

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

1. Agency Position No.  
**NL10923**

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> New <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 <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) 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 1- Non-Sensitive <input type="checkbox"/> 2- Sensitive <input type="checkbox"/> 3- Critical <input type="checkbox"/> 4- Special Sensitive <input type="checkbox"/>		13. Competitive Level Code <b>132A</b>	
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	PROGRAM ANALYST	GS	0343	13	BE	3/19/98
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 (DA)		c. Third Subdivision OFFICE OF THE COMMANDER	
a. First Subdivision U.S. ARMY MATERIEL COMMAND (AMC)		d. Fourth Subdivision COMMAND ANALYSIS AND PLANNING OFFICE	
b. Second Subdivision SIMULATION, TRAINING AND INSTRUMENTATION CMD		e. Fifth Subdivision	

19. 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 it 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.

Typed Name and Title of Immediate Supervisor  
JOHN F. DANIELE, CH, STRATEGIC PLAN& PROG ANAL

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

Signature: *John Daniele* Date: 4/1/98

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 MANAGEMENT AND PROGRAM ANALYSIS, GS-343, 8/90; US OPM ADMIN ANALYSIS GRADE EVALUATION GUIDE, 8/90.

Typed Name and Title of Official Taking Action  
JAMES B. GODWIN, COL, CHIEF OF STAFF

Signature: *J. B. Godwin* Date: 4/1/98

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  
POSITION IS AT THE FULL PERFORMANCE LEVEL.

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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, test and training instrumentation, targets threat simulators and Advanced Distributed Simulation (ADS). The mission includes cradle to grave life cycle acquisition beginning with tech base programs and following through with 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 STRICOM's advisor for organizational improvement. Major responsibilities include conducting organizational self-assessments, employee opinion surveys, external customer surveys, and overseeing the preparation of the President's Quality Award application, as needed. When requested, conducts team building training and serves as a facilitator for improvement teams. Serves as STRICOM's liaison to HQ AMC and the other major subordinate commands for quality initiatives. **45%**
2. Drives the command's internal strategic planning process towards achieving the goals and visions set forth by the STRICOM leadership. Plans, coordinates and directs an Annual Strategic Planning Off-site to provide an annual forum to review the command's vision, mission statement, and develop strategic goals and performance measures for the coming year. Further conducts quarterly and monthly Executive Steering Committee (ESC) meetings to evaluate progress on goals and discuss and decide issues related to command performance on goals. Produces outputs/products of this process, communicating information and decisions as directed by STRICOM leadership. **25%**
3. Interacts directly with the Army Materiel Command (AMC) to obtain guidance and insure compliance with the headquarters strategic and business planning models. As such is responsible for publication and presentation of the command's annual strategic and business plan(s). **20%**

4. Serves as STRICOM's functional expert in the tenets of the National Performance Review (NPR), Governments Performance & Results Act (GPRA) and DOD Reinvention Laboratory initiatives. As such is charged with improving the effectiveness of command processes and operations throughout STRICOM. Focusing on results, quality and customer service, sets goals, measures performance and reports progress on goals. Represents STRICOM at National, DoD and Army level conferences relating to NPR, GPRA, quality and Reinvention initiatives. 10%

Performs other duties as assigned.

**FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION**  
**FL 1-8 - 1550 POINTS**

- Expert knowledge of both qualitative and quantitative analytical management methods.
- Mastery of organizational improvement concepts, principles and methodology as they relate to STRICOM's mission.
- Comprehensive knowledge of the principles of organizational behavior.
- Knowledge of the National Performance Review and Government Performance & Results Act.
- Knowledge in all phases of Strategic and Business Planning.
- Knowledge and understanding of the DoD Materiel Acquisition Process, to include a demonstrated working knowledge of the DOD 5000 series documents, the FAR, and AR 70-1.
- Keen awareness and comprehensive understanding of the mission, doctrine, and strategy of the Army, AMC and STRICOM.
- Expert skills and understanding of the automated database systems to integrate their use and acceptance into STRICOM's everyday business practices.
- In-depth knowledge of the military Command structure, missions, programs and organizational relationships.

**FACTOR 2. SUPERVISORY CONTROLS - FL 2-4 - 450 POINTS**

Incumbent works under the general supervision of the Chief of Strategic Planning and Program Development. As such,

incumbent works independently and work is reviewed only for attainment of objectives and program goals.

**FACTOR 3. GUIDELINES - FL 3-4 - 450 POINTS**

Guidelines include various DoD, AMC and DA regulations governing acquisition, business development, strategic planning and organizational improvement. Guidance is also in the form of basic administrative policy statements and requires the application of judgement and discretion in determining intent. Incumbent must interpret and adapt guidelines when necessary.

**FACTOR 4. COMPLEXITY - FL 4-5 - 325 POINTS**

Difficulty exists in identifying the nature of the issues or problems encountered. The work involves implementing basic changes to planning, controlling and budgeting STRICOM's activities and allocating its resources.

**FACTOR 5. SCOPE AND EFFECT - FL 5-5 - 325 POINTS**

Incumbent has responsibility for maintaining active affiliation with other strategic planning, business development and organizational improvement activities throughout AMC. 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.

**FACTORS 6&7. PERSONAL CONTACTS/PURPOSE OF CONTACTS**  
**FACTOR LEVEL 3D - 280 POINTS**

Contacts include management and employees within STRICOM, AMC, and Department of the Army 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 understanding and settle matters involving issues such as recommendations affecting resources and programs.

**FACTOR 8. PHYSICAL DEMANDS - FL 8-1 - 5 POINTS**

The work is primarily sedentary.

**FACTOR 9. WORK ENVIRONMENT - FL 9-1 - 5 POINTS**

Work is typically performed in an office setting.

**NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL 10939001**

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