

Classification: Management Analyst (Command Evaluation), NH-0343-III

Local Title:

Employing Office Location: Orlando, FL

Duty Station: Orlando, FL

Org Info: Agency: Assist. Secretary of the Army (Acquisition, Logistics and Technology) ASA (ALT)
 1st Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)
 2nd Div: Business Operations Office
 3rd Div:
 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: Jerry L. Stahl

Title: Business Operations Executive (Acting)

Signature: _____ /s/ _____ **Date:** 4/29/03

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: Jerry L. Stahl

Title: Business Operations Executive (Acting)

Signature: _____ /s/ _____ **Date:** 4/29/03

FLSA:	Exempt	BUS Code:	7777	CL:	303
Drug Test:	No	Emergency Ess:			
Key Position:		OPM Functions Code:			
Sensitivity:	NCS	Status:			
Reason for Submission:	New	Subject to IA:	No		
Previous PD Number:		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	[X] Neither		
Citation 1: USOPM PCS for Management and Program Analysis Series, GS-0343 TS-98 August 1990					
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 in the Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Management Analyst (Command Evaluation), NH-0343-III.

III. Duties:

The incumbent performs a wide variety of duties dealing with formulating and executing internal management evaluation policy, plans and guidance for all programs, procedures and practices for PEO STRI. Provides expert evaluation and management control advice to the PEO and staff. Independently performs evaluations impacting training devices/simulators/simulation/targets and instrumentations. Advises the PEO, Project Managers and management officials on external audits of the PEO's programs to include follow-up on findings of external reviews and audits conducted by the Inspector General, Army Audit Agency and General Accounting office and others.

Works as senior member of evaluation teams and formulates, plans, coordinates, and executes those evaluations. The analyses and reviews include special requests by the PEO Group, Project Managers, Directors, and HQ, Army. Employee is also responsible for PEO STRI's audit liaison and compliance work dealing with the external audit agencies such as the Army Audit Agency, General Accounting Office and the DOD Inspector General. In this capacity, the incumbent:

Develops, coordinates and executes evaluations approved by the PEO, Deputy PEO and Business Operations Executive. Programs and systems reviewed are extremely diversified in nature and are of National and International magnitude as PEO STRI serves as the National Maintenance Point and National Inventory Control Point (NICP) for Training Equipment/Simulation/Simulators and includes reviews of sophisticated ADP Systems. Comprehensive functional reviews include such areas as Defense Business Operating Funds, Fiscal Inventory Accounting, Cost Accounting, Contractual and other Procurement policies, Supply and Logistics Management, Programming and Budgeting.

Reviews and analyzes findings resulting from internal evaluations of the PEO's compliance with policy and program objectives, with directives from higher authority, for adequacy of coverage and acceptability of corrective action, and develops formal evaluations and recommendations for management officials.

Conducts meetings with management officials to discuss findings, significance of conclusions and recommendations and overall evaluation efforts.

Monitors the corrective action on external and internal audits and other reviews, subsequent to report issuance and through periodic follow-up until corrective action is completed. Evaluates effectiveness of corrective action, accumulates appropriate documentation and determines whether actions taken satisfied recommendations. Furnishes staff advice and assistance to PEO elements concerning the actions being taken to implement recommendations.

Develops follow-up review schedule to insure corrective action is taken on recommendations contained in external and internal audits and reviews. Monitors progress of action not completed and determines necessity for further follow-up.

Receives notification of impending external audits and reviews and notifies the PEO of functional areas to be reviewed, time frames for review and the necessity to provide working space, facilities, and requested information and records. Evaluates the reports operational and technical findings to ensure that recommendations are valid and that the best interests of the PEO and the Army have been considered.

Develops and prepares instructions to appropriate PEO units to prepare required responses. Furnishes staff advice and assistance during the preparation of the response, developing procedures and criteria to be used. Maintains continual liaison with the Audit agencies to obtain and clarify information in support of their findings. Obtains and evaluates data to formulate and draft the official PEO response to external audit findings and recommendations.

Receives, evaluates and monitors the preparation of draft responses to the external audit reports and Congressional requests. Initiates action needed for revisions, and drafts final reply.

Prepares and or provides input for required reports to higher levels regarding the status of all audit recommendations (both internal and external) and associated monetary benefits that are required to be reported. Coordinates with responsible units and provides guidance to management officials concerning the status thereof. Alerts appropriate officials when serious problems arise concerning compliance in this area.

Performs additional Management Analysis and 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.

Selective requirements

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 organizational and functional responsibilities and operations of the employing organization

Knowledge of work classifications and the regulatory and statutory restrictions on the expenditures of appropriated and non-appropriated funds

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

Ability to develop and utilize appropriate data collection techniques

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

Ability to develop, prepare, coordinate, staff, and implement policies, procedures, programs, and directives

Ability to plan and organize work

Ability to communicate orally and in writing

Ability to work cooperatively as a member of a team

Ability to identify problems and develop innovative solutions

Ability to interpret and apply rules, regulations, and procedures

Ability to gather, analyze, and present facts

Ability to organize and lead teams

Ability to work cooperatively as a member of a team

Knowledge of program planning and budgeting cycles

Knowledge of financial control and budget systems and management

Knowledge of work classifications and the regulatory and statutory restrictions on the expenditures of appropriated and non-appropriated funds