

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Orlando, FL		5. Duty Station Orlando, FL		1. Agency Position No. NL11240	
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input checked="" type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		6. OPM Certification No.		13. Competitive Level Code 121D	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks)		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 type="checkbox"/> 3 - Critical Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive		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	LIFE CYCLE PROJECT DIRECTOR	GS	0301	12		
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)		17. Name of Employee (if vacant, specify)	
Department of the Army		Directorate of Logistics (L)	
a. First Subdivision U.S. Army Material Command		d. Fourth Subdivision Logistics Live Simulation Division (LL)	
b. Second Subdivision STRICOM		e. Fifth Subdivision	

19. Employee review - This is an accurate description 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 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
DONALD OGRAYENSEK, Chief, Logistics Live Simulation Div

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

Signature _____ Date 8 Dec 99

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
USOPM Handbook of Occupational Series, GS-301, Jan 99; USOPM AAGEC, Aug 90

Typed Name and Title of Official Taking Action
JAMES B. GODWIN, COL, FA, Chief of Staff

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 of 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. BUS: 7777

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

Introduction:

This position is located in the Constructive Simulation Division, Directorate for Logistics, 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. The mission includes cradle to grave life cycle acquisition support, beginning with tech base programs 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 Mangers.

Incumbent will provide project direction, management, implementation and Integrated Logistics Support (ILS) to the Senior Project Director and Chief, Logistics Constructive Simulation Division (LC). Engages in project direction life cycle management and procurement of new systems/devices in support of the Logistics Constructive Simulation Division and designated Project Management Offices. Responsible for intensive management of omnibus Life Cycle Contractor Support (LCCS) contracts.

Major Duties

Responsible for the development of a Life Cycle Acquisition Strategy for each assigned project. Plans for the necessary matrix resources, within and outside of STRICOM. Assists in development of the Acquisition Plan(s) and other required project documents for approval; writes assigned portions of the contract Statement of Work, establishes schedules, data requirements lists, etc. Responsible for the assigned acquisition programs, production and engineering change contracts, maintaining contract award schedule. Resolves problems in this area with integrated product team members. Serves as the Contracting Officer's Representative (COR) or alternate COR for all assigned projects. Serves as Life Cycle Project Director for system/components undergoing modifications, integration of new requirements, reprocurments, 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 Life Cycle contracts and identifies plan shortfalls in

areas of logistics support and presents 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 materiel fielding of the training system and serves as a member of the Materiel Fielding Team. 30%

Develops budget requirements and obligation plans for assigned projects. Manages funding and obligation plans within Life cycle contact efforts, ensuring that funds are prudently managed by the contractor (especially on cost plus contracts). Notifies the Lead 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 Expert (SME), Support Service Contractor efforts, Functional Configuration Audits (FCAs) and Physical Configuration Audits (PCs). 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) to extract information to formulate a base cost for device modification and/or procurement. 30%

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 procurement 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 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%

Serves as chairman of the Configuration Control Board in the preparation and evaluation of proposals/ECPs; 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%

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 LIFE CYCLE contractor as COR/ACOR.

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.

Factor 1, Knowledge Required by the 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. These problems may encompass very broad areas to include dispersed activities and conflicting authorities.

Ability to successfully market improved Life Cycle 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 education, 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 Personnel Requirements Inventory (QQPRI); Integrated Logistics Plan; Publications; Provisioning; Support Equipment; Maintenance Planning, Software/Hardware Modifications and Development; Computer Resources Management Plan (CRMP); Supply Support, Logistics Support Analysis; Facilities Management; Manpower, Personnel, and Training; MANPRINT domains; Transportation; Materiel Handling; Configuration Management; Data Management; Human Factors Engineering; Production Techniques; and 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 appropriate Lead Program/Project Director, Constructive Simulation Division who provides administrative, project supervision of the position and provides broad program objectives of the Division. Works in an independent manner, with the delegated authority of the project director. Works within the policies and objectives of STRICOM. The Project Director 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 4, Complexity

Assignments involve executing all elements of life cycle support for developmental programs and fielded systems. Integrates new and omnibus LIFE CYCLE support operations based on consolidation and competition and the procurement process. Provides Life Cycle support for 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 LIFE CYCLE processes.

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

Factor 5, Scope and Effect

The purpose of the work is to collaborate with the Program/Project and other organization officials to develop, implement, and monitor Life Cycle requirements for assigned projects and identify the specific requirements for funding, manpower, materiel 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.

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 Life Cycle Support function at meetings and conferences; provides Life Cycle 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 Life Cycle 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 activities to include walking, standing and climbing aboard equipment.

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.

Special Requirements:

Must be able to obtain and maintain a top-secret clearance.

Subject to drug testing.

Extensive TDY is required.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL 1124 0001

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