

POSITION DESCRIPTION (Please Refer to Instructions on the Back)

1. Agency Position No. NL10993.

2. Reason for Submission: Redescription / New Establishment / Other (Show any positions replaced)

3. Service: Hdqtrs. / Field

4. Employing Office Location: Orlando, FL

5. Duty Station: Orlando, FL

6. OPM Certification No.

7. Fair Labor Standards Act: Exempt / Nonexempt

8. Financial Statements Required: Executive Personnel Financial Disclosure / Employment and Financial Interests

9. Subject to IA Action: Yes / No

10. Position Status: Competitive / Excepted (Specify in Remarks)

11. Position is: Neither / Supervisory / Managerial

12. Sensitivity: 2-Noncritical Sensitive / 1-Non-Sensitive / 3-Critical Sensitive / 4-Special Sensitive

13. Competitive Level Code: 12-09

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	PROJECT DIRECTOR	GS	0301	12	JK	8-1-95
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

a. First Subdivision: U.S. Army Material Command

b. Second Subdivision: STRICOM

c. Third Subdivision: Directorate of Logistics (L)

d. Fourth Subdivision: LIVE SIMULATION DIVISION (LL)

e. Fifth Subdivision: ~~Logistics Readiness Division (LR)~~

Signature of Employee (optional)

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

Personnel 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.

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional): LOUIS A. SUCICH, Directorate for Logistics

Signature: [Signature] Date: 7/27/95

Signature: [Signature] Date: 7/27/95

22. 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.

Typed Name and Title of Official Taking Action: JAMES M. SKURKA, Deputy to the Commander

Signature: [Signature] Date: 8/9/95

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

Position is at the full performance level. BUS:777

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

INTRODUCTION

This position is located in the ~~Logistics Readiness~~ ^{Live Simulation} Division, Directorate for Logistics, U.S. Army Simulation, Training and Instrumentation Command (STRICOM). STRICOM is a Major Subordinate Command of the Army Materiel Command (AMC). Stricom is responsible for the development, fielding and life cycle support of Non-System specific TDSS, and Instrumentation, Targets and Threat Simulators.

MAJOR DUTIES

Live Simulation Div Provides project direction, management, implementation and Integrated Logistics Support (ILS) to the Senior Project Director and Chief, ~~Logistics Readiness Division~~. Engages in project direction of life cycle management and procurement of new system/devices in support of the ~~Logistics Readiness~~ Division. Responsible for intensive management of omnibus Life Cycle Contractor Support (LCCS) contracts.

1. Responsible for the development of an Acquisition Strategy for each project. Plans for the necessary matrix resources both in and out of STRICOM. Writes Acquisition Plan(s) and all other required project documents for approval; writes the contract Statement of Work, schedules, data requirements lists, etc. Responsible for the successful award of assigned LCCS, production and engineering change contracts, maintaining contract award schedule, and the authority to resolve problems in this area with matrix team members. Serves as the Contracting Officer's Representative (COR) for all assigned projects. Serves as the chairman of Source Selection Evaluation Board (SSEB) for assigned programs/projects and provides the contracting officer the results of the evaluation through a Proposal Evaluation Report (PER). Serves as Project Director for systems/components undergoing modifications, integration of new requirements, reprocurements, relocations, and secures support and manages a matrix team from sources within and outside STRICOM to meet user/project requirements. Reviews transition plans for TDSS identified for incorporating into LCCS contracts and identifies plan shortfalls in areas of logistics support and present case for corrective actions, in writing and verbally, to correct the deficient items. Updates and coordinates changes to the Source Selection Plan. Provides changes to the Acquisition Plan as necessary, with the pertinent Department of Army staff agencies, AMC subordinate commands, TRADOC, NGB, and FORSCOM. Addresses all elements of integrated project support planning. Modifies and coordinates the Material Fielding of the training system; serves as a member of the Material Fielding Team. 30%

2. Develops budget requirements and obligation plans for assigned projects. Manages funding and obligation plans within LCCS contract efforts, ensuring that funds are prudently managed by the contractor (especially on cost plus contracts). Notifies the Senior Project Director of funding discrepancies in a timely

manner. Plans, manages and budgets for Systems Integration Tasks (hardware and Software), Independent Verification and Validation (IV&V), Subject Matter Experts (SME's), Support Service Contractor efforts, Functional Configuration Audits (FCAs), and Physical Configuration Audits (PCSS). Provides the project guidance, priorities and reviews documentation in support of the goals of STRICOM, to include user activities. Analyzes the Logistics Support Analysis (LSA) and the Logistics Support Analysis Record (LSAR) summaries to extract information to formulate a base cost for device modifications and/or reprocrements. 30%

3. Provides Project Director functions in support of assigned Foreign Military Sales (FMS) procurement actions. Support includes pre-project efforts in developing cost estimates for new requirements. Provides reprocrement expertise. Coordinates with the various commands unique to FMS procurements to include U.S. Army Security Assistance Command and various U.S. Embassies on procedures for delivery, installation and training of foreign students. Arranges coordination between contractors and foreign freight forwarders to provide shipment of the training devices/systems. Reviews and provides instructions of policies and procedures as they relate to FMS unique procurements. Coordinates and monitors training courses, both CONUS and OCONUS, for foreign students to include hotel, travel and rental car arrangements. 10%

4. Serves as chairman of the Configuration Control Board in the preparation and evaluation of proposals/ECP's; monitors contractual efforts to ensure all requirements and milestones are met. Supports the Competition in Contracting Act (CICA), Small Business Administration (SBA), Federal Information Processing (FIP), and Value Engineering (VE) program. 15%

5. Prepares and presents formal and informal information and decision briefings to the Installation/Activity Commanders. Coordinates, staffs, prepares executive staff summaries and letters for concurrence and/or acceptance. Provides STRICOM interface to MACOMs, NGB, Advanced Warfighting Experiments and DA level activities for future requirements. Provides direct support and integration support through the LCCS contractor as COR/ACOR. 10%

6. Maintains competency through continuing training courses in Federal procurement laws to include Federal Acquisition Regulations (FAR), Defense Federal Acquisition Regulations (DFAR), DoD Guidance, Navy Procurement Acquisition Regulations (NPARS), Mil-Standards (Mil-Std), Army Materiel Command Directives, Standard Operating Procedures (SOPs), Base Orders and internal directive guidance. 5%

Performs other duties as assigned.

FACTOR 1. - KNOWLEDGE REQUIRED BY THIS POSITION

Extensive knowledge of overall management, principles and methodology as they relate to STRICOM's mission. This includes comprehensive knowledge of project management, as related to STRICOM's organization, mission, objectives, and procedures; the relationship of management to other project areas such as acquisition, engineering, safety, quality, R&D, and sustainment.

Ability to analyze when conducting statistical process control techniques, in order to direct studies and develop innovative approaches to the resolution of very complex or highly sensitive problems as they relate to assigned projects (i.e., CTC's, SIMNET, COFT, CCMSS MILES/TES, ADFAC, Flight Simulators). These problems may encompass very broad areas to include dispersed activities and conflicting authorities.

Ability to successfully market improved LCCS concepts and techniques to all levels of command including higher headquarters.

Ability to meet and deal effectively with fellow employees, supervisors, managers and executives of the Federal sector, high level officials of educational, public and private industry sectors.

Extensive knowledge of the acquisition process as it relates to LCCS of complex training systems and the procurement process associated with the contracting for and fielding of Foreign Military sales (FMS) and Non-Standard training device requirements. This includes knowledge and demonstrated experience in the following areas necessary to execute an omnibus LCCS contract; Basis of Issue Plans, Qualitative/Quantitative Procurement Resource Initiative (QQPRI), Integrated Logistics Plan, Publications, Provisioning, Support Equipment, Maintenance Planning, Software/Hardware Modification and Development, Computer Resources Management Plan (CRMP), Supply Support, Logistics Support Analysis Records, Facilities management, Personnel, Training, Transportation, Handling, Configuration, Data Management, MANPRINT domains, Human Factors Engineering, Production Techniques, Planning, Programming and Budgeting Execution System.

In-depth knowledge of equipment maintenance to include design principles for hardware and software to manage the system changes.

FACTOR 2. - SUPERVISORY CONTROLS

Assigned to the cognizant Deputy Program/Project Managers (DPM), ~~Logistics Readiness~~ ^{a Simulation} Division, who provides administrative and project supervision of the position, and provides broad program objectives of the Division. Works in an independent manner, with the delegated authority of the DPM. Works within the policies

and objectives of STRICOM. DPM relies on incumbent to possess and apply thorough knowledge of operational and technical principles. Incumbent is expected to utilize ingenuity, initiative, and resourcefulness in developing strategies and in managing direction, integration, and control of all essential program elements consistent with the acquisition plan. Work performance is reviewed in terms of overall satisfaction of assigned project; accomplishment of milestones, ability to stay within funding limitations and adequacy of end product.

FACTOR 3 - GUIDELINES

Guidelines include Federal Acquisition Regulations, Defense Federal Acquisition Regulations, DoD Guidance, Navy Procurement Acquisition Regulations, Mil-Standards, Army Material Command Directives, Standard Operating Procedures, Base Orders and internal directive guidance and other similar criteria pertaining to LCCS operations and related specializations. These guidelines typically do not provide detailed and specific procedures, precedents, and other relevant information. The incumbent is expected to use a high degree of judgement to resolve complex problems. Required to plan/direct and execute acquisition strategies. Strategies must effectively integrate and coordinate the organization's needs for procurement, maintenance, movement of equipment, supplies, and personnel essential to the success of the overall mission.

FACTOR 4 - COMPLEXITY

Assignments involve executing a new omnibus LCCS support operation based upon consolidation and competition and the procurement process associated with the contracting for and fielding of Foreign Military Sales (FMS) and Non-Standard Training Device requirements. Changes in mission priorities, multi-year funding, and Army's vision, goals, and long term plans, require the ability to visualize results of new or revised methods, procedures or organizational structures, and other related LCCS processes.

Participates in conferences at all levels to establish cooperative relationships, present controversial and critical observations to include recommendations, and convince others to accept proposals with which they may disagree.

FACTOR 5 -- SCOPE AND EFFECT

The purpose of the work is to collaborate with the Program/Project Manager, Deputy Program/Project Managers and other organization officials to develop, implement, and monitor LCCS projects that identify the specific requirements for funding, manpower, material, facilities, and processes needed to fulfill mission goals. The work has a direct impact on worldwide availability of training devices, simulators and simulations to meet training requirements of the U.S. Army.

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FACTOR 6 - PERSONAL CONTACTS

Contacts are with military/civilian organization managers and support personnel involved in the program/project. Representative contacts may include MACOM staffs, Installation Commanders, Program/Project Managers, directors of major program components, and contractor representatives.

FACTOR 7 - PURPOSE OF CONTACTS

Represents the activity's LCCS function at meetings and conferences; provides LCCS project information to Army and civilian managers, presents status reports and projections, provides data to other planning and program/project personnel, analyzes effectiveness of the contractor's efforts and resolves differences between LCCS contract provisions and the contractor's product or service; and advises on such matters as financial and manpower resources as they relate to assigned project. The incumbent must defend or justify critical program decisions as appropriate.

FACTOR 8 - PHYSICAL DEMANDS

Requires a combination of sedentary work and work at the device sites to include a variety of environmental conditions from desert heat to below freezing temperatures. Working at the device sites requires a variety of physical activity to include walking, standing and climbing stairs.

FACTOR 9 - WORK ENVIRONMENT

Work is performed both in an office and field setting. Work at field activities can require working without modern conveniences to include lighting, air-conditioning and plumbing. Moderate to extensive travel to attend meetings at contractor sites or field activities is required.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 10993

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