

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
NL10803
6. OPM Certification No.

2. Reason for Submission <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Other Explanation (Show any positions replaced)	3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location ORLANDO, FL	5. Duty Station ORLANDO, FL
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 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 type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> 1- Non-Sensitive <input checked="" type="checkbox"/> 2- Sensitive <input type="checkbox"/> 3- Critical <input type="checkbox"/> 4- Special	13. Competitive Level Code 1466	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	OPERATIONS RESEARCH ANALYST	GS	1515	14	BP	09 JAN 98
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)
DEPARTMENT OF THE ARMY

17. Name of Employee (if vacant, specify)
THOMAS OLSON

18. Department, Agency, or Establishment
ARMY MATERIEL COMMAND

c. Third Subdivision
COMMAND ANALYSIS AND PLANNING OFFICE

a. First Subdivision
(STRICOM) SIMULATION, TRNG & INSTRUMENTATION

d. Fourth Subdivision

b. Second Subdivision
OFFICE OF THE COMMANDER

e. Fifth Subdivision

Employee Review. This is an accurate statement of the major duties and responsibilities of my position.

Signature of Employee (optional)

19. 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.

a. Typed Name and Title of Immediate Supervisor
JERRY L. STAHL, DIRECTOR, CAPO

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

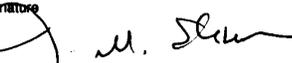
Signature:  Date: 1/28/98

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
US OPM PCS FOR OPERATIONS RESEARCH SERIES, GS-1515; US OPM MANAGEMENT AND PROGRAM SERIES, GS-343; RESEARCH GRADE EVAL GUIDE.

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

Signature:  Date: 1/28/98

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								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
S POSITION IS AT THE FULL PERFORMANCE LEVEL OF GS-14

BUS: 7777

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

INTRODUCTION

Position is located in the Command Analysis and Planning office of the U.S. Army 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.

MAJOR DUTIES

1. Serves as the senior expert responsible for providing operations research services as an analytical basis to identify, monitor, analyze, and assess trends in Simulation Based Acquisition (SBA);. Analyzes SSPs to determine related STRICOM projects, programs, and areas of interest or opportunities. Provides comprehensive evaluation of SSPs from the perspective of official Army SSP Guidelines and other established policy pertinent to SBA. Responsible for institutionalizing and SBA culture in STRICOM. Includes familiarizing management and working level professionals on SBA, participating in IPTs, and assisting management in the identification of requirements for skills training, acquisition of SEA tools, and establishing criteria for SEA. Represents STRICOM at high level meetings on SBA and related topics, e.g., RDA M&S CoC, OSD/DMSO/AMSO working groups, etc. Responsible for establishing partnerships with other Army RDECs and agencies for the promotion and execution of common SBA interests and thrusts. Publishes papers on topical subjects and developments in SBA. Utilizes the techniques of operations research analysis to provide technical planning guidance and direction to all elements of the Command. Provides quantitative and qualitative methodologies and analytical results which serve as a basis for guiding major management decisions and project overall strategy and architecture.

60%

2. Advises high level managers and customers of advantages and disadvantages of different approaches. Briefs study sponsors and high level officials on progress and conclusions of studies. Makes presentations to technical advisory groups and military committees at STRICOM, AMC, DA and DoD levels. Presents, discusses and defends conclusions and recommendations in informal committee and group meetings. Consults with scientists from other government activities and agencies. **25%**

3. Responsible for the supervision, definition of employee objectives, priorities, and deadlines. Also serves as team leader responsible for overall projects. Directs, develops and coordinates study teams and establishes priorities. Responsible for data collection, organization and analyses. The employee resolves any conflicts which may arise. Distributes and balances workload among team members. Reviews work in progress or completed and maintains status reports or major projects. Provides technical guidance to team members. Makes reports to supervisors of team members regarding reassignments, recognition and other personnel needs. **15%**

Performs other duties as assigned.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION

* Mastery of operation research techniques to apply new analytical developments, methodologies, and research findings to broad studies of an unprecedented nature and to analyze statistical and performance data to perform market surveys, risk analysis and trade-off studies.

* Mastery of research techniques and concomitant ability to obtain information concerning subject studies so as to be able to perform sound analyses.

* Expert knowledge of the acquisition, development, fielding, and life cycle support of simulations, simulators, training and instrumentation systems.

* Thorough understanding and working knowledge of the DoD Materiel Acquisition Process and the AMC materiel acquisition process.

* Knowledge and understanding of the mission, doctrine, and strategy of the DoD, Army, AMC and STRICOM.

* Knowledge of the Planning, Programming, Budgeting and Execution System (PPBES).

* Ability to effectively communicate orally and in writing in order to draft, review and offer comments/recommendations on various technical papers, directives, regulations, plans, specification, standards and other documentation of a highly technical nature.

* Ability to organize and lead matrix and/or study teams.

* Ability to originate new ideas, projects, studies, and methodologies.

* Ability to establish and maintain effective relationships with customers, information sources and project team members.

FACTOR 2. SUPERVISORY CONTROLS

Incumbent works under the administrative direction of the Director, Research and Engineering Management concerning project priorities and objectives. Assignments frequently originate out of the liaison activities of the analyst. Independently plans, schedules and carries out major projects, expanding or narrowing the scope as considered appropriate. Keeps supervisor informed of overall project status and points of unusual controversy or sensitivity. Results are considered technically authoritative and are not subject to detailed substantive review. Products are examined for responsiveness to the customer and the effect of the work on policy decisions.

FACTOR 3. GUIDELINES

Guidelines include various DoD, DA, and AMC regulations governing acquisition and strategic planning. Guidance is also in the form of basic administrative policy statements and the employee uses judgement and ingenuity in interpreting the intent of broad, nonspecific guidelines. The employee develops methods and procedures that often serve as precedents for others.

FACTOR 4. COMPLEXITY

The employee performs assignments, individually or as a team leader, which are of major importance to the Command, and DA. The problems studied typically are unique in nature and difficult to define. The work involves substantial breadth, depth and intensity of effort,

involving numerous interrelationships. A very high degree of ingenuity, resourcefulness and creative thinking must be used to develop new information about the subject studied, requiring the analyst to utilize unconventional approaches and adaptation of sophisticated techniques. The study often plants the seed for other work, leading to a series of projects to be carried out by other professionals.

FACTOR 5. SCOPE AND EFFECT

The employee isolates and defines unknown conditions, resolves critical problems or develops new theories. The work results affect the work of other experts, the development of major aspects of administrative, scientific or mission programs. Analytical studies often lead to realignment of functional responsibilities, expansion of activities or divestiture of functions. Results of work are critical to the STRICOM mission on a long term and continuing basis.

FACTOR 6. & 7. PERSONAL CONTACTS/PURPOSE OF CONTACTS

Contacts include high ranking officials within STRICOM, AMC, DA and DoD, as well as officials of other government agencies, and international organizations in moderately unstructured settings. These contacts will take the form of meetings, discussions, and briefings. The purpose of these contacts is to justify and explain findings, foster better understandings, and settle matters involving issues such as recommendations affecting resources and programs or changing the nature and scope of organizations.

FACTOR 8. PHYSICAL DEMANDS

The employee does sedentary work, such as sitting comfortably. There may be some walking, standing, bending, carrying of light items, or driving an automobile. No special physical effort or ability is required to perform the work. 30 percent travel away from the duty station is required.

FACTOR 9. WORK ENVIRONMENT

The employee works in an adequately lighted and ventilated office environment. Exercises normal safety precautions.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 10803

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