

POSITION DESCRIPTION (Please Read Instructions on the Back)

| | | | | | | | | | | |
|--|--|--|---|--|---|--|---|--|-----------------------------------|--|
| 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 | | 1. Agency Position No. NL12088 | |
| 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 type="checkbox"/> Employment and Financial Interests | | 9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No | | 6. OPM Certification 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 * | |
| | | | | | | | | | 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 | Interdisciplinary Lead General/Computer/Electronics Engineer/Computer Scientist | GS | 800/854/855/1550 (13) | 14 | EW | 12/7/00 |
| e. Recommended by Supervisor or Initiating Office | | | | | | |

16. Organizational Title of Position (if different from official title)
Chief Engineer, Aviation Virtual Simulation Systems Team (AVSST)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment
Department of the Army

c. Third Subdivision
Reserach, Development and Engineering Center (RDEC) (E)

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

d. Fourth Subdivision
Virtual Simulation Systems (EV)

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
Edwin A. Trier, Director (Acting)
Research, Development and Engineering Center

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

Signature:  Date: 12/1/00

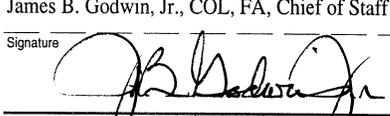
Signature: _____ Date: _____

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
PCS for GS-854 Series, TS-83, Jan 88 ; PCS for GS-855 Series, TS-3, Feb 71; PCS for GS-1550 Series, TS-83, Jan 88 ; Handbook of Occpl Groups and Fam, Jan 99, HRCD-7 ;GS SG TS-52, Mar 81; GS Leader GEG, HRCD-5, Jun 98; Equip Dev GEG, TS-74, Jun 68

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, Jr., COL, FA, Chief of Staff

Signature:  Date: 12/12/00

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

24. Remarks
Position is at the Full Performance Level
BUS: 8888
This is a Critical Acquisition Position
CL: 1495/1496/1497/1498

INTRODUCTION

Position is located in the Virtual Simulation Systems Business Area of the Simulation, Training and Instrumentation Command (STRICOM) Research, Development and Engineering Center (RDEC). STRICOM is 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 test instrumentation; targets and threat simulators; and distributed interactive simulations. The Commander centrally directs, coordinates and supports materiel development, acquisition and sustainment activities through the functional/matrix organization and four project managers.

Incumbent of this position serves as Chief Engineer for the Aviation Virtual Simulation Systems Team within the Virtual Simulation Systems Business Area. As Chief Engineer of the Aviation Virtual Simulation Systems Team, primary support is provided to the Project Manager for Combined Arms Tactical Trainers and Director, Operations and Support Directorate. The Aviation Virtual Simulation Systems Team mission is to provide staff and systems engineering support to PM CATT and Ops Directorate, including programs and efforts which support the Air and Command Tactical Trainers organization. Focus is maintained on integrating activities within the business area to promote greater systems interoperability, seamless interplay and product reuse. Position requires coordination with the Commanding General, Deputy to the Commander, STRICOM Project Managers and Directors as well as higher headquarters, other AMC Commands, Training and Doctrine Command (TRADOC), other Army and DoD organizations and private industry.

MAJOR DUTIES

Plans, organizes and directs engineering activities for the acquisition of aviation virtual simulation systems. Through the application of engineering skills, incumbent is responsible for supporting and assisting the PM in defining system acquisition strategies and executing these strategies, ensuring that technical performance objectives are being satisfied within allocated cost and schedule. Develops and oversees the implementation of long range acquisition and life-cycle initiatives in conjunction with the PM team to insure all aviation virtual assets realistically, accurately and successfully meet the training mission. In executing these acquisition strategies, the incumbent is responsible for 1) leading and directing team activities to resolve systemic technical issues of a complex nature; 2) identifying risks and developing risk mitigation plans to manage these risks; 3) leading and coordinating design and technical reviews; 4) coordinating the preparation and review of system designs; 5) managing the team in resolution of engineering problems and making final recommendations to the PM on controversial technical issues cutting across organizational and product lines; 6) coordinating the evaluation of the product quality applying scientific and engineering knowledge to analyze reports, tests results and operational issues, and directing team corrective actions as necessary; and 7) overall orchestrating the activities of engineering team members in the research, development, test, production and fielded support of products managed under the Aviation Virtual Simulation Systems Team.

50%

The incumbent is responsible for ensuring activities support and are in conformance with STRICOM's mission and goals. The incumbent serves as the technical expert within the aviation virtual domain, advising the PM with assessments of new capabilities and engineering practices that incorporate leading edge state of the art technology into systems development, while also advising on the efficacy of adopting these technologies considering life-cycle cost and schedule implications. Incumbent must be an integral participant in

promoting a culture of and seeking opportunities for horizontal integration and systems interoperability. In order to accomplish this, incumbent is expected to work and collaborate with the other Chief Engineers and RDEC Business Area Deputy Directors. This includes remaining cognizant of emerging technologies in the area of virtual simulations, helping to shape the investment strategy of the Simulation Technology Business Area relevant to the incumbent's product line concerns.

Supports initiatives to reduce stovepipe applications and seeks opportunities for multi-application platforms/systems in an interoperable environment of multiple systems, to include considerations beyond training applications such as simulation-based acquisition and embedded simulation. Coordinates with other AMC and Department of Defense (DOD) organizations on aviation virtual simulation systems, and makes recommendations to the Command on aviation virtual training initiatives that STRICOM should pursue.

Is recognized as the technical expert for the Command with regard to the virtual domain associated with aviation systems and supports the Virtual Simulation System Business Area. Represents STRICOM and the PM at meetings and conferences with representatives of DA and DOD organizations, academia and private industry, demonstrating STRICOM's depth of expertise in the area of virtual simulation concerns. Collaborates with STRICOM matrix organizations and PMs to ensure the interests of the virtual domain are considered in all aspects of the Commands acquisitions, where applicable.

25%

Serves as the Chief Engineer for the Aviation Virtual Simulation Systems Team within the Virtual Simulation Systems Business Area of the RDEC. Plans and coordinates the efforts of a team of engineering specialists. Provides technical direction and leadership including setting goals and objectives, planning for professional development, and allocating resources for project execution. Team Leadership responsibilities are itemized in attached checklist.

25%

Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

A. Expertise with regard to the basic technologies and practices employed in the virtual simulation domain. This expertise is necessary to effectively direct STRICOM's ability to provide quality training which realistically and accurately trains the warfighter for optimum mission performance.

B. Broad expertise in multiple engineering disciplines to include systems engineering; software development; system and software testing; quality assurance; reliability and maintainability engineering; configuration management; Information Security/Assurance; and system integration. Extensive knowledge and demonstrated expertise in applying current and evolving engineering technology required to perform market surveys, risk analysis, trade-off studies, and engineering cost estimates.

C. Experience applying DoD materiel acquisition to support the virtual simulation life cycle engineering management processes. Specifically, apply the DoD 5000 series of regulations, AMC materiel acquisition practices, TRADOC requirements generation process, and STRICOM acquisition processes.

D. Demonstrated leadership capabilities of engineering teams to include functional band activities as the lead engineer in teams supporting research and development, acquisition, fielding and lifecycle management initiatives.

Experience in interface control of systems integration into the field for training and mission support. Demonstrated capabilities to lead a team of multi-talented engineers to a successful completion of a project. Knowledge and understanding of projects and operations involving joint operations in complex environments and coordination capabilities with industry and multiple commands to successfully field products that meet the needs of all customers.

E. Ability to effectively communicate, both orally and in writing, to a wide range of audiences and issues relating to the acquisition, fielding and sustainment within the lifecycle support issues relating to STRICOM's virtual simulation initiatives. Ability to interact well with customers within and outside STRICOM, management and team members in order to insure the soldier in the field receives the best possible product for sustainment of mission in the field.

Classification Factors

Factor 1. Assignment Characteristics

a. Incumbent is the focal point for managing and directing the efforts of multiple engineering project teams in support of the acquisition, fielding and life cycle support of Aviation Virtual Simulation Systems. Incumbent serves as an expert technical advisor providing leadership for the engineering concept formulation and development of large and complex virtual simulation systems. Advises project teams in evaluating advanced proposals to satisfy program objectives and in resolving critical and severe problems. Reviews and assesses overall progress of assigned efforts and coordinates the resolution of complex technical issues. Incumbent effectively estimates and coordinates engineering resource requirements to meet the technical objectives of assigned acquisition programs; these resource requirements usually span an extensive variety of specialty engineering skills (software, testing, facility, visual, safety, etc) needed to ensure successful fielding and life-cycle considerations of the virtual training products. Incumbent works closely with STRICOM Project Managers (PMs), other Army PMs, as well as STRICOM's Directorate for Operations and Support to identify engineering activities to be performed in execution of projects that can be in different life cycle phases involving research, development, production and/or operational efforts. In addition to responsibilities associated with executing assigned projects, incumbent is also responsible for leading team members towards ensuring interoperability of assigned systems with other modeling and simulation systems being developed by STRICOM under other PMs and business areas. Additionally, incumbent leads engineering teams towards effective horizontal integration and information sharing to leverage commonalties of systems within own business area as well as across RDEC business areas. Incumbent also provides critical input to the overall STRICOM technology development strategic plan, and effectively coordinates with RDEC technology program Chief Engineers to facilitate technology transition into current or future virtual simulation systems.

b. The incumbent maintains cognizance of new and emerging modeling and simulation technologies relevant to virtual simulation systems. Incumbent must frequently develop new and innovative approaches to solve a variety of technical problems on assigned programs coordinating effectively with government and contractor personnel. As a recognized authority in relevant technology areas, incumbent must coordinate and direct efforts of industry, academia and DoD partners to address highly complex and difficult technical issues; ensuring seamless interoperability of live, virtual and constructive modeling and simulation systems that may be used to stimulate operational weapon systems. Incumbent advises engineers, scientists, logisticians, analysts, contract specialists and private industry contractors on related state-of-the-art technologies and standards.

c. The success of the Aviation Virtual Simulation Systems is critical to achieving overall Army training objectives especially through current transformation planning efforts. Virtual modeling and simulation in support of training objectives is a key technology area that is broadly applied across Army and DoD simulation and training systems. Successful accomplishment of objectives in this area would result in significant reductions in cost and turn-around time for virtual simulation system development and life cycle support. The product line alignment would also result in maximizing opportunities to leverage commonalties due to the focus on horizontal integration and interoperability, thus also reducing development risk.

Factor 2. Level of Responsibility

a. Incumbent works under general supervision of the Deputy Director for Virtual Simulation Systems. Incumbent exercises broad authority for technical decisions, planning and administering assigned responsibilities and managing resources. Responsible for planning, organizing, coordinating and reviewing engineering activities performed by team members on assigned projects. Works with team members and project directors to establish project objectives and resource requirements; identifies and allocates resources to ensure project requirements and objectives are met. Incumbent decides on courses of action based on expertise and technical input. Maximizes resources by developing collaborations among internal and external groups. Responsible for facilitating horizontal integration within the Virtual Simulation Systems Business Area, as well as across the other RDEC business areas to maximize investment efficiency and reuse opportunities, and to reduce technical and programmatic risk. Incumbent is delegated the authority to evaluate future technology trends as they apply to virtual modeling and simulation systems, and to influence the investment strategies of applicable RDEC technology programs. Recommendations made by the incumbent are accepted as authoritative. Work is reviewed in terms of overall effectiveness and attainment of objectives.

b. Incumbent is a Chief Engineer leading engineers, scientists and related support personnel who are mostly in grades GS-12 and GS-13 and may reflect complex skill mix of engineering talents provided from other Government agencies and support service contractor labor pools. Plans work to be accomplished, sets and adjusts priorities, establishes milestones and schedules for completion of work. Assigns work, based on priorities and considering the difficulty and requirements of the assignment and the capabilities of team members. In cooperation with the Deputy Director for Virtual Simulation Systems, develops team member performance standards and makes formal and informal appraisal of work. Identifies developmental and training needs of team members.

c. Contacts are with high level STRICOM and Army management, private industry contractors, academia, DoD and other professionals and experts in the Virtual Modeling and Simulation arena who are involved in generating requirements for and developing aviation virtual simulation systems. Contacts are also with groups that can influence and guide the technology development efforts in the applicable technology areas. The purpose of contacts is to coordinate work efforts; resolve controversial questions and issues related to projects; monitor project progress; and negotiate for research, design, test and other engineering activities and resources. Additionally, contacts are also for purposes of partnering with industry, academia and DoD to effectively and efficiently address key challenges in the Virtual Modeling and Simulation area.

Acquisition Corps Membership:

This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official, (i.e., the Director of Acquisition Career Management, the Army Acquisition Executive, or the Secretary of the Army) or the employee is "grandfathered" under 10 U.S.C. 1736 (c) (1), the following are statutorily mandated requirements (Reference: 10 U.S.C. 1733 and 1737):

(1) Selectee must be a member of an Acquisition Corps at the time of appointment.

(2) Selectee must execute, as a condition of appointment, a written agreement to remain in Federal service in the position for at least three years. In signing such agreement, the employee does not forfeit any employment rights, nor does such agreement alter any other terms or conditions of employment.

Checklist for Team Leader Positions

At a minimum, Team Leaders perform all of the first seven (7) coaching, facilitating and mentoring duties and a total of fourteen (14) of the twenty (20) duties listed below:

Leadership duties in attached PD include items checked below.

_X_1. Ensure that the organization's strategic plan, mission, vision and values are communicated to the team and integrated into the team's strategies, goals, objectives, work plans and work products and services;

_X_2. Articulate and communicate to the team the assignment, project, problem to be solved, actionable events, milestones, and/or program issues under review, and deadlines and time frames for completion;

_X_3. Coach the team in the selection and application of appropriate problem solving methods and techniques, provide advice on work methods, practices and procedures, and assist the team and/or individual members in identifying the parameters of a viable solution;

_X_4. Lead the team in: identifying, distributing and balancing workload and tasks among employees in accordance with established work flow, skill level and/or occupational specialization; making adjustments to accomplish the workload in accordance with established priorities to ensure timely accomplishment of assigned team tasks; and ensuring that each employee has an integral role in developing the final team product;

_X_5. Train or arrange for the training of team members in methods and techniques of team building and working in teams to accomplish tasks or projects, and provide or arrange for specific administrative or technical training necessary for accomplishment of individual and team tasks;

_X_6. Monitor and report on the status and progress of work, checking on work in progress and reviewing completed work to see that the supervisor's instructions on work priorities, methods, deadlines and quality have been met;

_X_7. Serve as coach, facilitator and/or negotiator in coordinating team initiatives and in consensus building activities among team members;

_8. Maintain program and administrative reference materials, project files and relevant background documents and make available policies, procedures and written instructions from the supervisor; maintain current knowledge to answer questions from team members on procedures, policies, directives, etc.;

_9. Prepare reports and maintain records of work accomplishments and administrative information, as required, and coordinate the preparation, presentation and communication of work-related information to the supervisor;

_X_10. Represent the team in dealings with the supervisor or manager for the purpose of obtaining resources (e.g., computer hardware and software, use of overtime or compensatory time), and securing needed information or decisions from the supervisor on major work problems and issues that arise;

_X_11. Report to the supervisor periodically on team and individual work accomplishments, problems, progress in mastering tasks and work processes, and individual and team training needs;

_X_12. Represent the team consensus and convey the team's findings and recommendations in meetings and dealings with other team leaders, program officials, the public and other customers on issues related to or that have an impact on the team's objectives, work products and/or tasks;

_X_13. Estimate and report to the team on progress in meeting established milestones and deadlines for completion of assignments, projects and tasks, and ensure that all team members are aware of and participate in planning for achievement of team goals and objectives;

___14. Research, learn and apply a wide range of qualitative and/or quantitative methods to identify, assess, analyze and improve team effectiveness, efficiency and work products; 15. Lead the team in assessing its strengths and weaknesses and provide leadership to the team in exploring alternatives and determining what improvements can be made (e.g., in work methods, processes and procedures);

___16. Approve emergency leave for up to three days; eight hours or less for medical appointments; and/or other types of leave as delegated by management;

_X_17. Resolve simple, informal complaints of employees and refer others, such as formal grievances and appeals, to the supervisor or an appropriate management official;

_X_18. Communicate team consensus and recommendations to the supervisor on actions affecting team and individual awards, rewards and recognition;

_X_19. Inform employees of available employee benefits, services and work related activities;

_X_20. Intercede with the supervisor on behalf of the team to inform the supervisor of performance management issues/problems and to recommend/request related actions, such as: assignments, reassignments, promotions, tour of duty changes, peer reviews and performance appraisals.