

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqts. <input checked="" type="checkbox"/> Field <input type="checkbox"/> Other <i>(Show any positions replaced)</i>		3. Service	4. Employing Office Location Orlando, FL	5. Duty Station Orlando, FL	1. Agency Position No. 1412355	6. OPM Certification No.
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" 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		
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CRI)		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"/> 2. Noncritical Sensitive <input type="checkbox"/> 3. Critical Sensitive <input type="checkbox"/> 4. Special Sensitive		
13. Competitive Level Code 0995						
14. Agency Use						

15. Classified/Graded	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	Security Assistance Program Specialist	GS	0301	09		
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
ASA(ALT)

b. Second Subdivision
PEO STRI

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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

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
John F. Daniele, Supervisory Program Analyst

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

Signature: *John Daniele* Date: 4/18/03

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-0301 TS-34 January 1979; USOPM Administrative Analysis Grade Evaluation Guide TS-98 August 1990

Typing Name and Title of Official Taking Action
Sharon Hightower, Chief, Human Resource Manage Division

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.

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

24. Remarks
BUS: 7777; Target Grade: GS-11
Non-critical acquisition position: The employee must meet DoD 5000.52-M requirements applicable to the duties of the position.

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

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, test and training instrumentation, targets threat simulators and Advanced Distributed Simulation (ADS). 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, acquisitions and sustainment activities through the functional matrix organization and four project managers.

MAJOR DUTIES

1. Develops and maintains Foreign Military Sales (FMS) case files, documentation and reports. Collects and organizes FMS case data, reviews for accuracy and completeness and provides for input to the development of medium and long range strategic planning documents by senior case managers and command leadership. Surveys organizations internal to the command for input to the FMS planning process, organizing and reviewing data prior to submission.

20%

2. Serves as FMS case assistant. Provides support in all aspects of FMS case management from preparation of Price and Availability (P&A) and Letters of Offer and Acceptance (LOAs) through implementation, execution and case closure. Obtains information regarding the logistical and financial progress of FMS programs against price and availability estimates providing status reports to senior FMS case managers. Incumbent develops cost estimates, applies applicable surcharges in accordance with Security Assistance financial management regulations.

60%

3. Participates in the preparation and planning for meetings and conferences, both CONUS and OCONUS. Obtains and organizes information regarding overall program status and issues/actions as required. Presents information as directed by senior FMS case managers.

20%

Performs other duties as assigned.

Factor 1 - Knowledge Required by the Position - Level 1-6 - 950 Points

- Familiarity of the legislative principles governing Security Assistance which include the Arms Export Control Act and Foreign Assistance Act.
- Basic knowledge of Security Assistance policies and procedures and sequential actions to effectively manage an FMS case.
- Basic knowledge of both qualitative and quantitative analytical management methods.
- Awareness of the mission, doctrine, and strategy of the Army, AMC, and STRICOM.
- Familiarity with military Command structure, missions, programs and organizational relationships.
- Basic skill with automated database systems to integrate their use and acceptance into STRICOM's everyday business practices.

Factor 2 - Supervisory Controls - Level 2-3 - 275 Points

The supervisor or a senior FMS case manager assigns specific projects in terms of issues or problems to be studied and sets deadlines for completing the work. The supervisor may assign priorities among the various projects as well as deadlines for the attainment of specific milestones within a project. The supervisor or senior FMS case manager provides assistance on controversial issues and on the application of qualitative or quantitative analytical management methods to the study of subjects for which precedent studies are not available.

Incumbent plans, coordinates, and carries out the successive steps in fact-finding and analysis of issues necessary to complete each phase of an assignment. Work problems are normally resolved by the employee without reference to the supervisor or senior FMS case manager, in accordance with policies, regulations, precedents, organizational concepts, management theory, and occupational training.

Work is reviewed in progress for conformance with overall requirements as well as contribution to the objectives of studies. On more complex projects, the senior FMS case manager or supervisor provides added direction and assistance. Completed work products are reviewed for consistency of facts and figures, choice of appropriate analytical methods, and practicality of recommendations. Findings and recommendations developed by the employee are reviewed prior to completion.

Factor 3 - Guidelines - Level 3-3 - 275 Points

Guidelines include DoD, DA, and AMC regulations and basic legislation to include the Arms Export Control Act and Foreign Assistance Act governing acquisition and security assistance that requires considerable adaptation and/or interpretation for application to issues and problems studied pertaining to the security assistance program. Administrative policies and precedent studies provide a basic outline of the results desired, but are not detailed as to the methods used to accomplish a project.

Incumbent uses judgment in choosing, interpreting, or adapting available guidelines to specific issues or subjects studied. Incumbent analyzes the subject and the current guidelines that cover it and makes recommendations for changes. The supervisor and senior FMS case manager are available to provide incumbent details as to the methods used to accomplish a project when issues and problems studied by incumbent require considerable adaptation and/or interpretation.

Factor 4 - Complexity - Level 4-3 - 150 Points

Incumbent work principally involves dealing with problems and relationships of a procedural nature in support of a senior FMS case manager, rather than the substance of issues or other subjects studied. Incumbent analyzes the issues in the assignment, then selects and applies accepted qualitative and quantitative analytical management methods to the resolution of procedural problems affecting the efficiency, effectiveness, and productivity of security assistance program studies.

Projects involve varied organizations in STRICOM and work procedures differ from one assignment to the next. Incumbent typically develops FMS case files, documentation and reports, collects and organizes FMS case data, and reviews for accuracy and completeness for input to the development of medium and long range strategic planning documents by senior case managers and command leadership.

Incumbent findings and recommendations are based upon analysis of FMS case management documentation, research of precedent studies, and application of standard operating procedures governing security assistance.

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

The purpose of this position is to efficiently and effectively assist senior FMS case managers in planning and coordination aspects of a Security Assistance program, within the confines of governing regulations and the Arms Export Control Act and Foreign Assistance Act. Incumbent identifies, analyzes, and makes recommendations to resolve conventional problems and situations. Incumbent may be assigned portions of broader studies.

Completed projects and recommendations influence decisions by managers concerning the internal administrative operations of their organizations and activities.

Factor 6 - Personal Contacts &

Factor 7 - Purpose of Contacts - Level 2-b - 75 Points

This position has regular and recurring personal contacts in meetings and discussions with employees, supervisors, and managers of the Army, and outside of the immediate office.

Purpose of contacts are to provide project status and fostering better understanding in assisting senior FMS case managers on aspects of a Security Assistance program.

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

The work is primary sedentary.

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

Work is typically performed in an adequately lighted and climate controlled office.

Description of Education/Training

GS-09 - 0301 Security Assistance Internship

Completion of the following courses and assignments are required at this level:

Fundamentals of System Acquisition (ACQ 101) DAU (on-line)
Security Assistance Management (SAM-C) DISAM
USASAC Orientation (NCAD)
On-The-Job-Training

GS-11 - 0301 Security Assistance Internship

Completion of all training identified at the GS-09 level

Completion of the following courses and assignments are required at this level:

Intermediate Systems Acquisition (ACQ 201) DAU
Security Assistance Case Management (SAM-CM) DISAM
USASAC Orientation (Fort Belvoir)
International Programs Security Course DISAM
On-The-Job-Training