

Position Requirements Document Cover Sheet**Position Number: 12867**

Classification: Interdisciplinary, NH-****-IV
Local Title
Employing Office Location: Orlando, Florida
Duty Station: Orlando, Florida

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

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, Instrumentation, Targets, and Threat Simulators (PM ITTS)
 3rd Div: Instrumentation Management Office
 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: J. R. Longenbach

Title: Director, Instrumentation Management Office

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

Higher Supervisor or Manager: Matthew J. Fair, COL, AR

Title: Project Manager ITTS

Signature: _____ /s/ _____ **Date:** 4/28/03

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:** 5/2/03

FLSA:	Exempt	BUS Code: 7777	CL: see above
Drug Test:	No	Emergency Ess:	
Key Position:		OPM Functions Code: 13	
Sensitivity:	NCS	Status:	
Reason for Submission:	Acq Demo Conversion	Subject to IA: Yes	
Previous PD Number:	various	Mobilization:	
Envir. Diff:		Career Prg ID:	
Acq Posn Category:	A	CAPL Number:	
Acq Career Level:	3	Acq Posn Type: 1	
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 Computer Engineering Series, GS-0854 TS-83 January 1988			
Citation 2: USOPM PCS for Computer Science Series, GS-1550 TS-83 January 1988			
Citation 3: AWF, PDP, BLD, Federal Register, Volume 64, Jan 99			

**Acquisition Workforce Demo Project
Position Requirements Document**

I. Organization information:

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

II. Position information:

Interdisciplinary, NH-****-IV.
Opt: Lead Computer Engineer, 0854
Opt: Lead Electronics Engineer, 0855

III. Duties:

Incumbent serves as Lead Engineer/Project Director for a major segment of the IMO mission area, i.e. Army Major Test Instrumentation (DT&E), Army Major User Test Instrumentation (OT&E), or OSD Central Test Evaluation Instrumentation.

Serves in the PM ITTS IMO with continuing responsibility for the technical management and coordination of master planning on an assigned segment of major interdisciplinary instrumentation development and acquisition to support the DA and OSD testing mission. Develops program objectives pertaining to instrumentation master planning for the Army and reviews, analyzes, and reports on the progress made in attaining the programmed objectives. The instrumentation is characterized as joint requirement, multiple command, high visibility, and large dollar value; includes all classes and categories of mechanical, electro-optical, optical, electronic, chemical, radiological, and other types of field data acquisition instrumentation, laboratory test equipment and direct support systems, (i.e. radar, lasers, telemetry, optical, timing, and communications systems.) This instrumentation is used in the testing activities as carried on at any of the proving grounds and test centers within DA including those in the desert, tropic, and arctic. It involves the analysis, documentation, and presentation of the overall instrumentation requirements of the Army.

The assignment also involves extensive personal contact and technical liaison with engineering and scientific personnel at executing agencies, ATEC, DA, OSD and throughout the Department of Defense testing activities.

Participates as instrumentation representative on test task teams formed to ensure that test programs are thoroughly coordinated and integrated.

1. In conjunction with the foregoing, the Incumbent plans, coordinates, and directs the work of engineers, and others engaged in research and development activities and pre-production, production, and sustainment of instrumentation systems and subsystems. Develops PM ITTS plans, regulations, procedures, systems, etc., for the assigned programs. Participates in the management of major Army programs pertaining to instrumentation such as long-range RDA planning, instrumentation development and acquisition plans, instrumentation inventory and capabilities register and instrumentation workshops. Investigates and develops means of managing the assigned programs taking into account the technical and scientific capabilities of the instrumentation under consideration; extent of and methods of collecting, analyzing, storing, retrieving, and updating information; methods of and standards for the review, analysis, and evaluation of proposals submitted by executing agents; and methods of review of executing agents to insure compliance with acquisition policies and guidance. Provides staff advice and technical assistance to executing agents in the development and operation of their programs and exercises staff supervision over these programs. Documents materiel acquisition reviews/decisions at each program milestone.

2. Reviews and evaluates plans and engineering proposals from PM executing agents pertaining to the assigned program areas. For example, reviews and evaluates instrumentation master plans and POM submissions relating requirements to advanced information concerning future weapons development, the technological state-of-the-art, relative priorities, and funding sources. Studies materiel-need documents, operational-requirements documents, capabilities, system-development plans, and other information to insure orderly and responsive planning, programming, and budgeting for instrumentation development based on economical, minimum essential, requirements for responsiveness to future testing needs.

Reviews and evaluates existing and proposed instrumentation at individual installations to identify unnecessary duplication within the activity, DA, or DoD and makes appropriate recommendations. Coordinates planning of facilities needed in conjunction with instrumentation. Reviews, evaluates and recommends approval or disapproval of technical development projects and research and development proposals which relate to major instrumentation expenditures submitted by executing agents. Recommends Procurement priorities, allocates resources to accomplish instrumentation acquisition, reviews progress in meeting planned objectives, and recommends further reprogramming as needed. Reports to higher headquarters the status of assigned projects. Participates in development of Army objectives and requirements for new instrumentation. Develops plans and procedures for maintenance, utilization, evaluation and improvement of test instrumentation owned by Army test facilities. Serves on PM ITTS and higher headquarters; study committees involving test instrumentation resources.

3. Participates on test task teams. Provides team membership and instrumentation consultation during test planning, test design and test verification. Serves on and/or co-chairs instrumentation working groups as tasked, providing guidance on commonality of procedures, techniques, measurements, and data collection and evaluation in testing. Recommends instrumentation for Government testing and evaluates adequacy of instrumentation proposed during non-Government test phases. Conducts analytical studies leading to development or selection of instrumentation to support the technical assessment of the item or system under test.

Team Leader Responsibilities

Distributes and balances work 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. Incumbent periodically meets with supervisor to discuss and/or provide specific recommendations related to team members performance appraisal, disciplinary actions, incentive awards, specific training needs, personnel assignments, and TDY travel. Incumbent personally handles problems affecting the team and specific individual complaints that can be resolved through face to face discussion.

Performs other duties as assigned.

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.

Selective requirements, i.e., security clearance, license, critical acquisition position, etc.

Security Clearance

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

Travel

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

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."

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 integrated instrumentation systems and devices
- Knowledge of systems engineering development, test, and evaluation
- Knowledge of DOD acquisition and life cycle management policies, procedures, and practices
- Knowledge of business and industry management, procurement procedures, and production practices involved in contractor proposals and activities.
- 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 Security Assistance policies and procedures
- Familiarity with related engineering disciplines such as optics, radars, instrumentation data acquisition and transmission, and Time Space Information.
- Ability to apply new approaches to capitalize on engineering knowledge of advanced technology
- 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 organize and lead special (study/project) teams and task forces with members from different organizations and commands
- Ability to plan and execute complex, multi-faceted projects within established financial and time constraints
- Ability to gather and analyze a variety of program and technical information, make sound judgments and recommendations
- Ability to communicate orally and in writing