

**POSITION DESCRIPTION** (Please refer to instructions on the back)

Agency Position No.  
**NL10945**

1. Reason for Submission:  Redescription  New  Reassignment  Other  
 2. Service:  Hdqrs.  Field  
 3. Employing Office Location: **Orlando, FL**  
 4. Duty Station: **Orlando, FL**  
 5. OPM Certification No.  
 6. Fair Labor Standards Act:  Exempt  Nonexempt  
 7. Financial Statements Required:  Executive Personnel Financial Disclosure  Employment and Financial Interest  
 8. Subject to IA Action:  Yes  No  
 9. Competitive Level Code: **12-09**  
 10. Position Status:  Competitive  Exempt (Specify in Remarks)  
 11. Position is:  Supervisory  Managerial  Neither  
 12. Sensitivity:  Non-sensitive  Critical sensitive  Noncritical sensitive  Special sensitive  
 13. Agency Use

14. Classified/Graded by: \_\_\_\_\_ Official Title or Position: \_\_\_\_\_ Pay Plan: **GS** Occupational Code: **0301** Grade: **12** Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
 15. U.S. Office of Personnel Management  
 16. Department, Agency or Establishment  
 17. Second Level Review  
 18. First Level Review: **PROJECT DIRECTOR** **GS 0301 12** **3/7/95**

19. Organizational Title or Position (if different from official title): \_\_\_\_\_ 17. Name of Employee (if vacant, specify): \_\_\_\_\_  
 20. Department, Agency or Establishment: **Department of the Army**  
 a. First Subdivision: **U.S. Army Material Command**  
 b. Second Subdivision: **STRICOM**  
 c. Third Subdivision: **Directorate of Logistics (L)**  
 d. Fourth Subdivision: **Virtual Simulation Logistics Readiness Division**  
 e. Fifth Subdivision: \_\_\_\_\_

Employee Review—This is an accurate description of the major duties and responsibilities of my position.  
 Signature of Employee (optional): \_\_\_\_\_  
 21. 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: **JOHN E. LAHR, CH, Logistics Readiness Div.** Date: **7/27/95**  
 b. Typed Name and Title of Higher-Level Supervisor or Manager (optional): **LOUIS A. SUCICH, Directorate for Logistics** Date: **7/27/95**

22. 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.  
 23. Position Classification Standards Used in Classifying/Grading Position:  
**USOPM PCS for GS-301 dtd Jan 79**  
**USOPM PCS for GS-343 dtd Aug 90**  
**USOPM PCS for GS-346 dtd Jan 87**  
**ADMIN ANAL GRADE EVAL GUIDE, dtd Aug 90**  
 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.

24. Position Review - Initials Date Initials Date Initials Date Initials Date  
 a. Employee (optional)  
 b. Supervisor  
 c. Classifier: **BJ 1/20/98**

Position is at the full performance level. BUS:7777

## INTRODUCTION

Position is located in the ~~Logistics Readiness~~ <sup>Virtual Simulation</sup> Division, Directorate for Logistics, U.S. Army Simulation, Training and Instrumentation Command (STRICOM). STRICOM is responsible for the development, fielding and life cycle support of Non-System Training Devices, Simulators and Simulations (TDSS), System specific TDSS, and Instrumentation, Targets and Threat Simulators. STRICOM is a Major Subordinate Command of the Army Materiel Command (AMC).

## MAJOR DUTIES

<sup>Simulation</sup> Serves as a Senior Project Director assisting the Chief, ~~Logistics Readiness~~ <sup>Virtual Logistics</sup> Division in planning, directing, budgeting and controlling the accomplishment of division responsibilities. Serves as expert advisor in resolving complex technical and managerial issues. Responsible for professional program oversight to include development and implementation of all facets of Life Cycle Contractor Support (LCCS) to meet DA requirements. Leads the activities of a professional staff of Project Directors engaged in the integrated management of assigned training devices/training instrumentation systems.

1. Exercises technical responsibility for all programs falling under the assigned consolidated LCCS contract(s) and procurements supporting Foreign Military Sales (FMS) and Non-Standard Training Device efforts. Coordinates support from other branches and divisions within STRICOM for modifications/upgrades to fielded systems, large scale exercise support, movement and installation of fielded systems, BRAC coordination and implementation as it relates to training systems. Monitors contractor's performance on the consolidated LCCS contract(s), changes in policy guidance and its future impacts. Prioritizes work schedules to meet program objectives resulting from new or modified program requirements. Ensures organization of schedules and priorities. Reviews technical policy and provides input when required. Guidance is provided on technical issues to meet the customer's requirements. 30 %

2. Analyzes current program requirements to include budgets, user needs and special requirements. Develops a comprehensive and cost effective contract logistics support program designed to meet mission requirements. <sup>Responsible for the</sup> analysis/evaluation of the ~~Logistics Readiness~~ Division programs as they effect assigned consolidated LCCS contract(s). Analyzes current and projected support requirements from the Project Directors to develop Program Operating Memorandum (POM) submissions along with supporting documentation. When special requirements surface (i.e., modification/upgrades), coordinates/negotiates for necessary funds, with applicable PEO/PM, MACOM, Joint Service or other supported user. Serves as

single point of contact for funding issues concerning assigned consolidated LCCS program. 25 %

3. Serves as Senior Project Director and leads personnel in the accomplishment of assigned functions. Assists the Division Chief in the execution of administration and personnel management responsibilities. Initiates requests for filling vacancies to include hiring and justifying additional personnel. Recommends personnel and/or position actions. Develops and participates in writing work performance standards, observes worker's performance and periodically evaluates their performance. Monitors employee training program to ensure level of certification required for the position is met. Provides advice and counsel to employees on work and administrative matters. Assists employees in improvement of performance, and keeps them informed of policies, personnel and other management programs. Gives guidance to promote team work. 20%

4. Visits LCCS contractor's facilities, other government agencies, and higher headquarters for the purpose of insuring program accomplishments. Represents the Director of Logistics in meetings, working groups, and committees with other ARMY agencies and commands in connection with major policy and procedural matters involving LCCS for fielded systems. Has the authority to state the position of the Director and to make commitments for action. 10%

5. Provides program status reports to the Division Chief and higher commands. Updates the Division Chief on objectives identifying areas requiring assistance or revision. Identifies difficult areas and presents options for correction to Division Chief and Director. Provides input to other AMC, DA, and DOD activities engaged in LCCS of fielded systems to assure that program requirements can be met with the available resources. 15 %

Performs other duties as assigned.

#### FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION

Extensive knowledge of all functional activities such as funding, integrated logistics support, manufacturing technology, acquisition, engineering, safety, quality, system performance, reliability, schedules, maintainability, and durability for effective management of training devices.

Comprehensive knowledge of management principles and methodology as they relate to the STRICOM mission. This includes expert knowledge of STRICOM's organization and mission objectives.

In-depth knowledge of DOD materiel acquisition and training device acquisition process to determine how well the system is

meeting or will meet its technical and operational requirements and the performance of related technologies such as lasers, communications, visual systems, and networking currently required in training devices.

Extensive knowledge of contracting and procurement package preparation, including Statement of Work (SOW), Specifications, Contract Data Requirements List (CDRL), and Request for Proposals (RFP).

Knowledge of management and supervision principles and the ability to implement them to effectively lead and supervise personnel to accomplish command goals.

Ability to synergize and merge diverging ideas required to successfully market improved LCCS concepts and techniques to all levels of command to include higher headquarters and industry.

Ability to communicate effectively both orally and in writing.

#### FACTOR 2 SUPERVISORY CONTROLS

Works under the supervision of the Chief, ~~Logistics Readiness~~ <sup>Virtual Simulation</sup> Division who defines broad objectives and policies for the Director of Logistics. Works independently with the delegated authority of the Division Chief. Relied upon to effectively review/assess performance toward achievement of established performance goals of the consolidated LCCS program and to provide necessary corrective direction and guidance. Work is reviewed in broad terms of overall effectiveness, adherence to policy, and successful achievement of program objectives. Incumbent is recognized as the ultimate authority in their assigned Consolidated Life Cycle Contractor Support (LCCS) programs.

#### FACTOR 3 - GUIDELINES

Guidelines include Army and other Federal laws, regulations and policy statements pertaining to LCCS operations. While guides may be generally applicable, adaptation of the guidelines to specific program requirements are required when dealing with problems such as identification of project team members, limited or changing funds, schedule changes, contractor performance, and contract and training device requirements. Considerable judgement must be made when program constraints and peculiarities preclude following established policies and procedures.

#### FACTOR 4 COMPLEXITY

Assignments involve executing a broad set of customer/major command requirements to include exercising independent judgement in making authoritative decisions. These decisions require adhering to command cost, schedule and performance requirements. Incumbent is held accountable for the accuracy and full justification of all actions, decisions and commitments. The

incumbent must be resourceful and innovative in solving novel and obscure criteria problems, which typically involve combinations of complex features.

#### FACTOR 5 SCOPE AND EFFECT

Serves as principle advisor to the Chief, Logistics Readiness Division, Director of Logistics, Project Managers, AMC, and DA regarding all aspects of LCCS management within the area of responsibility. Maintains continuous liaison and participates in monitoring collaborative planning with pertinent military users, DA Staff and other agencies to render advice and counsel on assigned management activities. The work has a direct impact on worldwide availability of training devices, simulators and simulations to meet training requirements of the U.S. Army.

#### FACTOR 6 PERSONAL CONTACTS

Serves as advisor and as the Division Chief's and Director's principal representative at high level conferences and meetings with representatives from DOD, DA, AMC, other commands and agencies, and private industry on matters concerning consolidated programs. Contacts outside of DOD include domestic contractors and representatives of foreign contractors and governments.

#### FACTOR 7 PURPOSE OF CONTACTS

Represents the Division Chief and the Director in meetings, working groups, and committees with other Army agencies and commands in connection with major policy and procedural matters involving fielded system support of assigned systems. Resolves difficulties of problems identified in requirements documents. Directs and monitors the work performed by project team members. Assists lower graded project directors in the performance of their duties. Persuasion and motivation are often necessary to achieve agreement on controversial issues, or arriving at compromise solutions, viewpoints, goals or objectives among diverse program participants with different objectives or views. The incumbent must defend or justify critical program decisions to higher levels of management as appropriate.

#### FACTOR 8 PHYSICAL DEMANDS

Sedentary work involving little physical exertion or risk.

#### FACTOR 9 WORK ENVIRONMENT

Work is performed in an office setting. Moderate to extensive travel to attend meetings at contractor sites or field activities is required.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 10945

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