

Classification: Deputy Project Manager, NH-0340-IV

Local Title:

Employing Office Location: Orlando, Florida

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: Various Project Manager organizations
 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: James T. Blake

Title: Deputy Program Executive Officer

Signature: _____ /s/ _____ **Date:** 4/25/03

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: Stephen M. Seay, BG

Title: Program Executive Officer

Signature: _____ /s/ _____ **Date:** 5/2/03

FLSA:	Exempt	BUS Code: 8888	CL: 438
Drug Test:	Yes	Emergency Ess:	
Key Position:		OPM Functions Code:	
Sensitivity:	CS	Status: Competitive	
Reason for Submission:	Acq Demo Conversion	Subject to IA: Yes	
Previous PD Number:	Various	Mobilization:	
Envir. Diff:		Career Prg ID:	
Acq Posn Category:	A	CAPL Number:	
Acq Career Level:	3	Acq Posn Type: 2	
Acq Special Asgmt:		Acq Prog Ind:	
Career Spec – Primary:		Career Spec – Sec:	
Cont Job Site:		Mobility:	
Financial Disclosure:	<input type="checkbox"/> Public Financial	<input checked="" type="checkbox"/> Confidential Financial	
	<input checked="" type="checkbox"/> Supervisor	<input type="checkbox"/> Manager	<input type="checkbox"/> Neither
Citation 1: Series Definition, Hndbk Of Occ Grp & Series, Gs-340			
Citation 2: AWF, PDP, BLD, Federal Register, Volume 64, Jan 99			
Citation 3: Acquisition Demo Position Requirements Document			
Top Secret Security Clearance with SCI required			

Acquisition Workforce Demo Project
Position Requirements Document

I. Organization information:

Position is located in a Project Manager (PM) organization in the Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Deputy Project Manager, NH-0340-04

Duties:

As the Deputy Project Manager, participates jointly with the Project Manager in the total management of multiple projects, including the development of overall project management policies, plans, requirements and direction. Project responsibilities consist of the development, acquisition, testing, fielding and life cycle support of training and test systems, interface/integration actions and other projects as named by DA. Incumbent exercises centralized authority and control over resources management such as funds, contracts, priorities, schedules, personnel and facilities; and directing and controlling the work performed by the various organizations in support of the projects. In the absence of the Project Manager, serves fully as Acting Project Manager and assumes full technical and administrative responsibility for the activity.

Reviews programming documents received from DA to determine effect on assigned programs. Through analysis and evaluation of current program, budget, state-of-the-art, etc., and with the Project Manager, develops and/or participates in the development of a comprehensive time-phased and cost program designed to meet mission requirements. Shares the responsibility for the analysis and evaluation of the Project Manager's programs as they affect assigned equipment. Advises on capabilities to accomplish objectives as set forth, indicating areas requiring assistance or revision by higher headquarters. Works directly with PEO, DA and DoD activities supporting the assigned system(s) to assure proper balances consistent with requirements and available resources.

Serves as an advisor and acts for the Project Manager at meetings and conferences with representatives of other government departments and agencies, participating

organizations, foreign governments and contractors/subcontractors. These include but are limited to government agencies such as OSD, DA, DoD, etc. Develops and maintains close liaison and coordination with all participating agencies/organizations and users of the systems, and with DA agencies and staff elements representing the user. Presents briefings and discusses status, progress, new or changed requirement and technical, program and scheduling recommendations which direct the progress and direction of the project, and commit the Project Manager to a particular course of action.

Plans, directs, coordinates, and reviews the work of the assigned personnel, both organic to the office and matrix, in support of Project Manager engaged in carrying out assigned program responsibility. Supervision exercised includes the overall management for the resources at hand such as personnel, funds, material, etc. to include supervision of internal and external matrix support. Defines the general areas of work assignment and responsibilities and reviews completed work for technical and procedural accuracy considering established deadlines are met. Identifies problems areas and directs corrective action as appropriate to improve areas of performance.

Supervisory Responsibilities

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

Performs other duties as assigned.

TDY may be required 30 - 40 % of the time.

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."

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 **Top Secret security clearance with SCI.**

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

Staffing KSA's

Ability to negotiate

Skill in technical writing

Ability to prepare and/or edit written correspondence, ensuring proper use of English grammar, spelling, and punctuation

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

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

Knowledge of Total Quality initiatives and concepts and their application to the responsibilities inherent in the position

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