



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

1. Agency Position No.

NL12016

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Other	3. Service <input checked="" type="checkbox"/> Hdqtrs. <input type="checkbox"/> Field	4. Employing Office Location ORLANDO, FL	5. Duty Station ORLANDO, FL	6. OPM Certification No.
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		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"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CRI)		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 type="checkbox"/> 2 - Noncritical Sensitive <input checked="" type="checkbox"/> 4 - Special Sensitive <input type="checkbox"/>	
Explanation (Show any positions replaced)				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	301	13		
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 PROJECT MANAGER, COMBINED ARMS TAC TRAINERS
a. First Subdivision US ARMY MATERIEL COMMAND (AMC)	d. Fourth Subdivision
b. Second Subdivision SIMULATION, TRAINING & INSTRUMENTATION CMD	e. Fifth Subdivision

19. Employee review - This is an accurate description 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 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 PATRICK G. SPANGLER DPM CATT	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature:  Date: 9/20/00	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, JR., COL, FA, CHIEF OF STAFF	22. Position Classification Standards Used in Classifying/Grading Position a. USOPM Handbook of Occupational Groups and Families, July 1999, HRCD-7 b. USOPM Administrative Analysis Grade Evaluation Guide, July 1999, HRCD-7
Signature:  Date: 9/20/00	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  
  
BUS 7777

## **INTRODUCTION**

This position is in the Office of the Project Manager for Combined Arms Tactical Trainers (PM CATT). PM CATT is responsible for planning, executing and managing the acquisition of Virtual training systems, within the U.S. Army Simulation Training and Instrumentation Command (STRICOM), a Major Subordinate Command of the U.S. Army Materiel Command (AMC). PM CATT programs vary in complexity from Virtual Reality/Hands-on maintenance training systems to highly complex hardware and software intensive, integrated virtual systems. Program management duties require application of acquisition knowledge, leadership skill, and application of state-of-the-art simulation and modeling techniques, including interoperability designs and standards.

## **MAJOR DUTIES**

1. Performs life cycle planning, management, and direction of assigned projects. Program plans are based on a comprehensive analysis of the requirements. Translates requirements into discrete, attainable objectives, establishes goals and milestones for tasks in support of the major project objectives. Makes decisions involving cost, schedule, and technical performance and associated trade-offs. Represents PM CATT in briefings and meetings User Representatives, contractors, and Army/DoD personnel. Prepares and presents program status reviews to the PM, Senior STRICOM Management, and higher Headquarters. (35%)
2. Plans, directs, organizes, controls, coordinates, reviews and approves the efforts of project support team which includes engineering, logistics and support personnel. Directs the activities of contract negotiators, contract analysts, and contract support personnel assigned to the project, which requires application of knowledge of Defense procurement process and Defense Acquisition Regulations as they impact to the assigned project. The project team may consist of Government and support service personnel. Serves as the final point of authority to all team members, contractors and other participants on assigned projects. Maintains sole responsibility for resolving divergent viewpoints and for making critical decisions. Identifies improvements to established program management processes and procedures. Establishes goals and milestones for tasks in support of the project goals. Incumbent will provide input to management to support the intermediate performance rating of the support personnel assigned to the project. (35%)
3. Performs financial management and control of assigned projects. Directs the activities of the program and cost analysts assigned to the project. (20%)
4. Organizes and leads teams of selected disciplines to participate in contractor evaluation/monitoring. Responsible for determining program status to include system design compliance to specification requirements, adherence to contractor schedule, financial control and supportability. The incumbent may be required to lead a team of experts which will investigate a potential contractor's capability to perform under a proposed contract. (10%)

Performs other duties as assigned.

## FACTOR 1 KNOWLEDGE REQUIRED

- Expert knowledge of acquisition regulations and directives.
- A high degree of skill in program management.
- A high degree of skill in problem identification and analysis techniques/ reasoning.
- A high degree of skill in leadership of acquisition teams.
- Expert knowledge and experience with virtual simulations in at least one of the following areas: virtual simulation requirements; application/training with virtual simulations; standards and architectures; simulation interoperability; virtual simulation testing; or, life cycle support of virtual simulations.
- Knowledge of the Army/DoD simulation management structure and responsibilities of key support agencies (STRICOM, AMSO, DMSO and DARPA).

Above knowledge is used to direct and manage life-cycle planning and acquisition of systems, through use of integrated process teams, varying in complexity from Virtual Reality/Hands-on maintenance training systems to highly complex hardware and software intensive, integrated virtual systems.

-- Knowledge of the DoD Planning, Programming and Budgeting cycle for program funds, budgeting and management as well as knowledge of contractor financial management to perform financial management and control of assigned projects; and direct the activities of the program and cost analysts assigned to the project.

- A high degree of skill in both oral and written communications to interact with officials within DA, DoD and contractors in structured and unstructured settings and prepare extensive written documentation.

## FACTOR 2 - SUPERVISORY CONTROLS

Supervisor: (1) assigns acquisition programs identifying goals to be achieved; and (2) relies on incumbent to plan, forecast, schedule and execute the actions necessary to achieve program objectives. Incumbent is expected to utilize ingenuity, initiative and resourcefulness in developing strategies and in managing the direction. Integrating and control of all essential program elements consistent with the acquisition plan. Work is reviewed for accomplishment of milestones, ability to stay within funding limitations and adequacy of the end product.

## FACTOR 3 - GUIDELINES

Guidelines consist of policies/regulations pertaining to the management of research, development and acquisition of Army items. As a Project Director responsible for execution of assigned projects, the incumbent exercises judgement and discretion in interpreting and implementing existing policy. Advises management of issues requiring management action to revise or waive current policies or regulations. Provides guidance for use by others within or

outside the OPM as it pertains to RDT&E/Procurement Program Management and materiel Acquisition activities.

#### FACTOR 4 - COMPLEXITY

The assignment is characterized by highly technical development projects, some costing in excess of \$20 million RDT&E and \$100 million procurement. Since many projects have OSD interest, program management is often raised to the same level. The incumbent leads acquisition teams comprised of technical disciplines and develops simulation systems of high dollar value and congressional interest.

#### FACTOR 5 - SCOPE AND EFFECT

The employee serves as a Project Director with complete responsibility and authority for the management of assigned projects for the development of virtual training systems and associated synthetic environments. Products will provide critical training capabilities and have a significant effect on the readiness of both Army Active and Reserve Components. In addition, synthetic environment products and interoperability will impact program developments, testing, and training within the Army and DoD.

#### FACTOR 6 - PERSONAL CONTRACTS

Regular and recurring contacts include officials within DA, DoD and contractors in structured and unstructured settings.

#### FACTOR 7- PURPOSE OF CONTACTS

Contracts are for the purpose of program approval/coordination and monitoring of contractor performance. Incumbent will represent PM CATT to all levels in management regarding program planning, funding and execution, as well as cooperative efforts among services and DoD agencies.

#### FACTOR 8 - PHYSICAL DEMANDS

Work is primarily sedentary.

#### FACTOR 9 - WORK ENVIRONMENT

Work is performed primarily in an office setting.

**NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL 17012001**

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