

Classification: Deputy Product Manager, NH-0340-IV Top Secret w/SCI Clearance Required  
Local Title: DPM Special Operations Forces  
Employing Office Location: Orlando, Florida  
Duty Station: Orlando, FL

Org Info: Agency: Assist. 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: Various Project Manager organizations  
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: Kevin S. Noonan, Col

Title: Project Manager, PM CATT

Signature: \_\_\_\_\_ /s/ \_\_\_\_\_ Date: 18 Mar 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: Mike Lozano

Title: HR Specialist, Navy HRO

Signature: \_\_\_\_\_ /s/ \_\_\_\_\_ Date: 24 Mar 04

FLSA:	Exempt	BUS Code: 8888
Key Position:		OPM Functions Code:
Sensitivity:	CS	Status: Competitive
Reason for Submission:	New	Subject to IA:
Previous PD Number:		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
[ X ] Supervisor	[ ] Manager	[ ] Neither

Citation 1: Series Definition, Hndbk Of Occ Grp & Series, GS-340

Citation 2: AWF, PDP, BLD, Federal Register, Volume 64, Jan 99

Citation 2: Acquisition Demo Position Requirements Document

Top Secret Clearance w/ SCI Required

**Acquisition Workforce Demo Project  
Position Requirements Document**

**Organization information:**

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

**II. Position information:**

Deputy Product Manager, NH-0340-IV

**III. Duties:**

As the Deputy Product Manager, participates jointly with the Product Manager in the total management of the Product, including the development of overall project management policies, plans, requirements, and direction. Project responsibilities consist of the development, acquisition, testing, fielding and life cycle support of assigned training and test systems, interface/integration actions and other projects as named by DA. Incumbent exercises centralized authority and control over resources management such as funds, contracts, priorities, schedules, personnel and facilities; and directing and controlling the work performed by the various organizations in support of the project. In the absence of the Product Manager, serves fully as Acting Product Manager and assumes full technical and administrative responsibility for the activity.

Reviews programming documents received from DA to determine effect on assigned programs. Through analysis and evaluation of current program, budget, state-of-the-art, etc., and with the Product Manager, develops and/or participates in the development of a comprehensive time-phased and cost program designed to meet mission requirements. Shares the responsibility for the analysis and evaluation of the Product Managers programs as they affect assigned equipment. Advises on capabilities to accomplish objectives as set forth, indicating areas requiring assistance or revision by higher headquarters. Works directly with PEO STRI, DA and DoD activities supporting the assigned system(s) to assure proper balance consistent with requirements and available resources.

Serves as an advisor and acts for the Product Manager at meetings and conferences with representatives of other government departments and agencies, participating

organizations; foreign governments, and contractors/subcontractors. These include but are not limited to government agencies such as OSD, DMSO, AMSO and other services. Develops and maintains close liaison and coordination with all participating agencies/organizations and users of the systems, and with DA agencies and staff elements representing the user. Presents briefings and discusses status, progress, new or changed requirements and technical, program and scheduling recommendations which direct the progress and direction of the project, and commit the Product Manager to a particular course of action.

Plans, directs, coordinates, and reviews the work of the assigned personnel, both organic to the office and matrix, in support of Product Manager engaged in carrying out assigned program responsibility. Supervision exercised includes the overall management for the resources at hand such as personnel, funds, material, etc. to include supervision of internal and external matrix support. Defines the general areas of work assignment and responsibilities and reviews completed work for technical and procedural accuracy considering established deadlines are met. Identifies problem areas and directs corrective action as appropriate to improve areas of performance.

### **Supervisory Responsibilities**

Performs the full range of administrative and technical supervisory duties. Supports an understanding of the organization'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 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.

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

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

#### VI. Staffing KSAs

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 stratify resources against approved programs; to plan, present, and execute budgets; to analyze impacts on programs; and to forecast long term funding requirements

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

Knowledge of current modeling and simulation principles, techniques, processes, regulations, and policies

Knowledge of DOD acquisition and life cycle management policies, procedures, and practices

Ability to advise others

Ability to negotiate

Ability to communicate orally and in writing

Ability to meet and deal with customers using a high degree of tact and diplomacy

Ability to supervise and lead others.

Knowledge of program planning and budgeting cycles

### **Additional Duties for DPM, Special Operations Forces**

Participates jointly with the Product Manager in the program management and coordination of all virtual Training Aids, Devices, Simulators and simulations in support of the United States Special Operations Command (USSOCOM) mission.

Develops and maintains close liaison with senior staff to include Commanders and representatives from USSOCOM, Air Force Special Operations Command (AFSOC), U.S. Army Special Operations Command (USASOC), Naval Special Warfare Command (NAVSPECWARCOM), Joint Special Operations Command (JSOC) and other joint services.

### **Additional Knowledge, Skills, and Abilities**

Knowledge of policies, programs, organizations, functions, resources, and legislation affecting the programs of the USSOCOM Special Operations Acquisition and Logistics Center.