

AcqDemo Position Requirements Document
NH Business and Technical Management Professional Career Path
(See Instructions for Assistance)

Part A. Position and Organization Information

1. Position Number

2. Career Path: NH

3. Broadband Level

4. Position Title and Occupational Series

5. Reason for Submission

New

Re-Description Re-
Establishment

Reassignment

Other: AcqDemo PRD

6. Employee Name (Last, First MI) or Position Title

7. Name and Location of Position's Organization

8. Duty Station

9. Purpose of the Position

10. Acquisition Workforce Position?

10a. Acquisition Career Field

**10b. Certification Level
Required**

Yes

No

11. If your answer was "Yes" to question #10, mark N/A. For all others, identify if the non-AWF position directly supports the AWF 51% of the time or more?

Yes

No

N/A

14. Career Ladder

Yes

No

15. Maximum Broadband Level

16. Position is (Duties must be 25% of time)

Supervisory

Managerial

Neither

17. Position Status

Competitive

Excepted

17a. Position Status

Permanent

Time

Limited

18. Sensitivity

19. Financial Disclosure

Public

Confidential

380Emergency Essential

Yes

No

1; . Functional Code

42. Testing Designated Position

Yes

No

21. Bargaining Union Status Code (Select from drop down or Type in BUS Code)

or

Type in Bargaining Union BUS Code:

22. Interdisciplinary

Yes

No

23. Position Start Date

24. Position End Date

25. Mobilization Indicator

26. Pay Pool ID

27. Work Schedule

28. Supervisory/Leader Cash Differential Eligibility

Yes

No

29. Foreign Language Proficiency Required?

Yes

No

30. What language(s) are required?

31. Hazardous Duty?

Yes

No

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.

Supervisor Name and Title (Print or Type)

Signature

Date

Higher Level Supervisor or Manager Name and Title (optional) (Print or Type)

Signature

Date

Classification Certification: I certify that this position has been classified in accordance with 5 U.S.C. 4703 and the DoD Civilian Acquisition Workforce Personnel Demonstration Project Plan

Certifying Official Name and Title

Signature

Date

Part B. NH Major Duties

1. Position Number

2. Description of Major Duties and Responsibilities

3. Description of Other Work Requirements and/or Conditions of Employment

FACTOR 1 - Job Achievement and/or Innovation

NH Level I - Factor 1 (Score Range 0-29)

- Proactively seeks opportunities to contribute to assigned tasks.
- Seeks and takes advantage of development opportunities. Takes initiative to pursue completion of qualification requirements.
- Effectively accepts feedback on assigned and accomplished work, and incorporates it to create a better end product.
- Resolves routine problems within established guidelines. Seeks assistance as required.
- Takes initiative in determining and implementing appropriate procedures.
- Conducts activities on a collective task; assists supervisor, or other appropriate personnel, as needed

NH Level II Factor 1 (Score Range 22-66)

Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems. Identifies and pursues individual/team development opportunities.

- Achieves and maintains qualification and certification requirements.
- Proactively guides, coordinates, and consults with others to accomplish projects, assuming ownership of personal processes and products.
- Identifies, analyzes, and resolves complex/difficult problems.
- Adapts existing plans and techniques to accomplish complex projects/programs.
- Recommends improvements to the design or operation of systems, equipment, or processes.
- Plans and conducts functional technical activities for projects/programs

NH Level III Factor 1 (Score Range 61-83)

- Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance.
- Pursues or creates certification, qualification, and/or developmental programs and opportunities for self and others.
- Guides, motivates, and oversees the activities of individuals and teams with focus on project/program issues. Assumes ownership of processes and products, as appropriate.
- Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines.
- 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.
- Defines, directs, or leads highly challenging projects/programs.

NH Level IV Factor 1 (Score Range 79-100)

- Recognized as a technical/functional authority within and outside of the organization.
- Fosters the development of others by providing guidance or sharing expertise. Directs assignments to encourage employee development and cross-functional growth to meet organizational needs. Pursues professional self-development.
- Leads, defines, manages, and integrates efforts of several groups or teams. Assumes and assigns ownership of processes and products, as appropriate.
- Assesses and provides strategic direction for resolution of mission-critical problems, policies, and procedures.
- 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.
- Defines, establishes, and directs organizational focus on challenging and highly complex projects/programs.

FACTOR 2 - Communications and/or

Teamwork

NH Level I Factor 2 (Score Range 0-29)

- Clearly explains status/results of assigned tasks.
- Provides timely data and written analyses for input to management/technical reports or contractual documents.
- Contributes ideas in own area of expertise. Interacts cooperatively with others.
- Routinely completes assignments, as required, in support of team goals.

NH Level II Factor 2 (Score Range (22-66)

- Presents informational briefings.
- Writes, or is a major contributor to, management/technical reports or contractual documents.
- Uses varied approaches to resolve or collaborate on projects/programs issues. Facilitates cooperative interactions with others.
- Guides/supports others in executing team assignments. Proactively functions as an integral part of the team.

NH Level III Factor 2 (Score Range 63-83)

- Presents briefings to obtain consensus/approval.
- Reviews and approves, or is a major contributor to/ lead author of, management reports or contractual documents for external distribution.
- Provides inputs to policies.
- Introduces and/or implements innovative approaches to resolve unusual/difficult issues significantly impacting important policies or programs.
- Promotes and maintains environment of cooperation and teamwork.
- Leads and guides others in formulating and executing team plans. Sought by team

NH Level IV Factor 2 (Score Range 79-100)

- Presents organizational briefings to convey strategic vision or organizational policies.
- Prepares, reviews, and approves major reports or policies of organization for internal and external distribution.
- Resolves diverse viewpoints/controversial issues.
- Solves broad organizational issues.
- Implements strategic plans within and across organizational components.
- Ensures a cooperative teamwork environment.
- Leads/guides workforce in achieving organizational goals.
- Is sought out for solutions and/or strategies.

FACTOR 3 -Mission Support

NH Level I Factor 3 (Score Range 0-29)

- Performs assigned tasks within area of responsibility; identifies situations to supervisor or other appropriate personnel when existing guidelines do not apply.
- Participates as a team member in meeting customer needs.
- Productively plans individual time and assigned resources to accomplish tasks.
- Effectively accomplishes assigned tasks.

NH Level II Factor 3 (Score Range 22-66)

- Identifies and resolves conventional problems which may require deviations from accepted policies or instructions.
- Initiates meetings and interactions with customers to understand customer needs/expectations.
- Optimizes resources to accomplish projects/programs within established schedules.
- Effectively accomplishes projects'/programs' goals within established resource guidelines.

NH Level III Factor 3 (Score Range 61-83)

- Anticipates problems, develops sound solutions and action plans to ensure program/mission accomplishment.
- Establishes customer alliances, anticipates and fulfills customer needs, and translates customer needs to programs/projects. Identifies and optimizes resources to accomplish multiple projects'/programs' goals.
- Effectively accomplishes multiple projects'/programs' goals within established guidelines.

NH Level IV Factor 3(Score Range 79-100)

- Defines, integrates, and implements 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.
- Assess and promulgate, fiscal, and other factors affecting customer and program/project needs.
- Works with customer at management levels to resolve problems affecting programs/projects (e.g., problems that involve determining priorities and resolving conflicts among customers' requirements).
- Formulates organizational strategies, tactics, and budget/action plan to acquire and allocate resources.
- Optimizes, controls, and manages all resources across projects/programs.
- Develops and integrates innovative approaches to attain goals and minimize expenditures.

VERY HIGH SCORE (Mid-level Descriptors)

(Three scores available--105, 110, or 115. Select one of these scores.)

In addition to fully meeting the expected contribution criteria:

- Contributed results substantially beyond what was expected in the face of extremely difficult obstacles; contributions were exemplary in quality, quantity, and/or impact to the stated expectations for the goals/objectives described in the contribution plan;
- Created novel and innovative business methods and processes that contributed substantially beyond expectations to accomplishment of current work and the mission of the organization; and/or
- Demonstrated the highest standards of professionalism establishing the model for others to follow. Accomplishments and outcomes were of such magnitude that they contributed to the extraordinary success of the organization in exceeding its mission goals and objectives for the year.

Part C. Knowledge, Skills, Abilities and Competencies - NH Career Path

1. Knowledge, Skills, Abilities, Competencies

The employee must obtain and maintain the appropriate security clearance

Ability to maintain good working relations

Ability to plan and execute complex, multi-faceted projects

Ability to recognize and analyze problems, conducts research, summarizes results, and makes appropriate recommendations

Ability to access or locate information through the use of a personal computer or terminal

Ability to meet and deal with customers using a high degree of tact and diplomacy

Ability to research, analyze, interpret and apply rules, regulations, and procedures

Knowledge of the operations, products, services, needs, and goals of the program(s) and the organizations studied or served, and related customers, functions, resources, and users Ability to develop and utilize appropriate data collection techniques

Ability to communicate orally and in writing

Ability to advise others

Knowledge of logistics management principles, concepts, policies, and regulations

Ability to review, analyze, and manage Contingency, Mobilization Planning, and/or War Reserves Programs

Ability to stratify resources against approved programs, to plan, present, and execute budgets, to analyze budget impacts on programs, and to forecast long-term funding requirements Ability to execute projects and/or studies within established financial and time constraints

Knowledge of DoD acquisition and life cycle management policies, procedures, and practices

Knowledge of cost and economic analyses principles, techniques, and practices

Ability to plan, conduct and record surveys and inspections

2. Other Qualification Requirements

Part D. Evaluation Statement - NH Career Path

1. Position Number

2. Employee Name (Last, First MI.)

3. Organization Location

4. References

5. Background

6. Pay Plan, Series and Title Determination

7. Broadband Level

NH Factor Description 1: Job Achievement and/or Innovation: This factor captures qualifications, critical thinking, calculated risks, problem solving, leadership, supervision, and personal accountability aspects appropriate for the positions classified to the broadband levels of the NH career path. This PRD accurately reflects the discriminators to accurately assign the broadband level indicated in item 7 above.

Level I

Level II

Level III

NH Factor Description 2: Communication and/or Teamwork: This factor captures communication, both verbal and written interactions with customers, coworkers, and groups and assignments crossing functional boundaries appropriate for the positions classified to the broadband levels of NH career path. This PRD accurately reflects the discrimination assigned to the broadband level indicated in item 7 above.

Level IV

NH Factor Description 3: Mission Support: This factor captures understanding and execution of organizational goals and priorities, working with customers to develop a mutual understanding of their requirements; monitoring and influencing cost parameters or work, tasks, and projects; and establishing priorities that reflect mission and organizational goals appropriate for the positions classified to the broadband levels of the NH career path. This PRD accurately reflects the discriminators to accurately assign the broadband level indicated in item 7 above.

8. Final Classification Summary

9. FLSA

Exempt

Non Exempt

10. Classification Name and Title (Print or Type)

Signature

Email (Optional)

Approval Date

**Acquisition Workforce Demo Project
Position Requirements Document
NH 0301, Level IV**

I. Organization Information:

The Strategic Capabilities Office (SCO) identifies, analyzes, demonstrates, and transitions game-changing application of existing and near-term technology to shape and counter emerging threats. Established in July 2012 by Deputy Secretary of Defense Ashton Carter, SCO's process leverages existing military systems to rapidly provide game-changing capabilities across the military services.

II. Position Information: Chief Information Officer, Chief Information Security Officer, IT Specialist, NH 0301, Level IV

The purpose of this position is to provide the Strategic Capabilities Office (SCO) an official to oversee and manage information technologies and capabilities against emerging threats.

The Chief Information Officer (CIO) provides vision and leadership in the development of information strategies to support the mission, vision, objectives, and priorities of the SCO. The CIO orchestrates information resource management to support SCO activities and organizations. The CIO directly makes recommendations regarding compliance to senior civilian officials in IT strategy, security policy, resource management, technical roadmaps, data management, and the information technology component of SCO's capabilities. The CIO serves as the Office's central authority in the development of guidelines for information strategy and management, plus provides advice and assistance to SCO's leaders for the implementation of data and information policies.

III. Duties:

The following are major job responsibilities:

- Total responsibility for all SCO data integrity and security, Information Technology (IT) Systems, Knowledge Management, and Office Automation. Determines the nature and scope of the corporate data to be included in the system so that SCO management and staff will be provided with the up-to-date management information needed for controlling and management of multi-million dollar research and development programs.
- Responds to unexpected and major shifts in SCO direction, urgent new IT requirements, and overall management policy changes by applying advanced technical knowledge and skills to develop innovative departures from existing methods to respond to information technology needs. Initiates and directs the ongoing development, implementation, and refinement of an advanced, computerized, integrated corporate data system, consistent with the DoD CDO Data Strategy and compatible with current or planned OSD data analytics platforms, to include OSD Advana and others used within individual military services, e.g. Army Vantage
- Ensures that all new IT to be incorporated is progressive and modularly compatible with the highly sophisticated systems now available to SCO management and staff, their contractors and service agents around the world.
- Evaluates trade-offs involved in adapting various technological approaches, considering systems capabilities, cost effectiveness, security implications, and total system integration.
- Directs the design, acquisition, and operation of advanced methods of interfacing unilateral

systems so that they may be incorporated for maximum utilization.

- Responds to the diversity of user expertise and ensures that the system intricacies associated with implementing such advanced technology are transparent to the user community.
- Interfaces, coordinates and executes all external IRM policy and guidance, including OMB, GSA, DoD OSD, GAO, Congressional and all applicable statutes.
- Reviews all external IRM policy to ensure that applicable policy is adhered to by SCO and coordinates on proposed IRM policy, insuring SCO's interests are protected.
- Briefs all levels of senior management within DoD, other Government agencies and private industry on IRM matters, including technological advances.
- Works closely with senior SCO management and personnel to maximize effectiveness of the systems' utilization.
- Directs the presentation of briefings, training sessions and users' meetings for both professional (management and technical), and clerical staff members to promote an in-depth understanding of integrated system and each of its diverse components.
- Manages an IT budget of approximately \$25 million that the incumbent used to operate SCO's Management Information Systems and Corporate data assets.
- Incumbent has full control and fiscal responsibility for directorate budget.
- Manages multiple support contracts. Directs the performance of the contractors and personnel in developing advanced information processing technology for the Department of Defense's management information requirements, including fiscal programming, budgeting, procurement and management of the contracts.
- Conducts cost benefit analysis studies of planned research and is responsible for the contractual task definition, the technical and management plan for work accomplishment, monitoring of contractor performance and the demonstration of the systems' feasibility for transfer and implementation, all in a manner consistent with and interoperable with OSD Advana common enterprise data and analytics.
- Directs the development of new information systems that provide substantive improvement to mission accomplishment. Initiates and facilitates major changes in information management to improve work efficiency and effectiveness. Oversees the application of state-of-the-art AI/ML to data analytics and automated data management; provides common AI/ML tools and development software in support of SCO programs seeking novel mission uses in algorithmic warfare and autonomous systems.
- Interacts with senior SCO decision makers to ensure appropriate support for critical and time-sensitive SCO activities.
- Maintains personal and organizational currency on the information and information-security aspects of SCO support to the National Defense Strategy, JADC2 and its common data standards and broad technological components.
- Discusses both the technical and operational aspects of SCO process improvements with personnel, many of whom are, themselves, world-class computer experts.
- Interacts with industry peers in information exchanges.
- Sustains effective coalitions by building relationships and loyalty among key stakeholders and customers. Holds meetings with organizational customers to discuss technical and operational aspects of IT related issues and solicit feedback on customer support.
- Evaluates and improves benefits resulting from their involvement.
- Plans, organizes, develops studies or projects, and negotiates effectively with management to accept and implement recommendations where the proposals involve substantial SCO

resources, require extensive changes in established concepts and procedures, and/or may be in conflict with previous programming actions.

- Utilizes exceptionally extensive knowledge of the mission, roles, functions, organizational structure, management, and operation of large organizations (i.e. Joint Chiefs of Staff, Secretary of Defense, research labs, etc.) to provide high-level staff guidance and participate in the development of goals, objectives, and policies.
- Works requirements as a result of proposed congressional inserts all related programs. Through SCO governance provides findings and recommendations on issues resulting in SCO impact to program guidance.
- Serves as a key program specialist, providing professional-level support and strategic and policy advice to the SCO Director and Deputy Director as appropriate in key areas of ongoing official responsibilities.
- Works closely with DOD components to ensure appropriate data and technology sharing, and other resource integration. Develops goals and objectives integrating SCO and OSD/DoD objectives.
- Coordinates and ensures proper agreements are in place to provide SCO and mission partners ready access to advanced computing capabilities offered by other organizations and agencies within the Government.

FACTORS

Factor 1: Problem Solving

Level IV

Work is timely, efficient, and of acceptable quality. Completed work meets projects/programs objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Level Descriptor

Defines, establishes, and directs organizational focus (on challenging and highly complex projects/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.

Level Descriptor

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.

Factor3: 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.

Level Descriptor

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 effecting programs/projects that involve determining priorities and resolving conflicts among customer's 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.

Level Descriptor

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 an appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Level Descriptor

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.

Level Descriptor

Develops, acquires, and allocates resources to accomplish mission goals and strategic objectives. Formulates organizational strategies, tactics, and budget/action plan to acquire and allocate

resources. Optimizes, controls, and manages all resources across projects/programs. Develops and integrates innovative approaches to attain goals and minimize expenditures.

IV. Knowledge, Skills, and Abilities (list as appropriate):

In addition to those competencies listed on the cover sheet, the incumbent must be able to perform the following work requirements, as needed:

- Mastery of, and skill in applying, advanced IT principles, concepts, methods, standards, and practices sufficient to develop and interpret policies, procedures, and strategies governing the planning and delivery of services across DoD, Intelligence Community (IC) and/or Industry; provide expert technical advice, guidance, and recommendations to management and other technical specialists on critical IT issues; apply new developments to previously unsolvable problems; and make decisions or recommendations that significantly influence important SCO IT policies or programs.
- Mastery of, and skill in applying, interrelationships of multiple IT specialties; the SCO's IT architecture; new IT developments and applications; emerging technologies and their applications to business processes; IT security concepts, standards, and methods; DoD and IC cloud-computing capabilities and cloud-hosted AI/ML services at the SCI, Secret, and Unclassified (NIPRNET) levels; DoD AI and Data Acceleration (ADA) initiative capabilities; project management principles, methods, and practices, including developing plans and schedules, estimating resource requirements, defining milestones and deliverables, monitoring activities, and evaluating and reporting on accomplishments to ensure the integration of IT programs and services; and develop solutions to integration/ interoperability issues; design, develop, and manage systems that meet current and future business requirements and apply and extend, enhance, or optimize the existing architecture; manage assigned projects; communicate complex technical requirements to non-technical personnel; and prepare and present briefings to senior management officials on complex/controversial issues.
- Mastery 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 to establish and implement a process for managing standards for hardware and software throughout the SCO to ensure interoperability is possible where it is needed.
- Expert knowledge of DoD, Federal, IC, and/or Industry business and information technology relationships to develop and manage systems with relation to coordination, integration, and monitoring of all direct and indirect systems and information technology efforts within the organization, other governmental organizations, and contractors to continuously analyze all IT system change requests initiated by users.
- Documented current/ past assignments and positions as a Cybersecurity Subject Matter Expert, to include public speaking and/or published works in support of DoD, Federal, IC and/or Industry forums. Achieves and maintains DoD 8570 Level III Certification(s).
- Expert knowledge of Information Management & Technology Cross Domain Services and Systems. Expert knowledge and ability to advise others to serve as the SCO's central authority in the development of guidelines for IT strategy and management, including application of the DoD Chief Data Officer's Data Strategy and the JAIC Joint Common Foundation in and across SCO programs.
- Knowledge of and ability to apply procedures, requirements, regulations, and policies related to specialized expertise in the work of the unit, including the ability to maintain credibility with others on technical matters to work with SCO business units in the planning and acquisition of technologies, products, and services to meet business requirements.
- Skill in interpersonal relations to analyze all IT system change requests initiated by users and

coordinate with DoD and DARPA to assure total systems and software integration capabilities.

- Ability to negotiate to satisfy management information system and information technology requirements which have SCO-wide implications.
- Ability to meet and deal with customers using a high degree of tact and diplomacy to provide service levels to IT customers in the organization and based on customer needs and expectations, ensure the expected service levels are adequately defined, tracked, and monitored.
- Ability to originate new ideas, projects, studies, and methodologies and to plan and execute complex, multi-faceted projects to provide vision and leadership in the development of information strategies to support the mission, vision, objectives, and priorities of the SCO.
- Ability to stratify resources against approved programs; to plan, present, and execute budgets; to analyze budget impacts on programs; and to forecast long-term funding requirements to assess status and advise the Director on all information management matters and ensure SCO is provided information management services and support.
- Ability to research, analyze, interpret, and apply rules, regulations, and procedures to assure the development, coordination, and integration of requirements, infrastructure, and supporting enterprise and IT architectures.
- Ability to recognize and analyze problems, conduct research, summarize results, and make appropriate recommendations to assess status of all information management matters and advise the Director.
- Ability to establish and maintain relationships with key individuals/groups outside immediate work unit to coordinate with DoD, Federal, IC, and Industry to assure total systems and software integration capabilities.
- Experience in planning and directing advanced development programs related to advanced research and technology development projects with a demonstrated ability to provide technical direction to a large, multi-faceted innovation, research, and development organization.
- Demonstrated knowledge of cutting-edge technology research and development to include the ability to assess foreign technology developments and impact upon national and departmental programs, capabilities, and initiatives.
- Demonstrated knowledge of research and development and acquisition processes, including the budget and acquisition processes in accordance with the established guidelines and processes of the Military Departments and Defense Agencies, a large federal entity, or the organizational equivalent within industry.

In addition to those competencies listed on the cover sheet, the incumbent may be required to perform the following, as needed:

1. Knowledge Required by the Position:
 - a. Incumbent must be a highly qualified technical professional.
 - b. Must have an outstanding ability to ensure that the key national and Department-wide goals, policies, priorities, values, and other issues are considered in achieving the mission of SCO.
 - c. Must be able to effectively interact with other individuals and groups in complex situations for negotiating the performance of high technology efforts and the transition of

results to the technical community.

- d. Must provide sound advice and recommendations on implementation and management of technology and agile development activities to the Director of SCO.
 - e. Must have experience in developing and communicating an execution plan for program enhancement by incorporating existing, advanced, or developmental technologies.
 - f. Must have experience in developing and communicating an execution plan for program enhancement by incorporating existing, advanced, or developmental technologies.
 - g. Must be experienced in effective team dynamics, lending his/her expertise to achieve the ultimate goal.
 - h. Must have knowledge and understanding of the federal budget system and its presentation to Congress and staff.
 - i. Must apply broad knowledge of DoD command and control, information technology, and cybersecurity policies, procedures, techniques, and requirements to develop timely and executable plans of action.
 - j. Coordinates the various phases of work with other functional disciplines and interprets/translates intelligence requirements into design characteristics and criteria.
 - k. Formulates and explains recommendations or solutions to modify standard practices, equipment, devices, processes, and techniques.
 - l. Applies experimental theories, new applications or developments to improve operations and/or resolve unique, complex, or controversial problems, conditions, or issues.
 - m. Administers the resources required to execute projects, and may adjust funding, schedules, and work based on project reviews.
 - n. Identifies the need for special projects and initiates milestones and goals. Evaluates reports by analyzing facts, performing appropriate research and prepares detailed responses.
 - o. Determines appropriate recommendations for unresolved or questionable problems and performs follow-up.
 - p. Researches and determines or recommends appropriate actions or interpretation of issues impacting the serviced organizations.
2. Supervisory Controls:
- a. Based on the incumbent's exceptional technical ability and seasoned judgment, duties are performed under the broad policy guidance of the SCO Director with minimal supervision and considerable latitude allowed for exercising individual initiative, independent judgment, and wide decision-making authority in formulating, developing, selecting and directing high-risk, high payoff research and development initiatives and alternatives in pursuit of mission accomplishment.
 - b. Works with the military Services in response to legislative directions, funding issues, policy changes, and the impact of these changes. Represents SCO and establishes, develops, and maintains effective working relationships with a variety of high-level offices. Works requirements as a result of proposed congressional inserts to all related programs. Through SCO governance, provides findings and recommendations on issues resulting in SCO impact to program guidance. Meets with key customers and coordinating officials to assess customer satisfaction, explain organization policy and procedures, and resolve significant problems.

- c. Convenes multidisciplinary teams to identify game-changing capabilities and opportunities. Ensures business improvements "line up" with OSD policy, and SCO goals and standards. Applies technology and other techniques to functional problems and solutions to achieve maximum warfare effectiveness. Quantifies the caliber and responsiveness of all products and services. Works closely with DOD components to ensure appropriate data and technology sharing, and other resource integration. Ensures accurate capture of productivity improvements, and that efforts "cross" and include the diverse cultures and needs of the entire OSD family.

3. Guidelines:

- a. Overall guidelines consist of the United States Code, congressional direction, Executive Orders, Comptroller General interpretations, and DoD directions, all requiring extensive interpretation. Incumbent will provide input for policy and guidance in areas where guidelines are meager or nonexistent. Policies thus formulated must be compatible with other existing DoD Directives, Instructions, and policies, or else the incumbent must resolve the differences.
- b. The incumbent will be expected to use considerable self-judgment in recommending input to the above policies. Serves as a key employee, providing professional-level support and strategic and policy advice to the SCO Director, Deputy Director, and Director of External Engagements as appropriate in key areas of ongoing official responsibilities. Communicates to SCO leadership priorities and delivers guidance to SCO civilian, military, and contractor staff.

4. Complexity:

- a. The incumbent must be skilled in assessing the impacts of organization activities on the Military Departments and Defense Agencies, other U.S. Government components, industry, friendly and unfriendly nations. The incumbent advises regarding prioritization of capabilities based on projected adversary effects chains, their implications, and potential U.S. and Allied effects chains based on strategic and tactical advantages, performance, risk, cost, and schedule.
- b. Applies expertise in the field of intelligence and extensive knowledge of the assigned functional area to resolve unique or novel problems related to design and development. Integrates multiple logistics and/or acquisition functions to implement program management strategy. Accomplishes complex projects related to intelligence systems for which existing guidelines may not be available or applicable.
- c. Participates in special projects and initiatives and performs special assignments. Identifies the need for special projects and initiates milestones and goals. Evaluates reports by analyzing facts, performing appropriate research, and preparing detailed responses. Determines appropriate recommendations for unresolved or questionable problems and performs follow-up. Researches and determines or recommends appropriate actions or interpretation of issues impacting the organization. Prepares and analyzes reports; responses to queries, justifications, and background papers on the technical aspects of areas of expertise and assignment.
- d. As directed, leads short-suspense, high-impact projects for SCO leadership, such as developing executive-level briefings and information papers for senior DoD and U.S. Government leadership. Participates in special projects and initiatives and performs special assignments. Coordinates public release of SCO information to ensure consistency with SCO program information products. Coordinates select briefings of SCO projects by SCO leadership and program managers to DoD strategy task forces and

working groups to inform Department leadership and counterparts of SCO efforts.
Participates in special projects and initiatives and performs special assignments.

5. Scope & Effect:

- a. The incumbent's recommendations are critical to the determination of technology to be used in future military weapons of the U.S. and are therefore vital to the preservation of national security. The incumbent's professional knowledge, managerial skills, analyses, recommendations and decisions directly affect the achievement of critical future military capabilities.

6. Personal Contacts & Purpose:

- a. Requires personal contacts with the Secretary and Deputy Secretaries of Defense, Secretaries and Assistant Secretaries of the Military Departments, senior military officers, members of Congress and their staffs, and officials of the highest level in government agencies such as Office of Management and Budget, Central Intelligence Agency, Department of Homeland Security, as well as presidents and senior officials, senior scientists and engineers in industry, universities and laboratories. Maintains relationships with the Intelligence Community (IC) at senior levels and participates in IC-led task forces to facilitate flow of relevant intelligence products to inform SCO programs and messaging strategies. Coordinates regular intelligence updates related to specific SCO efforts for SCO leadership and staff.
- b. Partners with DoD and USG stakeholders to develop messaging strategies to maximize the deterrence value of SCO capabilities. Develops and updates actionable program information management and communication products to inform DoD and SCO leadership/staff internal and external communications. Serves as SCO representative to OSD and Joint Staff initiatives to develop and execute messaging strategies related to SCO and USD(R&E) equities and ensure complete and accurate representation of SCO capabilities to determine U.S. European Command (EUCOM) and U.S. Indo-Pacific Command (INDOPACOM) Operations Plan (OPLAN) impact. Partners with SCO field offices at EUCOM, INDOPACOM, United States Joint Forces –Korea, and other relevant stakeholders to execute messaging strategies related to SCO demonstrations and tests at Command events consistent with established information strategies.
- c. Represents SCO both nationally and internationally, and with a variety of councils, boards, working groups, and panels inside and outside the agency. Establishes, develops, and maintains effective working relationships with senior defense officials, field representatives, intergovernmental and nongovernmental leaders, local/state/federal elected and appointed officials, news media, business professional and academia leaders, civic leaders, and the general public.
- d. Meets with key customer and coordinating officials to assess customer satisfaction, explain organization policy and procedures, and resolve problems. Represents the organization on working groups, steering groups, or other meetings, conferences, seminars, etc. May chair such groups or meetings when in the incumbent's area of assignment. Promotes interchange of information on requirements, capabilities, deficiencies, and technology applications of specialization. Defends recommendations to higher levels of management as necessary.
- e. Participates in DoD-wide strategy development efforts. Represents SCO equities in established and ad hoc DoD strategy task forces and working groups (e.g., Defense Planning Guidance); regularly provides updates related to efforts to SCO leadership.
- f. The position requires active direction and participation in meetings, conferences, symposia,

etc., where problems and issues impact national and international security. Many contacts will have vastly differing viewpoints and ideas, requiring the incumbent to utilize exceptional interpersonal skills and communication, and to remain open-minded and diplomatic.

7. Physical Demands:
 - a. Work is both mentally and personally demanding, and highly analytical, requiring the incumbent to be both decisive and creative in responding to a wide variety of challenges. No special physical demands are required to perform the duties of this position.
8. Work Environment:
 - a. Work is performed in a typical government office setting; however, the incumbent must travel extensively throughout the U.S. and occasionally overseas.

Conditions of Employment

1. This position is designated as a Testing Designated Position (TDP) under the civilian drug-testing program. As a mandatory requirement for employment in this TDP, the incumbent is to (a) refrain from the use of illegal drugs, and (b) if required, submit to urinalysis testing. The selectee must sign statements acknowledging the position is identified as a TDP.
2. Incumbent must be able to acquire and retain Top Secret Clearance eligibility with Sensitive Compartmented Information access, based upon a Single Scoped Background Investigation. Position may include additional program security requirements in order to fully perform the duties and responsibilities of the position.
3. The employee may be required to work other than normal duty hours, which may include evenings, weekends, and/or holidays and/or overtime.
4. Work may occasionally require travel away from the normal duty station on military or commercial aircraft.