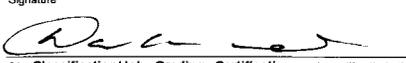


POSITION DESCRIPTION (Please Read Instructions on the Back)						1. Agency Position No. NL11475	
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other <i>(Show any positions replaced)</i>		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Orlando, FL		5. Duty Station Orlando, FL	
		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Competitive Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR) <input type="checkbox"/>		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"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR) <input type="checkbox"/>		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 checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive <input type="checkbox"/>	
13. Competitive Level Code 1209		14. Agency Use					
15. Classified/Graded by		Official Title of Position		Pay Plan	Occupational Code	Grade	Initials
a. U.S. Office of Personnel Management							
b. Department, Agency or Establishment							
c. Second Level Review							
d. First Level Review		Project Director		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 (DA)				c. Third Subdivision DIRECTORATE OF LOGISTICS (L)			
a. First Subdivision US ARMY MATERIEL COMMAND (AMC)				d. Fourth Subdivision CONSTRUCTIVE SIMULATIONS DIVISION (LC)			
b. Second Subdivision SIMULATION, TRAINING & INSTRU CMC (STRICOM)				e. Fifth Subdivision			
Employee review - This is an accurate description of the major duties and responsibilities of my position. 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 certification is made with the				Signature of Employee (optional) 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 violations of such statutes or their implementing regulations.			
a. Typed Name and Title of Immediate Supervisor DAVID W. MANNING, DIRECTOR FOR LOGISTICS				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)			
Signature 		Date 15 Oct 99		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 USOPM PCS GS-0346, Jan 87; USOPM AAGG, Aug 90; USOPM PCS GS-0343, Aug 90; USOPM PCS GS301 HANDBOOK OF OCCUPATIONAL SERIES, JAN 99			
Typed Name and Title of Official Taking Action JAMES B. GODWIN, JR. COL, CHIEF OF STAFF				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 15 Oct 99					
23. Position Review		Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)							
b. Supervisor							
c. Classifier							
24. Remarks Position is at full performance level RUS: 777							
25. Description of Major Duties and Responsibilities (See Attached)							

Introduction:

Position is located in the Directorate of Logistics, U.S. Army Simulation, Training and Instrumentation Command (STRICOM). STRICOM is a Major Subordinate Command of the Army Materiel Command (AMC). STRICOM is responsible for the development, fielding and life cycle support of Non-System specific TDSS, and Instrumentation, Targets and Threat Simulators.

Provides project direction, management, implementation and Integrated Logistics Support (ILS) to the Senior Project Director and Chief, Logistics Readiness Division. Engages in project direction of life cycle management and procurement of new systems/devices in support of the Constructive Simulations Division. Responsible for intensive management of omnibus Life Cycle Contractor Support (LCCS) contracts.

Major Duties

Responsible for the development of an Acquisition Strategy for each project. Plans for the necessary matrix resources both in and out of STRICOM. Writes Acquisition Plan(s) and all other required project documents for approval; writes the contract Statement of Work (SOW), schedules, data requirements lists, etc. Responsible for the successful award of assigned LCCS, production and engineering change contracts, maintaining contract award schedule, and the authority to resolve problems in this area with matrix team members. Serves as the Contracting Officer Representative (COR) for all assigned projects. Serves as the Chairman of Source Selection Evaluation Board (SSEB) for assigned programs/projects and provides the contracting officer the results of the evaluation through a Proposal Evaluation Report (PER). Serves as Project Director for systems/components undergoing modifications, integration of new requirements, reprocurments, relocations, and secures support and manages a matrix team from sources within and outside STRICOM to meet user/project requirements. Reviews transition plans for TDSS identified for incorporating into LCCS contracts and identifies plan shortfalls in areas of logistics support and present case for corrective actions, in writing and verbally, to correct the deficient items. Updates and coordinates changes to the Source Selection Plan. Provides changes to the Acquisition Plan as necessary, with the pertinent Department of Army staff agencies, AMC subordinate commands, TRADOC, NGB and FORSCOM. Addresses all elements of integrated project support planning. Modifies and coordinates the materiel fielding of the training system; serves as a member of the materiel fielding team. 30%

Develops budget requirements and obligation plans for assigned projects. Manages funding and obligation plans within LCCS contract efforts, ensuring that the contractor (especially on cost plus contracts) prudently manages funds. Notifies the Senior Project Director of funding discrepancies in a timely manner. Plans, manages and budgets for Systems Integration Tasks (hardware and software), Independent Verification and Validation (IV&V), Subject Matter Experts (SMEs), Support Service Contractor efforts, Functional Configuration Audits (FCAs), and Physical Configuration Audits (PCs). Provides the project guidance, priorities and reviews documentation in support of the

goals of STRICOM, to include user activities. Analyzes the Logistics Support Analysis (LSA) and the Logistics Support Analysis Record (LSAR) summaries to extract information to formulate a base cost for device modifications and/or reprocurments. 30%

Provides Project Director functions in support of assigned Foreign Military Sales (FMS) procurement actions. Support includes pre-project efforts in developing cost estimates for new requirements. Provides reprocurement expertise. Coordinates with the various commands unique to FMS procurements to include U.S. Army Security Assistance Command and various U.S. Embassies on procedures for delivery, installation and training of foreign students. Arranges coordination between contractors and foreign freight forwarders to provide shipment of the training devices/systems. Reviews and provides instructions of policies and procedures as they relate to FMS unique procurement. Coordinates and monitors training courses, both CONUS and OCONUS, for foreign students to include hotel, travel and rental car arrangements. 10%

Serves as chairperson of the Configuration Control Board in the preparation and evaluation of proposals/ECPs; monitors contractual efforts to ensure all requirements and milestones are met. Supports the Competition in Contracting Act (CICA), Small Business Administration (SBA), Federal Information Processing (FIP) and Value Engineering (VE) Program. 15%

Prepares and presents formal and informal information and decision briefings to the Installation/Activity Commander. Coordinates, staffs, prepares executive staff summaries and letters for concurrence and/or acceptance. Provides STRICOM interface to MACOMs, NB, Advanced Warfighting Experiments and DA level activities for future requirements. Provides direct support and integration support through the LCCS contractor as COR/ACOR. 10%

Maintains competency through continuing training courses in Federal procurement laws to include Federal Acquisition Regulations (FAR), Defense Federal Acquisition Regulations (DFAR), DOD Guidance, Navy Procurement Acquisition Regulations (NPARS), Mil-Standards (MIL-Std), Army Materiel Command Directives, Standard Operating Procedures (SOPs), Base Orders and internal directive guidance. 05%

Performs other duties as assigned.

Factor 1, Knowledge Required by the Position

Extensive knowledge of overall management principles and methodology as they relate to STRICOM's mission. This includes comprehensive knowledge of project management, as related to STRICOM's organization, mission, objectives, and procedures; the relationship of management to other project areas such as acquisition, engineering, safety, quality, R&D, and sustainment.

Ability to analyze when conducting statistical process control techniques in order to direct studies and develop innovative approaches to the resolution of very complex or highly sensitive problems as they relate to assigned projects (i.e., CTCs, SINET, COFT, CCMSS MILES/TES, ADFAC, and Flight Simulators). These problems may encompass very broad areas to include dispersed activities and conflicting authorities.

Ability to successfully market improved LCCS concepts and techniques to all levels of command including higher headquarters.

Ability to meet and deal effectively with fellow employees, supervisors, managers and executives of the Federal sector, high level officials of educational, public and private industry sectors.

Extensive knowledge of the acquisition process as it relates to LCCS of complex training systems and the procurement process associated with the contracting for and fielding of Foreign Military Sales (FMS) and Non-Standard training device requirements. This includes knowledge and demonstrated experience in the following areas necessary to execute an omnibus LCCS contract; Basis of Issue Plans, Qualitative/Quantitative Procurement Resource Initiative (QQPRI), Integrated Logistics Plan, Publications, provisioning, support equipment, maintenance planning, software/hardware modification and development, Computer Resources Management Plan (CRMP), supply support, Logistics Support Analysis Records, facilities management, personnel, training, transportation, handling, configuration, data management, MANPRINT domains, Human Factors engineering, production techniques, planning, programming and budgeting execution systems.

In-depth knowledge of equipment maintenance to include design principles for hardware and software to manage the systems changes.

Factor 2 Supervisory Controls

Reports to the appropriate Deputy Program/Project Managers, who provide administrative and project supervision and provides broad program objectives of the Division. Works independently with the delegated authority of the DPM. Works within the policies and objectives of STRICOM. DPM relies on incumbent to possess and apply thorough knowledge of operational and technical principles. Incumbent is expected to utilize ingenuity, initiative, and resourcefulness in developing strategies and in managing direction, integration and control of all essential program elements consistent with the acquisition plan. Work performance is reviewed in terms of overall satisfaction of assigned project; accomplishment of milestones, ability to stay within funding limitations and adequacy of end product.

Factor 3 Guidelines

Guidelines include Federal Acquisition Regulations, Defense Federal Acquisition Regulations, DOD Guidance, Navy Procurement Acquisition Regulations, Mil-Standards, Army Materiel Command Directives, Standard Operating Procedures, Base Orders and internal directive guidance and other similar criteria pertaining to LCCS operations and related specializations. These guidelines typically do not provide detailed and specific procedures, precedents and other relevant information. The incumbent is expected to use a high degree of judgment to resolve complex problems, required planning and directing and executing acquisition strategies. Strategies must effectively integrate and coordinate the organization's needs for procurement, maintenance, movement of equipment, supplies, and personnel essential to the success of the overall mission.

Factor 4, Complexity

Assignments involve executing a new omnibus LCCS support operation based on consolidation and competition and the procurement process associated with the contracting for and fielding of Foreign Military Sales (FMS) and Non-Standard Training Device requirements. Changes in mission priorities, multi-year funding, and Army's vision, goals and long term plans, require the ability to visualize results of new or revised methods, procedures or organizational structures and other related LCCS processes.

Participates in conferences at all levels to establish cooperative relationships, present controversial and critical observations to include recommendations and convince others to accept proposals with which they may disagree.

Factor 5, Scope and Effect

The purpose of the work is to collaborate with the Program/Project Manager, Deputy Program/Project Managers and other organization officials to develop, implement, and monitor LCCS projects that identify the specific requirements for funding, manpower, materiel, facilities and processes needed to fulfill mission goals. The work has a direct impact on worldwide availability of training devices, simulators and simulations to meet training requirements of the U.S. Army.

Factor 6, Personal Contacts

Contacts are with military/civilian organization managers and support personnel involved in the program/project. Representative contacts may include MACOM staffs, installation commanders, Program/Project managers, and directors of major program components and contractor representatives.

Factor 7, Purpose of Contacts

Represents the activity's LCCS function at meetings and conferences; provides LCCS project information to Army and civilian managers, presents status reports and projections, provides data to other planning and program/project personnel, analyzes

effectiveness of contractor's efforts and resolves differences between LCCS contract provisions and the contractor's product or service; and advises on such matters as financial and manpower resources as they relate to assigned project.

Factor 8, Physical Demands

Requires a combination of sedentary work and work at the device sites to include a variety of environmental conditions from desert heat to below freezing temperatures. Working at the device sites requires a variety of physical activity to include walking, standing and climbing stairs.

Factor 9, Work Environment

Work is performed both in an office and field setting. Work at field activities can require working without modern conveniences to include lighting, air-conditioning and plumbing.

Special Requirements:

Incumbent must be able to obtain and maintain a top-secret clearance.

Subject to drug testing.

Extensive travel/tdy is required.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 11475

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