

Classification: Security Cooperation Integrator, NH-0301-III

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: Customer Executive 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: Director, Command Analysis and Planning

Signature: _____ /s/ _____ **Date:** 4/1/03

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:** 4/1/03

FLSA: Exempt **BUS Code:** 7777 **CL:** 311

Drug Test: No

Emergency Ess:

Key Position:

OPM Functions Code:

Sensitivity: NCS

Status: Competitive

Reason for Submission: Acq Demo Conversion

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: 4

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: 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 Customer Executive Group of the Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Security Cooperation Integrator, NH-0301-III

III. Duties:

1. Serves as a senior PEO representative working directly with representatives of the Deputy Assistant Secretary of the Army - Defense Exports and Cooperation (DASA-DEC), U.S. Army Security Assistance Command (USASAC), Research, Development and Evaluation Command (RDECOM), other Major Subordinate Commands, Security Assistance officers and foreign governments to identify Modeling and Simulation (M&S) requirements. Directs the analyses of international M&S requirements in relation to PEO-STRI capabilities. Coordinates and integrates the actions of requirements determination teams both CONUS and OCONUS. Arbitrates conflicts between foreign requests and U.S. Government policies, procedures and capabilities.

2. Plans, directs, coordinates, and manages-Foreign Military Sales (FMS) cases for complex high-priority/highly visible FMS cases assigned. Has responsibility for total case management from preparation of Price and Availability (P&A) and Letters of Offer and Acceptance (LOAS) through implementation, execution and case closure. Monitors and analyzes logistical and financial progress of FMS programs against price and availability estimates, insuring that U.S. Government commitments are met. Provides status reports to senior leadership within the U.S. Government and Foreign Militaries. Insures compliance with national security and national military strategies and all DOD and U.S. Army Security Cooperation regulations.

3. Processes and staffs industry requests for technology transfer and export licenses, providing a PEO position regarding the safeguarding or exporting of M&S technologies. Conducts technical discussions, develops and

staffs documentation in support of International Cooperative Programs.

4. Represents the PEO and the U.S. Army at meetings and conferences, both CONUS and OCONUS, responsible for addressing all aspects of current and future PEO STRI Security Cooperation programs. Has authority to make commitments relational to PEO STRI products and services within the guidelines of regulations, policies and procedures. Addresses overall program status and issues/actions as required.

5. Responsible for input to the PEO's annual FMS administrative budget requirements. Also monitors and provides reports and updates to management on obligation and expenditure rates of FMS Administrative and case funds. Recommends investments and adjustments in FMS Administrative budget execution.

6. Performs other duties as assigned.

IV. Factors:

Factor: 1. - Problem Solving Level III.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Independently defines, directs, or leads highly challenging projects/programs. Identifies and resolves highly complex problems not susceptible to treatment by accepted methods. Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines. Anticipates problems, develops sound solutions and action plans to ensure program/mission accomplishment. Develops plans and techniques to fit new situations to improve overall program and policies. Establishes precedents in application of problem-solving techniques to enhance existing processes.

Factor: 2. - Teamwork/Cooperation Level III.

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.

Works with others to accomplish complex projects/programs. Applies innovative approaches to resolve unusual/difficult issues significantly impacting important policies or programs. Promotes and maintains environment for cooperation and teamwork. Leads and guides others in formulating and executing team plans. Expertise is sought by peers.

Factor: 3. - Customer Relations Level III.

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.

Guides and integrates functional efforts of individuals or teams in support of customer interaction. Seeks innovative approaches to satisfy customers. Establishes customer alliances, anticipates and fulfills customer needs, and translates customer needs to program/projects. Interacts independently and proactively with customers to identify and define complex/difficult problems and to develop and implement strategies or techniques for resolving problems (e.g., determining priorities and resolving conflict among customers' requirements).

Factor: 4. - Leadership/Supervision Level III.

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.

Provides guidance to individuals/teams; resolves conflicts. Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance. Defines, organizes, and assigns activities to accomplish project/program goals. Guides, motivates, and oversees the activities of individuals and teams with focus on project/program issues. Fosters individual/team development by mentoring. Pursues or creates training development programs for self and others.

Factor: 5. - Communication Level III.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Communicates project or program results to all levels, internally and externally. Reviews and approves, or is a major contributor to/lead author of, management reports or contractual documents for external distribution. Provides inputs to policies. Presents briefings to obtain consensus/approval.

Factor: 6. - Resource Management Level III.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and allocates resources to accomplish multiple project/programs. Identifies and optimizes resources to accomplish multiple project/program goals. Effectively accomplishes multiple project/program goals within established guidelines.

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 the legislative principles governing Security Cooperation which include the Arms Export Control Act and Foreign Assistance Act, and International Trafficking in Arms Regulation.

Knowledge of Security Cooperation policies and procedures and sequential actions

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

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

Ability to plan and execute complex, multi-faceted projects

Ability to execute projects and/or studies within established financial and time constraints

Ability to communicate orally and in writing

Ability to gather, analyze, and present facts

Ability to organize and lead study teams

Ability to interpret and apply rules, regulations, and procedures

Ability to plan and organize work