

Classification: OPS Program Manager, NH-0340-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)

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

2nd Div: Project Manager, Field Operations and Support (OPS)

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 Office

Signature: _____ /s/ _____ **Date:** 5/6/03

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:** 5/9/03

FLSA: Exempt **BUS Code:** 8888 **CL:** 415

Drug Test: No **Emergency Ess:** Yes

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:** 2

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: OPM Handbook of Occup Groups and Fams, GS-0340

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 PM, Field Operations and Support (OPS), Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

OPS Program Manager, NH-0340-IV

III. Duties:

Serves as the Program Manager, Field Operations & Support (OPS), and as the principal advisor to the PEO related to the management of all field OPS for the organization's and reimbursable customers' products.

1. Serves as the principal field OPS advisor to the PEO and senior managers and executives and is the senior official responsible for providing Life Cycle Contractor Support (LCCS) to sustain the organization's TADSS. Exercises complete program responsibility and authority for field OPS. This involves close coordination with the Project Managers and Project Support Executive to develop logistic support concepts and transition plans for the organization's products during research, development, and production to assure accomplishment of Army objectives for assigned projects. Through analysis and evaluation of current programs, budgets and develops comprehensive time-phased and costed field OPS support programs designed to meet mission requirements. Responsible for the analysis and evaluation of the LCCS programs as they affect assigned equipment. Advises of capabilities to accomplish objectives as set forth, indicating areas requiring assistance or revision. Directs other DA, and DOD activities engaged in logistical support of systems to assure proper balance consistent with requirements and available resources.

2. Directly and through subordinate supervisory staff, responsible for all field OPS programs. Directs and coordinates the activities of a staff of professional, technical, and support personnel engaged in providing field OPS by the development of broad plans and objectives, and coordination of activities to insure timely accomplishments

in all assigned areas. Establishes internal policies and standing operating procedures. On a continuing basis, appraises operations to insure that objectives are being reached. These programs include: Acquisition of Army-wide Commercial Training Devices; Foreign Military Sales; reprocurement, modification, supply support and technical liaison for supported training devices; LCCS of training devices; and control of all PEO STRI OMA dollars for LCCS programs.

4. Represents PEO STRI at high level conferences and meetings with representatives of ASA(ALT), DA, DOD, Congress, other services, foreign countries, and private industry relative to field OPS of assigned projects. Presents and defends the PEO STRI position on matters pertaining to all phases of assigned programs and makes recommendations and decisions which would commit PEO STRI to a specific course of action. Visits US government and commercial facilities and is visited by their representatives to assure that field OPS support functions are compatible and provide for overall Program Management. Maintains continuing surveillance of trends and apprises the PEO of the need for studies involving new concepts or programs; the status of existing programs; and presence of overlapping and/or non-essential activities, etc., together with recommended corrective action if appropriate.

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

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

Ability to stratify resources against approved programs; to plan, present, and execute budgets; to analyze impacts on programs; and to forecast long term funding requirements

Knowledge of acquisition, development, fielding and life cycle support of simulations, simulators, training and instrumentation systems.

Ability to establish and maintain relationships with key individuals/groups outside immediate work unit including senior executives and General Officers at DA HQ and elsewhere

Ability to represent and serve as spokesperson for the organization with senior executives and General Officers at DA HQ and elsewhere

Ability to meet and deal with customers using a high degree of tact and diplomacy

Ability to plan and execute complex, multi-faceted projects within established financial and time constraints

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

Ability to advise others

Ability to negotiate

Ability to communicate orally and in writing

Ability to give oral presentations

Ability to manage a medium to large organization

Ability to originate new ideas, projects, studies, and methodologies

Knowledge of program planning and budgeting cycles