

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. **NI 11687**
 6. OPM Certification No.

2. Reason for Submission: Redescription New Reestablishment Other

3. Service: Hdqtrs. Field

4. Employing Office Location: **Orlando, FL**

5. Duty Station: **Orlando, FL**

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: Supervisory Managerial Neither

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

13. Competitive Level Code: **1358**

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	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: **Department of the Army (DA)**

c. Third Subdivision: **PM STI (H)**

a. First Subdivision: **U. S. Army Materiel Command (AMC)**

d. Fourth Subdivision

b. Second Subdivision: **Simulation, Training and Instrumentation Command (STRICOM)**

e. Fifth Subdivision

19. Employee review - This is an accurate description of the major duties and responsibilities 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: **Shirley C. Rubens, DPM, STI**

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

Signature: *Shirley Rubens* Date: **3/13/00**

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 Miscellaneous Admin and Program Series, GS-0301, Jan 79; USOPM Admin Analysis GEG, 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 B. GODWIN, COL. CHIEF OF STAFF**

Signature: *J. B. Godwin* Date: **3 MAR 00**

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

24. Remarks: **Position is at full performance level.**
BUS: 7777

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

INTRODUCTION

This position is in the office of the Product Manager for Simulation Technology Integration (PM STI). PM STI supports simulation activities in all domains (ACR, RDA and TEMO) and across the three types of training (live, virtual and constructive). PM STI is responsible for management of process initiatives, project concept development activities, application of tools, and facilities that support horizontal technology integration solutions. The incumbent serves as a Project Director in PM STI, directing the activities of their assigned program(s).

MAJOR DUTIES

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-offs within the general guidance of the PM STI. Represents management in briefings and meetings associated with user representatives and contractors. Prepares and presents program status reviews to PM STI, senior STRICOM management, and higher headquarters. Coordinates simulation requirements that affect all areas (live, constructive and virtual) and all three domains: Research, Development and Acquisition (RD&A); Advanced Concept Requirements (ACR) and Training; Exercises and Military Operation (TEMO). (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 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 processes 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. (15%)

4. Organizes and leads multidisciplined teams to meet program objectives. Responsible for determining program status to include system design compliance to specification requirements, adherence to contractor schedule, financial control and supportability. Prepares cost estimates and a comprehensive approach to satisfy a country Letter of Request (LOR) requirement. The incumbent may be required to lead a team of experts who will investigate a potential contractor's capability to perform under a proposed contract. (15%)

FACTOR 1 - KNOWLEDGE REQUIRED

- Incumbent must possess expert knowledge of materiel acquisition.
- Incumbent must possess a high degree of skill in program management.
- Incumbent must possess a high degree of skill in problem identification and analysis techniques/reasoning.
- Incumbent must possess a high degree of skill in both oral and written communications.
- Incumbent must possess a high degree of skill in leadership of acquisition teams.
- Incumbent must have knowledge of, and a high degree of skill in applying, acquisition regulations and directives.
- Incumbent must have knowledge of Distributed Interactive Simulation and Command and Control Constructive Simulations.

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. Incumbent is responsible for integrating 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 judgement 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 PMO 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 \$100 million in RDT&E and \$50 million procurement. Since most projects have DoD, NATO, & HQDA 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 that support foreign military sales. The type of work involves the establishment of battle simulation centers for NATO, Partners for Peace (PfP), and other nations that are United States allies. The simulations training programs that are included in these efforts support the goals of the NATO Modeling and Simulation Master Plan.

FACTOR 6 - PERSONAL CONTACTS

Regular and recurring contacts include officials within DA, DoD, foreign Governments, embassy representatives (and foreign service personnel, and contractors in structured and unstructured settings. Contacts may be with high level management, private industry contractors (US and foreign), and other professionals within and outside of STRICOM.

FACTOR 7 - PURPOSE OF CONTACTS

The impact of these simulations and training programs will significantly effect the readiness of joint forces, active and reserve components as well as supporting materiel development and testing. Contacts are for the purpose of program approval/coordination and monitoring of contractor performance. Incumbent will represent PM STI to all levels in management regarding program planning, funding and execution, as well as cooperative efforts among services, countries, and DoD agencies.

FACTOR 8 - PHYSICAL DEMANDS

Work is primarily sedentary.

FACTOR 9 - WORK ENVIRONMENT

Work is performed primarily in an office setting.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 11687

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