

**Classification:** Protocol Officer, NH-0301-II  
**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:** Business Operations Executive (Acting)

**Signature:** \_\_\_\_\_ /s/ \_\_\_\_\_ **Date:** 4/17/03

**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:** Sharon Hightower

**Title:** Chief, Human Resource Management Division

**Signature:** \_\_\_\_\_ /s/ \_\_\_\_\_ **Date:** 4-18-03

<b>FLSA:</b>	Exempt	<b>BUS Code:</b>	7777	<b>Comp. Level:</b>	207
<b>Drug Test:</b>	No	<b>Emergency Ess:</b>		<b>No</b>	
<b>Key Position:</b>		<b>OPM Functions Code:</b>			
<b>Sensitivity:</b>	NCS	<b>Status:</b>		<b>Competitive</b>	
<b>Reason for Submission:</b>	Acq Demo Conversion	<b>Subject to IA:</b>		<b>No</b>	
<b>Previous PD Number:</b>	11847	<b>Mobilization:</b>			
<b>Envir. Diff:</b>		<b>Career Prg ID:</b>			
<b>Acq Posn Category:</b>		<b>CAPL Number:</b>			
<b>Acq Career Level:</b>		<b>Acq Posn Type:</b>			
<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>	<input type="checkbox"/> Public Financial		<input type="checkbox"/> Confidential Financial		
	<input type="checkbox"/> Supervisor	<input type="checkbox"/> Manager	<input checked="" type="checkbox"/> Neither		
<b>Citation 1:</b> USOPM PCS for GS-301, TS-34, 11/79					
<b>Citation 2:</b> 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:

Protocol Officer, NH-0301-II

III. Duties:

Serves as the Protocol Officer for PEO STRI providing assistance pertaining to ceremonies, conferences, Town Hall Meetings, international visits, command representation funds, public information, notary functions, Organizational Day, Breakfast with the Boss, and other special projects as they may arise.

1. Plans and coordinates visits of international and domestic visitors, including orientation and fostering favorable impressions of the PEO STRI activities and personnel. Compiles background information on visitors, making inquiries of agencies presently or previously visited to verify purpose of visit, technical and personal interest, requirements of the home government agency for their visiting official, and any special approaches desired by the Program Executive Officer. Plans and organizes tours, demonstrations, conferences, and trips (e.g. local or state industrial facilities, special exhibits). Determines what classified material may be encountered and ensures that requirements for clearance of all visitors are met. Examines current topics of interest and displays that should be of interest, and makes an attempt to accommodate all special interests of each visitor. Develops a basic plan for each visit. Analyzes and reports to the PEO STRI executive staff, the interests and impressions indicated by visitors personally escorted and significant happenings.

2. Coordinates with advance parties, including Secret Service and other security-providers, to familiarize with buildings, grounds, normal routes and routinely-expected activities to allow them to plan and implement security for visits of dignitaries.

3. Participates with the PEO STRI executive staff in the development of the visitor control program to both PEO STRI and other Program Managers. This includes preparation for presentations given by higher authority; developing data and agendas; coordination of all aspects of visits by personnel of DA, DOD, other government agencies, non-government personnel and international dignitaries. Serves as the planner for casual and formal PEO STRI functions involving ceremonies, banquets, luncheons and receptions. Assists the PEO STRI executive staff in screening and processing decisions regarding the Conference site Selection Model for conferences and meeting sponsored by PEO STRI.

4. Assists PEO STRI executive staff in planning, organizing, directing and coordinating all protocol activities associated with the Interservice/Industry Training Simulation and Education Conference (I/ITSEC) and TechNet Orlando Conference. Assist in formulation and composition of various committees, communicating with prominent military and civilian officials to serve as guest speakers, negotiating contracts and arrangements for immediate and long-range facilities and services.

5. Responsible for planning, budgeting, obtaining proper approval and tracking of PEO STRI Representation Funds ensuring proper usage and maintaining accountability for use of special interest funds. Also manages funds received from participants in social events, collecting money and account balancing. Manages PEO STRI social account at a local bank.

6. Responsible for designing, ordering, maintaining and tracking Program Executive Officer's coin and other memorabilia purchased for visiting dignitaries. Designs, procures and coordinates all associated activities for PEO plaques, awards, engraving and photography of PEO STRI functions. Maintains memory album for Program Executive Officer.

7. Assists in special projects determined by PEO STRI executive staff to include the coordination of the Combined Federal Campaign and Saving Bond Campaign, which require PEO STRI and regional oversight. Coordinates with PEO STRI executive staff to develop long range planning which defines PEO STRI objectives. Publishes and updates plan as needed.

Performs other duties as assigned.

#### IV. Factors:

Factor: 1. - Problem Solving                      Level II.

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

Plans and conducts functional technical activities for projects/programs. Identifies, analyzes, and resolves complex/difficult problems. Independently identifies and resolves conventional problems which may require deviations from accepted policies or instructions. Adapts existing plans and techniques to accomplish complex projects/programs. Recommends improvements to the design or operation of systems, equipment, or processes.

Factor: 2. - Teamwork/Cooperation              Level II.

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 projects/programs. Uses varied approaches to resolve or collaborate on project/program issues. Facilitates cooperative interactions with others. Guides/supports others in executing team assignments. Proactively functions as an integral part of the team.

Factor: 3. - Customer Relations                      Level II.

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 the technical/functional efforts of individuals or team members as they interact with customers. Initiates meetings and interactions with customers to understand customer needs/expectations.

Factor: 4. - Leadership/Supervision                      Level II.

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.

Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems. Proactively guides, coordinates, and consults with others to accomplish projects. Identifies and pursues individual/team development opportunities.

Factor: 5. - Communication Level II.

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

Communicates team or group tasking results, internally and externally, at peer levels. Writes, or is a major contributor to, management/technical reports or contractual documents. Presents informational briefings.

Factor: 6. - Resource Management Level II.

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

Plans and utilizes appropriate resources to accomplish project goals. Optimizes resources to accomplish projects/programs within established schedules. Effectively accomplishes project/program goals within established resource guidelines.

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

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

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

Skill in applying knowledge of protocol matters (to include national and international rules, procedures, and forms) prescribing traditional and formal diplomatic customs, courtesies, and etiquette for distinguished visitors (military and civilian, U.S., and foreign, including government officials, high-ranking military officers, business leaders and heads of state)

Ability to advise others on Protocol matters

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

Ability to plan, coordinate and implement visits of visitors to PEO STRI

Ability to plan, coordinate and implement meetings, conferences and symposia

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

Ability to identify problems and develop innovative solutions

Ability to communicate orally and in writing

Ability to provide guidance to customers

Ability to plan and organize work