

Classification: Inventory Management Specialist, NH-2010-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)

1st Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)

2nd Div: Project Support Group

3rd Div: Acquisition Logistics Directorate

4th 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: Russell A. McBride

Title: Deputy Director, Operations and Support

Signature: _____ /s/ _____ **Date:** 4/16/03

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:** 4/24/03

FLSA: Non-Exempt

BUS Code: 7777 **CL:** 215

Drug Test: No

Emergency Ess:

Key Position:

OPM Functions Code:

Sensitivity: NCS

Status: Competitive

Reason for Submission: Acq Demo Conversion

Subject to IA: Yes

Previous PD Number: 11837

Mobilization:

Envir. Diff:

Career Prg ID:

Acq Posn Category:

CAPL Number:

Acq Career Level:

Acq Posn Type:

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 Inventory Management Series, GS-2010, TS-117, July 1992

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 Acquisition Logistics Directorate, Project Support Group, Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Inventory Management Specialist, NH-2010-II.

III. Duties:

Serves as the PEO Property Book Officer responsible and accountable for maintaining control of the government property documented in PEO STRI and field/liaison activities Property Book. Exercises property management functions to include record maintenance, accountability, and storage and disposal functions. Performs management of life cycle supply support programs for projects varying from low to medium complexity.

Suggests procedural changes to improve the property accountability process. Analyzes requirements and suggests operating procedures and instructions to adapt such requirements to local conditions. Serves as the Contracting Officer's Representative (OCR), Alternate OCR, or Technical Oversight Representative (TOR) for assigned projects.

Requests/acquires equipment and maintains accountability for each loan of Government Furnished Equipment (FE) and advises on FE loan matters relating to government property in the possession of contractors.

Oversees contracts for general supply support for all of PEO STRI including procurement of office supplies, equipment and furnishings, rentals, leases and maintenance for all PEO STRI equipment. Implements internal control procedures to prevent fraud, waste and abuse. 40%

Performs supply/inventory management-program functions for assigned projects including, but not limited to, determination of requirements, initial distribution and redistribution of items, supply fund management,

procurement authorization, disposition of excess property, cataloging direction, and other supply functions. The incumbent is assigned responsibility for supply programs for projects requiring a lower to medium degree of management attention due to unit value, annual demand, long and/or fluctuating procurement lead time and technical complexities.

Incumbent is responsible for supporting, and participates in all phases of, the management of reprocurments of training devices.

Provides support and backup to the Facilities manager in overseeing facilities support for PEO STRI including Building Lease Technical Oversight for GSA Building Lease Contracts.

Oversees warehouse support at the NAVAIR TSD warehouse for all PEO STRI storage requirements; serves as interface with NAVAIR TSD; ensures that labor requirements for contracts, public works, and supply are programmed.

Provide inventory management/supply input to the provisioning and supply support for acquisition of assigned training devices, to include initial and follow-on spare parts procurements through both Government and contractor sources for R&D and procurement contracts.

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.

Must possess a valid State Drivers license and be able to operate a passenger vehicle.

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 policies, procedures and methods governing Government Property management

Knowledge of the policies, procedures and methods governing inventory management

Ability to negotiate

Skill in interpersonal relations

Ability to plan and organize work

Ability to gather, analyze, and present facts

Ability to work cooperatively as a member of a team

Knowledge of program planning and budgeting cycles

Ability to identify problems and develop innovative solutions

Ability to provide guidance to customers

Ability to interpret and apply rules, regulations, and procedures

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

Ability to communicate orally and in writing

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

Ability to advise others