

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. **NL11592**
 6. OPM Certification No.

2. Reason for Submission: Redescription, Reestablishment, New, Hdqtrs., Field
 3. Service: Hdqtrs., Field
 4. Employing Office Location: **ORLANDO, FL**
 5. Duty Station: **ORLANDO, FL**

7. Fair Labor Standards Act: Exempt, Nonexempt
 8. Financial Statements Required: Executive Personnel Financial Disclosure, Employment and Financial Interests
 9. Subject to IA Action: Yes, No
 10. Position Status: Competitive, Excepted (Specify in Remarks), SES (Gen.), SES (CR)
 11. Position is: Supervisory, Managerial, Neither
 12. Sensitivity: 1 - Non-Sensitive, 3 - Critical Sensitive, 2 - Noncritical Sensitive, 4 - Special Sensitive
 13. Competitive Level Code: **1358**
 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	Project Director	GS	0301	13	<i>JK</i>	15 Dec 99
e. Recommended by Supervisor or Initiating Office	Project Dirctor	GS	301	13		

16. Organizational Title of Position (if different from official title): **Project Director**
 17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment: **Department of the Army (DA)**
 c. Third Subdivision: **Program Manager, Combined Arms Tactical Trainer (X)**
 a. First Subdivision: **U.S. Army Materiel Command (AMC)**
 d. Fourth Subdivision: **Product Manager, Ground Combat Tactical Trainer (XG)**
 b. Second Subdivision: **U.S. Army Simulation, Training & Instrumentation Command**
 e. Fifth Subdivision

19. Employee review - This is an accurate description 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 certification is made with the 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: **WILLIAM A. RUCKER, Deputy Product Manager, Ground Combat Tactical Trainer**
 Signature: *William A Rucker*, Date: **1 Dec 99**
 b. Typed Name and Title of Higher-Level Supervisor or Manager (optional): **FRANCIS X. FIERKO, LTC, AR, Product Manager, Ground Combat Tactical Trainer**
 Signature: *Francis X Fierko*, Date: **1 Dec 99**

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, Admin Anal GEG, Aug 90; USOPM PCS, GS 301, Jan 79**

Typed Name and Title of Official Taking Action: **JAMES B. GODWIN, COL, FA, CHIEF OF STAFF**
 Signature: *James B Godwin*, Date: **20 Dec 99**

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 THE FULL PERFORMANCE LEVEL.**

INTRODUCTION

This position is located in the Office of the Project Manager, Combined Arms Tactical Trainers, Product Manager for Ground Combat Tactical Trainers within the U.S. Army Simulation, Training, and Instrumentation Command (STRICOM). 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; instrumentation, targets and threat simulation. The Commander centrally directs, coordinates, and supports the materiel development, acquisition and sustainment activities through the matrix organization and four Project Managers. The PM GCTT mission is the development, acquisition, production, fielding and life cycle support of training systems for the training of infantry, armor, engineer and fire support soldiers. The incumbent of this position is responsible for planning and management of a variety of Foreign Military Sales programs for various foreign customers.

The incumbent has the overall responsibility for managing the production and fielding of selected training devices in support of the U.S. Government FMS programs. These programs are critical to the United States Government in assuring good relations with our allies. Specific programs include the Saudi Arabia M1A2 (SWORD) Program, the Saudi Arabian National Guard (SANG) Light Armored Vehicle (LAV) Program, The Kuwait M1A2 Tank Program, and the Egypt M1A1/M60A3 Tank Programs. The training devices associated these FMS Cases programs are high visibility, high dollar programs which requires intensive project management.

MAJOR DUTIES

1. The incumbent plans, directs, organizes, controls, coordinates, reviews, and approves the efforts of STRICOM, PM GCTT, Naval Training Systems Center, and Government Contractor personnel to ensure that assigned FMS training system programs are consistent with cost, schedule and performance requirements. Determines composition of procurement team which consists of professional and technical specialists (engineer, logistician, training/publication specialist, contract specialist, quality engineer/tester, resource manager, configuration manager, and others as required) that are dedicated to meeting the end user's requirements. Serves as the final point of authority to all team members, contractors, DCAMO

personnel, USASAC, FMS Customer and other participants on assigned projects. Maintains sole responsibility for resolving divergent viewpoints and program conflicts, and for making critical decisions resulting from unforeseen situations which develop on an almost daily basis, i.e., employing contractor proposed approaches which may significantly enhance the device configuration but entail additional unplanned funding. Establishes processes and procedures to facilitate program management and task accomplishment. Plans, organizes and schedules concurrent activities by team members, defining the standards for quality and timeliness and assessing results in terms of schedule, cost and risk involved. Through daily contact with team members and analysis of periodic reports, ascertains the status of projects, difficulties encountered, etc. Provides team members' supervisors of record information concerning work performance for consideration in employee performance evaluations. 40%

2. Develops acquisition strategies based on a comprehensive analysis of the FMS training device requirements, from program initiation through deployment and operational phases. Defines program requirements such as design, funding, integrated logistics support, manufacturing technology, system performance, reliability, maintainability, durability, etc.; translates requirements into discrete, attainable objectives, scheduled to coincide with the expected date of delivery. Applies a working knowledge of all functional areas involved in the development of a schedule which will result in the integration and completion of all program requirements. 20%

3. Periodically schedules and conducts meetings with device contractors and FMS customers during the training devices acquisition process to evaluate progress and technical adequacy, assure understanding of the total requirement and establishes integrity of the design described in the specification. Analyses results of reviews and tasks team members to develop approaches to correct present or anticipated deficiencies. Plans, directs and coordinates scheduled and unscheduled program functional reviews with contractor. Synchronizes these reviews and other activities to assure that significant findings and accomplishments of intermediate goals or major milestones are reported. Conducts unscheduled reviews when significant deviation from the planned effort is identified, i.e., slippage from anticipated milestones, test problems, etc. May direct the discontinuance of further development which will extend the schedule and necessitate additional costs when, in incumbent's opinion, the essential training device requirements have been achieved. Resolves matters wherein the contractor is unable to comply with certain contractual

obligations or is unable to fulfil particular specifications. 15%

4. Plans, schedules and coordinates the use of subject matter experts for testing with major commands as required. Conducts a variety of examinations throughout the device acquisition process to determine how well the system is meeting or will meet its technical and operational requirements; provides data which serve as a basis for decisions concerning production risks; verifies that previously identified technical, operational and support problems have been corrected in a timely manner. 15%

5. Plans for and participates in USASAC sponsored In-Process Reviews with representatives from USASAC, Weapon System PMs, DA, AMC, TRADOC, the FMS customer and other commands as required, to evaluate the effectiveness, producibility and suitability of the training devices. Prepares formal comments/recommendations concerning the proposed courses of action. Serves as the STRICOM representative and point of contact with USASAC, Weapon System PMs, AMC and appropriate commodity commands. Keeps informed and up to date on all aspects of assigned programs in order to conduct briefings, respond to inquiries, furnish authoritative technical advice and offer recommendations on matters such as the continuation or actual termination of a particular program when the U.S. Army's and foreign customer's interests are not being met. 10%

6. Performs other duties as assigned.

FMS PROJECT DIRECTOR, GS 301-13

FES FACTORS

FACTOR 1 – KNOWLEDGE REQUIRED

Knowledge and understanding of the DoD materiel acquisition process to include a demonstrated working knowledge of the DoD 5000 series of directives/instructions, and the Federal Acquisition Regulation (FAR).

Knowledge of the contractual and funds management processes associated with the acquisition of simulation systems and training devices.

Knowledge of the U.S. Army Security Assistance Command (USASAC) rules and regulations.

Incumbent must possess a high degree skill in program management.

Incumbent must possess a high degree of skill in problem identification and resolution via the use of analytical techniques and reasoning.

Incumbent must possess skill in the organization and leadership of multi-disciplined acquisition teams(s) using the matrix management organization.

Incumbent must possess skill in both oral and written communications.

Incumbent must have knowledge of and experience with the acquisition of training aids, devices, simulators, and simulations (TADSS) or other similar complex weapons systems.

FACTOR 2 – SUPERVISORY CONTROLS

General supervision is provided by the Product Manager, Ground Combat Tactical Trainers (PM GCTT), or his deputy, who (1) assigns FMS projects, identifies goals to be achieved; and (2) relies upon the incumbent to plan, forecast, schedule, and execute the actions necessary to achieve project objectives. Incumbent is expected to utilize ingenuity, initiative and resourcefulness in developing strategies and in managing the direction, integration and control of all essential program elements consistent with the acquisition strategy. Work is reviewed for accomplishment of milestones, ability to stay within funding constraints, suitability and quality of the end product, and customer satisfaction.

FACTOR 3 – GUIDELINES

Guidelines consist of Federal, DoD, Army, and USASAC regulations and policies pertaining to materiel acquisition for foreign customers. As a specialist in program planning and management, the incumbent exercises judgment and discretion in interpreting and applying existing regulations/policies; develops guidance for use by others pertaining to the specific acquisition; and participates in the review and update of acquisition regulations/policies to meet the evolving materiel acquisition environment.

FACTOR 4 – COMPLEXITY

The assignment is characterized by highly technical procurement projects, often with a value that exceeds \$20 million. Since these projects have focused interest from USASAC, the State Department and foreign officials, program management is often raised to a much higher level of intensity. Often responding to Princes, Kings and foreign dignitaries, and USASAC headquarters, the incumbent will work within a broad spectrum of high ranking officials. Aside from the external interfaces, the incumbent will lead acquisition teams made up of highly technical/multifunctional people.

FACTOR 5 – SCOPE AND EFFECT

The employee serves as the Project Director for assigned projects with complete responsibility for the acquisition of training aids, devices, and simulations (TADDS) as required in implemented FMS Cases. The acquisitions will have a significant impact on the combat readiness of our allies and on the goodwill relationship with those allies.

FACTOR 6 – PERSONAL CONTACTS

Regular and recurring contacts with officials from USASAC, foreign dignitaries, State Department action officers, STRICOM Chain of Command, and contractor program managers. Contacts involve day-to-day telephone calls, electronic mail, person-to-person in unstructured settings, and in formal meetings and presentations. These contacts are made for the purpose of coordinating requirements/cost estimates, information transfer, decision briefings, coordination/approvals and the management and execution of assigned FMS TADSS acquisitions.

FACTOR 7 – PHYSICAL DEMANDS

Work is primarily sedentary. However, this assignment requires frequent travel to foreign countries that may not have the amenities that we are accustomed to here in the USA.

FACTOR 8 – WORK ENVIRONMENT

Work is performed primarily in an office environment except for those times when training systems are being installed and tested on-site in a foreign country.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 1592001

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