

**POSITION DESCRIPTION** (Please Read Instructions on the Back)

|  |  |                            |  |      |   |  |   |          |  |                   |  |       |  |
|--|--|----------------------------|--|------|---|--|---|----------|--|-------------------|--|-------|--|
| 2. Reason for Submission<br><input type="checkbox"/> Redescription of establishment<br><input checked="" type="checkbox"/> New establishment<br><input type="checkbox"/> Hdqtrs.<br><input checked="" type="checkbox"/> Field  |  |                            |  |      | 3. Service<br><input type="checkbox"/> Hdqtrs.<br><input checked="" type="checkbox"/> Field   |  | 4. Employing Office Location<br>Orlando, FL   |          | 5. Duty Station<br>Orlando, FL<br>Research Park  |                   | 1. Agency Position No.<br>NL083961   |       |  |
| 7. Fair Labor Standards Act,<br><input checked="" type="checkbox"/> Exempt<br><input type="checkbox"/> Nonexempt   |  |                            |  |      | 8. Financial Statements Required<br><input type="checkbox"/> Executive Personnel Financial Disclosure<br><input checked="" type="checkbox"/> Employment and Financial Interests |  | 9. Subject to IA Action<br><input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No |          | 10. Position Status<br><input checked="" type="checkbox"/> Competitive<br><input type="checkbox"/> Excepted (Specify in Remarks)<br><input type="checkbox"/> SES (Gen.)<br><input type="checkbox"/> SES (CR) |                   | 11. Position Is:<br><input type="checkbox"/> Supervisory<br><input type="checkbox"/> Managerial<br><input checked="" type="checkbox"/> Neither |       |  |
| 12. Sensitivity<br><input type="checkbox"/> 1-Non-Sensitive<br><input type="checkbox"/> 2-Noncritical Sensitive<br><input type="checkbox"/> 3-Critical Sensitive<br><input type="checkbox"/> 4-Special Sensitive   |  |                            |  |      | 13. Competitive Level Code<br>13-74   |  | 14. Agency Use  |          |  |                   |  |       |  |
| 15. Classified/Graded by   |  | Official Title of Position |  |      |   |  |   | Pay Plan |  | Occupational Code |  | Grade |  |
| a. U.S. Office of Personnel Management   |  | Electronics Engineer       |  |      |   |  |   | GS       |  | 855               |  | 13    |  |
| b. Department, Agency or Establishment   |  |                            |  |      |   |  |   |          |  |                   |  |       |  |
| c. Second Level Review   |  |                            |  |      |   |  |   |          |  |                   |  |       |  |
| d. First Level Review  |  |                            |  |      |   |  |   |          |  |                   |  |       |  |
| 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<br>Department of the Army   |  |                            |  |      |   | c. Third Subdivision<br>PM, ITTS   |   |          |  |                   |  |       |  |
| a. First Subdivision<br>Army Materiel Command  |  |                            |  |      |   | d. Fourth Subdivision<br>PM, Test Instrumentation (ITTI)   |   |          |  |                   |  |       |  |
| b. Second Subdivision<br>STRICUM   |  |                            |  |      |   | e. Fifth Subdivision   |   |          |  |                   |  |       |  |
| 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<br>J. Russell Longenbach<br>PM, ITTI   |  |                            |  |      |   | b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)   |   |          |  |                   |  |       |  |
| Signature<br><i>J. Russell Longenbach</i>  |  |                            |  |      |   | Signature  |   |          |  |                   |  |       |  |
| Date<br>9-17-92  |  |                            |  |      |   | 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<br>See attached DA Form 374   |   |          |  |                   |  |       |  |
| Typed Name and Title of Official Taking Action<br>UZ CORBIN, JR.<br>Personnel Management Specialist  |  |                            |  |      |   | 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<br><i>Uz Corbin</i>  |  |                            |  |      |   | Date<br>9-17-92  |   |          |  |                   |  |       |  |
| 23. Position Review  |  | Initials                   |  | Date |   | Initials   |   | Date     |  | Initials          |  | Date  |  |
| a. Employee (optional)   |  |                            |  |      |   |  |   |          |  |                   |  |       |  |
| b. Supervisor  |  |                            |  |      |   |  |   |          |  |                   |  |       |  |
| c. Classifier  |  |                            |  |      |   |  |   |          |  |                   |  |       |  |
| Remarks<br>Position is at the full performance level<br>BUS: 7777  |  |                            |  |      |   |  |   |          |  |                   |  |       |  |

~~ESTABLISH NEW POSITION~~

Establish New Position

CP-16

| DEPARTMENT OF THE ARMY<br>JOB DESCRIPTION  |  | 1. JOB NUMBER   |                |
|--|--|---|----------------|
| For use of this form, see CPR 501; the proponent agency is DCSPER.   |  | 05082   |                |
| 2. INSTALLATION OR HEADQUARTERS OFFICE   |  | 3. ORGANIZATIONAL LOCATION (Complete on organization copy only)               |                |
| Aberdeen Proving Ground, MD  |  |   |                |
| 4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE  |  | 5. TITLE  |                |
| OPM PCS GS-855, Feb 71.<br>OPM EDGE, Aug 66.   |  | Electronics Engineer  |                |
|  |  | 6. PAY SCHEDULE   | 7. OCC CODE    |
|  |  | GS  | 0855 (92)      |
|  |  | 8. GRADE  | 13             |
|  |  | 9. FAIR LABOR STANDARDS ACT   | 10. COMP LEVEL |
|  |  | <input checked="" type="checkbox"/> EXEMPT <input type="checkbox"/> NONEXEMPT | 260            |
| 11. EVALUATION APPROVAL  |  |   |                |
| TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS  |  |   |                |
| <u>M. Sue Cassidy</u><br>(Signature)   |  | <u>16 Oct 90</u><br>(Date)  |                |
| 12. JOB CONTENT APPROVAL (COMPLETE ON ORGANIZATION COPY ONLY)  |  |   |                |
| a. 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.   |  |   |                |
| <u>Richard K. Sparks</u><br>(Signature of Approving Supervisor)  |  | <u>16 OCT 90</u><br>(Date)  |                |
| b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.  |  |   |                |
| <u>M. Sue Cassidy</u><br>(Signature of Position Classification Specialist)   |  | <u>16 Oct 90</u><br>(Date)  |                |
| 13. STATEMENT OF DUTIES AND RESPONSIBILITIES   |  |   |                |
| SUPERVISORY CONTROLS   |  |   |                |
| Serves under the supervision of a higher graded employee within the Project Manager for ITTS, who makes broad assignments including general technical objectives to be attained and program requirements, provides time frames for completion of work, and guidance on critical or controversial issues. Incumbent discusses with supervisor the broad phases and the progress of the work and administrative matters, but receives little or no guidance in prosecution of the technical details. Correspondence, plans, and other material requiring concurrence and/or approval are reviewed for technical adequacy or feasibility and conformance to established policy. |  |   |                |
| MAJOR DUTIES   |  |   |                |
| Serves in the central instrumentation office of PM ITTS with responsibility as technical specialist for developing plans, objectives, and associated policies and procedures relative to managing and coordinating the   |  |   |                |

engineering program which is directed toward the development, design, procurement, reassignment, installation, and operation of special and unique electronic instrumentation systems and equipment for use in detecting, measuring, and recording engineering and scientific phenomena in test activities. The program applies to all Army field installations, test activities, and environmental test centers which are engaged in the testing of the full variety of systems and materiel under development and improvement by the Department of the Army. Participates as instrumentation representative on test task teams formed to insure that test programs are thoroughly coordinated and integrated. This assignment requires the application of broad professional engineering experience with a variety of categories of instrumentation. However, the paramount qualification requirements for the performance of the assigned duties centers about the application of knowledge pertaining to the field of electronic engineering. The following are typical of the duties performed:

a. Develops plans, regulations, procedures, systems, etc., which serve as frameworks within which the PM ITTS responsibility for the assigned engineering programs can be discharged. Investigates and develops means of managing the assigned programs which takes into consideration such factors as, for example, technical and scientific capabilities of the instrumentation under consideration; the funding structures under which instrumentation is obtained; means of improving the field activities; position in being able to forecast instrumentation requirements several years in advance; extent of and methods for coordination with other PM ITTS staff elements; methods of reporting on, analyzing, and justifying instrumentation requirements; methods of and standards for the review, analysis, and evaluation of engineering proposals submitted by executing agents; and methods of providing test installations with technical instrumentation development data so that duplicate or paralleling development work does not take place within the Army. Provides staff advice and technical assistance to executing agents in the development and operation of their instrumentation master plans, technical development projects, and other submissions and the justifications therefore and exercise staff supervision over these programs.

b. Reviews and evaluates plans and engineering proposals from PM ITTS executing agents pertaining to the assigned programs areas. For example, reviews and evaluates five-year instrumentation master plans, relating requirements to advanced information concerning future weapons development and technological state of the art in order to judge the feasibility of the five-year plan. In this connection, studies materiel need documents, required instrumentation capabilities, coordinated test plans, etc. and coordinates test plans and other information to insure that five-year instrumentation plans are responsive to testing requirements and Army test policy. Through coordination with the inventory and capability register programs, detects and prevents unnecessary duplication of instrumentation. Through coordination with the facilities program, insures that the facilities needed in conjunction with instrumentation are planned consistent with

100

the plans for instrumentation. Also as an example, reviews and evaluates technical development projects and research and development proposals which relate to major instrumentation expenditures submitted by executing agents and, based on an analysis as described above, prepares supporting documentation for the General Officer Steering Committee (GOSC). During the program execution, reviews and analyzes field technical and fiscal performance providing recommendations for improving performance to the GOSC. Recommends reprogramming of funds when conditions warrant. Through knowledge of instrumentation characteristics, recommends transfer of instrumentation in response to changing testing requirements. Provides inputs to PM ITS and higher headquarters studies on instrumentation resources.

c. Participates, as instrumentation representative, on test task teams. Also, serves as required on Test Integration Working Groups (TIWGs). Provides team membership and instrumentation consultation during test planning, test design, and test verification. Serves on and/or co-chairs instrumentation working groups as tasked by the TIWGs. As a task team member, provides guidance on commonality of procedures, techniques, measurements, and data collection and evaluation in testing. Recommends instrumentation for Government testing and evaluates adequacy of instrumentation proposed during non-Government test phases. Conducts analytical studies leading to development or selection of instrumentation to support the technical assessment of the item or system under test.

d. Makes staff visits to the executing agencies. Negotiates with engineering and scientific personnel in the field to secure their cooperation, gain their acceptance of adverse recommendations and otherwise assure uniform and effective action in planning, programming, and budgeting for instrumentation requirements. Maintains coordination and acts as technical liaison between TECOM, OPTEC, and other agencies and higher echelons on programs and problems in assigned areas.

Performs other duties as assigned.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 08396

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