

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

1. Agency Position No.  
NL10463

2. Reason for Submission Reclassification <input checked="" type="checkbox"/> New Reestablishment <input type="checkbox"/> Other	3. Service Hours <input type="checkbox"/> Full <input checked="" type="checkbox"/> Part	4. Employing Office Location Orlando FL	5. Duty Station Orlando FL	6. OPM Certification No.
7. Fair Labor Standards Act Nonexempt		8. Financial Statements Required <input checked="" type="checkbox"/>		9. Subject to IA Action <input checked="" type="checkbox"/>
10. Position is: <input checked="" type="checkbox"/> Composite <input type="checkbox"/> Excluded (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR) <input type="checkbox"/>		11. Position is: Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither <input checked="" type="checkbox"/>		12. Sensitive <input type="checkbox"/> Sensitive <input type="checkbox"/> Sensitive <input type="checkbox"/> Sensitive <input type="checkbox"/>

13. Classification/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
U.S. Office of Personnel Management						
Department, Agency or Establishment						
Second Level Review						
First Level Review	CONTRACT SPECIALIST	GS	1102	11	DLC	
Recommended by Supervisor or Head Office						
15. 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 ACQUISITION/CONTRACTS (AC)
1. First Subdivision STRICOM	d. Fourth Subdivision ACC
2. Second Subdivision DIRECTORATE FOR ACQUISITION (A)	e. Fifth Subdivision

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

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 knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false misleading statements may constitute violation of such statutes or implementing regulations.

21. Types Name and Title of Immediate Supervisor  
J. RONALD FARR, Division Head (AC)

22. Types Name and Title of Higher-Level Supervisor or Manager (optional)  
D.L. CREECH, Director for Acquisition (A)

Signature	Date	Signature	Date
<i>[Signature]</i>	2/24/97	<i>[Signature]</i>	

23. 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 US OPM PCS GS-1102: TS-71, 12/83
Name and Title of Official Taking Action JAMES M. SKURKA, DCO, STRICOM	Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be re-examined and corrected by the agency or the U.S. Office of Personnel Management on classification/job grading appeals, and complaints on exemption from information available from the personnel office or the U.S. Office of Personnel Management.
Signature	Date
<i>[Signature]</i>	3/2/97

24. Position Review	INITIALS	DATE								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks  
Position is at full performance level.  
BUS: 7777

## CONTRACT SPECIALIST

### GS-1102-11

#### INTRODUCTION

Serves as Contract specialist in the Contracts Division under the Directorate of Acquisition of the Simulation Training and Instrumentation Command (STRICOM), a major subordinate command of the U.S. Army Materiel Command. The mission of STRICOM is to provide centralized management and direction of all research, development, acquisition, and fielding of Army training devices, simulations, and simulators, major instrumentation targets, and threat simulation, and the distributed interactive simulation. Mission includes cradle to grave Life Cycle Acquisition beginning with tech base programs and following each phase of the acquisition process. The Commander centrally directs, coordinates, and supports the material development, acquisition and sustainment activities through the functional/matrix organization and four Project Managers. STRICOM is co-located with the Naval Air Warfare Center Training Systems Division. Incumbent of subject position will have responsibility for all assigned contractual actions from program inception through contract closeout.

This is Level 1, Non-Critical Acquisition Position, in the Contracting career field and is subject to DAWIA requirements. Unless specifically waived by the appropriate official, or the employee is grandfathered under 10 USC 1736 (c) (1), the selectee must be certified at DAWIA Level I, in the Contracting career field.

Condition of employment: incumbent must be able to obtain and maintain appropriate security clearance.

#### MAJOR DUTIES

--Negotiates contracts dealing with new procurement acquisitions and with equitable adjustments to existing contracts resulting from engineering changes, changes to Government requirements and contractor deficiencies.

--Prepares Determination and Findings for the signature of either the Contracting Officer or higher authority depending upon the negotiation exception to be used. Prepares and forwards the solicitations (IFB, RFP, and RFQ) to recommended sources, reviews proposals submitted for compliance with the requirements of the solicitation, and forwards them to the Project/Acquisition Director for technical evaluation and to the cognizant DCASMA/DCAA office for audit evaluation.

35%

--Prepares appropriate Business Clearance, obtains appropriate approvals, and negotiates responsible offerors.

--Analyzes preproduction costs, directs labor hours, overhead rates, proposed bills of materials, and estimated profits for purpose of determining reasonableness and identifying questionable areas in order to establish the Government's target objectives, plan-of-attack and/or defense, and basis for negotiation.

20%

--Chairs pre-negotiation meetings with the assigned acquisition team to determine the Government's position for negotiation purposes.

--Conducts negotiation conferences with the contractor and recommends the award of a contract.

10%

--Administers contracts from award through the point of contract closeout or termination. Reviews each contractor's performances to contractual requirements. Overall contract administration duties include: monitoring contractor progress to ensure compliance with the contract and maintaining extensive personal contact with contractor managerial officials and the Government requiring activity.

35%

#### Factor 1. Knowledge Required

--Knowledge of Federal Government, Department of Defense, and local contract and procurement methodology, procedures, regulations, and instructions applicable to the acquisition of highly sophisticated training equipment.

--Knowledge of a variety of contracts, contract variations, and their uses, methods of pre-negotiation planning; and techniques for negotiation, administration, and cost analysis of procurement proposals sufficient to independently decide appropriate strategies to procure complex training requirements.

--Knowledge of detailed price/cost analysis techniques and basic accounting practices as they apply to contract proposal evaluation and contract administration. Knowledge of cost realism analysis techniques, principles, and legal guidelines.

--Knowledge of contract administration sufficient to monitor system or service contracts that require extensive monitoring of performance, day-to-day negotiations of significant contract changes, and rigid timeframes.

--Knowledge of contract claim and protest procedures including analyses/negotiation, as required.

--Knowledge of contract termination procedures.

--Skill in analyzing facts and developing recommended solutions to solve practical problems related to such things as the development of specification or contract administration involving the support of product delivery.

--Skill in generating and manipulating spreadsheets to compare different negotiation positions and the ability to verbalize those results in a Business Clearance document generated in a word processing program.

--Skill in negotiation techniques to conduct negotiations and to meet and deal with business, industry, technical, and Government personnel.

## Factor 2. Supervisory Controls

The incumbent is under the supervision of a Contracts Division branch head who assigns overall objectives and resources available. The team leader provides assignments with specific instructions as to the objectives, scope and procedures to be used. The work is performed independently and the employee frequently consults with the team leader on any deviations, problems, or unusual situations. Upon completion, work is reviewed for accuracy and adherence to standard practices, and to assure conformance with requirements.

## Factor 3. Guidelines

Guidelines include the Defense Acquisition Regulation, DOD and SECNAV instructions and directives, Defense Acquisition Circulars, Navy Contracting Directives and Circulars, and service and local Policy statements. These guides are only generally applicable to the work as unique contractual situations arise on a continuing basis which are not specifically covered by existing regulations as a result of competitive developments or advances in the state-of-the-art. The incumbent exercises initiative, resourcefulness, and judgment in interpreting and applying such guides to these unique procurement situations, including developing new contractual provisions, incentives, structures, and terms and conditions.

## Factor 4. Complexity

The work involves the performance and coordination of a wide variety of negotiation and administration tasks in support of procurements for major military training equipment system. The acquisitions involve contracts that are priced on cost-plus-fixed fee (CBFF), cost-plus-incentive-fee (CPIF), cost-plus-award-fee (CPAF), time and materials (T&M), firm-fixed-price (FFP), and fixed-price-incentive (FPI) basis and various combinations thereof. Some of these contracts include multiple incentives, price redetermination, and economic price adjustment provisions. The contracts are for research, development, design, prototype, test and evaluation, initial production, and full-scale development of complete simulation systems of complicated engineering design which often include components, such as advanced visual systems, which are being developed for the first time. Research and development procurements cover feasibility studies, design and development, fabrication, test and acceptance, installation, and maintenance.

The contracts are complicated by the fact that they include complex special contract clauses covering incentives, contract options, data responsibility, and economic price adjustment in addition to clauses addressing inspection and correction of defects; subcontracts; termination; excusable delays; Buy American Act; Government property; insurance liability to third persons; federal, state, and local taxes; and patent rights and data. Further, the production schedules for the devices are usually geared to the production of the equipment being simulated; and significant changes in the operational equipment during production frequently requires a corresponding change in the simulation equipment and thus requires extensive negotiation of revisions to the original contractual document to incorporate these changes.

#### Factor 5. Scope and Effect

The work assigned is of such scope that the contracts awarded/administered are normally in excess of \$2,000,000 and are typically in the \$5,000,000 to \$15,000,000 range. The contract duration for these procurements is normally in excess of three years. The end items procured are self-contained, highly sophisticated, technologically advanced training devices such as simulated tactical engagement systems and battlefield warfare simulators. Acquisitions for other than training systems include applied research, instructional system development, and management support acquisitions.

The work performed and the decisions that are made have a significant impact on service and DOD missions affecting the readiness posture of the U.S. military forces. The acquisition of training devices in a timely manner and on a cost-effective basis is critical to the readiness of the U.S. military. The lack of this equipment results in either a lack of training capability or the use of actual equipment which is neither cost-effective or, in some cases, safe for training purposes.

#### Factor 6. Personal Contacts

The incumbent interfaces with Government technical and managerial personnel to plan training device acquisition projects, coordinate contract schedules, specifications and special requirements, plan pre-proposal conferences, evaluate contractor proposals, plan and conduct contract negotiations with the incumbent serving as team leader, and interface on a continuing basis during the entire period of contract performance to update contract requirements and ensure proper contractor performance.

Contacts with contractor personnel are made to define Government requirements during the pre-proposal state, conduct across-the-table, fact-finding, and negotiation sessions, chair post-award orientation and support design and progress review conferences. Contacts are required to provide specialized advice/interpretation to contractor officials concerning contractual requirements and limitations.

#### Factor 7. Purpose of Contacts

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#### Factor 8. Physical Demands

The work is sedentary in nature. Travel by air is required.

#### Factor 9. Work Environment

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

## 1102-11

### Major Duties

1. Administers contracts from award through the point of contract closeout or termination. Reviews each contractor's performances to contractual requirements. Overall contract administration duties include: monitoring contractor progress to ensure compliance with the contract and maintaining extensive personal contact with contractor managerial officials and the Government requiring activity.
2. Negotiates contracts dealing with new procurement acquisitions and with equitable adjustments to existing contracts resulting from engineering changes, changes to Government requirements, schedule slippages, delay of GFM/GFE, change in contract types, and contractor deficiencies.
3. Analyzes preproduction costs, directs labor hours, overhead rates, proposed bills of materials, and allowable profit rates for purpose of determining reasonableness and identifying questionable areas in order to establish the Government's target objectives, plan-of-attack and/or defense, and basis for negotiation. Incorporates technical analyses such as the COCOMO model for validating proposed labor hours and learning curves for production type items. Also uses cost realism analysis techniques, principles, and legal guidelines.
4. Prepares Determination and Findings for the signature of either the Contracting Officer or higher authority depending upon the negotiation exception to be used. Advises the project Director on the need for Acquisition Plans and assists in preparation of same. Prepares and forwards the solicitations to the Acquisition Home Page for downloading by potential offerors, reviews proposals submitted for compliance with the requirements of the solicitation, and forwards them to the team for technical evaluation and to the cognizant DCMAO/DCAA office for audit evaluation.
5. Generates and manipulates linked spreadsheets to formulate and compare different negotiation positions and clearly describes those results in a Business Clearance document generated in a word processing program.

**NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD#** 10463

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