

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
NL12021

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Orlando, FL		5. Duty Station Orlando, FL		6. OPM Certification No.	
Explanation (Show any positions replaced)				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 (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		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 121D	
								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	efw	09/26/00
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

a. First Subdivision
U.S. Army Materiel Command

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

c. Third Subdivision
Directorate for Logistics (L)

d. Fourth Subdivision
Various Divisions

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
David W. Manning
Director for Logistics

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

Signature: *David W. Manning* Date: 26 Sep 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 Administration and Program Series, GS-301, July 1999, HRCD-7; Administrative Analysis Grade Evaluation Guide, July 1999, HRCD-7

Typed Name and Title of Official Taking Action
James B. Godwin, Jr., 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 or the U.S. Office of Personnel Management.

Signature: *James B. Godwin, Jr.* Date: 27 Sept 00

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)

LIFE CYCLE PROJECT DIRECTOR

INTRODUCTION

This position is located in a division of the 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 and Advanced Distributed Simulation (ADS). The mission includes cradle to grave life cycle acquisition 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 managers.

MAJOR DUTIES

Provides project direction, management, implementation and Integrated Logistics Support (ILS) to the Lead Project Director and the Division Chief, Logistics Virtual Simulation Division (LV), Constructive Simulation Division (CT) or Live Training Division (LT). Engages in project direction of life cycle management and procurement of new system/devices in support of the Division. Responsible for intensive management of omnibus Life Cycle Contractor Support (LCCS) contracts.

1. Responsible for the development of an Acquisition Strategy for each assigned project. Plans for the necessary matrix resources both in and out of STRICOM. Assists in development of the Acquisition Plan(s) and all 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 LCCS contracts and identifies plan shortfalls in areas of logistics support and present 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 Material Fielding of the training system; serves as a member of the Material Fielding Team.

30%

2. Develops budget requirements and obligation plans for assigned projects. Manages funding and obligation plans within LCCS contract 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's), 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 modifications and/or reprocurments.

30%

3. 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 reprocurment 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 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%

4. Serves as chairman of the Configuration Control Board in the preparation and evaluation of proposals/ECP's; 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%

5. 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 LCCS 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.

15%

Performs other duties as assigned.

FACTOR 1. KNOWLEDGE REQUIRED BY THIS POSITION - FL 1-7 - 1250 POINTS

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 (i.e., CTC's, SIMNET, COFT, CCMSS MILES/TES, ADFAC, Flight Simulators). These problems may encompass very broad areas to include dispersed activities and conflicting authorities.

Ability to successfully market improved LCCS 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 educational, 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 Procurement Resource Initiative (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 - FL 2-4 - 450 POINTS

The division chief provides administrative supervision and outlines broad program objectives of the Division. The employee is assigned to work with a Program or Project Director within the Logistics Directorate or in a Project Manager office. The incumbent works in an independent manner, with the delegated authority of the cognizant lead 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 3. GUIDELINES - FL 3-4 - 450 POINTS

Guidelines include Federal Acquisition Regulations, Defense Federal Acquisition Regulations, DoD Guidance, Navy Procurement Acquisition Regulations, Mil-Standards, Army Materiel Command Directives, Standard Operating Procedures, Base Orders and internal directive guidance and other similar criteria pertaining to life cycle acquisition and related specializations. These guidelines typically do not provide detailed and specific procedures, precedents, and other relevant information. The incumbent is expected to use a high degree of judgement to resolve complex problems. Required to plan/direct and execute acquisition strategies. Strategies must effectively integrate and coordinate the organization's needs for procurement, maintenance, movement of equipment, supplies, and personnel essential to the success of the overall mission.

FACTOR 4. COMPLEXITY - FL 4-4 - 225 POINTS

Assignments involve executing all elements of life cycle support for developmental programs and fielded systems. Integrates new and omnibus LCCS support operations based upon 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 LCCS processes.

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

FACTOR 5. SCOPE AND EFFECT - FL 5-4 - 225 POINTS

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, material 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 - FL 6-3 - 60 POINTS

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 - FL 7-c - 120 POINTS

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 - FL 8-2 - 20 POINTS

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 - FL 9-2 - 20 POINTS

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. Moderate to extensive travel to attend meetings at contractor sites or field activities is required.

TOTAL POINTS: 2820

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NA 15021000

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