

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
NL12603

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|--|--|--|--|--|--|--|--|------------------------------------|--|
| 2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment | | 3. Service New <input type="checkbox"/> Hdqtrs. <input type="checkbox"/> Field <input checked="" type="checkbox"/> Other <input type="checkbox"/> | | 4. Employing Office Location Orlando, FL. | | 5. Duty Station | | 6. OPM Certification No. | |
| Explanation (Show any positions replaced) Replaces: NL12089 | | 7. Fair Labor Standards Act Exempt <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> | | 8. Financial Statements Required Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests <input type="checkbox"/> | | 9. Subject to IA Action Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | | 13. Competitive Level Code 1301 | |
| 10. Position Status <input checked="" type="checkbox"/> Competitive Excepted (Specify in Remarks) _____ SES (Gen.) <input type="checkbox"/> SES (CR) <input type="checkbox"/> | | 11. Position is: Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither <input checked="" type="checkbox"/> | | 12. Sensitivity 1 - Non-Sensitive <input type="checkbox"/> 2 - Noncritical Sensitive <input checked="" type="checkbox"/> 3 - Critical Sensitive <input type="checkbox"/> 4 - Special Sensitive <input type="checkbox"/> | | 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 | Program Analyst | GS | 0343 | 12 | | |
| e. Recommended by Supervisor or Initiating Office | | | | | | |
| 16. Organizational Title of Position (if different from official title) | | 17. Name of Employee (if vacant, specify) | | | | |

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| 18. Department, Agency, or Establishment Department of the Army (DA) | | c. Third Subdivision Office of the Commander (C) | |
| a. First Subdivision U.S. Army Materiel Command (AMC) | | d. Fourth Subdivision Command Analysis and Planning Office (CA) | |
| 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.

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|---|--------|--|------|
| a. Typed Name and Title of Immediate Supervisor | | b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) | |
| Mack R. Perry, Chief, Program Analysis and Integration | | | |
| Signature | Date | Signature | Date |
|  | 4-5-02 | | |

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| 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 Management and Program Analysis Series, GS-0343; Aug 90, TS-98 (HRCD-7); USOPM AAGEG, Aug 90, TS-98 (HRCD-7); USOPM Digest of Significant Classification Decisions and Opinions, No. 7, Aug 85, Issue: Level 2-5. | |
| Typed Name and Title of Official Taking Action James L. Laughlin, Colonel, GS, 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 | Date | | |
|  | 5 Apr '02 | | |

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

24. Remarks
Position is at the full performance level.
BUS: 7777
NON-CRITICAL ACQUISITION POSITION AMENDMENT: The employee must meet DoD 5000.52-M requirements applicable to the duties of the position.

INTRODUCTION

Position is located in the Command Analysis and Planning Office of the 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, testing and training instrumentation, targets and threat simulators. The mission includes cradle to grave life cycle acquisition beginning with tech base programs and following through with each phase of the acquisition process. The Commander centrally directs, coordinates and supports the materiel development, acquisition and sustainment activities through the functional matrix organizations and four project managers. This position manages and integrates the planning, programming and execution of Command Offices' funding and manpower requirements.

MAJOR DUTIES

1. Plans and develops budgets for Command related Research, Development, Test, and Evaluation (RDTE), Procurement, and Operations and Maintenance Army (OMA), based on Command requirements, priorities and resource limitations. Funding requirements are developed and integrated through direct interface with all Command Offices to include Cost Analysis and Planning Office (CAPO), Legal, STRICOM Chief of Staff (Human Resource Management Division [CSH], Protocol, Information Systems Division [CSI], and Office of the Commander). Command requirements are fully integrated, reviewed, validated and submitted to Resources Management Directorate in the appropriate budget submission format. Develops supplementary documentation to defend, substantiate and justify the requirements. Facilitates the prioritization and integration of Command Offices' funding requirements. Quantifies unfunded requirements, analyzes budgetary shortfalls and identifies Command impact of funding decrements. Coordinates with Command Offices, Project Managers (PMs)/Directorates (Dirs), Army Materiel Command (AMC), Department of Army (DA) and other Department of Defense (DOD) and Government agencies (customers) regarding Command budgetary issues.
2. Manages and tracks the execution of all Command Offices funding. Interfaces with the Command proponent (Chief of Staff, Commanding General [CG]/Deputy Commanding General [DCG], CSI etc.) to ensure that Command funding is allocated and executed consistent with the Command's priorities. Ensures that Command funds are planned and expended IAW fiscal policy and public law. Monitors, tracks and approves expenditure of Command funds. Monitors funding execution (commitments, obligations, accruals, and disbursement) against established Command priorities and objectives. Recommends re-baseline when necessary and

participates in re-baseline activities through development of schedules and expenditure profiles. Supports preparation of the Command Group portion of the Internal Operating Budget (IOB), monitors execution through tracking of in-house resources (labor, travel and overhead costs), analyzes and reports status, identifies issues and makes recommendations for corrective action to the Chief of the Program Analysis and Integration Division. Prepares budget execution documentation and charts for reporting to all Command levels of management. Provides resource consultation and support to the Chief of Staff and Command Group on all matters related to Command Offices' manpower and funding resources.

3. Supports Command analysis and integration efforts by conducting studies and analysis that include manpower requirements generation, analysis and classification of Command positions regarding the Federal Activities Inventory Reform Act (FAIR), and other special studies generated by internal and/or external (HQAMC, DA, Office of Special Counsel [OSC] etc.) requirements. Represents the Command Offices' point of contact regarding internal and external audits conducted by STRICOM Internal Review, AMC, Army Audit Agency (AAA), the DA Inspector General (IG) etc.

Performs other duties as assigned.

Factor 1. Knowledge Required by the Position - Level 1-7 - 1250 Points

- Knowledge and skill in applying review, analytical and evaluation methods and techniques such as planned versus actual, linear forecasting, systems integration etc. to integrate resource requirements and resolve issues related to allocation and execution of Command Offices' funding and manpower resources.
- Thorough understanding of DA/AMC/STRICOM accounting, budgeting, programming and manpower systems (Standard Operation and Maintenance Army Research and Development System [SOMARDS], Mechanization Of Contract Administration Services [MOCAS], Resource Management Tool [RMT] etc.) and processes and DOD/DA/AMC fiscal and financial management policies to effectively plan, track and monitor Command funding and manpower resources.
- Knowledge of Command Offices' responsibilities, business processes and operations and their relationship to Command Operating Budget requirements.
- Knowledge of the Planning, Programming, Budgeting and Execution Systems (PPBES) regulations, guidelines and

processes to effectively plan, program, budget and execute Command Offices' funding and manpower resources.

- Skill in oral and written communications to enable presentation of sensitive and sometime controversial material to the Director Command Analysis and Planning Office, the STRICOM Command Group and other external DOD agencies that include HQAMC, DA and DOD. This includes preparing recommendations for the Chief of Staff and Commander STRICOM regarding Command Offices' funding and manpower resources and/or results of special studies and analyses as assigned.
- Ability to conduct studies requiring an application of analytical and statistical methods and techniques such as linear forecasting, regression analysis, variance analysis etc. in support of Command related special studies and analyses. These studies and analyses frequently require a team effort to include Program Analysts, Program Integrators (PIs), STRICOM PM and matrix personnel, and contractors.
- Knowledge of the military and civilian STRICOM structure, missions, programs and organizational relationships to support the development and integration of Command related budgetary and manpower requirements and to support the integration of data that cross the full spectrum of STRICOM organizations, missions and functions.

Factor 2. Supervisory Controls - Level 2-4 - 450 Points

Incumbent works under the general supervision of the Chief, Program Analysis and Integration. Work is assigned by the Chief and is conducted primarily on an independent basis.

Incumbent consults with supervisor on matters involving the overall objectives, broad aspects of the assignment and long-term milestones to be achieved. Informs the supervisor of potentially controversial findings, issues, or problems.

Completed work is reviewed by the supervisor for compatibility with goals, guidelines, and effectiveness in achieving intended objectives. Completed work is reviewed outside the incumbent's office by staff and management officials whose programs and employees would be affected by implementation of recommendations.

Factor 3. Guidelines - Level 3-4 - 450 Points

Guidelines are in the form of DOD, DA, AMC, STRICOM regulations and policies and administrative funding policies/statements issued at the DOD/DA/AMC/STRICOM level. These regulations are not always clear as to interpretation concerning the issue or problem being studied. The regulations may include reference to pertinent

legislative history, state and federal laws, or policy initiatives of STRICOM management.

Exercises judgment and discretion in learning intent. Interprets and clarifies existing policy and regulatory guidance for use by others within STRICOM. The employee reviews public law regulations that would significantly change Command programs financial management and makes required adjustments or recommends appropriate action to the Director of the Command Analysis and Planning Office and/or the STRICOM Chief of Staff.

Factor 4. Complexity - 4-5 - 325 Points

The work consists of the collection, integration and analysis of funding and manpower resource requirements that directly support the operation of the Command. Requirements must be clearly articulated, fully scrutinized, well justified and documented, and effectively integrated into a COMMAND level budgetary submission and execution plan. Execution must be consistent with appropriation/fiscal law and financial management policies. Assignments cross the full spectrum of STRICOM operations and involve the direct interface with the Command Group to develop Command priorities and resolve resource allocation issues. Assignments require developing detailed requirements, obligation/expenditure plans, tracking, monitoring and reporting progress against the plans and recommending revisions to the baseline where appropriate. Assignments include the conduct of special studies that require the integration and analysis of Command level data and information to formulate and/or support a Command position or conduct Command level studies. Decisions about how to proceed in planning, organizing and conducting studies are complicated by conflicting program goals and objectives. Assignments are further complicated by the need to deal with subjective concepts, judgmental assessments, the quality and quantity of actions are measurable primarily in predictive terms and the findings and conclusions are highly subjective and not readily susceptible to verification through replication of study methods or reevaluation of results.

Factor 5. Scope and Effect - Level 5-3 - 150 Points

The position manages and integrates the planning, programming, budgeting and execution of Command Offices' funding and manpower requirements. The work involves integrating current and future program and operational requirements; developing detailed/validated/prioritized program execution plans; interpreting and applying related administrative/financial regulations; applying Program Budget Guidance (PBG) to requirements/plans; evaluating project progress/cost; and recommending alternative funding methods and work-around plans that facilitate execution. The work contributes to the improvement of productivity, effectiveness and efficiency in

program operations and administrative support activities within the Command Offices and affects the plans, goals and effectiveness of the mission and programs.

Factors 6 & 7. Personal Contacts & Purpose of Contacts - Level 3-c - 180 Points

Contacts include management and employees within STRCOM, AMC, and the Department of the Army, as well as external customers. Customers include, but limited to the National Guard Bureau (NGB), General Services Agency (GSA), Army Research Office (ARO), Marine Corp Albany, Naval Air Warfare Center and the Defense Finance and Accounting Services (DFAS). These contacts will take the form of telephonic contact, e-mail, meetings, discussions, and briefings. The purpose of these contacts is to justify and explain findings, foster better understanding and resolve financial programmatic and process issues such as recommendations affecting resources and program planning for the Command Offices.

Factor 8. Physical Demands - Level 8-1 - 5 Points

The work is sedentary. No special physical effort is required.

Factor 9. Work Environment - Level 9-1 - 5 Points

Work is typically performed in an adequately lighted and climate controlled office. May require occasional travel.