

Classification: Finance Officer, NH-0501-IV
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: 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: Mack Perry

Title: Business Operations Executive, Acting

Signature: //s// Date: 20 Feb 04

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: Jo Ann Hathaway
Title: Chief Financial Management Officer

Signature: //s// Date: 20 Feb 04

FLSA: Exempt BUS Code: 7777 CL:
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:

Finance Officer, NH-501-IV

III. Major Duties:

Serves as the Finance Officer, Business Operations Office (BOO). Shares with the Chief Financial Management Officer the responsibility for providing strategic policy direction and oversight for the full spectrum of PEO STRI financial and manpower resources. Assists on significant planning and decision making actions regarding the objective and efficient use of all PEO STRI's resources. Plays a key role in developing plans, as well as organizing and directing the execution of PEO centralized 'infrastructure' funding (i.e. other than program funding) and the manpower program.

Responsible for all funding and oversight of PEO STRI Research Development and Acquisition (RDA) programs. Agency Lead for Training Mission Area Reviews, R&P Form integration, HAC S&I, RDA bill payers, POM submissions and all other actions related to the \$500M/year RDA programs.

Works to ensure the consistent development of broad financial and manpower policies and procedures pertaining to the overall programs and activities; receives, interprets and disseminates regulations and directives from higher echelons, and prepares PEO STRI's interpretation to subordinate levels. Oversees, guides the development and defends PEO STRI's comprehensive Program Objective Memorandum (POM), Congressional Descriptive Summaries, RDT&E justifications, Congressional appeals and responses to Congressional inquiries. Defends budget and program requirements for PEO STRI (including Program Budget Decisions), negotiates with high-level officials for adequate resources, ensures balanced program coverage, and assists in allocation and monitoring PEO managed resources. Ensures that resources required and executed by PEO STRI are managed within the framework of the DoD Planning, Programming, Budgeting and Execution process (PPBE) and legal and regulatory constraints. Makes financial and

manpower policy decisions and commitments within vested authority. Represents PEO STRI, Business Operations Executive, Chief Financial Officer and Program Managers at high-level meetings and conferences.

Provides expert knowledge to assist management in overseeing a \$.5 Billion per year multi-appropriation RDA financial program in support of development, production, training and testing of PEO STRI systems. Assists in development of overall strategic financial and manpower policies and procedures and is a key participant on various task force/coordinating groups to develop policy and implementation plans associated with Congressional, OSD,OMB and HQDA initiatives. Conducts and/or coordinates on PEO financial and manpower activities such as execution reviews, unfinanced requirements, obligation/variance reports, canceling accounts and prioritization/reprogramming/bill payer activities. Technical expert on the DoD Financial Management Regulation and other financial laws and regulations. Ensures the development and improvement of financial and manpower controls and procedures throughout PEO STRI to safeguard the proper utilization of resources. Maintains liaison with financial, manpower and acquisition personnel at ASC, AMC, other PEOs, HQDA, DFAS, DCMA, DCAA, OMB, and OSD.

Assists the CFO in management of the PEO STRI civilian and military manpower program with responsibility for the Table of Distribution and Allowances (TDA), Staffing Plan, execution, variance reports, distribution of manpower and special studies (e.g. workload based staffing studies).

Provides expert technical advice and assistance to the PEO, DPEO, BOE and CFO.

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 by identifying and resolving problems that cross both internal and external organizational boundaries and promulgates solutions. Resolution of problems requires mastery of multiple fields to develop new hypotheses or fundamentally new concepts and processes, identify interdependencies and incorporate applicable law, regulation and other established policies. Assesses and provides strategic direction for resolution of mission critical RDA problems, policies, and procedures. At senior level defines, integrates, and implements strategic direction for vital programs with long-term impacts for the Army, the organization and 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 RDA 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, advice and assistance.

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 internal and external 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 stakeholders at management levels to resolve problems affecting program/projects (e.g., problems that involve determining priorities and resolving conflicts). Works at senior level to stimulate customer alliances for program/project support. Stimulates, organizes, and facilitates 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.

Communicates organizational positions on complex major projects or policies to senior level. Prepares, reviews, and coordinates as needed on PEO STRI major reports or policies 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 RDA 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.

Possesses expert knowledge of financial and acquisition management principles, policies and processes.

Expert knowledge of Army and DoD policies, procedures and regulations governing financial and acquisition 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.