

POSITION DESCRIPTION (Please Read Instructions on the Back)

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|---|--|--|--|--|--|---|--|--------------------------------------|--|
| 2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other | | 3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field | | 4. Employing Office Location ORLANDO, FL | | 5. Duty Station STRICOM, RESEARCH PARK | | 1. Agency Position No. NL10154.07 | |
| 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 checked="" type="checkbox"/> Employment and Financial Interests | | 9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| 10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) 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 1- Non-Sensitive <input type="checkbox"/> 3- Critical Sensitive <input type="checkbox"/> 2- Noncritical Sensitive <input checked="" type="checkbox"/> 4- Special Sensitive <input type="checkbox"/> | | 13. Competitive Level Code 13-58 | |

| 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 | PROJECT DIRECTOR | GS | 0301 | 13 | JH | 08-23-96 |
| e. Recommended by Supervisor or Initiating Office | | | | | | |

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| 16. Organizational Title of Position (if different from official title) DEPARTMENT OF THE ARMY US ARMY MATERIEL COMMAND STRICOM | | 17. Name of Employee (if vacant, specify) PM DIS PM CAAN (AC) | |
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19. Employee Review— This is an accurate statement of the major duties and responsibilities of my position.

20. **Advisory Certification.** I certify that this is an accurate statement of 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 violation of such statutes or their implementing regulations.

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|--|-----------------|--|------|
| a. Typed Name and Title of Immediate Supervisor ROBERT A. SOTTILARE, DPM CAAN | | b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) | |
| Signature | Date 7/26/96 | Signature | Date |

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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 301, dtd 01/79 USOPM PCS FOR 343, dtd 08/90 ADMIN ANAL GRADE EVAL GUIDE, dtd 08/90 | |
| Typed Name and Title of Official Taking Action JAMES M. SKURKA, DEPUTY TO THE COMMANDER | | 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 20 July 96 | | |

| 23. Position Review | INITIALS | DATE |
|------------------------|----------|------|----------|------|----------|------|----------|------|----------|------|
| a. Employee (optional) | | | | | | | | | | |
| b. Supervisor | | | | | | | | | | |
| c. Classifier | | | | | | | | | | |

24. Remarks
P ON IS AT FULL PERFORMANCE LEVEL.

BUS: 7777

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

INTRODUCTION

This position is in the Office of the Project Manager for Distributed Interactive Simulation (PM DIS). PM DIS is responsible for planning, executing and managing projects requiring the capability to interact in a synthetic environment and the operation of the Combined Arms Assessment Network. The incumbent serves as a Project Director in PM DIS and will be assigned to one of the three offices in the Project Manager's Office; Product Manager Combined Arms Assessment Network (PM CAAN), Assistant Project Manager for Synthetic Theater of War (STOW) or Assistant Project Manager for Distributed Interactive Simulation.

MAJOR DUTIES

1. Performs life cycle planning, management, and direction of assigned projects. Program plans are based on a comprehensive analysis of the requirements. Translates requirements into discrete, attainable objectives, establishes goals and milestones for tasks in support of the major project objectives. Makes decisions involving cost, schedule, and technical performance and trade-offs. Represents management in briefings and meetings associated with user representatives and the contractors. Prepares and presents program status reviews to PM DIS, senior STRICOM management, and high headquarters. (35%)
2. Coordinates simulation requirements with the Distributed Interactive Simulation (DIS) community which includes Research, Development and Acquisition (RD&A) community, Advanced Concept Requirements (ACR) community and the Training, Exercises and Military Operation (TEMO) community. Through an Integrated Process Team consisting of the ADST II contractor and government team, provides a concept formulation for proposed effort to determine the capability that can be met in the synthetic environment. Utilizes new work process to request the Executive Steering Committee's approval of the proposed effort and assignment of a matrix project team. (15%)
3. Plans, directs, organizes, controls, coordinates, reviews and approves the efforts of project support team which includes engineering, logistics and support personnel. Directs the activities of contract negotiators, contract analysts, and contract support personnel assigned to the project, which requires application of knowledge of Defense procurement process and Defense Acquisition Regulations as they impact to the assigned project. The project team may consist of government and support service personnel. Serves as the final point of authority to all team members, contractors and other participants on assigned projects. Maintains sole responsibility for resolving divergent viewpoints and for making critical decisions. Identifies improvements to established program management processes and procedures. Established goals and milestones for tasks in support of the project goals. Incumbent will provide input to management to support the intermediate performance rating of the support personnel assigned to the project. (35%)
4. Performs financial management and control of assigned projects, requiring application of knowledge the DoD Planning, Programming and Budgeting cycle for program funds, budgeting and management as well as knowledge of contractor financial management. Directs the activities

of the program and cost analysts assigned to the project. (10%)

5. Organizes and leads teams of selected disciplines to participate in contractor evaluation/ monitoring. Responsible for determining program status to include system design compliance to specification requirements, adherence to contractor schedule, financial control and supportability. The incumbent may be required to lead a team of experts which will investigate a potential contractor's capability to perform under a proposed contract. (5%)

Performs other duties as assigned.

FACTOR 1 KNOWLEDGE REQUIRED

- Incumbent must possess expert knowledge of materiel acquisition
- Incumbent must possess a high degree of skill in program management
- Incumbent must possess a high degree of skill in problem identification and analysis techniques/ reasoning.
- Incumbent must possess a high degree of skill in both oral and written communications.
- Incumbent must possess a high degree of skill in leadership of acquisition teams.
- Incumbent must have expert knowledge of, and a high degree of skill in applying, acquisition regulations and directives.
- Incumbent must have expert knowledge and experience with Distributed Interactive Simulation in one of the following areas: standards and architectures; semiautomated forces; tools; and testing for interoperability..
- Incumbent must be familiar with DARPA and DMSO structure and their DIS initiatives.

FACTOR 2 - SUPERVISORY CONTROLS

General supervision is provided by PM, APM or DPM who (1) assigns acquisition programs identifying goals to be achieved; and (2) relies on incumbent to plan, forecast, schedule and execute the actions necessary to achieve program objectives. Incumbent is expected to utilize ingenuity, initiative and resourcefulness in developing strategies and in managing the direction. Integrating and control of all essential program elements consistent with the acquisition plan. Work is reviewed for accomplishment of milestones, ability to stay within funding limitations and adequacy of the end product.

FACTOR 3 - GUIDELINES

Guidelines consist of policies/regulations pertaining to the management of research, development

and acquisition of Army items. As a Project Director responsible for execution of assigned projects, the incumbent exercises judgement and discretion in interpreting and implementing existing policy. Advises management of issues requiring management action to revise or waive current policies or regulations. Provides guidance for use by others within or outside the OPM as it pertains to RDT&E/Procurement Program Management and materiel Acquisition activities.

FACTOR 4 - COMPLEXITY

The assignment is characterized by highly technical development projects, some costing in excess of \$20 million RDT&E and \$20 million procurement. Since many projects have OSD interest, program management is often raised to the same level. The incumbent leads acquisition teams comprised of technical disciplines and develops simulation systems of high dollar value and congressional interest.

FACTOR 5 - SCOPE AND EFFECT

The employee serves as a Project Director with complete responsibility and authority for the management of assigned projects for the development and/or use of the synthetic environment in support Army and OSD initiatives. The synthetic environment will have a significant effect on the readiness of both active and reserve components as well as supporting materiel development and testing.

FACTOR 6 - PERSONAL CONTRACTS

Regular and recurring contacts include officials within DA, DoD and contractors in structures and unstructured settings.

FACTOR 7- PURPOSE OF CONTACTS

Contracts are for the purpose of program approval/coordination and monitoring of contractor performance. Incumbent will represent PM DIS to all levels in management regarding program planning, funding and execution, as well as cooperative efforts among services and DoD agencies.

FACTOR 8 - PHYSICAL DEMANDS

Work is primarily sedentary.

FACTOR 9 - WORK ENVIRONMENT

Work is performed primarily in an office setting.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL 33-1002

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