

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
NL 10619

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 Orlando, FL	6. OPM Certification No.	
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 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 2-- Noncritical <input checked="" type="checkbox"/> 4-- Special <input type="checkbox"/>		13. Competitive Level Code 1230	
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	FUNCTIONAL ACQUISITION SPECIALIST	GS	0301	12		
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 Human Resource Management Division, RP
a. First Subdivision Simulation, Training & Instrumentation Cmd	d. Fourth Subdivision
b. Second Subdivision Directorate of Resources Management, R	e. Fifth Subdivision

19. Employee Review This is an accurate statement of the major duties and responsibilities of my position.
Signature of Employee (optional)

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 or misleading statements may constitute violation of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor
NANCY E. SPURLIN, Chief, Human Res Mgt Div

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

Signature _____ Date 8/11/97
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
US PCS GS-301, 11/90; US PCS GS-343, 11/90;
US PCS GS-201, 12/66; US PCS GS-235, 12-66

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.

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

24. Remarks

Position is at full performance level.

INTRODUCTION

Position is located in the Human Resource Management Division (RP) within the Directorate for Resources Management (R) of Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of the US 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 and simulators, major instrumentation targets and threat simulation, and the distributed interactive simulation (DIS). 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. Serves as the command's Functional Acquisition Specialist responsible for Defense Acquisition Workforce Improvement Act (DAWIA) Policy, Army Acquisition Corps (AAC) policy and the career management of over 450 personnel. Plans and forecasts the command's training and developmental organizational needs to meet validated Army Requirements and develops program tools to ensure that acquisition career field assignments meet DAWIA certification requirements. Matches AAC and workforce career management information flow to include interns and certification. Develops and manages the professional growth of AAC members through employee interviews, career counseling, LTT panels for leader development opportunities and assignments. Formulates, develops and evaluates personnel policies, procedures and programs to meet AAC objectives in accordance with DAWIA to support the following: AAC benchmarks, utilization plan for advanced schools, competitive development assignments, intern program and represents the command or relative correspondence to PERSCOM. Manages and provides a variety of advisory services to the command on career development and training programs. Manages and provides AAC leadership advice and assistance to STRICOM's senior management. Validates and tracks STRICOM's AAC critical and workforce positions as well as the incumbents for such positions. Plans for and advises incumbents on acceptance into the AAC and all other correspondence or documentation relative to AAC, to include any perceived impact on staffing/classification/identification for reporting to higher headquarters. **50%**

2. Manages and oversees STRICOM University. Responsible for MBA program oversight. Establishes policies and procedures for the

command relative to the application and acceptance process. Corresponds and negotiates with senior university officials concerning program requirements, monitoring and expectations. Reviews and approves program proposals to ensure proposed program outlines are within the required 12 disciplines for AAC accession. Establishes guidelines and application procedures and policies relative to the program to include any necessary panels. Meets with local university officials for purposes of reviewing different advance degree programs for STRICOM application. Negotiates with University officials when necessary for purposes of tailoring an advance degree program more to STRICOM's strategic needs. Evaluates, assesses and compares costs relative to such programs. Plans for employee orientation and briefs program requirements to participants. Manages and has oversight of the Army Training Requirements and Resources System (ATRRS) and the Army Automated Training Application System (AATAS) relative to the command requirements. Reviews and approves all command training requests to include vendor and on-side courses. Serves as the command Alcohol and Drug Control Officer responsible for enforcing higher headquarters drug free workforce policy and procedures.

25%

3. Plans and provides technical guidance and assistance to all levels of STRICOM management by tailoring unique training to the technical mission and programs of the organization. Manages and provides a variety of advisory services to the command on career development and training programs. Formulates administrative regulations and implementation instructions as well as professional development, career planning, career counseling, Long Term Training, and job rotation policy. Establishes criteria to measure and/or predict attainment of efficiency of program operations. Identifies and implements processes and procedures that enhance the efficiency and effectiveness of STRICOM's organizational occupations which are engaged in the performance of scientific, engineering, technical and professional duties. Provides for and plans the administration of training programs, to include but not limited to acquisition training, civilian leadership development, distance learning, long term training, developmental assignments, Army Acquisition Corps, Army Tuition Assistance, Corps Eligibility Program, STRICOM University and program management programs. Assists STRICOM's management in an advisory capacity to insure STRICOM's personnel are satisfying mandatory and developmental training requirements. Develops or acquires new and improved practices in the facilitation or implementation of such requirements. Establishes and develops administrative policies relative to regulation and legislative changes. Serves as the advisor and administrator to STRICOM regarding Army Career Management and plans for the maintenance and upkeep of files and records in various career programs.

25%

Factor I Knowledge Required by the Position Level

-Knowledge of Army Acquisition Corps programs, policies and procedures in order to address management's concerns on strategic career and development planning, address specific requirements of the position as well as assignments, experience, education and training.

-Comprehensive knowledge of planning processes, employee development systems, training methods/tools/techniques, team leadership, facilitating and consulting skills, benchmarking other organizations, curriculum development, training results evaluation, training resources, media delivery, plus effective writing that motivates people and inspires support

-Knowledge of DOD, DA, AMC and STRICOM policies, regulations, procedures regarding DAWIA certification and fulfillment.

-Knowledge of Army's Career Management and Intern Programs and career development in order to counsel and advise employees on professional growth, career development, developmental assignments, career and Long Term Training (LTT) opportunities.

-Ability to communicate both orally and in writing to provide advice and counsel to management and employees regarding DAWIA, career development and training opportunities.

FACTOR 2 Supervisory Controls

Incumbent works under the general supervision of the Chief, Human Resource Management Division. Within co-established plans, the incumbent performs the work independently, planning and prioritizing the duties of the position as required. Completed work is reviewed in terms of service provided to STRICOM staff as well as adherence to regulations and policy, compatibility with organizational goals and objectives. The supervisor is consulted when controversial issues may impact current policy or local procedures.

FACTOR 3 Guidelines

Guidelines consist of DOD, DA, AMC and local policies and procedures. These guidelines provide a basic outline of results desired, but do not go into detail as to methods used to accomplish the assignment. Within the context of these broad guidelines, incumbent refines or develops more specific guidelines and procedures and interprets and applies to specific situations.

FACTOR 4 Complexity Level

The work involves providing advice and information, analyzing issues and developing recommendations for administrative operations and efficiency. In formulating a training plan, the incumbent must consider the lack of specific guidance, the intent of regulations, the possible modification of processes, and the development of unique approaches to deal with training/development programs or to make recommendations facilitating the achievement of program goals. The employee/development training programs are new and evolving requiring originality in refining existing training methods and techniques and development of new programs to meet command needs.

FACTOR 5 Scope and Effect

The purpose of the work is to assess the productivity, effectiveness and efficiency of various administrative and developmental programs within the Human Resource Management Division. Work also provides support functions to critical DOD and Army programs. Such support allows STRICOM to continue with its mission-oriented programs and personnel support. Incumbent's work contributes to the effectiveness of administrative operations and support activities at different echelons throughout STRICOM.

FACTOR 6 & 7 Personal/Purpose of Contacts

Persons contacted include high level management at STRICOM, AMC and DA as well as program officials from private industry. The purpose of contacts is to provide advice and technical assistance to all levels of STRICOM.

FACTOR 8 Physical Demands

The work is primarily sedentary.

FACTOR 9 Work Environment

The work is performed in an office setting.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 10619

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