

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"/> Other | | 3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field | 4. Employing Office Location Orlando, FL | 5. Duty Station Research Parkway | 1. Agency Position No. NL0984500 |
| Explanation (Show any positions replaced) | | 7. Fair Labor Standards Act <input 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 type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither | 12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical Sensitive <input checked="" type="checkbox"/> 4-Special Sensitive | 9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | | 13. Competitive Level Code 11-41 | 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 | 343 | 11 | | |
| 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 | c. Third Subdivision PM CATT (X) |
| a. First Subdivision U. S. Army Materiel Command | d. Fourth Subdivision |
| b. Second Subdivision U. S. Army STRICOM | 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.

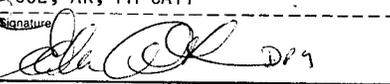
| | |
|--|--|
| a. Typed Name and Title of Immediate Supervisor EDWIN A. TRIER DPM CATT | b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) |
| Signature  | Signature |
| Date 3/24/93 | Date |

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 Management/Program Analyst Series, GS-343 (TS-98) 08/90; and Admin Analysis GEG (TS-98) 08/90.

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 E. SHIFLETT
 COL, AR, PM CATT

Signature


Date
 3/24/93

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

Remarks
 Position is at full performance level.

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

PROGRAM ANALYST GS-343-11

1. INTRODUCTION:

a. This position is located in the Office of the Project Manager, Combined Arms Tactical Trainer (PM CATT). The mission of PM CATT is to acquire collective task and command/control training systems.

b. The purpose of this position is to perform as a Program Analyst to assist in planning, implementing and coordinating a variety of program analysis evaluations and advisory functions in support of the life cycle management of developmental end-items managed by PM CATT. Assists in the application of program analysis principles and techniques related to the execution of operating program activities, such as planning and requirements documentation, resource management matters (budget, manpower, materials), cost analysis (life cycle cost estimates, contractor cost management and government monitoring procedures, cost/schedule control system criteria) and pertinent acquisition strategies. Assists in reviewing progress against established program milestones, long range planning and development of overall program objectives.

2. MAJOR DUTIES AND RESPONSIBILITIES:

a. Assists in the development of plans, programs and budgets for RDTE, procurement and OMA based on priorities, documented requirements, capabilities, and resource (manpower, material, and dollar) limitations. This input is prepared in the form of congressional descriptive summaries, P-form submissions, program submissions and command schedules.

b. Assists in the performance of management reviews of developmental contracts to ascertain rate of progress versus incurred costs, analyses engineering changes to determine worth and improved performance vs cost and cost growth to determine impact.

c. Assists in the preparation of the PM CATT execution plan, ensuring that program objectives relate to funds available.

d. Performs special assignments and studies which relate to the successful accomplishment of the PM CATT program. These assignments and studies may include budget drills, analyses of future year in-house resource requirements, tracking execution in the budget year, etc.

e. Conducts or participates in presentations and briefings as assigned.

f. Participates in working groups and AD HOC committees which relate to areas of responsibility.

FACTOR 1 - KNOWLEDGE REQUIRED:

Comprehensive knowledge of program analytical and evaluative methods as applied to the planning and execution of all programs managed by PM CATT. Ability to modify standard practices and procedures to solve a variety of problems related to the life cycle phases of programs. Ability to adapt precedents or make significant departures from previous approaches in determining the kind of information needed to measure effectiveness of program progress. Ability to prepare and present oral and written presentation to clearly define specific problems, provide detailed recommendations and achieve program/project objectives in an efficient and effective manner; and explain the effect of alternative actions on program execution.

FACTOR 2 - SUPERVISORY CONTROLS:

Works under the general supervision of the immediate supervisor who consults with the incumbent on matters such as developing the broad aspects of the assignments and long-term milestones to be reached. Completed work is reviewed for effectiveness in meeting requirements, expected results, and impact on mission functions. Overall objectives and available resources are defined by the supervisor; however, the incumbent independently plans, analyzes, reviews, and carries out assignments. The incumbent keeps the supervisor informed of progress, potential controversial subjects, and situations and actions which affect policy and funds.

FACTOR 3 - GUIDELINES:

Guidelines include Army regulation, federal laws, policy statements, procedures, practices, and other material governing the PPBE system. Often these guidelines do not apply specifically to particular complex and technically difficult program analysis situations, thus requiring use of a high degree of judgement and creativity in selecting, interpreting, and adapting guides. This lack of specificity requires the incumbent to develop relevant data for subjects studied.

FACTOR 4 - COMPLEXITY:

The assignment is characterized by highly technical development programs, some costing in excess of \$200 million RDTE and \$400 million procurement. The incumbent will lead conferences with representatives of the area being studied in order to establish cooperative relationships, present controversial and critical observations and recommendations, and convince others to accept proposals with which they may strongly disagree.

FACTOR 5 - SCOPE AND EFFECT:

The employee serves as Project Officer responsible for planning, analyzing and evaluating the RDTE/procurement activities that support the project management of major Army items. The assignment entails the development of long range program plans, goals, objectives and milestones to accomplish and evaluate the cost effectiveness of actions in the achievement of agency programs, and affects compliance with pertinent financial and acquisition policies.

FACTOR 6 - PERSONAL CONTACTS:

Contacts include Program Analysts, Budget Analysts, Project/Product Managers, Project Team Members and other Army specialists and managers. Contacts also are maintained with MACOMs, contractors and professional groups in the public and private sector.

FACTOR 7 - PURPOSE OF CONTACTS:

Contacts are for the purpose of justifying recommendations affecting planning and execution of Combined Arms Tactical Trainer programs and influencing officials to accept/implement same.

FACTOR 8 - PHYSICAL REQUIREMENTS:

Work is mostly sedentary. Occasionally there is stress from having to work within a short time frame to complete a particular task.

FACTOR 9 - WORK ENVIRONMENT:

Work is performed in an office setting which includes adequate lighting, ventilation and shelter.

PERSONAL DATA - PRIVACY ACT OF 1974

A-NL09845001 CPCN
 09845001
 JEE PAS-AUTH ** 0000 STR ST ORLANDO STR FL FLNL
 USAMC STRICOM 32826-3224 USTRI **NLAR0191
 JEJ ORG-STRUCT-ID-SHRED **X
 JRB AGCY-CD **DEPT OF THE ARMY
 JRC AGCY-SUB-EIM-FLAG **X9
 JPE GSA-GEOLOC **ORLANDO ORANGE FL
 88 **122360095
 JBN DT-PD-CLASSIFIED **930324 JPL DT-POSN-ESTB **930324
 JGB POSN-NTE-DATE **888888
 JYR ACQ-POSN-CAREER-CAT **BUS, COST EST, FIN MGT **K
 JYL ACQ-CAREER-LVL-REQD **ENTRY LEVEL I **1
 JYN ACQ-CRIT-POSN-ID **ACQ POS-NOT CRIT OR DVLP **4
 JPC POSN-TITLE **PROGRAM ANALYST
 JQJ CURR-PAY-PLAN **GS
 JQP OCCUPTNL-SRS ** MANAGEMENT AND PROGRAM ANALYSIS **0343
 JAO POSN-GR-CIV **11 JQH TARGET-GR-CIV **11
 JPD FUNCT-CLASS-IDF ** N/A JQT COMP-LEV **1141
 JPR POSN-OCCUPD-ID **1 JQL PAY-BASIS **PA
 JQW FLSA-CAT **N JQN PAY-TABLE-IDENT **0000
 MD
 1a ROW=24 COL= 80 11/22/95 8:46 NC Poll

PERSONAL DATA - PRIVACY ACT OF 1974

JPY PSN-LOCALITY-PAY-AREA **REST OF CONTIGUOUS UNITED STATES
 **88
 JPX PSN-AUTH-LOCALITY-PCT **0374 JZX POSN-WRK-SCHED **F
 JPQ POSN-SNSVY **NONCRITICAL SENSITIVE **2
 X06 NV-POS-SENS-CRITERION **ACCESS TO SCRET/CONF INFO **N
 JNT BARG-UNIT-STAT **7777
 JNB SUPV-STATUS **NON-SUPERVISORY **8
 JPO SUPV-MGR-PROBATION-REQMT **SUPERVISORY/MANAGERIAL PROBATION NOT REQUIRED
 **1
 JPJ TNG-PROG-ID **NOT APPLICABLE **YY
 JQU PREM-PAY-IND ** N/A
 JQD/1 CIV-SK-1 **PROGRAM ANALYSIS **ARL
 JQE/1 CIV-SK-1-SHRED ** N/A
 JQF/1 CIV-SK-1-SUB-SHRED ** N/A
 JQG/1 SK-PERCENTILE **00
 JQD/2 CIV-SK-1 ** N/A
 JQE/2 CIV-SK-1-SHRED ** N/A
 JQF/2 CIV-SK-1-SUB-SHRED ** N/A
 JQG/2 SK-PERCENTILE ** N/A
 JQD/3 CIV-SK-1 ** N/A
 JQE/3 CIV-SK-1-SHRED ** N/A
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PERSONAL DATA - PRIVACY ACT OF 1974

JQF/3 CIV-SK-1-SUB-SHRED ** N/A
 JAR PAYROLL-ORG-CODE **7R173

JAP PAYROLL-OFF-ID **PE
J1A FIN-DISCLOSURE-ID ** N/A
JGP DRUG-TEST-RQD **NO DRUG TEST REQUIRED **C
1745 95 NOV 22 (95326) FU - (11)

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11/22/95 8:46

NC Poll

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 11200949001

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."