

POSITION DESCRIPTION (Please Read Instructions on the Back)

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 ORLANDO, FL		5. Duty Station RESEARCH PARK, Orlando, FL		1. Agency Position No. NL09172	
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No		13. Competitive Level Code 14-12	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR) <input type="checkbox"/>		11. Position Is: <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		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		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						
e. Recommended by Supervisor or Initiating Office	PROGRAM ANALYST	GS	343	14		

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 PM TRAINING DEVICES	
a. First Subdivision U.S. ARMY MATERIAL COMMAND		d. Fourth Subdivision (T)	
b. Second Subdivision U.S. ARMY STRICOM		e. Fifth Subdivision	

Employee Review—This is an accurate statement 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 violation of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor PHILLIP E. SPRINKLE, DPM TRADE	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) DELLOYD VOORHEES, JR., COL, PM TRADE
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Signature 	Date 27 Jun 94	Signature 	Date 27 JUN 94
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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 OPM PCS GS-343, AUG 90 OPM ADMIN ANAL GEG, AUG 90	
Typed Name and Title of Official Taking Action OZ CORBIN, JR. PERSONNEL MANAGEMENT SPEC		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 	Date 8-12-94
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23. Position Review	INITIALS	DATE								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

Remarks BUS: 7777
POSITION IS AT THE FULL PERFORMANCE LEVEL. The Army Acquisition Executive (AAE) has identified this position to be an Army Acquisition Corps (AAC) critical position. Any employee placed in this position must sign a mobility agreement and otherwise be eligible for AAC membership.

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

Serves as a program analyst responsible for planning, implementing, directing and coordinating a variety of program analysis evaluations and advisory functions in support of the life cycle management of developmental end-items managed by PM TRADE. Formulates and implements broad internal policies and procedures within the limits of which all management functions such as planning, scheduling, reviewing, reporting, etc., are accomplished. Insures application of program analysis principles and techniques related to the execution of operating program activities, such as, planning and requirements documentation, resource management matters (budget, manpower, materials), cost analysis (life cycle cost estimates, contractor cost management and government monitoring procedures, cost/schedule control systems criteria) and pertinent acquisition strategies. Directs program analysis teams comprised of a variety of disciplines (both administrative and technical) in reviewing progress against established program milestones for all programs being executed which fall under the purview of PM TRADE. The work request an extensive knowledge and understanding of the substantive nature of operating programs, RDTE and follow-on production requirements, as well as knowledge of the interrelationship among the programs and their relationship to DA, DoD and other federal acquisition efforts. Applies a high degree of analytical ability principles and techniques as they relate to long range planning, development and overall program objectives.

1. Provides centralized planning for program estimates, budget formulation and management of budget execution in support of RDTE program elements and developmental end items. This centralized management is provided to PM TRADE and PM CCTS, CSTS and ACTS. Participates in the long range and annual work planning, the establishment of annual work programs including unplanned emergency projects, and the review and evaluation of procurement and production operations. Through review and analysis determines causes of unfavorable trends and variations and takes direct corrective action within limits of delegated authority. Reviews new or changed policies and regulations affecting operations and assures implementation within the various organizational elements; develops or directs the development of new or changed operating policies and procedures. Directs the conduct of special studies and/or preparation of special reports required by higher authority. Maintains close contact with activity chiefs and other key civilian and/or military personnel to keep fully informed on operations, to coordinate actions involving two or more MACOM's or MSC's, and to provide guidance and direction in carrying out plans to achieve progressive improvement and economy of operations. The following tasks are typical work assignments performed in accomplishment of assigned mission:

a. Develops plans, policies, programs, and budget related guidance for RDTE, procurement and OMA formulation and execution based on priorities, documented requirements, capabilities and resource (manpower, material, and dollar) limitations. This information is prepared in the form of congressional descriptive summaries, program submissions, command schedules, to include detailed milestone reporting and development plans required by DA and DoD.

b. Performs management reviews of developmental contracts to ascertain rate of progress vs incurred costs, engineering changes to determine worth and improved performance vs cost; cost growths to determine trends and impacts; and contractor/project manager/executing agents disputes to resolve issues or recommend appropriate courses of action. 60%

2. Performs the following duties in conjunction with budget execution and coordination:

a. Prepares the PM TRADE execution plan, and ensures that program objectives relate to funds available. Recommends, justifies and provides rationale for major reprogramming of funds within the program element and between program elements and restructuring of programs to ensure adequate and efficient distribution of resources and informs assigned executing agencies of any potential or immediate change in plans and policies.

b. Performs special assignments that are of major significance in the accomplishment of the PM TRADE portion of the Army RDTE mission. These assignments may include one or more highly critical functions such as: development of the plan of execution for the Budget Year; control of unfunded requirements and application of available resources, and program management.

c. Represents AMC (PM TRADE) at DA and OSD conferences relative to assigned RDTE/Procurement activities. Participates in working groups and ad hoc committees as they relate to the incumbent's assigned areas of responsibility.

d. Remains in constant contact with related program and budget representatives of AMC, major staff and assigned executing agent counterparts to assure mutual understanding of objectives and proper interpretation of guidance, policies and procedures.

e. Conducts or participates in special studies, analyses, presentations and briefings, as assigned. 40%

Performs other duties as assigned.

Knowledge Required by the Positions 1550 pts

Expert knowledge of program analytical and evaluative methods as applied to the full range of project management functions and execution of all programs managed by the PM TRADE for the research, development and acquisition of major Army Combined Arms Tactical Training Systems. Includes knowledge of goals and objectives; sequence and timing of key program events and milestones; methods of evaluating the worth of the program accomplishments; and relationships with other DA programs and key administrative support functions.

Supervisory Controls 650 pts

Serves under administrative supervision of the Deputy Project Manager, TRADE, concerning policy, overall project priorities and objectives. The employee is delegated complete authority to plan, schedule, carry out all phases of planning, analysis, formulation, justification, presentation, execution and review of assigned programs. Projects under development span the entire life cycle. Incumbent is relied upon to independently schedule and conduct analyses, evaluations and to make recommendations regarding attainment of milestones relating to cost, schedule performance. Incumbent represents PM TRADE at higher level meeting and conferences and recommendations are normally accepted without change.

Guidelines 650 pts

Guidelines consist of basic charter and policies/regulations pertaining to the management of research, development and acquisition of major Army items. As a recognized expert in program planning and evaluation, the employee exercises judgment and discretion in interpreting and revising existing policy; develops guidance for use by others within or outside the agency such as other analysts, line managers and contractors as pertains to RDTE/Procurement activities.

Complexity 325 pts

The assignment is characterized by highly technical development projects, costing in excess of \$70 million RDTE and \$400 million procurement. Since many projects have OSD interest, program analysis is often raised to the same level. The incumbent leads analysis teams comprised of analyst and engineers from many technical disciplines, and develops recommendations to the DA Staff and OSD regarding attainment of milestones relating to cost, schedule and performance of complex development programs.

Scope and Effect 325 pts

The employee serves as project officer responsible for planning, analyzing and evaluating the RDTE/Procurement activities that support the project management of Major Army items. The assignment entails the development of long-range program plans, goals, objectives and milestones to accomplish and evaluate the cost-effectiveness of actions in the achievement of agency programs, and affects compliance with pertinent financial and acquisition policies. Recommendations made by the employee result in changes in the way the program is conducted.

Personal Contacts (Level 3)

Regular and recurring contacts include program officials within DA/DOD and contractors in moderately unstructured settings.

Purpose of Contacts (Level d) 280 pts

Contacts are for the purpose of justifying recommendations affecting multi-million dollar expenditures on Combined Arms Tactical Training Systems and influencing officials to accept/implement same.

Physical Demands 5 pts

Work is primarily sedentary.

Work environment 5 pts

Work is performed in an office setting. total - 3790 pts