

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

1. Agency Position No.  
 NL08648

2. Reason for Submission <input type="checkbox"/> Redescription of establishment <input checked="" type="checkbox"/> New establishment <input type="checkbox"/> Other	3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location Research Park	5. Duty Station Orlando, FL	6. OPM Certification No.
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
10. Position Status <input checked="" 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 checked="" type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input checked="" type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive
15. Classified/Graded by		Official Title of Position		13. Competitive Level Code 15-06

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	Supervisory Contract Specialist	GM	1102	15		
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

a. First Subdivision  
 Simulation, Trng. & Instru. Cmd. (STRICOM)

b. Second Subdivision  
 of Acquisition (A)  
 Directorate Procurement & Production (P)

c. Third Subdivision \_\_\_\_\_  
 d. Fourth Subdivision \_\_\_\_\_  
 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  
 JAMES M. SKURKA  
 Deputy to the Commander

Signature \_\_\_\_\_ Date 13 May 93

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) \_\_\_\_\_  
 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  
 USCS PCS for Supervisory Contract 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.

Typed Name and Title of Official Taking Action  
 OZ CORBIN, JR.  
 Personnel Management Specialist

Signature \_\_\_\_\_ Date 13 May 93

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

marks  
 This position is at the full performance level.  
 SKILL CODES: CMJ - 50%; CML - 30%; CMN - 20%  
 BUS: 8888  
 PPU: X2071

## SUPERVISORY CONTRACT SPECIALIST

### INTRODUCTION

This position serves as Director for Acquisition Simulation, Training and Instrumentation Command, (STRICOM). A Procuring Contracting Officer with unlimited signatory authority, the specialist has complete responsibility for contractual actions throughout all phases of assigned programs to include: basic and applied research; advanced and engineering development; initial production; full-scale production; world-wide logistics support; system modifications; and, services related to all phases of the acquisition cycle. Work includes supervision of the full range of contracting activities to include: acquisition planning; cost/price analysis; negotiation; administration; and, termination. Acquisitions support multi-service requirements of the Army, Navy, Marines and Air Force.

### SUPERVISORY RESPONSIBILITY

Supervises a total of 59 Army and Navy employees to include: 5 Supervisory GM-1102-131s; 41 GS-1102-121s; 1 GS-0318-5 and 4 GS-1106-6/5 and 5 GS-1106-4. Provides the leadership necessary to maintain an effective and productive workforce and ensure a continuous flow and exchange of information between employees. Specific supervisory responsibilities include, but are not limited to: planning work to be accomplished by subordinates; assigning work to subordinates based on priorities, with selective consideration of the difficulty and the requirements of the assignments, and capabilities of the employees; evaluating performance of subordinates; giving advice, counsel or instruction to individuals on both work and administrative matters; interviewing candidates for positions in the Division and making recommendations for appointment, promotion, or reassignment to supervisory positions, and making selections for .non-supervisors; effecting disciplinary measures such as warnings and reprimands and reviewing the more serious cases such as suspensions and removals; identifying development and training needs of employees, consulting with specialists on these needs and deciding on training solutions related to the Branches supervised; promoting affirmative action; making decisions on work problems presented by subordinate supervisors; collaborating with heads of other units to negotiate, decide upon and/or coordinate work related changes affecting other units; advising officials with broader and higher responsibilities on problems involving the relationship of the Directorate's function to broader programs, and its impact on such programs; and, evaluating supervisors and reviewing evaluations made by supervisors of other employees.

--Manages the planning, development, and establishment of contractual strategies for STRICOM programs. Approves

acquisition plans, source selection plans, pre-negotiation objective memoranda, post-negotiation memoranda, and business clearance memoranda in excess of the authority of subordinate Contracting Officers for assigned programs.

--Oversees contract negotiations and coordination with program offices, technical departments, legal counsel, audit, and field contracting support activities for assigned programs. Assigns acquisition responsibilities to subordinate Branch Heads.

--Directs the full range of contract administration actions for assigned programs. Approves modifications of contracts, incorporation of changes, and exercises of options. Oversees investigation and resolution of contractor claims, causes of delays, subcontractor performance, terminations, and similar matters.

--Serves as the principal contracting advisor on all acquisition programs to appropriate program management offices. Represents Simulation, Training and Instrumentation Command, STRICOM, as contractual authority in inter-agency, high-level government and foreign country conferences and meetings.

--Serves as the principal advisor on command acquisition processes to the U. S. Army, Simulation, Training and Instrumentation Command, STRICOM. As such, performs the functions of a senior staff member and advisor both to the Command General and the U. S. Army Material Command on contractual matters related to training systems.

--Serves as the principal interface for assigned programs with the Army, Navy, Marine Corps and civilian agencies in implementation and promulgation of current acquisition policies and procedures. Interface is required with Flag and SES level administrators throughout the Government Acquisition community.

--Represents Simulation, Training and Instrumentation Command, STRICOM, in discussions/negotiations with the highest level corporate officials of the private sector on matters related to acquisition and industrial base issues.

--Implements Simulation, Training and Instrumentation Command, STRICOM, policies dealing with special emphasis programs; e.g., Equal Employment Opportunity, Occupational Health and Safety, Competition Advocate, Acquisition Management, and Acquisition Streamlining.

--Oversees Position Management and Position Classification to ensure that the organization supervised conforms to the best principles of effective position management, and ensures that the position descriptions of all employees within the organization supervised accurately describe currently assigned duties and responsibilities.

--Develops and implements control systems for the Integrity and Efficiency Program (fraud, waste, mismanagement or abuse) to ensure that Government resources are efficiently and effectively managed.

#### Factor 1, Knowledge Required by the Position

Mastery of Federal Government, Department of Defense, and Army and Navy acquisition procedures including such techniques as cost, incentive, award-fee and multi-year contracting; cost accounting; life cycle costing; design to cost; design to unit production cost; make or buy programs; and, contract language, terms and conditions so as to enable the incumbent to plan, develop, implement, maintain and administer all contractual aspects of Center acquisition programs and serve as contractual authority and advisor on the acceptability and applicability of contractual matter related to assigned programs.

Skill in managerial and coordinating activities sufficient to control a variety of contractual actions occurring concurrently, in an overlapping fashion, and sequentially, as well as to control simultaneously interrelated contracts with different contractors.

Mastery of negotiation techniques to permit representation of the Army on all assigned programs in the development of acquisition strategies; supervision of negotiations; direction of post-award activities; and, negotiation of contract changes, claims and termination settlements.

Knowledge of related disciplines and functions involved in the acquisition process, such as design/systems engineering, integrated logistics support, reliability and maintainability, financial management, and production surveillance as they interrelate with the contracting specialization.

#### Factor 2, Supervisory Controls

The Director of Acquisition makes decisions to resolve conflicts between warfare areas, but delegates responsibility and authority for contractual matters pertaining to assigned programs. The acquisition programs are critical to the accomplishment of service missions (e.g., training systems essential to DSARC approval for fielding of a major weapons system). The supervisor is available for consultation on program objectives and procurement policy interpretation. The supervisor delegates responsibility, authority, and accountability for performance of Director of Acquisition duties for STRICOM to the incumbent.

The incumbent is delegated unlimited Contracting Officer authority as defined in the FAR and acts independently to plan and execute all contracting activities, including originating, interpreting, extending, and devising new contractual arrangements, provisions, structures, incentives terms and

conditions. Contractual decisions and recommendations rendered by the incumbent normally are accepted as authoritative, although higher agency or departmental review may be directed by law. Because of the incumbent's recognized technical expertise in contracting, (s)he is able to obtain verbal advance approval from higher level governing bodies to proceed with contractual actions in cases deemed critical by the incumbent (e.g., AMC, the Department of the Army and the Department of the Navy).

### Factor 3. Guidelines

Guidelines include laws of the United States affecting the execution of contracts, the Federal Acquisition Regulation the Defense Federal Acquisition Regulation Supplement, the Department of Defense Instructions, and individual service regulations and instructions related to assigned programs.

These guides are only generally applicable to the work, as the state-of-the-art technology generates unusual and unique contractual problems (e.g., advanced visual applications to simulators, competitive developments, teaming arrangements, and international agreements). Therefore, the incumbent exercises initiative, resourcefulness and experienced judgement in interpreting and applying such guides as well as in developing and implementing solutions to problems that are unique and/or outside the scope of current written guidance. For example, problems may surface in such previously undefined areas as award fee contracting, cost sharing, design-to-cost clauses, and competition initiatives for which the incumbent must develop essentially new or modified techniques for obtaining effective results.

### Factor 4, Complexity

The work involves the use of matrix management concepts and multi-disciplined project teams which requires extensive coordination and integrating of the work of subordinate supervisors, management of the various disciplines and reaction to the priorities of different services. The integration of various motivations and disciplines requires leadership in developing, implementing and reviewing processes and procedures to ensure a balancing of interests and to afford high level visibility of the effectiveness, efficiency and productivity of the Directorate. The acquisition of highly sophisticated and technologically advanced systems requires advances in concepts and practices in contracting procedures. Characteristic of complexities in assigned programs include: strong Congressional interest; high national defense priorities; high dollar value (overall cost per program could exceed \$1 billion); absence of cost history; involvement of numerous major contractors and subcontractors, both foreign and domestic; coordination of multiple inputs to contractual documents involving subject matter specialists such as engineers, logisticians, psychologists, researchers, legal advisors, financial managers, and auditors; requirements for concurrent, overlapping or sequential contractual actions in order to maintain acquisition

schedules and to take advantage of technological advancements; interrelated contracts with several different contractors wherein a change to one contract precipitates changes to others; and, a conceptual awareness of the relationship of assigned programs to shaping of overall long-range service programs such as concurrent simulator and major weapon system development.

Assigned programs often require devising new acquisition strategies. Decisions made by subordinates relate to innovations in such areas as source selection methods, advanced pricing techniques, evaluation and adequacy of specifications, specification structure (e.g., performance, functional or design), structure of incentive fee arrangements, and complex contract administration characterized by numerous engineering changes resulting from maturation of the simulated system.

As supervisor, the incumbent is responsible for ensuring that contractual capability keeps abreast of anticipated system technology and that the industrial base expands to address system requirements.

#### Factor 5, Scope and Effect

The primary purpose of this position is to provide top-level acquisition expertise for assigned programs to major service program offices. The end items produced are self-contained, highly sophisticated, technologically advanced training systems such as crew trainers, maintenance trainers, simulated strategic and tactical engagement systems, and other warfare simulators. These systems comprise the major training vehicles for existing, newly developed and future military systems. Acquisitions for other than training systems include basic and applied research, instructional systems development, analytical support services, management support and general acquisitions related to assigned programs.

Work performed, decisions made and solutions devised have a major impact on service and Department of Defense missions (i.e., force readiness is dependent on timely and effective training).

#### Factor 6, Personal Contacts

Contacts are with all levels within the Executive, Legislative and Judicial Branches of Government; senior officials of foreign governments; and senior officials of major domestic and foreign firms. The incumbent represents the agency at national and international conferences dealing with the contractual aspects of systems acquisition. Such conferences typically are arranged in advance and are attended by senior representatives of external organizations. The incumbent represents the Government in matters under board and/or judicial proceedings.

#### Factor 7, Purpose of Contacts

The purpose of contacts is to apply high-level expertise in complex actions; defending, justifying and explaining significant controversial issues and positions; and, solving unyielding problems both internal and external to STRICOM and the U. S. Army. The incumbent, while serving as contractual representative for assigned programs and Director of Acquisition for STRICOM frequently encounters individuals representing diverse backgrounds and conflicting goals or opinions at the national or international level. In these situation, the incumbent must convince the individuals contacted to accept the Army viewpoint, or must develop, in conjunction with these individuals, an acceptable compromise. The incumbent is charged with the maintenance of effective relationships up to and including the CEO's of major corporations and Flag and SES officials throughout government.

#### Factor 8, Physical Demands

The incumbent's work is sedentary in nature.

#### Factor 9, Work Environment

Although the majority of work is performed in an office setting, the incumbent visits contractor facilities to review equipment setups and evaluate production runs. During these visits, the incumbent is in close proximity to electrical equipment/industrial machinery and must exercise safety precautions.

This is a critical Acquisition Position. Unless specifically waived by the appropriate Army official, (i.e., the Director of Acquisition Career Management, the Army Acquisition Executive, or the Secretary of the Army) or if the employee is "grandfathered" under 10 U.S.C. 1736 (c) (1), the following are statutorily mandated requirements (Reference: 10 U.S.C. 1733 and 1737):

- (1) Selectee must be a member of an Acquisition Corps at the time of appointment.
- (2) Selectee must execute, as a condition of appointment, a written agreement to remain in Federal service in this position for at least three years. In signing such agreement, the employee does not forfeit any employment rights, nor does such agreement alter any other term or conditions of employment.