



Duties are as follows:

PdM APMC Program Integrator Position Description

Supports the mission of the Mission Command Aviation Program (MCAP) Assistant Product Manager (APM) and the Aerial Communications Mission Command (ACMC) Product Office.

The Program Integrator's primary function is to identify and correct any cost, schedule, technical risk, and barriers that may prevent the designated programs/portfolios from achieving performance parameters and required need dates. The position is responsible for the planning, programming, budgeting, and execution (PPB&E) of these efforts.

The Program Integrator assists the APM with facilitating/leading a cross functional team of stakeholders consisting of: Project Lead Engineers, Software Engineers/Subject Matter Experts, Integrated Logistics Specialists, Information System Security Managers (Cyber Experts), Acquisition Analysts, Cost Analysts, Program Analysts, and Configuration Management Experts to contribute to the writing, staffing, approval, and proposal negotiations of contract Statements of Work (SOWs). He/she supports other efforts developing and implementing agreements or contracts such as Security Control (Cyber) Assessments Validation (SCA-V), Central Technical Support Facility support, Army Test and Evaluation Command (ATEC) Customer Tests, Material Releases, Maintenance Fees, and Common Hardware Solutions (CHS). Principal assistant to the APM for synchronizing programmatic activities and actions. Is the team subject matter expert for budget/spend plan entry, execution, monitoring, and reporting in the U.S. Army Project Management Resource Tools (PMRT)/CCAR automated tool, and with developing and conducting PPBE briefings and briefing products using the Enterprise Analytics (EA) tool. Primary action officer for preparing Procurement and RDTE (P&R) Forms; inputting the programmatic portions of POM Briefings, Program Management Reviews (PMRs), Army Program Budget Briefs (APBBs), Home-on-Home/Senior Leader Conference slides, and pulling together other functional input to ensure the content is clear, concise, and complete not later than established suspense; and preparing contracts requirements packages and cabinets.

Advises higher level management on all matters relating to assigned programs. Provides direction, assistance, and support for all operations and activities under the authority of the APM. Assists the APM with detailed planning related to projects and systems acquisition programs that are varied and complex. Integrates and applies a number of disciplines, leveraging input from matrix teams of functional experts, including engineering, logistics, product assurance, contracting, and resource management. Evaluates user community requirements documents and determines early in the acquisition cycle the most expeditious and cost effective acquisition strategy. Acquisition strategy is structured to balance user need, allocated resources, guidance from higher headquarters and Congress, technology trends, force structure requirements, tactical and strategic requirements, fielding/logistical constraints, and fleet readiness implications. Coordinates a wide variety of projects and taskings relating these acquisition programs to the different functions in the life cycle phases to include but not limited to planning, developing, testing, contracting, producing, providing acquisition logistics support, and disposing of a given system.



Based on extensive organizational and acquisition knowledge of the programs/projects and systems acquisition process under the direction of the APM, the Program Integrator analyzes assigned portions of the program guidance received from higher headquarters. Performs broad and complex studies and analyses across organizational and functional lines on a variety of projects, issues and problem cases. As required, tasks, directs, and coordinates with other internal and external organizations and offices engaged in the development and implementation of plans and objectives to assure that actions are in keeping with the APM's management direction. Identifies areas needing emphasis, exercises guidance to ensure programs and initiatives of the APM are accurately meeting management expectations and alerts the APM if trends, even though within tolerance, are negative.

Advises on assigned systems to lateral organizational elements, higher level management and, when required, foreign Governments on activities concerning assigned systems and missions. Maintains liaison with user organizations, test agencies and facilities, and higher level headquarters. Organizes and attends conferences to obtain agreements concerning acceptability of the current or envisioned product in relation to current military characteristics and what may be producible and supportable later in the product life cycle. Provides management information, advice, and assistance to the APM on any programs/projects assigned. Researches current DOD (to include DOD 5000.1 and 5000.2), ASA(ALT), HQDA, AMC, AMCOM, CECOM, PEO AVN, PEO C3T, Federal Acquisition Regulation (FAR)/Defense Federal Acquisition Regulation Supplements (DFARS), requirements documents, and local policy to decide appropriate policy and procedures in relation to current projects, taskings, issues and concerns. Analyzes information and data; assesses progresses of programs, projects, and processes. Organizes, manages, and presents information to include recommendation both formally and informally via oral and written means.

Assists the APM with developing plans and objectives for assigned systems acquisition projects. Ensures that the final acquisition strategy incorporates all product life cycle requirements including requirements determination, statutory/regulatory requirements, engineering evaluations, design and prototype development, test, logistics support, and follow-on evaluation/product improvement. Ensures that all aspects of acquisition reform are incorporated into the final strategy, including future competition of the system and its spare and repair parts.

Represents the Assistant Project Manager at conferences or meetings, when required, relative to the acquisition strategy for assigned systems. Maintains a continuous liaison with concerned personnel to fully coordinate pertinent information relative to assigned systems. Serves as a project officer for various special programs and projects. Develops briefings to management, command and higher headquarters regarding the PMs operations, objectives, goals, and accomplishments. Prepares decision papers, documents, and reports.

Program Integrator attends synchronization meetings with ACMC Business Counterparts, facilitates and provides the programmatic overview for monthly Integrated Product Team (IPT) meetings, participates in weekly program integrator synchronization meetings, participates and contributes in the MCAP daily morning tag-up, conducts cost estimate and tech estimate collaboration meetings, and participates and contributes in the weekly ACMC Configuration



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Management Contract Data Requirements List (CDRLS) “Windchill” meetings, the ACMC G8 POM Briefings, and the Program Management Review (PMR) working groups.

Monitors taskings through the ETMS2 automated program and ensures appropriate MCAP personnel are sub-assigned tasks and that all taskers are completed by stated suspenses.

Qualifications:

BA/BS Degree and 3-5 years applicable experience.