

**Classification: Financial Management Officer, NH-0501-IV****Local Title:****Employing Office Location: Orlando, FL****Duty Station: Orlando, FL****Org Info: Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT)****1<sup>st</sup> Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)****2<sup>nd</sup> Div: Business Operations Office****3<sup>rd</sup> Div:****4<sup>th</sup> 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****Signature: \_\_\_\_\_ /s/ \_\_\_\_\_ Date: 5/23/03****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: 5/23/03****FLSA: Exempt BUS Code: 7777 CL: 423****Drug Test: No Emergency Ess:****Key Position: OPM Functions Code:****Sensitivity: NCS Status: Competitive****Reason for Submission: New Subject to IA: No****Previous PD Number: Mobilization:****Envir. Diff: Career Prg ID: 11****Acq Posn Category: K 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: [ ] Public Financial [ X ] Confidential Financial****[ ] Supervisor [ ] Manager [ X ] Neither****Citation 1: Professional and Administrative Work in the Accounting and Budget Group, GS-0500 Dec 2000****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 Business Operations Office, Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)

II. Position Information:

Financial Management Officer, NH-501-IV

III. Major Duties:

Position is the Financial Management Officer, Business Operations Office (BOO), for Program Executive Office, Simulation, Training and Instrumentation in providing strategic policy direction and program oversight for the full spectrum of PEO STRI-managed resources. Functions as the single principal financial advisor to the PEO, DPEO and BOO on significant planning and decision making actions regarding the objective and efficient use of PEO STRI's financial resources.

1. Ensures the consistent development of broad financial policies and procedures pertaining to the overall programs and activities having PEO-wide implications; disseminates regulations and directives from higher echelons, and prepares PEO STRI's authoritative interpretation to subordinate levels. Oversees and assists in the development of PEO STRI's Program Objective Memorandum (POM), Congressional Descriptive Summaries, responses to Congressional inquiries and Program Budget Decisions. Defends budget and program requirements for PEO STRI, negotiates with high-level officials for adequate resources for program management, ensures balanced program coverage, and allocates and monitors resources. Ensures that resources required and executed by PEO STRI are managed within the framework of the Army Planning, Programming, Budgeting and Execution System (PPBES). Makes financial policy decisions and commitments within vested authority. Represents PEO STRI and Business Operations Executive at high-level meetings and conferences.

2. Oversees a multi-appropriation financial program (approximately \$1 Billion annually) with significant

customer programs in support of development, production, maintenance, training and testing. Oversees preparation of Army POM and the President's Budget and defends same throughout Congressional review process. Develops overall strategic financial policy and procedures and serves as a key participant on various task force/coordinating groups to develop long-term policy and implementation plans associated with Congressional, OSD, HQ DA initiatives. Oversees the planning and operation of the PEO STRI accounting program. Provides strategic oversight over finance and accounting, ensuring compliance with Government Accounting Office standards and policies. Ensures the development and improvement of financial controls and procedures throughout PEO STRI to safeguard the proper utilization of resources. Maintains liaison with financial and budget personnel at OSD and HQDA.

3. Provides technical advice and assistance to the PEO, DPEO and BOE and serves as a resource person for line supervisors in providing information to careerists on the Comptroller career field, such as its scope and patterns, the characteristics of career competition, the benefits of mobility and developmental assignments and realistic career expectations.

**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.**

Expert knowledge of financial control and budget systems and management

Expert knowledge of Army, Navy and DoD policies, procedures and regulations governing financial issues  
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

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 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

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

Ability to advise others

Ability to negotiate

Ability to provide guidance to customers

Ability to communicate orally and in writing

Ability to give oral presentations

Ability to lead others.