

Classification: Project Director (Liaison), NH-0301-III

Local Title:

Employing Office Location: Orlando, FL

Duty Station: Ft. Irwin, CA

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, Training Devices (PM TRADE)

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: William A. Rucker

Title: Deputy Project Manager

Signature: _____ /s/ _____ **Date:** 4/24/03

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: Sharon Hightower

Title: Chief, Human Resource Management Division

Signature: _____ /s/ _____ **Date:** 4/24/03

FLSA: Exempt **BUS Code:** 7777 **CL:** 322

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: 12711

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 [X] Confidential Financial

[] Supervisor [] Manager [X] Neither

Citation 1: USOPM PCS for GS-0301 Series, TS-34, Jan 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 Project Manager, Training Devices (PM TRADE), Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Project Director (Liaison), NH-0301-III.

III. Duties:

. The incumbent of this position serves as the PM TRADE on-site NTC Project Director and field liaison between the National Training Center (NTC), at Fort Irwin, California, and PM TRADE assisting PM TRADE and the NTC in the coordination of the requirements definition, development, acquisition, testing, fielding, and life cycle support of PM TRADE training devices and simulators used in meeting individual and collective force training needs for the legacy, interim, and objective force at the NTC. Works closely with management of both PM TRADE and the NTC to maintain communications and resolve problems and issues in the coordination and management of all PM TRADE activities at Fort Irwin. Serves as point of contact and team member with PM TRADE and the NTC on recommended changes from either activity.

Stays abreast of the status of all PM TRADE produced systems. Utilizes extensive knowledge of live training systems to evaluate the training effectiveness of PM TRADE produced training products and programs by using results of field evaluations and training effectiveness studies. Provides expertise in the training environment to PM TRADE with evaluations and recommendations to improve the effectiveness of PM TRADE produced training products and programs. Utilizes trade-off studies based on the above evaluations, to advise PM TRADE on courses of action to meet requirements. Serves as the Contracting Officer's Representative to facilitate delivery and installation of designated products. Establishes and maintains a close working relationship with other PEO STRI PMs and Directors represented at the NTC on issues pertaining to training and training effectiveness. Maintains competency through continuing training courses in Federal procurement laws to include Federal Acquisition Regulations (FAR), Defense Federal Acquisition Regulations (DFAR), DoD

Guidance, Army Material Command (AMC) Directives, Standard Operating Procedures, and internal directive guidance.

30%

2. Prepares and presents formal and informal information and decision briefings to the NTC senior leadership and staff on current status and planned future actions as they pertain to PM TRADE managed projects (e.g. Military Operations on Urbanized Terrain (MOUT), National Training Center Range Communications System (NTC RCS), National Training Center Objective Instrumentation System (NTC OIS), National Training Center Live Fire (NTC LF), Opposing Forces Surrogate Vehicle (OSV), etc.). Provides educational support to the NTC on all PM TRADE programs and capabilities that are of interest to the NTC senior leadership and staff. Maintains current information on the status of PM TRADE activities at the NTC through participation in exercises, conferences, briefings, and staff meetings. Attends the Training Mission Area Program Management Reviews (TMA PMR) and provides information on NTC requirements as pertains to PM TRADE produced training products and programs. Identifies actual and potential problems and advises PM TRADE, devising and implementing solutions, and based on risk analysis studies, recommending to PM TRADE solutions to problems which cannot be solved at the Project Director level.

25%

3. Maintains currency in military tactics, operational doctrine and the Army's Contemporary Operating Environment (COE). Maintains current information on the status of NTC activities through participation in exercises, conferences, briefings, and staff meetings. Prepares and presents formal and informal information and decision briefings to PM TRADE and staff on current status and planned future actions as they pertain to NTC initiatives. Coordinates with and advises PM TRADE of current training philosophies, trends and techniques being advocated at the NTC. Assesses future training and simulation requirements for the NTC and provides PM TRADE with assessments of the support role of PM TRADE in related programs. Supports and assists PM TRADE Product Management Offices by working with the users in defining and/or interpreting requirements relative to PM TRADE's acquisition of live training instrumentation systems, non-system individual and crew type TADSS, TES, and generic training threat simulators associated with the NTC.

20%

4. Held accountable for all non-expendable PM TRADE Property located at the NTC to include inventory, reporting and disposal, as necessary. .

10%

Performs other 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.

Independently defines, directs, or leads highly challenging projects/programs. Identifies and resolves highly complex problems not susceptible to treatment by accepted methods. Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines. Anticipates problems, develops sound solutions and action plans to ensure program/mission accomplishment. Develops plans and techniques to fit new situations to improve overall program and policies. Establishes precedents in application of problem-solving techniques to enhance existing processes.

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 to accomplish complex projects/programs. Applies innovative approaches to resolve unusual/difficult issues significantly impacting important policies or programs. Promotes and maintains environment for cooperation and teamwork. Leads and guides others in formulating and executing team plans. Expertise is sought by peers.

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.

Guides and integrates functional efforts of individuals or teams in support of customer interaction. Seeks innovative approaches to satisfy customers. Establishes customer alliances, anticipates and fulfills customer needs, and translates customer needs to program/projects. Interacts independently and proactively with customers to identify and define complex/difficult problems and to develop and implement strategies or techniques for resolving problems (e.g., determining priorities and resolving conflict among customers' requirements).

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. Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance. Defines, organizes, and assigns activities to accomplish project/program goals. Guides, motivates, and oversees the activities of individuals and teams with focus on project/program issues. Fosters individual/team development by mentoring. Pursues or creates training development 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.

Communicates project or program results to all levels, internally and externally. Reviews and approves, or is a major contributor to/lead author of, management reports or contractual documents for external distribution. Provides inputs to policies. Presents briefings to obtain consensus/approval.

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 and allocates resources to accomplish multiple project/programs. Identifies and optimizes resources to accomplish multiple project/program goals. Effectively accomplishes multiple project/program goals within established guidelines.

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.

Extensive knowledge of the DOD Material Acquisition process and the DOD 5000 series of regulations as related to the management and testing, fielding, and life cycle support of training devices and simulators

Skill in analyzing statistical and performance data and performing field evaluations and training effectiveness studies using risk analysis and trade-off studies

Comprehensive knowledge of military doctrine and training requirements

Knowledge of, and experience with, live training domain; and a thorough understanding of MCTC training programs, Observer Controllers (OC) requirements, and the Army homestation training

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

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

Knowledge of the DoD weapon systems acquisition and life cycle support, to include knowledge of and application of system acquisition policies, regulations, and procedures

Knowledge of acquisition requirements sufficient to serve as a Contracting Officer's Technical Representative (COTR)

Knowledge of Inventory Management Techniques and required reporting and property accountability procedures

Ability to give oral presentations

Ability to communicate orally and in writing