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: James L. Laughlin, COL

Title: Chief of Staff

Signature: _____ /s/ _____ **Date:** 3/21/03

FLSA:	<u>Exempt</u>	BUS Code: 8888	CL: 424
Drug Test:	No	Emergency Ess: Yes	
Key Position:	Yes	OPM Functions Code: NA	
Sensitivity:	NCS	Status: Competitive	
Reason for Submission:	New	Subject to IA: No	
Previous PD Number:	NA	Mobilization: A (not required)	
Envir. Diff:	NA	Career Prg ID: <u>NA</u>	

Acq Posn Category:	<u>A</u>	CAPL Number: _____
Acq Career Level:	<u>3</u>	Acq Posn Type: <u>2</u>
Acq Special Asgmt:	<u>NA</u>	Acq Prog Ind: <u>NA</u>
Career Spec – Primary:	<u>NA</u>	Career Spec – Sec: <u>NA</u>
Cont Job Site:	NA	Mobility: No

Financial Disclosure: Public Financial Confidential Financial

Supervisor Manager Neither

Citation 1: AWF, PDP, BLD, FEDERAL REGISTER, VOLUME 64, JAN 99

Citation 2: OPM Handbook of Occup Groups and Fams, GS-0340

Acquisition Workforce Demo Project
Position Requirements Document

I. Organization information:

Incumbent manages the Project Support Office (PSO) a matrix organization and serves as the Project Support Executive (PSE) in the Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Project Support Manager, NH-0340-IV.

III. Organizational goals: PEO STRI provides life cycle management of interoperable training, testing and simulation solutions for soldier readiness and the defense community by putting the power of simulation in the hands of the warfighter.

IV. Duties:

The PSE reports directly to the Deputy Program Executive Officer (DPEO) and manages diverse workforce responsible for providing all required professional, technical and specialized administrative manpower support to the Project Managers (PMs) and other Core Business Units (CBUs) using a matrix style organization. Specifically, the PSE:

Provides CBUs with all required matrix technical manpower resources: Engineering, Finance, Acquisition Logistics and Contracts.

Ensures that all functional areas operate in a cost efficient integrated manner in support of the CBUs.

Develops strategic plans to identify future work-force skill and training requirements.

Ensures work-force training program is developed for each functional area.

Serves as Acquisition Career Management Advocate & manages Army Acquisition Corps requirements.

Insures that standard processes, procedures & metrics are developed across all functional areas including CBUs.

Supervises and evaluates Functional Leads, serves on award board for evaluations, and administers the Civilian Acquisition Position List (CAPL) and the Military Acquisition Position List (MAPL).

Provides technology updates for CBUs, coordinates with AMC and other services on technology development effort.

Manages the PEO Value Engineering and Safety Programs.

Manages Army contracting efforts and insures that the CBUs have appropriate contracting vehicles.

Provides PMs with all operations and policy related financial services required to support program executions in a timely manner.

Develops and execute PSO operations against a PEO approved budget.

Manages Support Service Contract(s) (SSCs) and Memorandum(s) of Agreement (MOA) with Navy for support.

Interfaces with the Training Management Area (TMA) in support of CBUs, e.g., requirements presentations, etc.

Establishes measurable performance & financial metrics for all elements of the PSO.

Provides Briefings: Briefs General Officers, senior level management of the Joint staff, OSD and DA level Major Automated Information System Review Councils on the assigned programs and the status of individual acquisitions and priorities. Conducts In-process Reviews for assigned projects. Coordinates with authority to commit the PEO to courses of action.

Supervisory Responsibilities:

Serves as the Project Support Executive with responsibility to ensure that the Functional Leads work effectively horizontally across the projects and vertically within Project Support office. Ensures standard skills and resource requirements and utilization is executed effectively; prioritizes PEO resources within the DPEO and Customer Executive. The PSE is the Acquisition Career Management Advocate and manages the Army Acquisition Corps requirements and training in accordance with the Defense Acquisition Workforce Improvement Act (DAWIA).

Manages the Functional Leads (Engineering, Finance, Acquisition Logistics, Contracts) who serve as the process and development lead for the individual acquisition functional areas, develop and maintain standardized processes, professional development of acquisition and technology workforce, forecasting resource requirements (numbers & skills), continual monitor resource utilization and requirements, interacting with the CBUs to ensure resources have appropriate knowledge, skills and abilities and are performing adequately. Adjusts workforce for future needs; coordinates acquisition of augmentation/matrix personnel (e.g. SETA). Matrix personnel may be sub-divided within a Project Support organization based on specialization. As such, is delegated the authority and responsibility to perform as the representative of the organization, to provide centralized management authority over the technical and business aspects of the project. The incumbent will manage all activities engaged in the acquisition of the programs which include associated contractors for the implementation of the organizations portion of the system, and to plan, program, and budget for the project. Integrates the plans and operations of the assigned programs with other organizations and existing and proposed sites worldwide.

Project Management: Incumbent coordinates and develops procedures relating to financial management, acquisition logistics, engineering and contracts implementation, distribution, and logistical support for the hardware, software, supplies, and services required by Project Managers. Conducts reviews and initiates reports, which are provided to Project Managers and/or the DPEO/PEO with recommendations on the best courses of action. The incumbent will ensure review and, if necessary, rewrite or develop regulatory documentation specifically for the project and recommend appropriate actions to obtain approval. The incumbent identifies and balances risks, recommends alternatives and plans how to best accomplish the goals and objectives of the project within recognized guidelines. Projects major project milestones and events necessary to support. Reviews input from team leaders for appropriateness of requests, availability of resources, and compatibility. Coordinates the efforts of matrix support activities to ensure that an integration implementation plan is executed.

Personnel Management: Supervises a varied government and contracted workforce through functional leads in each functional area to accomplish assigned 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 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 and stimulates self-improvement. Encourages and acts upon employee suggestions for work improvement. Approves leave. Finds and implements ways to eliminate or reduce significant bottlenecks and barriers to production, promote team building or improve business practices. . Is responsible for ensuring the timely performance of a satisfactory amount and quality of work.

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 the Army Acquisition Corps at the time of appointment to the position.

(2) Selectee must execute, as a condition of appointment, a written service agreement to remain in Federal service in this position for at least three years. In signing such agreement, the employee does not forfeit any employment rights, nor does such agreement alter any other 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 exhibit and foster cooperation and teamwork, 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 promote 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 REQUIREMENTS

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.

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 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.

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

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 advise others

Ability to negotiate

Ability to communicate orally and in writing

Ability to give oral presentations

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

The ability to manage diverse organizations and resolve conflicts

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

Ability to identify problems and develop innovative solutions

Ability to supervise and lead others.

Knowledge of program planning and budgeting cycles