

Classification: Project Director, NH-0301-III **Top Secret w/ SCI Clearance Required**

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: Various Project Manager organizations
 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: James T. Blake

Title: Deputy Program Executive Officer

Signature: _____ /s/ _____ Date: 4/25/03

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: Sharon Hightower

Title: Chief, Human Resource Management Division

Signature: _____ /s/ _____ Date: 4/28/03

FLSA:	Exempt	BUS Code: 7777	336
Drug Test:	Yes	Emergency Ess:	
Key Position:		OPM Functions Code:	
Sensitivity:	CS	Status: Competitive	
Reason for Submission:	Acq Demo Conversion	Subject to IA: Yes	
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:	<input type="checkbox"/> Public Financial	<input checked="" type="checkbox"/> Confidential Financial	
	<input type="checkbox"/> Supervisor <input type="checkbox"/> Manager <input checked="" type="checkbox"/> Neither		
Citation 1:	USOPM PCS for GS-0301 Series, TS-34, Jan 79		
Citation 2:	USOPM PCS for Administrative Analysis GEG, Aug 90		
Citation 3:	AWF, PDP, BLD, Federal Register, Volume 64, Jan 99		
Citation 4:	Acquisition Demo Position Requirements Document		

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Acquisition Workforce Demo Project
Position Requirements Document

I. Organization information:

Position is located in a Project Manager (PM) organization in the Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Project Director, NH-0301-III.

III. Duties:

Incumbent serves as a Project Director on one or more assigned projects.

Performs life cycle planning, management, and direction of assigned projects. Program plans are based on a comprehensive analysis of the requirements. Translates requirements to discrete, attainable objectives, establishes goals and milestones for tasks in support of the major project objectives. Documents the findings into the appropriate acquisition documentation. Makes decisions involving cost, schedule, and technical performance and associated trade-offs. Represents PM in briefings and meetings with User Representatives, contractors, and Army/DoD personnel. Prepares and presents program status reviews to the PM, Senior PEO STRI Management, and higher Headquarters.

Plans, directs, organizes, controls, coordinates, reviews and approves the efforts of project support team which includes engineering, logistics and support personnel. Directs the activities of contract negotiators, contract analysts, and contract support personnel assigned to the project, which requires application of knowledge of Defense procurement process and Defense Acquisition Regulations as they impact to the assigned project. The project team may consist of Government and support service personnel. Serves as the final point of authority to all team members, contractors and other participants on assigned projects.

Maintains sole responsibility for resolving divergent viewpoints and for making critical decisions. Identifies improvements to established program management processes and procedures. Establishes goals and milestones for tasks in support of the project goals.

Performs financial management and control of assigned projects. Directs the activities of the program and cost analysts assigned to the project.

Organizes and leads teams of selected disciplines to participate in contractor evaluation/monitoring. Responsible for determining program status to include system design compliance to specification requirements, adherence to contractor schedule, financial control and supportability. The incumbent may be required to lead a team of experts which will investigate a potential contractor's capability to perform under a proposed contract.

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 **Top Secret with SCI 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 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

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

Knowledge of program planning and budgeting cycles

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

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

Ability to interpret and apply rules, regulations, and procedures

Ability to organize and lead teams

Ability to work cooperatively as a member of a team

Ability to identify problems and develop innovative solutions

Ability to gather, analyze, and present facts

Ability to communicate orally and in writing

Ability to advise others