

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

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New Establishment <input type="checkbox"/> Other <i>(Show any positions replaced)</i>		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location <b>ORLANDO, FL</b>	5. Duty Station <b>ORLANDO, FL</b>	1. Agency Position No. <b>NL09344</b>
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 checked="" type="checkbox"/> Employment and Financial Interests		6. OPM Certification 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 (CR)		11. Position Is: <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
		12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code <b>14-11</b>	
				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	<b>SUPERVISORY CONTRACT SPECIALIST</b>	<b>GS</b>	<b>1102</b>	<b>14</b>	<b>DLC</b>	
e. Recommended by Supervisor or Initiating Office	<b>SUPERVISORY CONTRACT SPECIALIST</b>	<b>GS</b>	<b>1102</b>	<b>14</b>	<b>DLC</b>	

16. Organizational Title of Position (if different from official title) \_\_\_\_\_ 17. Name of Employee (if vacant, specify) \_\_\_\_\_

18. Department, Agency, or Establishment <b>DEPARTMENT OF THE ARMY</b>	c. Third Subdivision <b>CONTRACTS DEPARTMENT</b>
a. First Subdivision <b>STRICOM</b>	d. Fourth Subdivision <b>LAND WARFARE CONTRACTS DIVISION (65)</b>
b. Second Subdivision <b>DIRECTORATE FOR ACQUISITION (A)</b>	e. Fifth Subdivision

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 <b>D. L. CREECH</b> <b>DIRECTOR FOR ACQUISITION</b>	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature: <i>D L Creech</i> Date: <b>9/13/94</b>	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  
**USOPM PCS FOR GS-1102, dtd 12/83**  
**GENERAL SCHEDULE SUPERVISORY GUIDE**  
**APR 93**

23. **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  
**JOE CORBIN, JR., CHIEF**  
**HUMAN RESOURCE MANAGEMENT DIV.**

Signature: *Remaine J. Phillips* Date: **10-3-94**

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier	<i>LP</i>	<b>10-03-94</b>								

marks This is a Critical Acquisition Position.

**THIS POSITION IS AT THE FULL PERFORMANCE LEVEL.**  
BUS:8888

## INTRODUCTION

Position is located in the Directorate for Acquisition of The Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of the U.S. Army Materiel Command, serving as Head of The Land Warfare Contracts Division, Contracts Department, Naval Air Warfare Center Training Systems Division, Orlando, Florida. As such, supervises the life-cycle acquisition of complex simulation, training & instrumentation systems, research and development related to such systems, life-cycle support and related general acquisition requirements. Procuring Contracting Officer with unlimited signatory authority, the specialist has complete responsibility for all contractual actions in all phases of assigned programs including: initial planning; applied research; advanced development; engineering and manufacturing development; testing; prototype development; initial production; full scale production; technical data; sustaining engineering; training materials; maintenance; and modification efforts. Work includes supervision of a wide range of contract specializations, such as acquisition planning, cost/price analysis, negotiation, and administration. Acquisitions support multi-service requirements of the Army, Navy, Marines, and Air Force, as well as Foreign Military Sales (FMS). In the absence of the Director or Deputy Director of the Contracts Department, the incumbent may be required to exercise contracting authority in other program areas.

## MAJOR DUTIES

1. Supervises 58 employees including (5) supervisory GM-1102-13's, (36) GS-1102-12's, (3) GS-1102-11's, (2) GS-1102-5/7/9/11's, (4) GS-1105-6's, (1) 1105-05's, (2) 1106-06's, (5) 1105-4, (1) SPCC Interns. Provides the leadership necessary to maintain an effective and productive work force and ensures a continuous flow and exchange of information between employees. Specific supervisory responsibilities include but are not limited to: Planning work to be accomplished by subordinates; assigning work to subordinates based on priorities; with selective consideration of the difficulty and the requirements of the assignments, and the capabilities of employees; evaluating performance of subordinates; giving advice, counsel, or instruction to individual employees on both work and administrative matters; interviewing candidates for positions in the division and making recommendations for appointment, promotion, or reassignment for supervisory positions and making selections for nonsupervisory positions; hearing and resolving both employee and group grievances and the more serious complaints not resolved by subordinate supervisors; effecting disciplinary measures such as warnings and reprimands and reviewing the more serious cases such as suspensions and removals; identifying development and training needs of

employees, consulting with specialists on these needs and deciding on training problems related to the branches supervised; coordinating with Union Officials, promoting equal employment opportunity; making decisions on work problems presented by subordinate supervisors; collaborating with other Branch and/or Division Heads to negotiate, decide on, and/or coordinate work-related changes affecting other units; advising officials with broader and higher responsibilities on problems involving the relationship of the division's functions to broader programs, and its impact on such programs; and evaluating supervisors and reviewing evaluations made by supervisory on other employees.

35%

2. Manages the planning, development, and establishment of contractual strategy for assigned acquisition programs. Approves pre-negotiation positions; approves types of contracts and negotiation authorities to be used; approves business clearances in excess of authority of subordinate Contracting Officers.

5%

3. Serves as a member of the Senior Contracts Review Board (SCRB).

5%

4. Oversees contract negotiations and coordination with program offices, technical departments, legal counsel, and audit and field representatives. Assigns acquisition responsibilities to subordinate branch heads.

20%

5. Directs the full range of contract administration actions required for acquisition programs, including the issuance of contractual modifications, incorporation of changes, exercise of options, investigation and resolution of contractor delays, contractor performance appraisal, subcontractor surveillance, disposition of claims, terminations, and similar matters.

25%

6. Serves as principal contracting advisor on all assigned programs to appropriate program management offices and represents the Command as contractual authority in interagency, high-level Federal Government and foreign country conferences and meetings.

10%

Performs other duties as assigned.

## **FACTOR 1 KNOWLEDGE REQUIRED BY THE POSITION**

Mastery of Federal, Department of Defense, and Army contract and procurement principles including such techniques as Best Value Acquisition, Incentive, Award Fee, and Multi-Year Contracting; Cost Accounting; Life Cycle Costing; Design to Cost; and Make or Buy Programs to enable the incumbent to plan, develop, implement, maintain, and administer all contractual aspects of Center acquisition programs; to develop innovative contractual language, terms, and conditions; and to serve as contractual authority and advisor on the acceptability and applicability of contractual matters related to assigned acquisition programs. Skill in managerial and coordinative activities sufficient to control a variety of contractual actions occurring concurrently, in an overlapping fashion, and sequentially, and to control simultaneously interrelated contracts with different contracts.

Mastery of negotiation techniques to serve as Center representative and spokesman on all assigned programs in development of pre-negotiation strategy, in supervising negotiations, and in directing post-award negotiations involving contract changes or modifications.

Knowledge of related disciplines and functions involved in the acquisition process, such as design/systems engineering, integrated logistics support, reliability and maintainability, and financial management and their interrelationships with the contracting specialization.

## **FACTOR 2 SUPERVISORY CONTROLS**

The Director or Deputy Director of the Contracts Department, make decisions to resolve conflicts (e.g., in workload priorities) between division and warfare areas, but delegates responsibility for contractual matters pertaining to assigned acquisition programs. The acquisition programs are highly significant to the accomplishment of service missions (e.g., systems essential to DSARC approval for fielding of major weapon systems). The supervisor is available for consultation on program objectives and procurement policy interpretations.

The incumbent is designated a Contracting Officer with unlimited authority and acts independently to plan and carry out the contractual activities required, including interpreting, extending, originating, or devising new contractual provisions, in incentives, structures, terms, and conditions. Contractual decisions and recommendations rendered by the incumbent are

normally accepted as authoritative, although higher level agency or departmental review is necessary for some phases of the acquisition programs, as directed by regulation or law. Because of the incumbent's recognized technical expertise in the contracts field, the incumbent is able to obtain verbal advance approval from higher level governing bodies to proceed with contractual action in cases deemed critical by the incumbent (e.g., ASN (RDA), NAVAIRSYSCOM).

### **FACTOR 3 GUIDELINES**

Guidelines include congressional legislation affecting the contract field, the Federal Acquisition Regulation, Department of Defense instructions, and Service Supplements. These guides are only generally applicable to the work, as the state-of-the art technology generates unusual and unique contractual problems (e.g., advanced visual applications to simulators, competitive developments, teaming arrangements, international off-set agreements). Therefore, the incumbent exercises initiative, resourcefulness, and experienced judgement in interpreting and applying such guides, as well as in developing and implementing solutions to problems that are unique.

### **FACTOR 4 COMPLEXITY**

The work involves the performance, direction, and coordination of all broad and specific contractual actions involved in all assigned acquisition programs. The procurement of highly complex, sophisticated and technologically advanced systems, in turn, requires advances in concepts and practices in the contract and procurement field. Characteristic of complexities in assigned acquisition programs include: high national defense priority; requirement for long-term contractual efforts, e.g., up to five years or more, high dollar value (overall costs per program could run as high as \$650,000 million); no previous cost history data (initial development); involvement of numerous major contractors and subcontractors; contractually coordinating the input to contracts of various subject matter specialists engaged in the acquisition program including engineers, legal advisors, auditors, logistics management specialists, and financial managers; requirement for concurrent, overlapping, or sequential contractual actions in order to maintain acquisition program schedules and to take advantage of technological advancements; interrelated contracts with several different contractors wherein a change in one contract precipitates changes in the others; and a conceptual awareness of the relationship of assigned acquisition programs to the shaping of overall long-range service programs (e.g.), concurrent simulation system and major system development).

Assigned programs often require the devising of new contractual methods. Decisions made by subordinates relate to innovations in such areas as special clauses, advance pricing techniques. Evaluation and adequacy of specifications, determination of incentive fee criteria, and contract administration.

#### **FACTOR 5 SCOPE AND EFFECT**

The primary purpose of this position is to provide top-level contractual expertise on assigned programs to major service acquisition program offices. The end items procured by the program offices are self-contained, highly sophisticated, technologically advanced simulation, training & instrumentation systems such as crew trainers, maintenance trainers, simulated tactical engagement systems range instrumentation, threat simulator targets, and system life cycle support. These systems comprise the major training & test vehicles for existing, newly procured or future military weapon or support systems. Acquisitions for other than simulation, training & instrumentation systems include applied research, management support, and general support acquisitions.

Work performed, decisions made, and solutions devised have major impact on service and Department of Defense missions (i.e., force readiness is dependent on timely/effective training).

#### **FACTOR 6 PERSONAL CONTACTS**

Contacts are with all levels within the Department of Defense as well as with other Agencies, congressional staff members, corporate level officials of major firms, and foreign government officials. The incumbent represents the agency at national and international conferences dealing with the contractual aspects of system acquisition programming. Such conferences are typically arranged in advance and are attended by top-level representatives of external organizations (e.g., the Interservice/Industry Training Equipment Conference).

#### **FACTOR 7 PURPOSE OF CONTACTS**

The purpose of the contacts is to apply high-level contractual expertise in complex contractual actions; defending, justifying, and explaining significant controversial issues and positions; and solving particularly unyielding contractual problems. The incumbent, while serving as Command contractual representative for assigned acquisition programs, frequently encounters conference participants representing diverse and conflicting goals or opinions at the national or international level. In these situations, the incumbent must convince the individuals

contacted to accept the Command's contractual viewpoint, or must develop, in conjunction with the individuals, an acceptable compromise (e.g., training system development often requires trade-offs in major system development/production schedules).

**FACTOR 8 PHYSICAL DEMANDS**

The incumbent's work is sedentary in nature.

**FACTOR 9 WORK ENVIRONMENT**

Although the majority of work is performed in an office setting, the incumbent visits contractor plants to review equipment and production runs and to evaluate progress and performance. During these visits, the incumbent is to close proximity to electrical/industrial machinery and must exercise safety precautions.

PD # NL09344001

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 if 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 this 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.