

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

1. Agency Position No.  
**NL10864002**

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment	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.
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> 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) <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 1- Non-Sensitive 2- Sensitive 3- Critical Sensitive 4- Special Sensitive <input checked="" type="checkbox"/> Noncritical

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	(INTERDISCIPLINARY)					
d. First Level Review	COMPUTER/ELECTRONICS ENGINEER	GS	854/855	14	BP	19 Feb 98
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)  
**ELECTRONICS ENGINEER**

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment DEPARTMENT OF THE ARMY (DA)	c. Third Subdivision PROJECT MANAGER FOR ITT SIMULATORS (I)
a. First Subdivision ARMY MATERIEL COMMAND (AMC)	d. Fourth Subdivision INSTRUMENTATION MANAGEMENT OFFICE (II)
b. Second Subdivision SIMULATION, TRAINING & INSTRUMENTATION COMMAND	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 or misleading statements may constitute violation of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor  
J. RUSSELL LONGENBACH, Director, IMO

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

Signature: *J. Russell Longenbach* Date: 5 Jan 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.

22. Position Classification Standards Used in Classifying/Grading Position  
US OPM PCS General Engineering Series, GS-801;  
US OPM PCS for Computer Engineer, GS-854;  
US OPM PCS for Electronics Engineer, GS-855;  
Equipment Development Engineering GEG

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 M. SKURKA, Deputy to the Commander

Signature: *J. M. Skurka* Date: 2 Mar 98

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

24. Remarks  
POSITION IS AT FULL PERFORMANCE LEVEL

BUS: 7777

### INTRODUCTION

Serves under the supervision of the Deputy Director, Instrumentation Management Office (IMO), Project Manager for Instrumentation, Targets and Threat Simulators (PM ITTS), who has assigned to the incumbent continuing responsibility for major instrumentation management programs

### MAJOR DUTIES

Serves in the PM ITTS IMO with continuing responsibility for the technical management and coordination of that part of the overall PM ITTS engineering program pertaining to master planning of all major interdisciplinary instrumentation development and acquisition to support the DA and OSD testing mission. This includes responsibility for developing and programming objectives pertaining to instrumentation master planning for the Army and reviewing, analyzing, and reporting on the progress made in attaining the programmed objectives. Critical areas of the assignment require application of new approaches to capitalize on engineering knowledge of advanced technology. The instrumentation is characterized as joint requirement, multiple command, high visibility, and large dollar value; includes all classes and categories of mechanical, electro-optical, optical, electronic, chemical, radiological, and other types of field data acquisition instrumentation, laboratory test equipment and direct support systems, (i.e. radar, lasers, telemetry, optical, timing, and communications systems. This instrumentation is used in the testing activities as carried on at any of the proving grounds and test centers within DA including those in the desert, tropic, and arctic. This assignment requires the application of broad professional engineering experience with a variety of categories of instrumentation in order to assess the characteristics and capabilities of the instrumentation. It involves the analysis, documentation, and presentation of the overall instrumentation requirements of the Army. The assignment also involves extensive personal contact and technical liaison with engineering and scientific personnel at executing agencies, AMC, DA, OSD and throughout the Department of Defense testing activities. Participates as instrumentation representative on test task teams formed to ensure that test programs are thoroughly coordinated and integrated. Two lower graded engineers assist the incumbent in these programs.

1. Performs the following project management duties in connection with the foregoing:

a. Plans, coordinates, and directs the work of engineers, instrumentation specialists, logisticians, cost analysts, and technicians engaged in research and development activities and other supporting engineers associated with pre-production, production, and sustainment of instrumentation systems and subsystems. Reviews and interprets policies, directives, and/or regulations pertaining to the assigned engineering programs received from higher echelons. Based on this review and an analysis of the areas of application within the Army, develops plans, regulations, procedures, systems, etc., which serve as frameworks within which the PM ITTS responsibility for the assigned programs can be discharged. Also participates in the management of major Army programs pertaining to instrumentation such as long-range RDA planning, instrumentation development and acquisition plans, instrumentation inventory and capabilities register and instrumentation workshops. Investigates and develops means of managing the assigned programs which take into consideration such factors as technical and scientific capabilities of the instrumentation under consideration; extent of and methods of collecting, analyzing, storing, retrieving, and updating information; methods of and standards for the review, analysis, and evaluation of proposals submitted by executing agents; and methods of review of executing agents to insure compliance with PM ITTS policies and guidance. Provides staff advice and technical assistance to executing agents in the development and operation of their programs and exercise staff supervision over these programs. Makes programmatic recommendations on materiel acquisition to PM ITTS. Prepares tailored documents to support materiel acquisition reviews/ decisions at each program milestone. **50%**

2. Reviews and evaluates plans and engineering proposals from PM executing agents pertaining to the assigned program areas. For example, reviews and evaluates instrumentation master plans and POM submissions relating requirements to advanced information concerning future weapons development, the technological state-of-the-art, relative priorities, and funding sources. In this connection, studies materiel

need documents, operational requirements documents, capabilities, system development plans, and other information to insure that Army provides a means for the orderly and responsive planning, programming, and budgeting for instrumentation development based on the concept of minimum essential requirements for responsiveness to future testing needs and achievement of economical testing. Reviews and evaluates existing and proposed instrumentation at individual installations to determine if unnecessary duplication exists or has the potential to exist within the activity, DA, or DoD and makes recommendations regarding the consolidation, transfer, or elimination of instrumentation judged to be unnecessarily duplicated. Through coordination with the facilities programs, insures that the facilities needed in conjunction with instrumentation are planned consistent with the plans for instrumentation. Reviews and evaluates technical development projects and research and development proposals which relate to major instrumentation expenditures submitted by executing agents and, based on an analysis as described above, recommends approval or disapproval. For approved projects, recommends procurement priorities, allocates resources to accomplish instrumentation acquisition, reviews progress in meeting planned objectives, and recommends further reprogramming as indicated by the analysis of program progress and evolving requirements. Reports periodically to higher headquarters on the status of assigned engineering projects for the purpose of presenting, defending and interpreting policy and program aspects of assigned areas. Participates in development of Army objectives and requirements leading to the establishment of new instrumentation databases for management of instrumentation capabilities and resources. Develops plans and procedures for maintenance, utilization, evaluation and improvement of a register of test instrumentation owned by Army test facilities. Serves on PM ITTS and higher headquarters study committees involving test instrumentation resources. **40%**

3. Participates, as instrumentation representative, on test task teams. Also, serves as required on Test Integration Working Groups (TIWGs). Provides team membership and instrumentation consultation during test planning, test design, and test verification. Serves on and/or co-chairs instrumentation working groups as tasked by the TIWGs. As a task team member, provides guidance on commonality of procedures, techniques, measurements, and

data collection and evaluation in testing. Recommends instrumentation for Government testing and evaluates adequacy of instrumentation proposed during non-Government test phases. Conducts analytical studies leading to development or selection of instrumentation to support the technical assessment of the item or system under test.

10%

**Performs other duties as assigned.**

**Knowledge Required by the Position**

Expert professional knowledge of engineering principles, concepts, and practices relating to integrated instrumentation systems and devices, including knowledge in the disciplines of electronics or computer engineering and familiarity with related engineering disciplines such as optics, and knowledge of systems engineering development, test, and evaluation to manage the technical aspects of systems development projects.

In-depth knowledge of the principles, policies, and practices of systems acquisition and program management, including knowledge of the DoD 5000 series of regulations, to plan, organize, and manage the acquisition and fielding of instrumentation and related systems.

Knowledge of the activities and purpose of functional support personnel and ability to coordinate the activities of an integrated product development team consisting of engineering, procurement, program control, configuration management, test, manufacturing, and logistics support.

Knowledge of business and industry management, procurement, and production practices to evaluate contractor proposals and activities.

Ability to gather and analyze a variety of program and technical information, make sound judgments, and communicate project progress and recommendations, orally and in writing.

**Supervisory Controls**

Receives general supervision from the Director, Instrumentation Management Office, who assigns specific projects and provides general direction on the objectives of

assignments, the resources available, and the policies and priorities relating to assignments. The incumbent is expected to plan and carry out assignments independently, coordinate with other organizations as appropriate, and resolves most problems, which arise in the course of the assignment. The Director is informed of progress and significant actions taken, and is advised of the need for assistance in resolving the most difficult or controversial issues and problems which arise. Technical and management decisions of the incumbent are generally accepted without change, and completed work is reviewed for accomplishment of objectives, effectiveness in meeting customer requirements, and compliance with governing policy and regulations.

#### **Guidelines**

DoD, DA, and STRICOM regulations, policies, and procedural guidelines provide general direction and guidance covering most aspects of the systems development and acquisition processes. The incumbent must exercise judgment in adapting these guidelines and precedents to meet specific project requirements, and in deviating from established procedures to the extent necessary and appropriate to accomplish project objectives

#### **Complexity**

The work involves the application of systems technology and management principles to identify critical problems and manage the various phases of a development and acquisition project. Each phase differs in objectives, management controls, and administrative requirements. The incumbent manages and integrates technical and management concerns and processes throughout the development and acquisition cycles. The technical complexity of the projects is enhanced by the necessity of developing systems for multiple users, often with conflicting or competing requirements, and involves the development of technology, which advances the state-of-the-art. Leadership is required to achieve system performance requirements within project schedule and cost parameters, and require the pursuit of alternative courses of action to achieve objectives.

#### **Scope and Effect**

The incumbent's actions directly impact on the cost, schedule, and performance of assigned projects. Management

approaches used in the development and acquisition cycles impact on contractors, other DoD activities, and customers.

#### **Personal Contacts**

Contacts are with DoD functional and administrative personnel, personnel in contractor organizations, and with user and support organizations.

#### **Purpose of Contacts**

Contacts are made to initiate action, resolve problems, and report on progress. Contacts also involve the use of persuasion to achieve agreement among project participants who share a common goal but may have conflicting objectives or differing opinions on how to reach that goal. Negotiation may be required with contractors to assure project requirements are met with minimum impact on project cost, schedule, or performance.

#### **Physical Demands**

The work is mostly sedentary, although there may be some walking, standing, bending, and climbing associated with site visits.

#### **Work Environment**

The work is performed in offices and conference rooms that are adequately lighted, heated, and ventilated. Occasional travel is required to visit industrial and manufacturing facilities, field sites, and test ranges. Travel in commercial or military aircraft is also required.

**CRITICAL ACQUISITION POSITION AMENDMENT TO PD#** NL 10864

"This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official, the following are statutory requirements (Reference: 10 U.S.C. 1733 - 1737):

- Selectee must be qualified for Acquisition Corps membership at the time of selection or possess a waiver.
- Selectee must execute, as a condition of appointment, a written agreement to remain in federal service in this position for at least 3 years. In signing such an agreement, the employee does not forfeit any employment rights, nor does such an agreement alter any other terms or conditions of employment."