

**Classification:** Supervisory Program Integrator, NH-0301-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: 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:** Director, Command Analysis and Planning

**Signature:** \_\_\_\_\_ /s/ \_\_\_\_\_ **Date:** 4/1/03

**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:** 4/1/03

**FLSA:** Exempt **BUS Code:** 8888 **CL:** 402

**Drug Test:** No

**Emergency Ess:**

**Key Position:**

**OPM Functions Code:**

**Sensitivity:** NCS

**Status:** Competitive

**Reason for Submission:** Acq Demo Conversion

**Subject to IA:** No

**Previous PD Number:** Various

**Mobilization:**

**Envir. Diff:**

**Career Prg ID:**

**Acq Posn Category:** A

**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

Confidential Financial

Supervisor  Manager

Neither

**Citation 1:** USOPM PCS for GS-301, TS-34, 11/79

**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 of the Program Executive Office, for Simulation, Training and Instrumentation (PEO STRI).

**II. Position information:**

Supervisory Program Integrator, NH-0301-IV

**III. Duties:**

Organizes and leads teams in the conduct of complex internal and external Command level studies, analyses and special projects. Serve as the Command focal point responsible for directing study efforts in response to requirements that cut across all PEO PMs/Directorates/Offices, providing independent review, analysis and study capability. Independently synthesizes and converts complex and unbounded study requirements into specific action plans, assigns clear lines of responsibility and determines the method and process to accomplish and present the study or special project. Develops and uses operations research methods, mathematical models and other qualitative and quantitative analysis techniques, and systems analysis expertise to conduct special studies and projects. Independently prepares and presents results and briefs to justify or defend findings and recommendations.

Serves as the senior advisor and lead analyst for strategic, operational, managerial, and technical integration activities to increase leveraging, efficiency, effectiveness, quality and synergy while reducing duplication, time and resources. Responsible for developing and leading systems analysis activities and measurement processes to ensure effective and efficient leveraging of information and resources. Independently determines and assesses interrelationships across complex multi-dimensional activities that apply vertically within and horizontally across all organizational elements. Applies cognitive techniques and analyses to recognize and independently act upon potential opportunities to minimize technical and resource duplication and increase synergies

throughout command programs and processes. Develops and independently presents, by way of decision papers, communications and briefings, potentially controversial and critical observations, findings and recommendations. Interfaces with and is cognizant of integration and performance measurement activities relating to external organizations that affect or influence the PEO, internal programs or processes. Communicates directly with any staff or organization within or outside the Command. Independently determines areas requiring special emphasis.

Responsible for the development and management of the PEO's strategic planning process. Provides support, analysis, and tools in order to develop/facilitate the continuation of successful-corporate and business unit strategies. Serves as a facilitator, catalyst, and consultative agent for the Strategic Management process, including the development of vision statements, strategies, goals, and objectives; publishing of strategic, business and operating plans and associated documents; development of strategic planning implementation guidance; assistance to leadership in developing business planning policy and business process improvements; provision of requirements to develop, maintain and use data/data bases for decision making; and provision of related research and analytical support. Ensures that PEO goals and objectives are articulated throughout the PEO, are cascaded down throughout the organization and that all organization goals and objectives are aligned with the PEO Strategic Plan. Continually evolves the strategic planning processes to meet organizational and operational changes.

Provides a wide variety of specific services to implement the foregoing broad strategic planning functions and objectives, including but not limited to the development, monitoring and generation of PEO STRI performance metrics and the collection, analysis and dissemination of PEO STRI customer satisfaction metrics. Assists the leadership and all levels of management in sustaining and improving support to customers.

### **Supervisory Responsibilities**

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

**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 within the U.S./overseas by commercial aircraft.

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

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

Thorough knowledge and understanding of inter-relationships of the acquisition, development, fielding and life cycle support and technical aspects of simulations, simulators, training and instrumentation systems

Knowledge and understanding of the DOD/Army materiel acquisition process and standard acquisition information systems and tools

High level of practical knowledge concerning current and emerging modeling and simulation technologies and the interfaces among the planning, operation and control processes at all levels of the PEO.

Ability to identify, negotiate and successfully present controversial and critical observations, findings and recommendations

Ability to advise others

Ability to communicate orally and in writing

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

Ability to execute projects and/or studies within established financial and time constraints

Ability to supervise and lead others.

Knowledge of qualitative and quantitative analytical analysis methods

Ability to work cooperatively as a member of a team

Ability to interpret and apply rules, regulations, and procedures

Ability to recognize and analyze problems, conduct research, summarize results, and make appropriate recommendations

Ability to gather, analyze, and present facts

Knowledge of strategic planning and performance measurement analysis, methodologies and implementation

Ability to develop and utilize appropriate data collection techniques

Ability to plan and organize work

Knowledge of program planning and budgeting cycles