

Position Requirements Document Cover Sheet

Position Number: 12865

Classification: Interdisciplinary, NH-****-IV

Opt: Spvry Computer Engineer, 0854 **CL:** 412A

Local Title: Dir, Instrumentation Management Office

Opt: Spvry Electronics Engineer, 0855 **CL:** 412B

Employing Office Location: Orlando, Florida

Duty Station: Orlando, Florida

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 Manager, Instrumentation, Targets, and Threat Simulators (PM ITTS)

3rd Div: Instrumentation Management Office

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: Mathew J. Fair, COL, USA

Title: Project Manager

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

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: _____ /s/ _____ **Date:** 5/2/03

FLSA: Exempt **BUS Code:** 8888 **CL:** see above

Drug Test: No **Emergency Ess:** Yes

Key Position: **OPM Functions Code:** 13

Sensitivity: NCS **Status:**

Reason for Submission: Acq Demo Conversion **Subject to IA:** No

Previous PD Number: 8395 **Mobilization:**

Envir. Diff: **Career Prg ID:**

Acq Posn Category: A **CAPL Number:**

Acq Career Level: 3 **Acq Posn Type:** 2

Acq Special Asgmt: **Acq Prog Ind:**

Career Spec – Primary: **Career Spec – Sec:**

Cont Job Site: **Mobility:**

Financial Disclosure: [] Public Financial [X] Confidential Financial

[] Supervisor [X] Manager [] Neither

Citation 1: USOPM PCS for Computer Engineering Series, GS-0854 TS-83 January 1988

Citation 2: USOPM PCS for Computer Science Series, GS-1550 TS-83 January 1988

Citation 3: AWF, PDP, BLD, Federal Register, Volume 64, Jan 99

**Acquisition Workforce Demo Project
Position Requirements Document**

I. Organization information:

Position is located in the Instrumentation Management Office (IMO), PM Instrumentation, Targets and Threat Simulators (PM ITTS), Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Interdisciplinary, NH-****-IV.

Opt: Supervisory Computer Engineer, 0854

Opt: Supervisory Electronics Engineer, 0855

III. Duties:

Serves as the Director for the Instrumentation Management Office. Plans, directs, coordinates and manages a comprehensive program for the development, procurement, production, fielding and life cycle support for test instrumentation. Establishes procedures, objectives and organization structure to implement assigned projects/systems. Ensures interface and coordination of all actions involving DOD, DA, ATEC and other organizational elements. Maintains continuous cognizance of all aspects of the assigned projects.

The instrumentation projects are technically complex, high visibility, large dollar value programs that meet joint requirements or are applicable to multiple commands. The instrumentation includes all classes and categories of mechanical, electro-optical, optical, electronic, chemical, biological, radiological, and other types of field data acquisition instrumentation, laboratory test equipment and direct support systems, (i.e. radar, lasers, telemetry, optical, timing, and communications systems.) This instrumentation is used in the testing activities as carried on at any of the proving grounds and test centers within DA including those in the desert, tropic, and arctic.

The incumbent is second line supervisor for a staff of civilian specialists, to include Engineers functioning as Project Directors (NH-3 and NH-4), administrative staff and others. Directs activities of additional civilian specialists in matrix organizations to include Project Engineers, Software Engineers, Program Analysts, Contracts Specialists and Service Support Contractor Specialists.

Provides Program acquisition guidance and makes programmatic decisions on assigned Projects.

Maintains liaison with Joint Staff agencies, Army Staff agencies, major Army Commands, major subordinate commands, field installations, other services, industry and allied nations to assure up-to-date knowledge of technological state-of-the-art and awareness of all planning actions.

Attends conferences and meetings with representatives of DOD, DA, ATEC and other commands and agencies, private industry and foreign countries on matters pertaining to all aspects of assigned programs.

Serves on advisory boards and committees relative to the general management and technical aspects of the projects, recommending and/or acting on proposals involving policy and having significant impact on national defense programs and government policy.

Ensures that adequate internal control systems are developed and operative so that Government resources are efficiently and effectively managed.

Reviews and evaluates existing and proposed instrumentation at individual installations to identify and make recommendations to eliminate unnecessary duplication. Coordinates planning for the facilities needed in conjunction with instrumentation.

Supervisory Responsibilities

Performs the full range of administrative and technical supervisory duties. Supports an understanding of the Organizations'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. Approves leave. Finds and

implements ways to eliminate or reduce significant bottlenecks and barriers to production, promote team building or improve business practices.

Performs other duties and assigned.

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.

Incumbent must be able to obtain and maintain a Secret security clearance.

Will be required to travel within the U.S./overseas by commercial aircraft.

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."

KNOWLEDGE, SKILLS, AND ABILITIES (KSAS) FOR QUALIFICATION PURPOSES.

Expert professional knowledge of engineering principles, concepts, and practices relating to integrated instrumentation systems and devices

Professional knowledge of systems engineering development, test, and evaluation

Professional knowledge of DOD acquisition and life cycle management policies, procedures, and practices

Knowledge of business and industry management, procurement, and production practices applicable to contractor proposals and activities.

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 Security Assistance policies and procedures

Ability to manage research and development, procurement, production, logistics management, reliability and maintainability, configuration management and financial management of complex instrumentation projects.

Ability to plan and execute complex, multi-faceted projects within established financial and time constraints

Ability to organize and lead teams and task forces with members from different organizations, occupations and commands

Ability to establish and maintain relationships and serve as spokesperson for the organization with key individuals/ groups outside immediate work unit including senior executives and General Officers at DA HQ and elsewhere

Ability to gather and analyze a variety of program and technical information, make sound judgments and recommendations

Ability to apply new approaches to capitalize on engineering knowledge of advanced technology

Ability to communicate orally and in writing