SITION DESCRIPTION (Please Re nstructions on the Back)

NL10756

Reason for Submission: Redescription [X] New [ ] Other; Establishment [ ] Other; on (Show any positions replaced)

3. Service: [ ] Hdqtrs. [X] Field

4. Employing Office Location: Orlando, FL

5. Duty Station: STRICOM

6. OPM Certification No.

7. Fair Labor Standards Act: [X] Exempt [ ] Nonexempt

8. Financial Statements Required: [ ] Executive Personnel Financial Disclosure [X] Employment and Financial Interests

9. Subject to IA Action: [X] Yes [ ] No

10. Position Status: [X] Competitive [ ] Excepted (Specify in Remarks) [ ] SES (Gen.) [ ] SES (CR)

11. Position is: [ ] Supervisory [ ] Managerial [X] Neither

12. Sensitivity: [ ] 1—Non-Sensitive [ ] 2—Noncritical Sensitive [X] 3—Critical Sensitive [ ] 4—Special Sensitive

13. Competitive Level Code: 1134

14. Agency Use

Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
U.S. Office of Personnel Management						
Department, Agency or Establishment						
Second Level Review						
First Level Review	PROGRAM ANALYST	GS	0343	11	JS	03-14-95
Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

a. Department, Agency, or Establishment: DEPARTMENT OF THE ARMY

b. Third Subdivision: Project Manager for Combined Arms TAC (X)

c. First Subdivision: U.S. ARMY MATERIEL COMMAND

d. Fourth Subdivision: PM for Ground Combat Training (XG)

e. Second Subdivision: SIMULATION, TRAINING AND INSTRUMENTATION COMMAND

e. Fifth Subdivision

Employee Review—This is an accurate description of the major duties and responsibilites of my position.

Signature of Employee (optional): XG

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 ETCHECHURY, COL, AR PM DIS

Signature: James Etchechury Date: 2/8/95

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.*

Typed Name and Title of Official Taking Action: JAMES M. SKURKA DEPUTY TO THE COMMANDER

Signature: J. M. Skurka Date: 3/14/95

22. Position Classification Standards Used in Classifying/Grading Position: USOPM PCS for Mgmt & Prog Analyst, GS-343, dtd 08/90; Admin Analy Grade Eval Guide, dtd 08/90; Primary Standard, May 77.

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.

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

24. Remarks: Position is at the full performance level.

BUS: 7777

25. Description of Major Duties and Responsibilities (Attached)

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OF 8 (Rev. 1-85) U.S. Office of Personnel Management FPM Chapter 295

PROGRAM ANALYST, GS-343-11

1. INTRODUCTION:

a. This position is located in the Office of the Project Manager, Distributed Interactive Simulation (PM DIS). The mission of PM DIS is to acquire collective task and command/control training systems.

b. The purpose of this position is to perform as a Program Analyst to assist in planning, implementing 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 DIS. Assists in the 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 system criteria) and pertinent acquisition strategies. Assists in reviewing progress against established program milestones, long range planning and development of overall program objectives.

2. MAJOR DUTIES AND RESPONSIBILITIES:

a. Assists in the development of plans, programs and budgets for RDTE, procurement and OMA based on priorities, documented requirements, capabilities, and resource (manpower, material, and dollar) limitations. This input is prepared in the form of congressional descriptive summaries, P-form submissions, program submissions and command schedules. 25%

b. Assists in the performance of management reviews of developmental contracts to ascertain rate of progress versus incurred costs, analyses engineering changes to determine worth and improved performance vs. cost and cost growth to determine impact. 25%

c. Assists in the preparation of the PM DIS execution plan, ensuring that program objectives relate to funds available. 20%

d. Performs special assignments and studies which relate to the successful accomplishment of the PM DIS program. These assignments and studies may include budget drills, analyses of future year in-house resource requirements, tracking execution in the budget year, etc. 10%

e. Conducts or participates in presentations and briefings as assigned. 10%

f. Participates in working groups and AD HOC committees which relate to areas of responsibility. 10%

Performs other duties as assigned.

FACTOR 1 - KNOWLEDGE REQUIRED:

Comprehensive knowledge of program analytical and evaluative methods as applied to the planning and execution of all programs managed by PM DIS. Ability to modify standard practices and procedures to solve a variety of problems related to the life cycle phases of programs. Ability to adapt precedents or make significant departures from previous approaches in determining the kind of information needed to measure effectiveness of program progress. Ability to prepare and present oral and written presentation to clearly define specific problems, provide detailed recommendations and achieve program/project objectives in an efficient and effective manner; and explain the effect of alternative actions of program execution.

FACTOR 2 - SUPERVISORY CONTROLS:

Works under the general supervision of the immediate supervisor who consults with the incumbent on matters such as developing the broad aspects of the assignments and long-term milestones to be reached. Completed work is reviewed for effectiveness in meeting requirements, expected results, and impact on mission functions. Overall objectives and available resources are defined by the supervisor; however, the incumbent independently plans, analyzes, reviews, and carries out assignments. The incumbent keeps the supervisor informed of progress, potential controversial subjects, and situations and actions which affect policy and funds.

FACTOR 3 - GUIDELINES:

Guidelines include Army regulation, federal laws, policy statements, procedures, practices, and other material governing the PPBE system. Often these guidelines do not apply specifically to particular complex and technically difficult program analysis situations, thus requiring use of a high degree of judgement and creativity in selecting, interpreting, and adapting guides. This lack of specificity requires the incumbent to develop relevant data for subjects studied.

FACTOR 4 - COMPLEXITY:

The assignment is characterized by highly technical development program, some costing in excess of $80 million RDTE and $75 million OMA. The incumbent will lead conferences with representatives of the area being studied in order 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 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.

FACTOR 6 - PERSONAL CONTACTS:

Contacts include Program Analysts, Budget Analysts, Project/Product Managers, Project Team Members and other Army specialists and managers. Contacts also are maintained with MACOMs, contractors and professional groups in the public and private sector.

FACTOR 7 - PURPOSE OF CONTACTS:

Contacts are for the purpose of justifying recommendations affecting planning and execution of Distributed Interactive Simulations programs and influencing officials to accept/implement same.

FACTOR 8 - PHYSICAL REQUIREMENTS:

Work is mostly sedentary. There is stress from having to work within a short time frame to complete a particular task.

FACTOR 9 - WORK ENVIRONMENT:

Work is mostly conducted in a typical office setting, which includes adequate ventilation, lighting, and shelter.

SUPERVISORY CONTROLS

ceives close supervision initially consisting of continuous guidance and instructions and a thorough review of work during progress and upon completion. As training progresses and competence is gained, incumbent is permitted to function with increasing freedom from supervision.

MAJOR DUTIES

Receives training in performance of duties and responsibilities set forth on attached job description (PD#). Gradually assumes more responsibility and learns to perform the full scope of the position. 100%

Performs other duties as assigned.

NOTE: Non-competitive promotion of the incumbent of this position may be effected provided the attached description is classifiable to its present title, series and grade level at the time the incumbent meets the following requirements:

a. The incumbent is performing the full scope of the major duties under the supervisory controls stated in the attached description;

b. The incumbent meets the regulatory qualification requirements for promotion.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 10756

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