

Classification: PEO Representative, NH-0301-IV
Local Title: Department of the Army Systems Coordinator (DASC)
Employing Office Location: Orlando, Florida
Duty Station: Washington, DC

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: Business Operations Office
 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: Business Operations Executive (Acting)

Signature: _____ /s/ _____ **Date:** 5/22/03

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, USA

Title: Program Executive Officer

Signature: _____ /s/ _____ **Date:** 5/22/03

FLSA:	Exempt	BUS Code:	7777	CL: 403
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:	1	
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-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 Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

PEO Representative, NH-0301-IV

III. Duties:

1. Serves as the Department of the Army Systems Coordinator (DASC). Maintains liaison with HQDA staff, Army Acquisition Executive (AAE) agency personnel, appropriate representatives in the Assistant Secretary of the Army for Acquisition, Logistics and Technology (ASA(ALT)) organization and other officials and groups. Ensures up-to-date awareness of PEO STRI program planning and programming actions and issues. Coordinates and collects pertinent data from multiple points of contact. Evaluates the data to ensure sufficient current information to provide a ready, accurate and complete response to any inquiry from the Office of the Secretary of Defense (OSD), Office of Management and Budget (OMB), Joint Chiefs of Staff (JCS), Headquarters, Army (HQDA), Congress, other Department of Defense (DOD) agencies and other service headquarters. Focal point for information going to and from PEO STRI. Assesses program achievements and effectiveness of the organization in order to evaluate the desirability of major program changes. Reviews documentation for submission to HQDA, OSD, OMB and Congress to support and defend PEO STRI positions on specific PEO STRI program matters. Develops supporting documentation and provides statements on the impact of policy, program and budget changes to the PEO STRI organization and the ability to perform life cycle management of assigned program(s).

2. Coordinates and justifies funding requirements of PEO STRI programs, prepares and/or reviews program documentation in support of the budget process. Coordinates program documentation in the Pentagon. Monitors programs for executability and compliance with established program decisions.

3. Furnishes information and recommendations in response to both internal and external inquiries. Prepares and delivers detailed briefings and information papers to HQDA, OSD, OMB and

Congressional staff on various aspects of PEO STRI programs. Represents the Program Executive Officer (PEO) and associated Project Managers (PMs) at various conferences and meetings, both formal and informal, with key and top officials of the Army and representatives from other activities/agencies to resolve controversial issues and ensure concerted action by all parties. Provides staff support to appropriate ASA(ALT) offices as required.

4. Monitors Army materiel acquisition policy, program and budget issues impacting PEO STRI. Analyzes trends, policies and actions at Congress, OSD, OMB, HQDA, other service headquarters and other DOD agencies for effect on PEO STRI. Takes action or recommends courses of action to the PEO. Reports pertinent developments to the PEO. Reviews and evaluates materiel acquisition issues pertaining to PEO STRI.

5. Discusses program acquisition strategies with and PMs. Maintains an understanding of the programs with emphasis on cost, schedule, and performance to communicate effectively and accurately with Army, OSD, and Congressional staffers. Attends PM business reviews and other meetings that keep abreast of programs. Performs these actions to enable early identification of problem areas; to increase knowledge of programs by DA staff, OSD, and Congressional staffers, and to provide a solution to problems as early as possible to limit impacts on cost, schedule, and performance.

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 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.

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 establish and maintain relationships with key individuals/groups outside immediate work unit including senior executives and General Officers at DA HQ and elsewhere

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

Ability to negotiate

Ability to communicate orally and in writing

Ability to plan and organize work

Ability to gather, analyze, and present information

Ability to work cooperatively as a member of a team

Knowledge of program planning and budgeting cycles

Ability to identify problems and develop innovative solutions

Ability to provide guidance to customers

Ability to interpret and apply rules, regulations, and procedures.