

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

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other ation (Show any positions replaced)		3. Service		4. Employing Office Location ORLANDO		5. Duty Station ORLANDO		1. Agency Position No. <b>NL10662</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 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 <input type="checkbox"/> 1- Non-Sensitive <input type="checkbox"/> 3- Critical <input type="checkbox"/> Sensitive <input type="checkbox"/> 4- Special		13. Competitive Level Code <b>1299</b>		14. Agency Use		15. Classified/Graded by		16. Organizational Title of Position (if different from official title)	

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	0343	12	Bp	3 Nov 97
e. Recommended by Supervisor or Initiating Office						

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment DEPARTMENT OF THE ARMY (DA)		c. Third Subdivision OFFICE OF THE COMMANDER	
a. First Subdivision US ARMY MATERIEL COMMAND (AMC)		d. Fourth Subdivision COMMAND ANALYSIS & PLANNING OFFICE	
b. Second Subdivision SIMULATION, TRAINING & INSTRUMENTATION COMMAND		e. Fifth Subdivision	

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

a. Typed Name and Title of Immediate Supervisor  
John Daniele, Chief Strt Plan & ProgAnalysis

Signature: *John Daniele* Date: 1/28/98

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.

Typed Name and Title of Official Taking Action  
JAMES M. SKURKA, DEPUTY TO THE COMMANDER

Signature: *J. M. Skurka* Date: 1/28/98

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

24. Remarks  
ation is at the full performance level  
j: 7777

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

## INTRODUCTION

Position is located in the Command Analysis and Planning Office of the U.S. Army Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of the U.S. 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, simulators, test and training instrumentation, targets threat simulators and Advanced Distributed Simulation (ADS). 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. Plans, directs, coordinates and manages assigned aspects of the command's Security Assistance program. Works directly with representatives of U.S. Army Security Assistance Command (USASAC), other Major Subordinate Commands, Security Assistance officers and foreign governments to identify/define simulation/training device requirements. Conducts preliminary analyses of customer specific training requirements in relation to on-going STRICOM acquisition programs to determine if existing sources are available. 20%

2. Serves as Foreign Military Sales (FMS) case manager for FMS cases assigned. Has responsibility for total case management from preparation of Price and Availability (P&A) and Letters of Offer and Acceptance (LOAs) through implementation, execution and case closure. Measures logistical and financial progress of FMS programs against price and availability estimates providing status reports and modification and amendments to LOA data as required. From basic cost estimates received, incumbent identifies cost elements, applied surcharges and insures compliance with Security Assistance financial management regulations. 60%

3. Serves as the STRICOM representative at meetings and conferences, both CONUS and OCONUS to present overall program status and issues/actions as required. 20%

**Performs other duties as assigned.**

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

**FL 1-7 - 1270 POINTS**

- Knowledge of both qualitative and quantitative analytical management methods.
- Knowledge of the principles of organizational behavior.
- Awareness of the legislative principles governing Security Assistance which include the Arms Export Control Act and Foreign Assistance Act.
- Knowledge of Security Assistance policies and procedures and sequential actions to effectively manage an EMS case.
- Awareness and comprehensive understanding of the mission, doctrine, and strategy of the Army, AMC, and STRICOM.
- Understanding of the automated database systems to integrate their use and acceptance into STRICOM's everyday business practices.
- Knowledge of the military Command structure, missions, programs and organizational relationships.

**FACTOR 2. SUPERVISORY CONTROLS - FL 2-4 - 450 POINTS**

Incumbent works under the general supervision of the Chief of Strategic Planning and Program Development. As such, incumbent consults with supervisor on matters involving the broad aspects of the assignment and long-term milestones to be achieved. In new areas, and on more complex projects, supervisor provides more direction and assistance.

**FACTOR 3. GUIDELINES - FL 3-4 - 450 POINTS**

Guidelines include various DoD, AMC and DA regulations governing acquisition and Security Assistance. Guidance is also in the form of basic administrative policy statements and requires the application of judgement and discretion in determining intent. Incumbent must interpret and adapt guidelines when necessary.

**FACTOR 4. COMPLEXITY - FL 4-5 - 325 POINTS**

Difficulty exists in identifying the nature of the issues or problems encountered. The work involves implementing basic changes to planning, controlling and budgeting STRICOM's activities and allocating its resources.

**FACTOR 5. SCOPE AND EFFECT - FL 5-4 - 225 POINTS**

Incumbent has responsibility for maintaining active affiliation with other Security Assistance activities throughout AMC, as well as allies and international organizations. Analytical studies often lead to realignment of functional responsibilities, expansion of activities or divestiture of functions. Results of work are critical to the STRICOM mission on a long term and continuing basis.

**FACTORS 6&7. PERSONAL CONTACTS/PURPOSE OF CONTACTS**  
**FL 3C - 180 POINTS**

Contacts include management and employees within STRICOM, AMC, and Department of the Army, allied nations and international organizations. These contacts will take the form of meetings, discussions, and briefings. The purpose of these contacts is to justify and explain findings, foster better understanding, and settle matters involving issues such as recommendations affecting resources and programs.

**FACTOR 8. PHYSICAL DEMANDS - FL 8-1 - 5 POINTS**

The work is primarily sedentary.

**FACTOR 9. WORK ENVIRONMENT - FL 9-1 - 5 POINTS**

Work is typically performed in an office setting.

**NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 10662**

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

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