

**Classification:** Supervisory Security Cooperation Integrator, NH-0301-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)

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

2<sup>nd</sup> Div: Customer Executive Group

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:** Jerry L. Stahl

**Title:** Director, Command Analysis and Planning

**Signature:** \_\_\_\_\_ /s/ \_\_\_\_\_ **Date:** 4/1/03

**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:** James L. Laughlin, COL

**Title:** Chief of Staff

**Signature:** \_\_\_\_\_ /s/ \_\_\_\_\_ **Date:** 4/1/03

**FLSA:** Exempt **BUS Code:** 8888 **CL:** 421

**Drug Test:** No

**Emergency Ess:**

**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:** USOPM PCS for GS-301, TS-34, 11/79

**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 Customer Executive Group of the Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

**II. Position information:**

Supervisory Security Cooperation Integrator, NH-0301-IV

**III. Duties:**

1. Directs the PEO's Security Cooperation programs. Works directly with representatives of the Deputy Assistant Secretary of the Army - Defense Exports and Cooperation (DASA-DEC), U.S. Army Security Assistance Command (USASAC), Research Development and Evaluation Command (RDECOM), other Major Subordinate Commands, Security Assistance officers and foreign governments. Serves as lead advocate in the international community for pursuance of PEO-STRI's international strategy IAW National Security and Foreign Policy objectives. Serves as the PEO STRI senior representative at meetings and conferences, both CONUS and OCONUS.
2. Responsible for international matters pertaining to US current and future combat systems under PM/PEO. Serves as principal advisor to the PM/PEO for international matters such as technology transfer and export licensing, Foreign Military Sales (FMS), International Cooperative Programs; foreign visits; and international fora.. Provides a PM/PEO awareness of ongoing Security Cooperation programs and takes necessary actions while staffing/coordinating with the appropriate contractor or government agency. Develops PM/PEO positions and is delegated signature authority for the PEO with respect to technology transfer and export licenses.
3. Serves as Chairman of the PEO-STRI International Agreements Integrated Process Team, delegated signature authority for the PEO in these matters.. Develops coordinated PM/PEO international agreements that establish broad intention and framework for cooperation and other key program agreements with foreign governments, foreign industry, US Government echelon and US industry. Establishes policy and framework for the implementation and management of concluded agreements.

4. Evaluates requests for information and documents originating from both US and international sources for compliance with appropriate foreign data release policies and regulations. Represents the PM/PEO Government at briefings with foreign and US visitors representing both government and private industry. Serves on/chairs, for the PM/PEO, international panels and working groups.

Performs other duties as assigned.

### **Supervisory Responsibilities**

Performs the full range of administrative and technical supervisory duties. Supports an understanding of the Command'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 non routine 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.

### **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.

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 Security Cooperation policies and procedures to include the Arms Export Control Act, Foreign Assistance Act and International Trafficking in Arms Regulation, and all sequential actions

Knowledge of US National Security, Foreign policy and the terms of US treaties and alliances governing or bearing on international Security Cooperation.

Knowledge of trends in Modeling and Simulation (M&S) technologies , their characteristics and their interface requirements with M&S technologies of alliance nations to identify areas of possible cooperation, to evaluate technical issues as they develop in program negotiation, development and implementation, and to seek out and assess foreign technology of possible value to PEO systems

Ability to establish and maintain relationships with key individuals/ groups outside immediate work unit including Senior Executives and General Officers within the US DOD and Foreign Militaries, industry, academia and other target audiences, and elsewhere.

Ability to plan and execute complex, multi-faceted projects

Ability to negotiate

Ability to work cooperatively as a member of a team

Ability to identify problems and develop innovative solutions

Ability to communicate orally and in writing

Ability to advise others

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

Ability to supervise and lead others.