

Classification: Contracting Officer, NH-1102-IV
Local Title: Contracts Director
Employing Office Location: Orlando, Florida
Duty Station: Orlando, FL

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 Support Group
 3rd Div: Contracts Directorate
 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: Sandra N. Veautour

Title: Project Support Executive (Acting)

Signature: _____ /s/ _____ **Date:** 4/23/03

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:** 5/2/03

FLSA:	Exempt	BUS Code:	8888	CL: 440
Drug Test:	No	Emergency Ess:		
Key Position:		OPM Functions Code:		
Sensitivity:	NCS	Status:	Competitive	
Reason for Submission:	Acq Demo Conversion	Subject to IA:	Yes	
Previous PD Number:	08648	Mobilization:		
Envir. Diff:		Career Prg ID:	14	
Acq Posn Category:	C	CAPL Number:		
Acq Career Level:	3	Acq Posn Type:	2	
Acq Special Asgmt:	F	Acq Prog Ind:		
Career Spec – Primary:	4	Career Spec – Sec:	2	
Cont Job Site:		Mobility:		
Financial Disclosure:	<input type="checkbox"/> Public Financial	<input checked="" type="checkbox"/> Confidential Financial		
	<input checked="" type="checkbox"/> Supervisor	<input type="checkbox"/> Manager	<input type="checkbox"/> Neither	
Citation 1: USOPM PCS for Contracting Series, GS-1102, TS-71, December 1983				
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 Contracts Directorate, Project Support Group, Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Contracting Officer, NH-1102-IV

III. Duties:

This position serves as Director, Contracts Directorate. A Procuring Contracting Officer with unlimited signatory authority, the incumbent has complete responsibility for contractual actions throughout all phases of assigned programs to include: basic and applied research; advanced and engineering development; initial production; full-scale production; world-wide logistics support; system modifications; and services related to all phases of the acquisition cycle. Work includes supervision of the full range of contracting activities to include: acquisition planning; cost/price analysis; negotiation; administration; and termination. Acquisitions support multi-service requirements of the Army, Navy, Marines and Air Force.

-Manages the planning, development, and establishment of contractual strategies for PEO STRI programs. Approves acquisition plans, source selection plans, pre-negotiation objective memoranda, post-negotiation memoranda, and business clearance memoranda in excess of the authority of subordinate Contracting Officers for assigned programs.

-Oversees contract negotiations and coordination with program offices, technical departments, legal counsel, audit, and field contracting support activities for assigned programs. Assigns acquisition responsibilities to subordinate Division Heads.

-Directs the full range of contract administration actions for assigned programs. Approves modifications of contracts, incorporation of changes, and exercises of options. Oversees investigation and resolution of contractor claims, causes of delays, subcontractor performance, terminations, and similar matters.

-Serves as the principal contracting advisor on all acquisition programs to appropriate program management offices. Represents PEO STRI as contractual authority in inter-agency, high-level government and foreign country conferences and meetings.

-Serves as the principal advisor on PEO STRI acquisition processes to the Program Executive Officer. As such, performs as a senior staff member and advisor to the Program Executive Officer on contractual matters related to training systems.

-Serves as the principal interface for assigned programs with the Army, Navy, Marine Corps and civilian agencies in implementation and promulgation of current acquisition policies and procedures. Interface is required with General Officer and SES level administrators throughout the Government Acquisition community.

-Represents PEO STRI in discussions/negotiations with the highest level corporate officials of the private sector on matters related to acquisition and industrial base issues.

Supervisory Responsibilities

Performs the full range of administrative and technical supervisory duties. Supports an understanding of the Organization'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 nonroutine 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.

SECURITY CLEARANCE and Travel REQUIREMENTS

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.

Mastery of Federal Government, Department of Defense, and Army and Navy acquisition procedures including such techniques as cost, incentive, award-fee and multi-year contracting; cost accounting; life cycle costing; design to cost; design to unit production cost; make or buy programs; and, contract language, terms and conditions

Skill in coordinating a variety of contractual actions occurring concurrently

Mastery of negotiation techniques

Knowledge of related disciplines and functions involved in the acquisition process, such as design/systems engineering, integrated logistics support, reliability and maintainability, financial management, and production surveillance as they interrelate with the contracting specialization

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

Ability to represent and serve as spokesperson for the organization with senior executives and General Officers at DA HQ and elsewhere

Knowledge of acquisition, development, fielding and life cycle support of simulations, simulators, training 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 provide guidance to customers

Ability to communicate orally and in writing