

**Classification:** Attorney, NH-0905-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)  
 1<sup>st</sup> Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)  
 2<sup>nd</sup> Div: Immediate Office of the Deputy PEO  
 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:** James T. Blake

**Title:** Deputy Program Executive Officer

**Signature:** \_\_\_\_\_ /s/ \_\_\_\_\_ **Date:** 3/27/03

**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:** James L. Laughlin, COL

**Title:** Chief of Staff

**Signature:** \_\_\_\_\_ /s/ \_\_\_\_\_ **Date:** 3/28/03

<b>FLSA:</b>	Exempt	<b>BUS Code:</b> 8888	<b>CL:</b> 406
<b>Drug Test:</b>	No	<b>Emergency Ess:</b>	
<b>Key Position:</b>		<b>OPM Functions Code:</b>	
<b>Sensitivity:</b>	NCS	<b>Status:</b> Competitive	
<b>Reason for Submission:</b>	Acq Demo Conversion	<b>Subject to IA:</b> Yes	
<b>Previous PD Number:</b>	Various	<b>Mobilization:</b>	
<b>Envir. Diff:</b>		<b>Career Prg ID:</b>	
<b>Acq Posn Category:</b>	A	<b>CAPL Number:</b>	
<b>Acq Career Level:</b>	3	<b>Acq Posn Type:</b> 1	
<b>Acq Special Asgmt:</b>		<b>Acq Prog Ind:</b>	
<b>Career Spec – Primary:</b>		<b>Career Spec – Sec:</b>	
<b>Cont Job Site:</b>		<b>Mobility:</b>	
<b>Financial Disclosure:</b> [ ] Public Financial		[ X ] Confidential Financial	
[ ] Supervisor	[ ] Manager	[ X ] Neither	

**Citation 1:** USOPM PCS for General Attorney Series, GS-0905, TS-24, 10/59  
**Citation 2:** AWF, PDP, BLD, Federal Register, Volume 64, Jan 99  
**Citation 3:** Acquisition Demo Position Requirements Document

**Acquisition Workforce Demo Project  
Position Requirements Document**

I. Organization information:

Position is located in the Office of the Deputy Program Executive Officer (DPEO), PEO Simulation, Training and Instrumentation (PEO STRI). This position serves as Counsel for the PEO.

II. Position information:

Attorney, NH-0905-IV

III. MAJOR DUTIES

1. Serves as the senior legal advisor and counselor to the Program Executive Officer (PEO), senior management levels, supervisors and managers of PEO STRI in the fields of acquisition policy, litigation, research and development, fiscal policy, civilian personnel and labor law, business and commercial law, standards of conduct and ethics.

- Provides all necessary advice and assistance requiring the services of professional legal and clerical support personnel engaged in legal cases, characterized by complex factual and policy issues requiring statutory interpretation, application of legal theory and extensive research, analysis and evaluation of information on controversial questions involving engineering and scientific disciplines, fiscal legal issues, finance, international agreements, and other highly technical areas often involving acquisition of unusually high dollar value systems (i.e., hundreds of millions of dollars), intense competition and negotiations with executives and legal counsel representing major U.S. industries, important impact on major industries and lack of judicial precedents (e.g., long range research and development contracts, various types of incentive contracts and multi-year and other innovative forms of acquisition).

- Serves as representative of the PEO on matters involving PEO STRI and U.S. Army policies. Serves as senior level liaison officer representing the PEO in conferences and meetings with various elements of Department of the Army, Navy, Air Force and Department of Defense and other

Government agencies on matters involving mission essential and unprecedented legal policies, assuring that views and interests of PEO STRI are known and considered. In connection with the PEO's multi-million dollar design, research, procurement and logistics activities meets with civilian industrial, contractors and their legal representatives to address legal issues of business conducted between the PEO and private industry as governed by laws, regulations, standards, and international agreements. As representative of the PEO, has virtually unreviewed authority for reaching independent conclusions in complex legal matters involving PEO interests and assigned missions.

Exercises technical legal direction and control of the PEO's legal personnel to ensure accomplishment of functional responsibilities by the Office of Counsel. Directs and coordinates the mission and objectives of the office on matters of legal policy, exceptionally complex and unprecedented legal issues and cases and on matters of special interest to the PEO and higher authority. Advises on legal policy involving complex legal problems and cases of major significance which arise from execution of the PEO STRI mission, function, operations and activities.

2. Discusses with other attorneys questions of law and fact involved, and makes policy decisions to assure that legal strategy, opinions rendered and determinations made ensure the propriety of PEO STRI actions, policies, practices and positions under pertinent statutory and regulatory provisions. Investigates problems and problem areas from the legal viewpoint deficiencies and improprieties of significance are found or believed to exist in PEO STRI policies, procedures, programs, systems or actions. Discusses factual and legal aspects of such problems and problem areas with responsible management officials and assures that preventive legal advice is timely furnished to PEO STRI executives, management and operating officials, outlining alternatives and possible solutions which are legally permissible or desirable. Ensures desirable uniformity and consistency of interpretation and application of statutes and regulations that have effect of law. Provides attorneys technical legal advice and guidance on extremely complex legal problems which are either unprecedented or which require reconsideration of established procedures and policies. Exercises judgment in determining those matters of which

the PEO should be informed and those requiring his personal action or decision. Utilizes PEO STRI staff meetings, attendance at briefings of the PEO, and strong attorney-client relationships to keep abreast of policies and program plans of the PEO STRI, facilitating the practice of preventive law. Keeps office attorneys advised of such matters of which they should be aware through regular staff meetings.

3. Ensures optimum legal service is provided to the PEO. Reviews and improves operations, evaluates changing needs and activities rendering legal service when and as required. Maintains close working relationship with Headquarters, representing PEO STRI and providing required support, and communication on matters of interest to the higher headquarters and obtaining specialized technical legal advise and assistance as required.

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 Secret security clearance.

May be required to travel by commercial air to various areas of the U.S. and overseas.

**KNOWLEDGE, SKILLS, AND ABILITIES (KSAS) FOR QUALIFICATION PURPOSES.**

Incumbent must be a fully-qualified attorney admitted to practice before the highest court of a state, D.C., a territory, or before a federal court.

Extensive knowledge of the federal statutes and regulations in the area of government contract law, civilian personnel law, the Freedom of Information Act, the Privacy Act, the Standards of Conduct for federal employees, and the regulations implementing these laws.

Skill in to preparing and arguing complex/sensitive cases before the Federal Courts.

Thorough knowledge of the Federal Rules of Evidence and the Federal Rules of Civil Procedure.

Comprehensive knowledge of the functions, relationships, and methods of operation of the various divisions of the Department of the Army and of its field activities. Knowledge of personnel and management procedures, practices and techniques.

Ability to persuade others to initiate changes in programs or procedures.

Ability to advise others.