

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

1. Agency Position No.
NL11481

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other <i>Explanation (Show any positions replaced)</i>		3. Service <input type="checkbox"/> Hdqtrs. <input 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 checked="" type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position is: <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input checked="" type="checkbox"/> 3 - Critical Sensitive <input type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive		13. Competitive Level Code 1407	
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	13		
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 U. S. Army		c. Third Subdivision PM Warfighters Simulation 2000 (D)	
a. First Subdivision Army Materiel Command (AMC)		d. Fourth Subdivision	
b. Second Subdivision STRICOM		e. Fifth Subdivision	

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
Stanley Goodman, DPM, WARSIM

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

Signature _____ Date _____

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

Typed Name and Title of Official Taking Action
J
Signature _____ Date _____
JAMES GODWIN, COL, 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 or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date								
a. Employee <i>(optional)</i>										
b. Supervisor										
c. Classifier										

24. Remarks
Position is at the full performance level.
S: 8888
tion is a Critical Acquisition Position

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

INTRODUCTION

This position is located in the Product Manager for the WARSIM of the Simulation, Training and Instrumentation Command, 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 and simulators, major instrumentation targets and threat simulation, and the distributed interactive simulation. 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

The Product Manager for WARSIMS is responsible for planning, coordinating, and controlling the concept formulation, design, development, acquisition, test, and initial sustainment of combined arms command and control training simulations. These include Corps Battle Simulation (CBS); Tactical Simulation (TACSIM); the High Level Architecture/Distributed Interactive Simulation-based Warfighters' Simulation (WARSIM) 2000 and WARSIM Intelligence Module (WIM); and Plowshares, a project applying military simulation technology to civil preparedness training. PM WARSIM is also responsible for executing STRICOM's mission as the DoD Executive Agent for the Aggregate Level Simulation Protocol (ALSP) initiative. PM WARSIM, through development of WARSIM 2000, serves as the Land Warfare Development Agent (DA) for the Joint Simulation System (JSIMS), a Multi-Service/Joint program initiative to support Service/Joint training. The incumbent serves as a Project Director in PM WARSIM, directing the activities of their assigned programs.

1. Performs life cycle planning, management, and direction of assigned projects. Program plans are based on a comprehensive analysis of the requirements. Translates requirements into discrete, attainable objectives, establishes goals and milestones for tasks in support of the major project objectives. Makes decisions involving cost, schedule and technical performance and trade-off within the general guidance of the PM/DPM WARSIM. Represents management in briefings and meetings associated with user representatives and the contractors. Prepares and presents program status reviews to PM WARSIM/PM CATT, senior STRICOM management and higher headquarters. 35%

2. Plans, directs, organizes, controls, coordinates, reviews and approves the efforts of project support team which includes engineering, logistics and support personnel. Directs the activities of contract negotiators, contract analysts, and contract support personnel assigned to the project, which requires application of knowledge of Defense procurement process and Defense Acquisition regulations as they impact to the assigned project. The project team may consist of government and support service personnel. Serves as the final point of authority to all team members, contractors and other participants on assigned projects. Maintains sole responsibility for resolving divergent viewpoints and for making critical decisions. Identifies improvements to established program management process and procedures. Establishes goals and milestones for tasks in support of the project goals. Incumbent will provide input to management to support the intermediate performance rating of the support personnel assigned to the project. 35%

3. Performs financial management and control of assigned projects, requiring application of knowledge of the DoD Planning, Programming and Budgeting cycle for program funds, budgeting and management as well as knowledge of contractor financial management. Directs the activities of the program and cost analysts assigned to the project. 20%

4. Organizes and leads teams of selected disciplines to participate in contractor evaluation/monitoring. Responsible for determining program status to include system design compliance to specification requirements, adherence to contractor schedule, financial control and supportability. The incumbent may be required to lead a team of experts, which will investigate a potential contractor's capability to perform under a proposed contract. 10%

Performs other duties as assigned.

Factor 1. Knowledge Required

Expert knowledge of materiel acquisition.

Knowledge of and skill in applying program management techniques.

Knowledge of problem identification and analysis techniques/reasoning.

High degree of skill in oral and written communication.

High degree of skill in leadership of acquisition teams.

Knowledge of and a high degree of skill in applying acquisition regulations and directives.

Knowledge of Distributed Interactive Simulation and Command and Control Constructive Simulations.

Familiarity with DARPA and DMSO structure and their simulation initiatives.

Factor 2. Supervisory Controls

General supervision is provided by PM or DPM who (1) assigns acquisition programs identifying goals to be achieved; and (2) relies on incumbent to plan, forecast, schedule and execute the actions necessary to achieve program objectives. Incumbent is expected to utilize ingenuity, initiative and resourcefulness in developing strategies and in managing the direction, integration and control of all essential program elements consistent with the acquisition plan. Work is reviewed for accomplishment of milestones, ability to stay within funding limitations and adequacy of the end product.

Factor 3. Guidelines

Guidelines consist of policies/regulations pertaining to the management of research, development and acquisition of Army items. As a Project Director, responsible for execution of assigned projects, the incumbent exercises judgment and discretion in interpreting and implementing existing policy. Advises management of issues requiring management action to revise or waive current policies or regulations. Provides guidance for use by others within or outside the OPM as it pertains to RDT&E/Procurement Program Management and materiel acquisition activities.

Factor 4. Complexity

The assignment is characterized by highly technical development projects, some costing in excess of \$20 million RDT&E and \$20 million procurement. Since many projects have OSD interest, program management is often raised to the same level. The incumbent leads acquisition teams comprised of technical disciplines and develops simulation systems of high dollar value and congressional interest.

Factor 5. Scope and Effect

The employee serves as a Project Director with complete responsibility and authority for the management of assigned projects for the development and/or procurement of Command and Control Training simulations. The simulations are typically fielded Army-wide and impact on the training of Commanders and staffs from battalion and above levels. Training provided by use of these simulation effects the readiness of the Army (Active Army and Reserves) to accomplish its mission worldwide.

Factor 6. Personal Contacts

Regular and recurring contacts include officials within DA, DoD, and contractors in structured and unstructured settings.

Factor 7. Purpose of Contacts

Contacts are for the purpose of program approval/coordination and monitoring of contractor performance. Incumbent will represent PM WARSIM to all levels in management regarding program planning, funding and execution, as well as cooperative efforts among services and DoD agencies.

Factor 8. Physical Demands

Work is primarily sedentary.

Factor 9. Work Environment

Work is performed primarily in an office setting.

Other Requirements:

Incumbent must be able to obtain and maintain a security clearance.

Subject to drug testing in accordance with established procedures.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 11481

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