

11/2034

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

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> New <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		1. Agency Position No. NL12024	
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 type="checkbox"/> Employment and Financial Incentives		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> 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 checked="" type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code 1358		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 Department of the Army (DA)	c. Third Subdivision Project Manager for WARSIMS (D)
a. First Subdivision U.S. Army Materiel Command (AMC)	4. Fourth Subdivision Various PM Offices
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.

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 A. Goodman, Deputy PM 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
OPM PCS Miscellaneous Admin & Program Series, GS-0301;
OPM PCS, Admin Anal Grade Evaluation Guide, Aug 90

Typed Name and Title of Official Taking Action
JAMES B. GODWIN, COL, CHIEF OF STAFF

Signature _____ Date _____

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

24. Remarks
This is a full performance position.
BUS: 7777

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

INTRODUCTION

This position is located in the Office of the Project Manager, Warfighters' Simulation (WARSIM) within the U.S. Army Simulation, Training and Instrumentation Command (STRICOM). 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; instrumentation, targets and threat simulation; and distributed interactive simulation. The commander centrally directs, coordinates, and supports the materiel development, acquisition and sustainment activities through the matrix organization and four Project Managers. PM WARSIM's mission is the development, acquisition, production, fielding and life cycle support of constructive simulations for the training of commanders and battle staff. The incumbent serves as a project director in the Office of the Project Manager.

MAJOR DUTIES

Program Planning and Execution (35%)

Performs life cycle management, planning and directions of assigned projects. Program plans are based on comprehensive analysis of requirements. Translates requirements into discrete attainable objectives, establishes goals and milestones for tasks in support of the major project objectives. Documents the findings in the appropriate acquisition documentation.

Organizes and leads team of selected disciplines to participate in contractor evaluation/monitoring. Responsible to assure the assigned acquisition project(s) are consistent with cost, schedule and performance requirements as agreed to the Acquisition Program Baseline.

Plans, schedules and is responsible for the preparation of all necessary project documentation for in-process- reviews, milestone reviews or periodic project progress reviews on assigned projects.

Makes decisions involving cost, schedule and technical performance and trade-offs within the general guidance of the PM/DPM.

Represents management in briefings and meetings associated with user representatives and the contractors. Prepares and present program status reviews to PM, senior STRICOM management and higher headquarters.

Project Team Management (35%)

Determines the composition, plans, directs, organizes, controls, coordinates, reviews and approves the efforts of project support team which includes engineering, logistics, program analyst and support personnel. The project team might consist of government and support service (contract) personnel. Serves as the final point of authority to all team members, contractor personnel and other participants assigned to the project. Provides manpower requirements by discipline to the DPM for incorporation in Buyer/Seller Agreements.

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 projects

Maintains sole responsibility for resolving divergent viewpoints and making critical decisions.

Identifies improvements to established program management processes and procedures.

Establishes project team's goals and milestones in support of project goals. Provides input to the project team member's Total Army Performance Evaluation System (TAPES).

Financial Management (20%)

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 projects.

Coordination (10%)

Serves as the STRICOM representative and point of contact with Department of the Army (DA), Army Materiel Command (AMC), Training and Doctrine Command (TRADOC), appropriate user commands, other Department of Defense (DoD) agencies, and other services for all matters concerning the assigned project(s). Presents briefings to personnel at all levels, responds to inquiries, furnishes authoritative technical advice, and assures that ancillary projects are in place. Coordinates simulation requirements with the TRADOC schools or organizations associated with the required capability.

Factor 1 Knowledge Required

- Incumbent must possess expert knowledge of material 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 and acquisition teams
- Incumbent must have knowledge of, and have a high degree of skills in applying acquisition regulations and directives.
- Incumbent must have knowledge of distributed interactive simulation and command and control constructive simulations.
- Incumbent must be familiar with OSD (DMSO, DARPA) and other services structure and their simulation initiatives.

Factor 2 Supervisory Controls

General supervision is provided by the PM or DPM (and possibly an APM depending on the specific project assigned) 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. 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/requirements pertaining to the management of research, development and acquisition of Army and joint 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 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 material acquisition activities.

Factor 4 Complexity

The assignment is characterized by highly technical development projects, some costing in excess of \$50 million combined RDT&E and procurement. Since many projects have OSD interest, program management is often raised of 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 Effort

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 simulations effects the readiness of the army and DoD to accomplish their mission worldwide.

Factor 6 Personal Contacts

Regular and recurring contracts 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 the PM 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.

Incumbent must be able to obtain and maintain a top secret clearance.

Subject to periodic drug testing in accordance with established regulatory guidance.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 12024

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