

Classification: Operations Research Analyst, NH-1515-III

Local Title:

Employing Office Location: Orlando, FL

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: Finance 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: Jo Ann Hathaway

Title: Director, Resource Management

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: Jerry L. Stahl

Title: Business Operations Executive (Acting)

Signature: _____ /s/ _____ **Date:** 5/7/03

FLSA: Exempt **BUS Code:** 7777 **CL:** 332

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: various **Mobilization:**

Envir. Diff: **Career Prg ID:** 11

Acq Posn Category: K **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 Operations Research Series, GS-1515, HRCD,-1 June 1996

Citation 2: AWF, PDP, BLD, Federal Register, Volume 64, Jan 99

Acquisition Workforce Demo Project
Position Requirements Document

I. Organization information:

This position is located in the Matrix Division, Finance Directorate, Project Support Group, Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Operations Research Systems Analyst, NH-1515 -III.

III. Duties:

Using statistical, mathematical and modeling techniques, incumbent develops, analyzes and validates life cycle cost estimates prepared for complex simulator, training and instrumentation systems. Directs the efforts of a multi-disciplinary team to develop and document a fully supportable and defensible life cycle cost estimate. Provides guidance and direction associated with the development methodology, presentation, documentation and format of cost estimates as well as the treatment of inherited assets, residual value, application of inflation and escalation indices and other cost analysis issues. Coordinates with U.S. Deputy Assistant Secretary of Army, Cost & Economics (DASA-CE) for review and validation of major PEO STRI and Core Business Unit (CBU) system estimates. Utilizes computer databases and statistical analysis tools such as; regression analysis, confidence testing, curve fitting, statistical inference, etc. to provide for the continuous improvement of the PEO STRI and CBU Cost Analysis processes and methodologies.

Plans, develops and implements the application of Earned Value Management, Cost Performance Reporting (CPR), Cost/Schedule Status Reporting (C/SSR) etc.) on PEO STRI development and acquisition contracts. Conducts Integrated Baseline Reviews (IBR) and other types of reviews as appropriate to assure that the contractor's performance measurement system is compliant with the criteria and that the system has been effectively applied to the PEO STRI contract. Analyzes contractor cost, schedule and performance; identifies unfavorable trends and develops independent estimates at completion. Provides analysis for

Project Directors, PEO STRI Program Managers, PEO STRI Headquarters and OSD.

Directs members of the Source Selection Evaluation Board (SSEB) in the conduct of the Cost Realism portion of the PEO STRI source selection process. Develops and provides the cost proposal/evaluation sections of the Request for Proposal (RFP), Proposal Evaluation Plan (PEP) and Proposal Evaluation Report (PEP,) in support of "Best Value" contractual determinations. As a SSEB Cost Realism evaluation team leader, is responsible for supporting evaluation, discussion and resolution of all issues pertaining to the proposed cost and contractor performance management/reporting plan and for development and justification of the Government cost position for all offerors. Conducts debriefings of unsuccessful offerors regarding their cost submissions when required.

Plans, develops and reviews comprehensive economic analyses for alternative investment decisions to provide the PEO STRI managers and Staff a qualitative basis to assist in the materiel acquisition program decision process.

Performs analysis of program/system/project implementation and execution, in order to enable the effective programming of funding and manpower resources. Makes evaluative analyses of all aspects of new or established programs including program objectives, policies, and progress, resource estimates and utilization, with consideration of such factors as the impact of trends, recommending allocation of resources required for such programs. Evaluates the effect of alternatives, on acquisition programs and for the overall utilization of manpower, funding, and materials resources. Presents conclusions and recommendations to management based on analyses and evaluations.

Conducts special studies and analyses directly for PEO STRI and Deputy to assure cost effective allocation and execution of the PEO STRI program. Develops, tracks and analyzes PEO STRI wide performance indicators and measurements and reports performance results.

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.

Selective 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.

Knowledge of mathematics, statistics and operations research theories and analysis methodologies and their application to Cost and Economic Analyses

Knowledge of DOD, DA and PEO STRI Cost Analysis processes, procedures, requirements and governing policy as well as regulatory guidelines

Knowledge of the Federal Acquisition Regulation (FAR) and its applications to the DOD contractual source selection process

Knowledge of the Earned Value Management System (EVMS) Criteria and the policies and procedures involved with reviewing major DOD contractor internal management systems

Knowledge of Cost Performance Report and Cost Schedule Status Report reporting and analysis methodologies

Ability to apply Operations Research techniques to perform complex Cost and Economic Analyses and quantitative studies to support major program and Command decisions

Ability to analyze contractor cost and schedule performance measurement reports and to identify unfavorable cost and/or schedule performance trends impacting system delivery and/or cost at completion

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

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

Ability to organize and lead (study/project) teams

Ability to communicate orally and in writing

Ability to work cooperatively as a member of a team

Ability to interpret and apply rules, regulations, and procedures

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

Ability to develop and utilize appropriate data collection techniques

Ability to advise others