

**POSITION DESCRIPTION** (Please Refer to Instructions on the Back)

Agency Use Only  
 NL11169001

Reason for Submission		3. Service		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
<input type="checkbox"/> Reassignment <input type="checkbox"/> Retirement <input checked="" type="checkbox"/> New <input type="checkbox"/> Other <small>(Please show any positions replaced)</small>		<input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		ORLANDO, FL		Orlando, FL		NL11169001	
7. Fair Labor Standards Act		8. Financial Statements Required		9. Subject to IA Action		10. Position Status		11. Position is:	
<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		<input type="checkbox"/> Executive Personnel <input checked="" type="checkbox"/> Employment and Financial Interests		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		<input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	
12. Sensitivity		13. Competitive Level Code		14. Agency Use		15. Classified/Graded by		16. Pay Plan	
<input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Social Sensitive		12-75				U.S. Office of Personnel Management		GS	
17. Name of Employee (if vacant, specify)		18. Department, Agency or Establishment		19. Second Level Review		20. First Level Review		21. Recommended by Supervisor or Initiating Office	
BEHAN, K		U.S. ARMY				LOGISTICS MANAGEMENT SPECIALIST			

8. Department, Agency, or Establishment		c. Third Subdivision	
U.S. ARMY		DIRECTOR FOR LOGISTICS (L)	
a. First Subdivision		d. Fourth Subdivision	
ARMY MATERIEL COMMAND		Constructive Sim. Div. (L) LC	
b. Second Subdivision		e. Fifth Subdivision	
STRICOM		LOGISTICS CAT SYSTEMS BRANCH (LDE)	

19. See Review—This is an accurate description of the major duties and capabilities of my position.

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 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		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
LD Div Chief HARRY V. BRANN Chief, Logistics CAT Systems Branch		LOUIS A. SUCICH, JR. Director for Logistics	
Signature: <i>[Signature]</i>		Signature: <i>[Signature]</i>	
Date: 9/11/95		Date: 4/15/95	

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  
 USOPM PCS for GS-346 dtd 01/87;  
 Admin Analysis Grade Eval Guide, dtd 08/90

Typed Name and Title of Official Taking Action		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.	
JAMES M. SKURKA Deputy to the Commander			
Signature: <i>[Signature]</i>			
Date: 5/11/95			

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

Position is at the full performance level. BUS:7777

techniques will fulfill a training requirement or whether a new requirement exists. When appropriate, recommends initiation of research projects to develop more efficient and cost-effective methods of accomplishing the required training. (5%)

4. Establishes a milestone schedule upon initiation of a new program and determines and coordinates the completion of tasks required to meet the milestones. These tasks include preparation of specifications, preparation of contractual documents, review of technical proposals, award of contract, acceptance testing of training devices and completion of scheduled formal reviews. Insures that modifications are included in updated data packages and requirements statements prior to procurement. (25%)

5. Exercises technical surveillance and control, through centralized management of technical and administrative oriented aspects of assigned training device acquisition and modification projects. Surveillance and management requirements include providing direction and control for all acquisition functions, such as: scheduling, budgeting, testing production, deployment, and planning for and executing life cycle support of training devices. Provides guidance and responsive solutions to maintenance and supply support problems. Interprets and implements DA and DoD policies having significant bearing on assigned functions. Maintains continuing liaison with various elements within DoD. (10%)

Performs other duties as assigned.

#### Factor 1 - Knowledge Required by the Position:

- Incumbent must possess extensive knowledge of Integrated Logistic Support for acquisition planning, evaluation, implementation and execution to the extent that experience and sound judgement is utilized to resolve logistic supportability problems. Ability to extend and modify existing ILS techniques or procedures and develop new approaches for use by other logistics specialists in solving a variety of support problems. Extensive knowledge of the acquisition process and capability to conduct studies and analyses including Logistics Support Analysis (LSA) that identify special logistic element requirements, and determine how to correlate those requirements with program objectives to assure implementation during the various phases of the system life cycle. Applies experimental theories, new developments, and experienced judgement in solving ILS problems generally not susceptible to treatment by accepted methods. Extends, modifies and/or adopts new lines of inquiry for ILS approaches to more effectively and economically assist management in reaching program/project objectives. Sets patterns for subsequent ILS management which have a wide-scale effect on government organizations and the participating private sector for cognizant programs. Utilizes skills, abilities, and experience to summarize ILS programs and long-term plans involving substantial investments of resources. Ability to interpret and present to top-level management for acceptance ILS recommendations for resolving logistic problems, or how to increase ILS services while assuring effective and economical mission objectives. Extensive knowledge of contracting and procurement package preparation, including Statement of Work (SOW), Specifications, Contract Data Requirements List (CDRL), and Request for Proposals (RFP). In-depth knowledge of the training device acquisition process to determine how well the system is meeting or will meet its logistic and operational requirement. Represent the organization as the ILS management expert within and outside the Command regarding the scope of logistics elements needed during various phases of the acquisition process.

## Factor 2 - Supervisory Controls:

- General supervision is provided by the Branch Chief, who (1) provides administrative direction with assignments, identifying goals to be achieved; and (2) consults with incumbent in terms of broadly defined policies, technical objectives, and long term milestones to be reached. Overall objectives and available resources are defined by the supervisor; however, the incumbent independently plans, analyzes, reviews, and carries out assignments. Incumbent is expected to utilize ingenuity, initiative and resourcefulness in developing strategies and in managing the direction, integration and control of all logistic elements consistent with the acquisition plan. Completed work is reviewed by the supervisor for effectiveness in meeting requirements, expected results, and impact on mission functions. Results of work are considered technically authoritative and conclusions and/or recommendations are normally accepted without significant change. The incumbent keeps the supervisor informed of progress, potentially controversial subjects, and situations and actions which affect policy and funds.

## Factor 3 - Guidelines:

- Guides: Guidelines include Department of Defense (DoD), Department of the Army (DA), STRICOM, and Naval Air Warfare Center - Training Systems Division (NAWCTSD) regulations and directives, handbooks, precedents, and files of previous projects. While guides are generally applicable, the incumbent makes adaptations in dealing with problems such as project assignments, team members, limited or changing funds, schedule changes, contractor performance, and contract and training device requirements.

## Factor 4 - Complexity:

- Assignments involve new concepts producing new and varied problems to be solved which demand technical expertise and knowledge of state-of-the-art electronics and component maintenance. Requires the incumbent to be especially versatile and innovative in adapting, modifying, or making compromises with traditional support structures and originate new techniques for integrating the logistic disciplines. Serves as liaison to the PDs, contractors, and other team participants on assigned tasks. Maintains responsibility for resolving divergent viewpoints and for making critical decisions resulting from unforeseen situations which develop on an almost daily basis, i.e., employing contractor new approaches which may significantly enhance the logistic considerations but entail additional unplanned funding. Establishes process and procedures to facilitate logistic management and task accomplishment. Analyzes periodic reports, ascertains the status of projects, difficulties encountered, etc. Provides supervisor a record of information concerning work performance for consideration in employee performance evaluations. Makes suggestions to supervisor regarding reassignments, recognition and other personnel needs.

- Identifying what needs to be done: Defines program requirement such as funding, schedules, integrated logistics support, etc.; translates requirements into discrete, attainable objectives, scheduled to coincide with the expected date of delivery. Applies extensive knowledge of the acquisition process in the development of a schedule which will result in the integration and completion of all program logistic elements.

- Difficulty and Originality: Incumbent must possess extensive knowledge of all logistic functional activities required for effective management of training devices/simulators, together with extensive abilities to accomplish the duties. Responsibilities include planning, directing, and controlling evaluation, defining logistics support, and fielding of Army training devices and systems. Assists in the more complex projects which vary in dollar value in support of the U.S. Army as well as Foreign Military Sales (FMS). Training devices/simulators can be technologically sophisticated devices which utilize

complex computer simulations requiring 2-5 years from initiation to fielding.

**Factor 5 - Scope and Effect:**

- Purpose: The purpose of the work is to provide expertise as a logistics specialist by furnishing advisory, planning, or reviewing services on specific problems, projects, programs and function. This work includes the development of criteria, procedures and instructions for logistics managers and private sector program/project participants in the effective integration and coordination of the various logistics elements at the proper time and at the proper level of intensity.
- Impact: Work has an impact on procurement methods, safety, economy, efficiency, types and sizes of systems to be fielded and/or installed at U.S. Army facilities and installations.

**Factor 6 - Personal Contacts:**

- Personal contacts within DoD include Project/Program Managers and Project Directors, engineers, logistic managers, element managers, procurement personnel, military officers, officials and managers of AMC, TRADOC, FORSCOM, and the appropriate commodity commands. Contacts outside of DoD will include domestic contractors and representatives of foreign contractors and governments.

**Factor 7 - Purpose of Contacts:**

- The purpose of contacts with high-level Army personnel are for providing ILS guidance and advice concerning requirements, development, implementation, and future planning that assures materials, money, manpower, and other logistics support efforts are available during the acquisition phase. Contacts outside the U.S. Army are to explain the U.S. Army's ILS system, discuss ILS acquisition management criteria, phase in of ILS elements during life cycle milestones, and resolve ILS problems that adversely impact in a substantial way the Program Managers efforts to accomplish the mission. Negotiate agreements with agencies and contractors where there are conflicting opinions among organizations or among individuals who are experts in the field, or to justify the feasibility and desirability of logistic proposals to top agency officials. Typical of these contacts are meetings with government and industry personnel developing the training devices and/or requirements.

**Factor 8 - Physical Requirements:**

- The work is mostly sedentary; however some walking, bending, climbing are required to inspect or inventory training devices at various stages of construction or installation.

**Factor 9 - Work Environment:**

- The work is performed primarily in an office setting. There may be occasional exposure to inclement weather conditions and noise at out door ranges and training facilities. Approximately 30 percent temporary duty travel is required.

Special Requirements:

Incumbent must be able to obtain and retain a top secret clearance.

Subject to drug Testing.

**NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 11169**

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