

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field <input type="checkbox"/> Other		4. Employing Office Location Orlando, FL		5. Duty Station Research Park		1. Agency Position No. NL07911	
Explanation (Show any positions replaced)				7. Fair Labor Standards Act. <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		6. OPM Certification No.	
				10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
						12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input checked="" type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code 12-75	
								14. Agency Use	

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Logistics Management Specialist	GS	0346	12		05-08-81
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title) _____
 17. Name of Employee (if vacant, specify) _____

18. Department, Agency, or Establishment Department of the Army		c. Third Subdivision Director for Logistics (L)	
a. First Subdivision U.S. Army Materiel Command		d. Fourth Subdivision Logistics Readiness Division (LR)	
b. Second Subdivision Project Manager for Training Devices		e. Fifth Subdivision <i>(Signature)</i>	

19. Employee Review—This is an accurate description of the major duties and responsibilities of my position. _____
 Signature of Employee (optional) _____

20. **Supervisory 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.

a. Typed Name and Title of Immediate Supervisor JOHN F. ELLS CH, Logistics Readiness Division		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Signature <i>John F. Ells</i>	Date 12/14/92	Signature	Date

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position
GS-0346, Jan 87

Typed Name and Title of Official Taking Action LOUIS A. SUCICH, JR. Director for Logistics		Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	
Signature <i>Louis A. Sucich, Jr.</i>	Date 12/14/92		

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

Remarks
Position is at the full performance level.

25. Description of Major Duties and Responsibilities (See Attached)

LOGISTICS MANAGEMENT SPECIALIST

GS-346-12

I. INTRODUCTION

The position provides integrated logistics support (ILS) to the Chief, Fielded Systems Management Branch and the assigned Project Director in the fielded Systems Management Branch. This position is in full support of the Project Manager for Training Devices (PM TRADE) in Orlando, FL.

Is engaged in the life cycle management of devices supported within the fielded Systems Management Branch. The systems range from simple to complex training devices. Incumbent is responsible to the assigned Project Director and chief, Fielded systems Management Branch in the intensive management of CLS contracts. Participants with the ILS managers in the Logistics Development Branch/Section in developing the ILS requirements for Life Cycle Support. Manages the device after fielding for CLS contracting. Develops CLS contract requirements. Intensively manages the CLS contract after award. Serves as the ILS Manager to the PD during fielded systems upgrades/modifications and production.

II. DUTIES

In accomplishing the overall broad responsibilities, the incumbent performs functions as follow:

1. Reviews field support requirements. Develops Contractor Logistics Support Contract package. Serves as chairman of proposal evaluation team. Advises the contracting Officer of the results of the evaluation, through a Proposal Evaluation report.
2. Intensively manages the CLS contract. Ensures that all provisions of the contract are met. Resolves contractual problems, or notifies the PD or Branch Chief of any impasses and problems. Serves as the single focal point for CLS contract resolution.
3. Develops, with the PD, budget requirements. Manages funding for the CLS contract effort, ensuring that funds are prudently managed by the contractor. Notifies the PD or Branch Chief of funding problems in a timely manner.
4. For systems undergoing modifications or reprourement, serves as the Branch ILS manager. Secures support from other sources within and without PM TRADE as necessary. Reviews contractor efforts to meet all contractual requirements. Develops ILS requirements for the modification, development effort.
5. Serves as Chairman, Integrated Logistics Support Management Teams (ILSMT) in the preparation and evaluation of proposals; monitors contractual efforts to ensure all requirement and milestones are met. Manages the development and integration of the logistic portion of the procurement package. Prepares the logistics portion of the procurement evaluation plan encompassing all elements of integrated logistic support.
6. Analyzes industry's efforts in the implementation and/or update of Logistic Support Analysis (LSA) and of the Logistic Support analysis Record (LSAR) summaries to ensure corrective measures required are reflected in the design and that all logistics requirements are realistic and cost effective. Validates the

requirements from industry for Government Furnished Materiel to support the contracts throughout the acquisition and sustainment phases.

7. Updates and coordinates changes to development and acquisition plans as necessary, with the pertinent Department of Army staff agencies, AMC subordinate commands, TRADOC, and FORSCOM, addressing all elements of integrated logistics support planning. Modifies and coordinates the Material Fielding Plan for changes to the fielded system. Participates in the fielding of the training devices, serves as a member of the Material Fielding Team (MFT) when required.

8. Supports the Competition in Contracting Act.

9. Performs other duties as assigned.

FACTORS

FACTOR 1. - KNOWLEDGE REQUIRED BY THIS POSITION

1. General knowledge of overall management, principles and methodology as they relate to PM TRADE's mission. This includes knowledge of PM TRADE's organization, mission, objectives and procedures and their relationship to other program areas such as acquisition, engineering, R&D, sustainment and funding.

2. Knowledge of contract management process, to include writing Statement of Work, contract schedule, CDRL's, etc. within legal and contractual limitations as defined by the Federal Acquisition Regulation (FAR).

3. Knowledge of the Army's logistics management process for acquisition and sustainment of complex to simple training devices. This includes knowledge in such areas as Basis of Issue Plans, Integrated Logistics Plan, Publications, Provisioning, Logistics Support Analysis/Reports, etc.

4. Knowledge of equipment maintenance and design principles. This encompasses sufficient knowledge to manage system changes, to include hardware and software.

FACTOR 2. - SUPERVISORY CONTROLS

Assigned to the Chief, Fielded systems Management Branch, who provides administrative supervision over the position, and provides broad program objectives of the Branch. Works in an independent manner in general areas of expertise, with the delegated authority of the branch chief. works within the policies and objectives of PM TRADE. Superior relies on incumbent to possess and apply a thorough knowledge of operational and technical principles as they relate to assigned responsibilities. Work performance is reviewed in terms of overall satisfactory performance of assigned function. Incumbent will work under program direction of the assigned Project Director as directed by the branch chief.

FACTOR 3. - GUIDELINES

Guidelines include Army and other Federal laws, regulations, policy statements, and other similar criteria pertaining to ILS operations and related specializations. These guidelines typically do not provide detailed and specific procedures, precedents, and other relevant information; therefore, the incumbent has to use a high degree of judgement to resolve complex problems and

plan ILS strategy that effectively integrates and coordinates the organization's needs for procurement, maintenance, and movement of equipment, supplies, and personnel so that these essential components to the success of the overall mission are available at the proper time and at the proper level of intensity.

FACTOR 4. - COMPLEXITY

Assignments involve developing new and/or substantially modified CLS support operations. Changes in mission priorities, funding constraints or increased funding, political support or criticisms, and the various life cycle of the cognizant defense system/equipments/services for whom logistics is being provided require the ability to visualize results of new or revised methods, procedures or organizational structures, and other related ILS processes which extensively interrelate with other organization functions and substantially influence or change the ways ILS is managed.

Ability to lead conferences to establish cooperative relationships, present controversial and critical observations and recommendations, and convince others to accept proposals with which they may strongly disagree.

FACTOR 5. - SCOPE AND EFFECT

The purpose of the work is to collaborate with the Program/Project Manager, Deputy Program/Project Manager and other organization officials to develop, implement, and monitor CLS/ILS services that identify the specific requirements for funding, manpower, material, facilities, and processes needed to fulfill overall mission goals.

FACTOR 6. - PERSONAL CONTACTS

Contacts are with all organization managers and support personnel involved in the program/project who require CLS/ILS services (e.g., Program/Project Managers and their deputies, supervisors and directors of major components of the program/projects, scientists and engineers, private industry suppliers and product developers, and contractor representatives.

FACTOR 7. - PURPOSE OF CONTACTS

Represents the activity's CLS/ILS function at meetings and conferences; provides ILS information to Army and civilian managers requiring logistics service; presents ILS status reports and projections; provides ILS data to contractual and other planning and program/project personnel; analyzes effectiveness of contractor efforts and resolves differences between ILS contract provisions and the contractor's product; and advises on such matters as financial and manpower resources as these relate to ILS.

FACTOR 8. - PHYSICAL DEMANDS

Sedentary work involving little physical exertion of risk.

FACTOR 9. - WORK ENVIRONMENT

Work is performed in an office setting. Travel to attend meetings at contractor sites or field activities is required.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 07911

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."