



**Acquisition Workforce Demo Project  
Position Requirements Document**

**I. Organization information:**

Position is located in a Division of the Engineering Directorate, Project Support Group, Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

**II. Position information:**

Interdisciplinary, NH-\*\*\*\*-III.

Opt: Computer Engineer, 0854

Opt: Electronics Engineer, 0855

**III. Duties:**

Incumbent performs system and software engineering required to support the acquisition and life cycle management of PEO STRI systems which involves the design, integration, test and management of complex systems composed of hardware, computers, software, interfaces, simulation and instrumentation hardware.

Provides technical evaluation of contractors performance and is technical lead for the Government's acquisition team. Serves as lead technical representative at progress reviews, design reviews, acceptance testing and technical interchange meetings with contractors. Serves as the Contracting Officer's Representative (COR), provides technical guidance and clarification to contractor on Work Statement (WS), specification and Contract Data Requirements List (CDRL) and takes collective action when required. Consults with Subject Matter Experts (SMEs) to obtain technical guidance relating to on-going projects. Addresses contractors needs, questions and change proposals regarding technical, cost and schedule risks. Ensures projects are within established resource limits and remain on target with milestone schedules. Keeps management, product manager, project director, users and other team members informed of project status. Provides technical requirements continuity from concept through the life cycle.

As a member of a project team, prepares technical sections of acquisition packages (Request for Proposal (RFP) for assigned projects. Supports the defense or justification of acquisition packages to the acquisition authority. Evaluates contractors' proposals for technical content, applicability to RFP, value and schedule impact. As a member of the evaluation team, prepares proposal evaluation reports; defends and justifies for

acquisition authority. Clarifies and evaluates contractor final proposals and makes recommendation to acquisition authority for award of contract. Serves as the technical lead on concept formulation effort by performing or managing the required engineering functions to explore and formulate materiel concepts for PEO STRI systems in accordance with the using organization's operations requirements document. Reviews, analyzes, and clarifies requirements and documentation through formal and informal meetings and discussions with SMEs. Conducts market surveys and analyzes make/buy decisions.

Prepares coordinated tests plan (CTP), decision documents and associated resource and budget estimates. Supports fielding and sustainment of PEO STRI systems through Engineering Change Proposals (ECPs), modification reviews and analysis by providing recommendations on these actions. Serves as technical lead on the acquisition of existing systems under the foreign military sales program.

Serves as SME providing advice, consultation and technical documentation (synopses and point papers) to engineers, project directors and management on designated specialty areas as required. Specialty areas include: requirements engineering, artificial intelligence (expert systems, computer generated forces, intelligent tutoring systems and natural language applications), embedded simulation, command and control, distributed processing, communications (analog, digital and networks), lasers, electro-optics, visual simulation (displays, data base modeling and image renderings), security, targets, computer systems and programming languages/techniques, testing of components, subsystems, and systems. Evaluates and executes Small Business Innovation Research (SBIR) related to virtual, constructive and live simulation, simulators, training systems, instrumentation and interoperability requirements. Analyzes technical, cost and schedule risks. Supports the SBIR development as the subject matter expert. Supports the development of the long-range technology program plan for PEO STRI. Analyzes technical, cost and schedule risks. Reviews industry's Independent Research and Development (IR&D) and makes recommendations on applicability to the PEO STRI mission.

Performs other duties as assigned.

#### **IV. Factors:**

Factor: 1. - Problem Solving                      Level III.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Independently defines, directs, or leads highly challenging projects/programs. Identifies and resolves highly complex problems not susceptible to treatment by accepted methods. Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines. Anticipates problems, develops sound solutions and action plans to ensure program/mission accomplishment. Develops plans and techniques to fit new situations to improve overall program and policies. Establishes precedents in application of problem-solving techniques to enhance existing processes.

Factor: 2. - Teamwork/Cooperation              Level III.

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.

Works with others to accomplish complex projects/programs. Applies innovative approaches to resolve unusual/difficult issues significantly impacting important policies or programs. Promotes and maintains environment for cooperation and teamwork. Leads and guides others in formulating and executing team plans. Expertise is sought by peers.

Factor: 3. - Customer Relations                Level III.

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.

Guides and integrates functional efforts of individuals or teams in support of customer interaction. Seeks innovative approaches to satisfy customers. Establishes customer alliances, anticipates and fulfills customer needs, and translates customer needs to program/projects. Interacts independently and proactively with customers to identify and define complex/difficult problems and to develop and implement

strategies or techniques for resolving problems (e.g., determining priorities and resolving conflict among customers' requirements).

Factor: 4. - Leadership/Supervision           Level III.

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.

Provides guidance to individuals/teams; resolves conflicts. Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance. Defines, organizes, and assigns activities to accomplish project/program goals. Guides, motivates, and oversees the activities of individuals and teams with focus on project/program issues. Fosters individual/team development by mentoring. Pursues or creates training development programs for self and others.

Factor: 5. - Communication                   Level III.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Communicates project or program results to all levels, internally and externally. Reviews and approves, or is a major contributor to/lead author of, management reports or contractual documents for external distribution. Provides inputs to policies. Presents briefings to obtain consensus/approval.

Factor: 6. - Resource Management   Level III.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and allocates resources to accomplish multiple project/programs. Identifies and optimizes resources to accomplish multiple project/program goals. Effectively accomplishes multiple project/program goals within established guidelines.

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.**

Knowledge of the application of current engineering technology, as identified for SMEs, as related to the design of electronic computer based military equipment of simulation, simulators, training systems and instrumentation projects.

Knowledge of software management techniques to include software requirements analysis and design methodologies, software metrics, software reuse, software documentation, ADA, independent verification and validation (IV&V) criteria, and post deployment software support (PDSS) criteria.

Knowledge of systems engineering, computer software and hardware principles.

Knowledge of test engineering and management techniques including Test and Evaluation Master Plan (TEMP) development and coordination through the Test Integration Working Group (TIWG) process.

Ability to analyze statistical and performance data to perform market surveys, risk analysis, trade-off studies, baseline cost estimates and reliability, availability, and maintainability (RAM) analysis.

Knowledge of the organizational and functional responsibilities and operations of the employing organization.

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

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

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

Ability to organize and lead special (study/project) teams and task forces with members from different organizations and commands.

Ability to communicate orally and in writing.

Ability to establish and maintain relationships with key individuals/groups outside immediate work unit.