

**Classification:** Program Integrator, NH-0301-III

**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: Business Operations Office

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:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**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:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FLSA:** Exempt **BUS Code:** 7777 **CL:** 301

**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:** 4

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

**II. II. Position information:**

Program Integrator, NH-0301-III.

**III. Duties:**

Performs some or all of the following:

Conducts complex internal and external PEO-level studies, analyses and special projects. Participates in study efforts in response to requirements that cut across all PEO components, providing independent review, analysis, and study capability. Independently, or as a team member, synthesizes and converts complex study requirements into specific action plans to accomplish and present the study or special project. Develops and uses operations research methods, mathematical models, or other qualitative and quantitative analysis techniques and systems analysis expertise to conduct special studies and projects. Prepares and presents analytical results and briefs to justify or defend findings and recommendations.

Serves as an advisor and analyst for strategic, operational, managerial, and technical integration activities to increase leveraging, efficiency, effectiveness, quality, and synergy while reducing duplication, time and resources. Participates in, and may lead, teams developing systems analysis activities and measurement processes to maximize the visibility of potential and current requirements and technologies and to ensure effective and efficient leveraging of information and resources. Independently determines and assesses interrelationships that apply vertically within and horizontally across all organizational elements. Recognizes and initiates recommendations regarding potential opportunities to minimize technical and resource duplication and increase synergies throughout PEO programs and processes. Develops and presents, by way of decision

papers, communications and briefings, potentially controversial and critical observations, findings and recommendations to current and future programs and processes.

Provides support, analysis, and tools in order to develop/facilitate the continuation of successful-corporate and business unit strategies. The Business Operations Office serves as a facilitator, catalyst, and consultative agent for the Strategic Management process, including the development of vision statements, strategies, goals, and objectives; publishing of strategic, business and operating plans and associated documents; development of strategic planning implementation guidance; assistance to leadership in developing business planning policy and business process improvements; provision of requirements to develop, maintain and use data/data bases for decision making; and provision of related research and analytical support.

Provides a wide variety of specific services to implement the foregoing broad strategic planning functions and objectives, including but not limited to the development, monitoring and generation of PEO STRI performance metrics and collection, analysis and dissemination of PEO STRI customer satisfaction metrics. Assists the leadership and all levels of management in sustaining and improving support to customers.

Coordinates, plans, directs, organizes, controls, coordinates, schedules, reviews and approves the efforts of contractors in support of PEO STRI personnel. Contractors are tasked to perform Army-wide or internal technical or managerial data collection in an effort to improve the efficiency and business processes of activities in the acquisition and development of simulation, training and instrumentation systems. Defines the standards for quality and timeliness and assesses the results in terms of schedule, cost and risk involved.

Performs additional 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.

Plans and conducts complex administrative activities. Develops rules, procedures, or operations for complex/difficult organizational tasks. Identifies issues and determines approaches and methods to accomplish tasks. Initiates effective actions and resolves related conflicts. Identifies issues requiring new procedures and develops appropriate guidelines.

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 on complex issues/problems that may cross functional areas. Applies expertise in resolving complex administrative issues. Promotes and maintains environment for cooperation/teamwork. Sets tone for internal/external cooperation. Leads and guides others in formulating and executing plans in support of team goals.

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.

Identifies, defines, and guides administrative efforts in support of customer interactions; coordinates and focuses activities to support multiple customers. Establishes customer alliances and translates needs to customer service. Works independently with customers at all levels to define services and resolve non-routine problems.

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. Expertise solicited by others. Guides and accounts for results or activities of individuals, teams, or projects. Promotes individual/team development; leads development of training 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.

Develops and advises on administrative procedures and communicates them to all levels, both internally and externally. Prepares, reviews, and/or approves documents, reports, or briefings. Explains and/or communicates administrative/functional procedures at all levels.

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, acquires, and allocates resources to accomplish objectives. Coordinates resources across projects. Optimizes resource utilization across projects.

IV. Factors:

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

Knowledge and understanding of inter-relationships of the acquisition, development, fielding, and life-cycle support

and technical aspects of simulations, simulators, training and instrumentation systems

Practical knowledge concerning current and emerging modeling and simulation technologies and the interfaces among the planning, operation, and control processes at all levels of the PEO

Knowledge and understanding of the DOD/Army materiel acquisition process and standard acquisition information systems and tools

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

Ability to identify, negotiate and successfully present controversial and critical observations, findings and recommendations

Ability to develop and utilize appropriate data collection techniques

Ability to advise others

Ability to communicate orally and in writing

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

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

Ability to supervise and lead others

Knowledge of qualitative and quantitative analytical analysis methods

Knowledge of program planning and budgeting cycles

Ability to work cooperatively as a member of a team

Ability to interpret and apply rules, regulations, and procedures

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

Ability to gather, analyze, and present facts

Ability to plan and organize work

Knowledge of strategic planning and performance measurement analysis, methodologies and implementation