

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

NL10772001

Reason for Submission Redescription <input checked="" type="checkbox"/> New Reestablishment <input type="checkbox"/> Other	3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location ORLANDO, FL	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 Executive Personnel <input type="checkbox"/> Financial Disclosure <input type="checkbox"/> Employment and Financial Interests <input type="checkbox"/>		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) SES (Gen.) <input type="checkbox"/> SES (CR) <input type="checkbox"/>		11. Position Is: <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither	12. Sensitivity 1- Non-Sensitive <input type="checkbox"/> 3- Critical Sensitive <input type="checkbox"/> 2- Noncritical <input checked="" type="checkbox"/> 4- Special <input type="checkbox"/>	13. Competitive Level Code 1320
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	SUPERVISORY LOGISTICS MANAGEMENT SPEC	GS	0346	13	BP	1/20/98
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 First Subdivision ARMY MATERIEL COMMAND Second Subdivision STRICOM SIM, TRNG & INSTRUMENTATION COMMAND	c. Third Subdivision DIRECTOR FOR LOGISTICS d. Fourth Subdivision LOGISTICS OPERATIONS e. Fifth Subdivision
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2. Employee Review. This is an accurate statement of the major duties and responsibilities of my position.

3. 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

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.

4. Typed Name and Title of Immediate Supervisor
DAVID W. MANNING, DIRECTOR FOR LOGISTICS

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature:  Date: 1/20/98

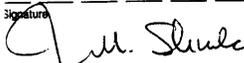
Signature: _____ Date: _____

5. 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
US OPM PCS FOR LOGISTICS MANAGEMENT SERIES, GS-346;
GENERAL SCHEDULE SUPERVISORY GUIDE

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

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: 1/20/98

23. Position Review	INITIALS	DATE								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
POSITION IS AT THE FULL PERFORMANCE LEVEL OF GS-13.

BUS: 8888

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

INTRODUCTION

This position is located in the Logistics Directorate (L), Logistics Operations of the Simulation, Training, and Instrumentation, Command (STRICOM), a major subordinate command of the U.S. Army Materiel Command (AMC). The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of Army training devices, simulations, simulators, instrumentation, targets threat simulators and Advanced Distributed Simulation (ADS). The mission includes cradle to grave life cycle acquisition beginning with tech base program and throughout each phase of the acquisition process. The Commander centrally directs, coordinates and supports the materiel development, acquisitions and sustainment activities through the functional matrix organization and four project managers. This position serves as Chief, Logistics Operations, overseeing operational functions within the Directorate to include budget, manpower, and oversight management of facilities support.

MAJOR DUTIES

1. Prepares Logistics Directorate input for future year Operation and Maintenance, Army (OMA) funding Project Objective Memoranda (POM) for Life Cycle Contractor Logistics Support (LCCS) to include annual review of OMA funding profiles submitted for the 65+ OMA funding entities within the Logistics Directorate. Maintains continuous knowledge of procurement and Logistics support status of each program during year to ensure submitted projections are realistic and reflect projected current and future activities and requirements. Support Director to defend and justify requirements to HQ AMC, and DA on a continuous basis, with preparation of charts and options necessary for each external challenge. Serves as point of contact for Logistics OMA funding for R Directorate.

20%

2. Coordinates the development of the current year OMA logistical support funding obligation plans and tracts the execution of the OMS funding obligation plans requiring analysis of approved funding level vice required funding. Provides recommendations to the Director of Logistics on the allocation of approved assets. Makes continuing recommendation of available assets during fiscal year as a result of quarterly funding receipts available funding reductions caused by levies by higher headquarters, and

absorption of unanticipated requirements. Provides rough order tracking of Logistics funding available and contractual commitments. Provides Director of Logistics recommendation regarding priority or processing logistical support packages when requirements exceed funds available. Provides tracking instruments to monitor commitments and obligations for all 65+ funded program instruments. Develops and presents Unfunded Requirement documentation for submission to R Directorate. Submissions must provide impact and alternatives, which may be applied. Provides recommendations to Director of Logistics when individual program logistics support cost indicates incorporation into consolidated contract should be investigated for accelerated transfer. Overseas and records processing over 600 Logistics support funding packages per annum, and makes recommendations regarding priority of funding with available resources. 30%

3. Monitors current year workload and forecast out year workload by analyzing Logistics Directorate requirements. Utilizing existing database tools, monitors and analyzes workload trends and activities. Provides recommendations to Division Chiefs and Director of Logistics regarding work overload or unbalanced work efforts and provides options for adjusting noted work imbalances. Prepares documentation to support request for additional personnel in the Logistics Directorate workforce and serves as the interface for external reviews of the Logistics Directorate manning levels. 25%

4. Provides direction and supervision for government civilian personnel to include: establishes and assigns office work load and tasks for subordinates, sets immediate and long term goals and priorities for completion of work, evaluates work performance and gives advice, counsel or instruction to employees on both work and administrative matters. Controls personnel management activities to include: interviews candidates for positions, making recommendations for appointment, promotion, or reassignment, hears and resolves complaints from employees, effects minor disciplinary measures and identifies and provides for the development and training needs of employees. Additionally, provides oversight of contractor personnel performing general supply support, property book support, facilities and mail delivery support. 25%

Performs other duties as assigned.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 10772

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