

**Position Requirements Document Cover Sheet**

**Position Number: 12914**

**Classification:** Interdisciplinary, NH-\*\*\*\*-IV  
**Local Title** APM T3I  
**Employing Office Location:** Orlando, Florida  
**Duty Station:** Herndon, VA

**Opt: Computer Engineer, 0854 CL: 414A**  
**Opt: Electronics Engineer, 0855 CL: 414B**

**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: Project Manager, Instrumentation, Targets, and Threat Simulators (PM ITTS)  
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:** Jerome Sirmans

**Title:** Deputy Project Manager

**Signature:** \_\_\_\_\_ /s/ \_\_\_\_\_ **Date:** 5/20/03

**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:** 5/22/03

<b>FLSA:</b>	Exempt	<b>BUS Code:</b> 7777	<b>CL:</b> see above
<b>Drug Test:</b>	Yes	<b>Emergency Ess:</b>	
<b>Key Position:</b>		<b>OPM Functions Code:</b> 13	
<b>Sensitivity:</b>	CS	<b>Status:</b> Competitive	
<b>Reason for Submission:</b>	Acq Demo Conversion	<b>Subject to IA:</b> No	
<b>Previous PD Number:</b>	various	<b>Mobilization:</b>	
<b>Envir. Diff:</b>		<b>Career Prg ID:</b>	
<b>Acq Posn Category:</b>	A	<b>CAPL Number:</b>	
<b>Acq Career Level:</b>	3	<b>Acq Posn Type:</b> 1	
<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 checked="" type="checkbox"/> Confidential Financial	
	<input type="checkbox"/> Supervisor <input type="checkbox"/> Manager	<input checked="" type="checkbox"/> Neither	
<b>Citation 1:</b> USOPM PCS for Computer Engineering Series, GS-0854 TS-83 January 1988			
<b>Citation 2:</b> USOPM PCS for Electronics Engineering Series, GS-0855,TS-3 February 1971			
<b>Citation 3:</b> AWF, PDP, BLD, Federal Register, Volume 64, Jan 99			

**Top Secret security clearance required**

**Acquisition Workforce Demo Project  
Position Requirements Document**

**I. Organization information:**

Position is located in office of the Project Manager, Instrumentation, Targets and Threat Simulators (PM ITTS), Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

**II. Position information:**

Interdisciplinary

Opt: Computer Engineer, NH-0854-IV

Opt: Electronics Engineer, NH-0855-IV

**III. Duties:**

Serves as an Assistant Project Manager with full responsibility for the total management of the Test, Training and Technology Integration Office, a self-contained office in the national capital region. Responsible for the development of overall program management plans, requirements, execution, control and direction of the work and associated resources required for life cycle management of the program/system and associated products; for meeting and dealing with a variety of people in a variety of forums; and for a full range of personnel management responsibilities.

1. Plans and Directs Operations. Responsible for all matters relating to cost, schedule and performance for assigned program/system(s). Exercises technical and administrative program control and authority through the various phases of systems development. Establishes program objectives and units of measure for determining that the objectives have been met. Makes decisions when adjustments or different courses of action are necessary. Issue directives and instructions to command elements engaged in the execution of actions and services. Issues guidance through Project Manager (PM) to Army elements regarding program and logistics management. Plans, initiates and directs a comprehensive evaluation system for the review and analysis of budgets, program developments and performance. Meets with internal staff and representatives from staff agencies and industry to determine program status, major milestones, and coordination of each system/subsystem to ensure orderly phasing of all actions and to detect in advance potential slippage or increased costs; and to ascertain

appropriate action required to maintain or improve program schedules. Direct actions necessary to correct any indicated problem areas, including schedule slippage. Manages long range planning activities that include multi-year work plans that are the products of subordinate organizational managers. Exercises discretionary authority to approve the allocation and distribution of funds within the PM budget to best meet the program's objectives. Coordinates and manages joint contractual actions within organization and customer organizations. Promotes development of technologies with potential value to organization and customers.

### 2. Performs Coordination and Managerial Duties.

Promotes/defends PM programs/systems at meetings and conferences. Supports PM at high level conferences with representatives of other government departments and agencies, participating organizations, foreign governments, and contractors/subcontractors. Develops and maintains close liaison and coordination with all participating agencies/organizations and users of the systems to monitor collaborative planning and to give advice and counsel on assigned management activities. Visits industrial facilities, government agencies and higher headquarters to ensure proper and adequate program accomplishments of assigned products. Attends meetings and presents briefings to support, promote and defend assigned products and other products and interests of the organization.

### 3. Performs Engineering Analysis and Integration and Coordination.

Assesses existing programs and opportunities through technical expertise to advise on opportunities for simulation, test, training and technology integration. Avails office of modern and emergent technologies and options to more efficiently and effectively address mission objectives. Participates on test task teams formed to ensure that test programs are thoroughly coordinated and integrated. Also serves on Test Integration Working Groups (TIWGs) and Integrated Project Teams (IPTs). Performs as technical liaison with engineering and scientific personnel at executing agencies, Army Materiel Command, HQDA, OSD and throughout the Department of Defense testing activities.

### **Assistant PM Responsibilities**

Distributes and balances work among primarily contractor employees based upon priority, skill requirements, and level of difficulty. Discusses work in process, answering questions from

team members concerning procedures, directives, policy, etc., as well as technical subject matter related questions. Serves additionally as contracting officer's representative (COR). Periodically meets with their supervisor to discuss and/or provide specific recommendations related to team members performance. Personally handles problems affecting the team and specific individual complaints that can be resolved through face to face discussion. Performs the full range of technical supervisory duties. Assigns work and establishes priorities; provides input to the evaluation of performance of subordinates; gives advice, counsel, and/or instruction to subordinates on work matters. Finds and implements ways to eliminate or reduce significant bottlenecks and barriers to production, promote team building or improve business practices.

#### **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."

#### **IV. 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.

#### **SECURITY CLEARANCE AND TRAVEL REQUIREMENTS**

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

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

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

Expert professional knowledge of electronics or computer engineering

Expert professional knowledge of engineering principles, concepts, and practices relating to simulation, test, training and technology integration and sharing

Knowledge of DOD acquisition and life cycle management policies, procedures, and practices

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

Knowledge of test and evaluation organizational structures, practices, procedures, regulations, and approaches, to include knowledge of and application of test and evaluation policies, regulations, and procedures.

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

Knowledge of acquisition, development, fielding and life cycle support of simulations, simulators, training, test 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 give oral presentations

Ability to manage diverse organizations and resolve conflicts

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

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

Ability to recognize and analyze problems, conduct research, summarize results, and make appropriate recommendations

Ability to identify problems and opportunities and develop innovative solutions

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

Ability to gather, analyze, and present facts

Ability to supervise and lead others.