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

1 Agency Position No.: NL12737

2 Reason for Submission: [ ] Redescription [ ] New [ ] Reestablishment [X] Other
ation *(Show any positions replaced)*

3 Service: [ ] Hdqtrs. [X] Field

4. Employing Office Location: Orlando, FL.

5 Duty Station: Washington DC

6 OPM Certification No

7 Fair Labor Standards Act: [X] Exempt [ ] Nonexempt

8 Financial Statements Required: [X] Executive Personnel Financial Disclosure [ ] Employment and Financial Interests

9 Subject to IA Action: [X] Yes [ ] No

10. Position Status: [X] Competitive [ ] Excepted *(Specify in Remarks)* [ ] SES (Gen.) [ ] SES (CR)

11 Position is: [ ] Supervisory [ ] Managerial [X] Neither

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

13. Competitive Level Code: 1422

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	General Engineer	GS	0801	14		
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)

a. First Subdivision: Asst Secretary of the Army (Acquisition, Logistics & Technology)

b Second Subdivision: Program Executive Office (PEO)

c Third Subdivision: Directorate for Resources Management (R)

d Fourth Subdivision

e Fifth Subdivision

19 Employee review - This is an accurate description of the major duties and esponsibilities of my position.

Signature of Employee *(optional)*

upervisory 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: James L. Laughlin, Colonel, GS, Chief of Staff

Signature: James L. Laughlin Date: 8/27/02

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

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*

Typed Name and Title of Official Taking Action: James L. Laughlin, Colonel, GS, Chief of Staff

Signature: James L. Laughlin Date: 8/27/02

22 Position Classification Standards Used in Classifying/Grading Position: Handbook of Occupational Groups and Families, GS-0800-Engineering & Architecture Group, GS-0801-General Engineer Series, Aug 02; GS GGEG for Nonsupervisory Professional Engineering Positions, GS-0800, TS-6, Jun 71.

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

advice for corrective actions. Formulates and issues Army directives, technical estimates, program guidance and other policy and procedural material affecting assigned acquisition programs. Represents HQ AMC and HQDA and participates in and supports key system reviews, such as functional reviews, in-process reviews, program status reviews, testing working integration groups, production readiness reviews, type classification reviews and joint working groups, as appropriate. Conducts analysis of pre-review packages for technical and acquisition policy compliance. Assumes lead responsibility for resolving HQ AMC differences on system review issues through matrix management by formulating panels consisting of members of the supporting HQ AMC and HQDA elements to address and solve specific problems. Develops and staffs the HQ AMC position for Army Systems Acquisition Review Council (ASARC) and Defense Acquisition Board (DAB) working group meeting for assigned programs. Participates with the PEO or DSA in leadership of the working group throughout the ASARC/DAB review process. Conducts necessary analysis to ensure that new requirements are achievable, supportable and effectively integrated with other systems. Maintains liaison and provides assistance as required to the OASA(ALT), HQDA, PEOs, DSAs, PMs, and appropriate AMC Major Subordinate Commands. Provides advice on International Cooperative Research and Development, Operations Security and Security Assistance for assigned systems. (250%)

3. Provides functional area staff oversight for assigned systems. Participates with ODCSOPS in the conduct of functional area analyses providing technical advice and guidance. Provides technical and programmatic advice to ODCSOPS on all assigned Battlefield Operating System (BOS) programs during development of the Program Objective Memorandum (POM). Recommends that new developments be undertaken only after a full assessment has been made of the potential for achieving Army readiness objectives by other alternatives such as product improvements, use of commercial items or modified commercial items or the use of equipment from other services or foreign allies. Assesses potential materiel acquisition programs from the standpoint of eliminating excessive or overly restrictive requirements, feasibility of schedule, cost realism, RAM-D, ELS, etc. Conducts analyses to ensure that Management Decision Increment Package (MDEPs) are properly constructed and described in relation to priorities and resources available. Ensures dig materiel acquisition programs are executable and reflect good business sense. Performs intra-functional area analyses, as required, to assess the overall functional area capabilities, strengths/weakness and needs. Provides cross-leveling recommendations of resources of assigned systems and provides recommendations on changes in priority and increases and decreases in resource allocation based on business sense, executability and other technical and engineering factors. (20%)

4. Maintains currency in developing technologies applicable to assigned systems and functional area. Provides a broad background in the scientific and engineering disciplines involved; assesses technological shortcomings of existing systems; and recommends guidance that is influential in realigning priorities in technology base programs. Provides advice on technology integration for evolving systems, systems in development and product improvement Serves as the AMC focal point for Army and Intra-Department of Defense (DoD) coordination. Represents the Army and AMC on inter/intra-agency, HQDA, DoD, national and international committees, panels, working groups on matters related to assigned materiel acquisition programs. Participates in cooperative and collaborative efforts resulting from standardization agreements, with other international data exchange agreements and knowledge of materiel development and production being conducted abroad. Insures that adequate internal controls are developed and included in all functional guidance issued, including guidance for manual and automated systems for assigned functional areas. Reviews systemic material weaknesses that have been detected and takes or recommends appropriate corrective actions. (5%)

Performs other duties as assigned.

Travel may be required for approximately 10% of the time.

The incumbent of this position is required to file a financial disclosure statement (SF 450) in accordance with AR 600-50.

THIS POSITION IS A CRITICAL ACQUISITION POSITION, WHICH MAY ONLY BE OCCUPIED BY A MEMBER OF THE DOD ACQUISITION CORPS OR AS OTHERWISE PROVIDED BY LAW, 10 U.S.C. 1733.

Factor I - Knowledge Required by Position (FL 1-8 1550 Points)

Comprehensive general engineering knowledge sufficient to formulate and execute materiel acquisition programs from concept development through engineering and manufacturing development, production and product improvement and to assess RDTE and acquisition program to determine if they are technologically sound, executable and technical feasible.

Knowledge of a variety of engineer disciplines including Mechanical, electrical, electronic, chemical, automotive, marine and industrial engineering sufficient to serve as a technical advisor and consultant to the ASA(ALT) and the AMC DCSRDA on Army systems development and production progams and to formulate and issue Army directives, technical estimates, program guidance and policy and other procedural material for acquisition programs.

Comprehensive knowledge from planning system development program to the budget execution, financial management, and functional engineering support to serve as Department of the Army System Coordinator Coordinates with the appropriate PEO/DSA and PM[s to identify and resolve technology application, engineering and performance problems throughout the research, development, engineering, test, evaluation, and production process.

Knowledge of Army Materiel Command, MSCs, Major Commands, Department of Army, and DOD organization structure, mission, goals, and objectives to review and determine opportunities for joint command and joint service participation.

Knowledge of the system development process sufficient to implement lessons learned into acquisition program for new systems which will provide the most technologically advanced equipment possible to meet Army XXI and Army After Next requirements.

Comprehensive knowledge of equipment, supply, services, and maintenance to review and analyze systems acquisition programs to reduce operating and support costs and improve readiness.

Factor 2 - Supervisory Controls (FL 2-5 650 Points)

Chief of the SARDA/AMC Support Systems Division provides administrative directions and program goals with broadly defined objectives for Department of the Army functional staff management of assigned programs. Incumbent works under broad delegated authority to independently plan and schedule work, coordinate with other staff specialists, carry out effort to formulate, justify, defend and interpret the technical content of programs and budgets for assigned RDTE and procurement systems or commodities. Incumbent reviews and assesses the execution of assigned acquisition programs and provides advice to senior officials on technical executability and business sense issues. The Chief accepts recommendations and reviews results obtained in achieving systems acquisition goals and objectives.

Factor 3 - Guidelines (FL 3-5 650 Points)

Incumbent uses current engineering knowledge and acquisition and financial management regulations, guidance, manuals and acquisition reform principles to monitor, assess the technical content and improve management efficiency and effectiveness of assigned programs. Incumbent

uses judgement and initiative to formulate and issue Army directives, technical estimates, program guidance and other policy, and recommends program restructures to resolve acquisition program execution problems. Incumbent is recognized as a technical authority for interpreting existing DOD, DA, and MACOM RDTE and acquisition regulations, and recommending future Army programs, plans and budgets.

Factor 4 - Complexity (FL 4-5 325 Points)

Work consists of various evaluations of new and varied problems requiring technical expertise and knowledge of state of the art in engineering and acquisition procedures and methodology to assure that RDTE and procurement program meet Army objectives and priorities. Work requires the incumbent to formulate, coordinate, and assess highly complex programs in development, production and product improvement to assure that acquisition plans/strategies are realistic and are sound from the standpoint of cost and schedule realism. Work requires significant knowledge and effort beyond existing regulations to review, analyze, and recommend Army wide procedures and regulations, and funding requirements to support acquisition program objectives.

Recommendations and decisions regarding acquisition procedures are complicated by the complexity of existing programs and regulations, environmental compliance requirements and resource limitations. The application of innovative concepts and procedures is required to achieve goals and objectives.

Factor 5 - Scope and Effect (FL 5-5 325 Points)

Work is to execute the HQDA functional staff management of complex acquisition programs. Work involves the formulation, justification, defense and execution of acquisition plans, programs and budgets for Army RDTE and procurement program. Successful defense and justification of programs before OSD and ONM budget review committees and the U.S. Congress is critical to the acquisition of systems and equipment essential to modernization of the Army.

Factor 6 Personal Contacts & Factor 7 Purpose of Contacts (FL 6-3C 180 Points)

Contacts are with senior officials at all levels throughout AMC, senior leaders (General Officers and SESs) at Department of the Army, managers and staff officers in the Office of the Secretary of Defense, Congressional professional staff members and with management level officials of other military and government agencies and industry. Contacts occur in scheduled meetings and conferences, informal meetings and through telephone conversations and may involve presentations of briefings.

Contacts are to represent AMC and ASA(ALT)/AAE programs, operations and administration and support activities, to negotiate positions regarding the establishment of policy and procedures, to obtain commitments on the allocation and execution of RDTE and procurement resources, to maintain effective working relationships, and to advise SESs/General Officers and higher ranking officials and obtain decisions relating to Army RDTE and procurement programs.

Factor 8 - Physical Demands (FL 8-1 5 Points)

Work is primarily sedentary and requires walking and carrying files and documents to meeting sites to conduct program reviews and participate in working groups.

Factor 9 - Work Environment (FL 9-1 5 Points)

Work is performed in an office setting, with some travel to attend meetings at other locations.

TOTAL POINTS: 3690 RANGE: 3605-4050 CONVERSION: GS-801-14

Evaluation:

Not Listed