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

1. Agency Position No.: NL11654

2. Reason for Submission: [X] Redescription [ ] New [ ] Reestablishment [ ] Other

Explanation *(Show any positions replaced)*

3. Service: [ ] Hdqtrs. [X] Field

4. Employing Office Location: Orlando, FL

5. Duty Station: Orlando, FL

6. OPM Certification No.:

7. Fair Labor Standards Act: [X] Exempt [ ] Nonexempt

8. Financial Statements Required: [ ] Executive Personnel Financial Disclosure [X] Employment and Financial Interests

9. Subject to IA Action: [X] Yes [ ] No

10. Position Status: [X] Competitive [ ] Excepted *(Specify in Remarks)* [ ] SES (Gen.) [ ] SES (CR)

11. Position is: [ ] Supervisory [ ] Managerial [X] Neither

12. Sensitivity: [ ] 1 - Non-Sensitive [X] 3 - Critical Sensitive [ ] 2 - Noncritical Sensitive [ ] 4 - Special Sensitive

13. Competitive Level Code: 1350

14. Agency Use:

15. Classified/Graded	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	LIFE CYCLE PROJECT DIRECTOR	GS	0301	13	JM	
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position *(if different from official title)*: Senior Life Cycle Project Director

17. Name of Employee *(if vacant, specify)*:

18. Department, Agency, or Establishment: Department of the Army (DA)

a. First Subdivision: U.S. Army Materiel Command (AMC)

b. Second Subdivision: Simulation, Training & Instrumentation Command (STRICOM)

c. Third Subdivision: Directorate for Logistics (L)

d. Fourth Subdivision: Various Divisions

e. Fifth Subdivision:

19. Employee review - This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee *(optional)*:

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 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: DAVID W. MANNING, CHIEF, DIRECTORATE FOR LOGISTICS

Signature: Vern Brown — Date: 17 Feb 00

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

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.*

Typed Name and Title of Official Taking Action: JAMES B. GODWIN, COL., CHIEF OF STAFF

Signature: — Date: 18 Feb 00

22. Position Classification Standards Used in Classifying/Grading Position: USOPM PCS Admin Analysis Grade Evaluation guide, Aug 90; USOPM Miscellaneous Administration and Program Series, GS-0301, Jan 79

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	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee *(optional)*										
b. Supervisor										
c. Classifier										

24. Remarks

This is a full performance position.

BUS: 7777

This is a DAWIA position. Incumbent must meet DAWIA requirements as outlined in applicable regulatory guidance.

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

SENIOR LIFE CYCLE PROJECT DIRECTOR

INTRODUCTION

This position is located in any Logistics Division (e.g. LC, LV, LL), Directorate for Logistics, 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, instrumentation, targets threat simulators. The mission includes support for all phases of the acquisition life cycle, beginning with tech base programs and throughout 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

Serves as a Senior Life Cycle Project Director assisting the Chief, assigned Division in the execution of project direction, management, implementation and Integrated Logistics Support (ILS) for all assigned programs and contracts. Accomplishes life cycle management and procurement of new system/devices in support of the assigned Division and designated Project Management Offices (PMO). Responsible for intensive management of omnibus Life Cycle Contractor Support (LCCS) contracts.

1. Responsible for the development of a Life Cycle Acquisition Strategy for each assigned project. Plans for the necessary matrix resources, within and outside of STRICOM. Develops System Acquisition Management Plan(s) (SAMP), and other required project documents for approval; writes assigned portions of the contract Work Statement, establishes schedules, data requirements lists, etc. Responsible for the assigned acquisition programs, production and engineering change contracts, maintaining contract award schedule. Resolves problems in this area with integrated product team members. Serves as the Contracting Officer's Representative (COR) or alternate COR for all assigned projects. Serves as Life Cycle Project Director for system /components undergoing modifications, integration of new requirements, reprocurements, relocations, and secures support and manages a matrix team from sources within and outside STRICOM to meet user/project requirements. Develops and reviews transition plans for devices, simulations and simulators between the Logistics Directorate and other PMO or agencies to facilitate incorporation into omnibus Life Cycle contracts. Identifies plan shortfalls in areas of logistics support and presents case for corrective actions, in writing and verbally, to correct the deficient items. Develops and coordinates assigned portions of the Source Selection Plan. Leads or participates in all aspects of Source Selection Evaluations, including pre and post source selection activities. Provides changes to the SAMP as necessary, with the pertinent Department of Army staff agencies, AMC subordinate commands, TRADOC, NGB, and FORSCOM and other major subordinate commands. Oversees all elements of integrated project support planning. Develops and coordinates the Material Fielding Plan for assigned training systems; and serves as a member of the Material Fielding Team. **30%**

2. Develops budget requirements and obligation plans for assigned projects. Manages funding and obligation plans within Life Cycle contract efforts, ensuring that funds are prudently managed by the contractor (especially on cost plus and Time & Material contracts). Maintains current budget requirements and executes current budget in accordance with spend plan. Initiates actions to resolve 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 Expert (SME's), Support Service Contractor efforts, Functional Configuration Audits (FCAs) and Physical Configuration Audits (PCSs). Updates Program Objective Memorandum and documents funding requirements and changes. 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) to extract information to formulate a base cost for device modifications and/or reprocurements. **30%**

. Provides Life Cycle 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 procurements. Coordinates and monitors training courses, both CONUS and OCONUS, for foreign students to include hotel, travel and rental car arrangements. **10%**

4. Serves as chairman of the Configuration Control Board in the preparation and evaluation or proposals/ECP's; 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%**

5. Prepares and presents formal and informal information and decision briefings to the Installation/Activity Commanders. Coordinates, staffs, prepares executive staff summaries and letters for concurrence and/or acceptance. Provides STRICOM interface to MACOMs, NGB, Advanced Warfighting Experiments and DA level activities for future requirements. Provides direct support and integration support through the Life Cycle Support Contractor as COR/ACOR.

6. 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. Achieves Defense Acquisition Workforce Improvement Act (DAWIA) Certification Level III for Program Management and Acquisition Management. **15%**

Performs other duties as assigned.

FACTOR 1. KNOWLEDGE REQUIRED BY THIS POSITION - FL 1-8 - 1550 POINTS

Mastery of overall management, principles and methodology as they relate to STRICOM's mission. This includes comprehensive knowledge of life cycle 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 statistical process control techniques, in order to apply experimental theories and new developments to the resolution of highly complex and highly sensitive problems as they relate to assigned projects. These problems may encompass very broad areas to include dispersed activities and conflicting authorities.

Ability to successfully market experimental or improved Life Cycle 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 Personnel Requirements Inventory (QQPRI); Integrated Logistics Plan; Publications; Provisioning; Support Equipment; Maintenance Planning; Software/Hardware Modifications and Development; Computer Resources Management Plan (CRMP); Supply Support, Logistics Support Analysis; Facilities Management; Manpower, Personnel, and Training; MANPRINT domains; Transportation; Materiel Handling; Configuration Management; Data Management; Human Factors Engineering; Production Techniques; and Planning, Programming and Budgeting Execution System.

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

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

As Senior Life Cycle Program/Project Director, reports to the Chief, Logistics Division, who provides broad administrative, project supervision of the position, and program objectives of the Division. Works in an independent manner, as the Senior Life Cycle Program/Project Director to plan, design and carry out programs, projects, studies or other work. Works within the policies and objectives of STRICOM. The supported Project Directors rely on incumbent to possess and apply thorough knowledge of operational and technical principles. Incumbent is expected to use ingenuity, initiative, and resourcefulness in developing new and experimental strategies to manage direction, integration, and control of all essential program elements consistent with the acquisition plan. Work performance is reviewed in terms of overall fulfillment of program objectives or technological advancements in the accomplishment of assigned duties and responsibilities for assigned projects; milestones, funding management and execution, and adequacy of final products.

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

Guidelines include -Federal Acquisition Regulations, Defense Federal Acquisition Regulations, DOD Guidance, Navy Procurement Acquisition Regulations, Mil-Standards, Army Material Command Directives, Standard Operating Procedures, Base Orders and internal directive guidance and other similar criteria pertaining to life cycle acquisition 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 judgement to resolve complex problems. Required to plan/direct and execute acquisition strategies. Strategies must effectively integrate and coordinate the organization's needs for procurement, maintenance, and movement of equipment, supplies, and personnel essential to the success of the overall mission.

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

Assignments involve executing all elements of life cycle support for developmental programs and fielded systems. Integrates new and omnibus Life Cycle support operations based upon consolidation and competition and the procurement process. Provides Life Cycle support for Foreign Military Sales (FMS) and Non-Standard Training Device requirements. Changes in mission priorities, multi-year funding, the 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 Life Cycle processes.

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

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

The purpose of the work is to collaborate with the Program/Project Offices and other organization officials to develop, implement, and monitor Life Cycle requirements for assigned projects and identify the specific requirements for funding, manpower, materials, facilities, and processes needed to achieve 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 - FL 6-3 - 60 POINTS

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, directors of major program components, and contractor representatives.

FACTOR 7. PURPOSE OF CONTACTS - FL 7-c - 120 POINTS

Represents the activity's Life Cycle Support function at meetings and conferences; provides Life Cycle project information to Army and civilian managers, presents status reports and projections, provides data to other planning and program/project personnel, analyzes effectiveness of the contractor's efforts and resolves differences between Life Cycle 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. The incumbent must defend or justify critical program decisions as appropriate.

FACTOR 8. PHYSICAL DEMANDS - FL 8-1 - 05 POINTS

Requires a combination of sedentary work and work at the device sites to include a variety of environmental conditions from desert heat to sub-freezing temperatures. Working at the device sites requires a variety of physical activities to include walking, standing and climbing aboard equipment.

FACTOR 9. WORK ENVIRONMENT - FL 9-1 - 05 POINTS

Work is performed both in an office and field settings. Work at field activities can require working without modern conveniences to include lighting, air-conditioning and plumbing. Moderate to extensive travel to attend meetings at contractor sites or field activities is required.

TOTAL POINTS: 3190

Incumbent must be able to obtain and maintain a top secret clearance. Subject to drug testing in accordance with applicable regulatory guidance.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# N2 [illegible]

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