

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		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. NL11567	
New <input type="checkbox"/> Other <input type="checkbox"/>				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	
Explanation (Show any positions replaced) Replaces NL07759		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		13. Competitive Level Code 1371	
		SES (Gen.) <input type="checkbox"/> SES (ICR) <input type="checkbox"/>						14. Agency Use	

15. Classified/Graded	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	Program Analyst	GS	0343	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 Department of the Army (DA)	c. Third Subdivision Directorate for Resources Management (R)
a. First Subdivision Army Materiel Command (AMC)	d. Fourth Subdivision Financial Management Division (RF)
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
Richard C. Gilmour, Resources Management Officer

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

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
GS-0343-Aug 1990; AAGEG, Aug 1990

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 (optional) _____
b. Supervisor _____
c. Classifier _____

24. Remarks

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

MAJOR DUTIES

Independently performs or directs the performance of the program planning and analysis aspects of multi-appropriation budget programs. Plans and directs the formulation, integration, consolidation, presentation/justification of programs within the resource management and planning areas (i.e., MAMP, SSIRDAP, POM). The incumbent is required to have a thorough knowledge of the principles and objectives of the planning, programming and budgeting process for Research, Development and Acquisition (RDA), a thorough understanding of the basic laws and regulations dealing with Governmental budget and accounting operations, a general knowledge of all operating programs, functions and objectives of STRICOM, a thorough knowledge of the RDTE and Procurement appropriations within the Training Mission Area, the ability to coordinate programming activities with STRICOM staff elements and other commands and activities, estimate and meet deadlines, analyze relationships among all portions of the Training Mission Area or across other mission areas and establish proper balance among various programs within assigned areas of responsibility.

1. Directs and integrates the development of near/mid/long range financial objectives and plans for STRICOM PMs and the overall Training Mission Area responsibilities assigned to STRICOM. Position requires an extensive knowledge of the STRICOM PM Programs operating programs and life cycle training device requirements.
2. Organizes and coordinates STRICOM PM Programs activities as the Training Mission Area Manager related to the preparation of the Army Program Objective Memorandum (POM) for all appropriations for the Training Mission Area. Develops and presents resource plans to other mission areas for nonsystem and system training devices, simulators and simulations.
3. Develops, analyzes and assesses documentation required for development of the Training Mission Area Materiel Plan (MAMP)/Science, Systems and Infrastructure RDA Plan (SSIRDAP.) Provides guidance to supporting Product Managers, divisions and analysts for development of resource plans.

4. Organizes and administers assessments of deficiencies arising from Mission Area Assessments (MAA)/Warfighting Lens Analysis (WFLA) with respect to impact and relevance for the Training Mission Area. Assures that training devices, simulators and simulations are included in support of WFLA Capability Packages in the development of the Army Modernization Memorandum (AMM) and its annexes.
5. Coordinates and administers the financial management of the Combat Training Centers (CTCs) RDA programs for which STRICOM has management oversight. Develops and coordinates the CTC training device programs relating to the Training Mission Area with DA and TRADOC.
6. Makes formal and informal presentation to STRICOM's Command Group and higher echelons at AMC, DA, DOD, other commands and contractors. Maintains continuous liaison with AMC, TRADOC and DA organization for development and implementation of financial management guidelines.
7. Performs other duties as assigned.

FACTOR 1, Knowledge Required By the Position -

- Expert knowledge of how RDA programs operate and are administered in order to plan for, monitor and evaluate such programs in attaining their goals.
- Expert knowledge of command, AMC, and DA budget processes, procedures, requirements, and governing policy and regulatory/statutory guidelines to be applied in recommending command policy, in monitoring budget requests, and in obtaining program and funds.
- Expert knowledge of the interrelationship/uses of various fund types (e.g. RDTE, PAA, OMA) to be applied in review and analysis of budget requests and preparation of narrative justifications to assure a balanced and defensible program within assigned area.
- A high degree of skill in problem identification and analysis techniques/reasoning to be applied in the review of budget preparation as related to goals/objectives, and in the formulation of trend data and development of alternatives to solve funding problems.

- A high degree of skill in both oral and written communications to be applied in presentation of budget and program data and related narrative justification for budget requests and in presenting and/or reporting budget formulation to command and higher HQs.

- A high degree of skill in compiling, summarizing, and reducing statistical and narrative information to be applied in preparation of budget requests and evaluation of changes in program plans and impact of funding changes.

- Working knowledge of mission, goals, and objectives of command, subordinate, and higher level organizations to be applied in analyzing budget requests and evaluation of programs as these relate to overall mission accomplishment.

FACTOR 2, Supervisory Controls -

- Work is performed under the general supervision of the Division Chief, who provides broad and administrative policy direction. Recurring assignments are usually long-term and continuing in nature.

- Employee has responsibility and authority to work independently with staff and individual project leaders in developing/revising plans for assigned programs and for planning/coordinating financial program changes to assure overall goals are achieved. In this regard, employee makes decisions and commitments on all actions which do not commit funds beyond established limits.

- Employee refers only problems of unusual difficulty to supervisor for discussion and advice.

- Completed work is reviewed for effectiveness in meeting budgetary goals, to assure conformance with policy/guidances, and for overall effectiveness of budgeting support provided to subordinate/staff elements.

FACTOR 3, Guidelines -

- Guidelines regularly used include Command, AMC, DA and OSD and OMB budgetary policies, directives, regulations, and precedents; appropriations language in Congressional legislation and/or committee/conference reports; and program documents concerning planning/execution of multi-appropriation budgets supporting national program goals/objectives/priorities. On a

less frequent basis reference is made to DOD procurement regulations and to Comptroller General decisions as these affect legitimate/allowable use of appropriated funds. Employee must interpret such guidance for application to planning of command budgets and for changes to command policy. Additionally guidelines from AMC, DA and OSD for research development and acquisition are regularly used.

- Guidelines are frequently vague or conflicting and require substantial effort to interpret/apply to particular budgetary problems. Employee exercises considerable initiative in obtaining and researching guidelines. He/she exercises a high degree of judgement in the application of appropriate guidelines to assigned programs resolving conflicts between guidelines, and in recommendation of clarifying/augmenting policy guidance affecting assigned appropriation/programs to be provided to subordinate activities.

FACTOR 4, Complexity -

- The incumbent manages budget formulation of multi-appropriation resources and a multitude of individual budget line items, some of which are substantive national defense programs. Each appropriation has its own diverse policies, regulations, directives and budget requirements, as well as different sources of authority.

- On a continuing basis the employee provides advice and assistance to command management on budget formulation matters affecting attainment of financial and program objectives. He/she reviews and analyzes budget estimates and/or reprogramming of funds within the command and assesses impact of reprogramming at higher command levels. Employee assembles necessary statistical, program, contract, and financial data and prepares detailed narrative reports. He/she also prepares budget justification documentation for submission to AMC/DA/OSD. Employee provides advice on budgetary implications of policy and legislation and drafts recommended actions and policies for the command.

- In reviewing budget estimates, the employee takes into account fiscal, legislative, legal, and regulatory constraints as well as command and higher HQ policies and procedures. He/she develops budget presentations and justification in a style and format which is compatible with current command goals and the objectives/intent of AMC/DA/OSD. Internal formats may be changed to enhance usefulness of presentations.

FACTOR 5, Scope and Effect -

- The primary purpose of work is to facilitate the acquisition and use of funding to support the command's programs, goals, objectives, and operations for several years. The employee exercises administrative controls on the budget-formulation process and assures that legal and regulatory requirements of Congress/OMB/OSD/SA/AMC are observed. This includes providing information, advice and recommendations to top command program managers concerning the status and appropriateness of out year funding.

- Advice, information, and recommendations made by the incumbent concerning the acquisition of RDA funds form the basis for decisions by top command managers affecting the conduct of the command's national defense programs.

- Decisions made concerning the technical treatment of budget estimates, budget justifications, and reprogramming actions affect the timely achievement of budgetary and program goals of the command.

FACTOR 6, Personal Contacts -

- In addition to meeting and dealing with key managers within the command, continuous contacts are also required with management and line representatives within higher headquarters (i.e. AMC, DA, OSD). Higher level contacts include informal and formal presentation and continuous person to person discussions of mission program status and issues.

FACTOR 7, Purpose of Contacts -

- Contacts are for the purpose of obtaining compliance with established multi-year programming and reporting and/or persuading managers to follow recommended courses of action concerning programs or financial changes. Contacts with higher headquarters are for the purpose of furnishing multi-year planning information and obtaining objectives an/or financial configuration of programs.

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FACTOR 8, Physical Demands -

- This work is sedentary; it involves carrying light books and papers, to and from conferences in different government buildings and offices.

FACTOR 9, Work Environment -

- Work is performed in a properly lighted, ventilated, and temperature controlled office devoid of unusual risk or discomfort.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL 11507001

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