

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

NL12040

2. Reason for Submission

Redescription
 Reestablishment
 New
 Other

3. Service

Hdqtrs.
 Field

4. Employing Office Location
Orlando, FL

5. Duty Station
Redstone Arsenal, AL

6. OPM Certification No.

Explanation (Show any positions replaced)

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

1504

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	Program Management Officer	GS	0340	15		
e. Recommended by Supervisor or Initiating Office						

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

Director, Targets Management Office

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Department of the Army

c. Third Subdivision

Project Manager for Instrumentation, Targets & Threat Simulators

a. First Subdivision

Army Materiel Command

d. Fourth Subdivision

1

b. Second Subdivision

USA 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)

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

MATTHEW J. FAIR, COL, AR
Project Manager for ITTS

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

Signature

[Signature]

Date

10-18-2000

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

see attached

Typed Name and Title of Official Taking Action

JAMES B. GODWIN, COL, FA, Chief of Staff, STRICOM

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

[Signature]

Date

10-27-00

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

BUS: 8888

Position is at the full performance level.

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

Position Description

PD#:

Shred: Varies

Program Management Officer
GS-0340-15

Replaces PD#:

Installation: Varies

Major Command: Varies

Region: Varies

Citation 1: Series Definition, Hndbk of Occ Grp & Series, GS-340
Citation 2: OPM General Schedule Supervisory Guide, Apr 98

PD Library PD: No
COREDOC PD: No

Classified By: Agnes Davis
Classification Date: 5/5/00

FLSA: Exempt	Drug Test Required:	CIPMS PD: No
Career Program: 00	Financial Disclosure Required: Yes	Acquisition Position: Yes
Functional Code: 00	Requires Access to Firearms: Varies	Interdisciplinary: No
Competitive Area: Varies	Position Sensitivity: Varies	Target Grade/FPL: 15
Competitive Level: Varies	Emergency Essential: Varies	Career Ladder PD: No

SUPERVISORY CONTROLS

Serves under the supervision of the Project Manager and/or Deputy for Instrumentation, Targets and Threat Simulators (PM ITTS), whose mission is the acquisition of major Army Test Instrumentation; the development, acquisition, management and operation of Army Targets; and the development and acquisition of Threat Simulator systems. The PM assigns broad program responsibility on a continuing basis and provides very general administrative supervision. Incumbent functions with a maximum degree of independence and is relied upon for satisfactory accomplishment of assigned responsibilities. Supervisor gives guidance in terms of changes to policy or guidelines to follow-on matters not covered by established policy. Work is reviewed in terms of program accomplishment.

MAJOR DUTIES

Serves as Director, Targets Management Office (TMO) within the Project Manager for Instrumentation, Targets and Threat Simulators (PM ITTS), with responsibility for originating, developing, implementing and managing the targets program for use throughout the U.S. Army. The program includes master planning for targets; initiating appropriate research and development programs; controlling Target program resources, and relocating these resources as required to support testing and training priorities from one location or program to another. Exercises responsibility for executing the development, acquisition, and lifecycle support for all Army targets and ancillary devices. The program provides a means for identifying projected areas of deficiencies against very long range testing and training requirements, planning and accomplishing required actions to cope with target systems deficiencies, and providing input to propose increases to Armywide target systems funding levels. Analyzes the impact that any contemplated budget revision, program adjustments, legislative changes, economic trends or directives or orders of higher echelons may have upon the project and takes positive action to minimize adverse effects. Responsible for multi-million dollar target systems research and development, procurement, and worldwide lifecycle support, exercises responsibility for technical decisions in the development, acquisition and utilization of targets and ancillary devices. Incumbent must continuously analyze and evaluate such things as system complexity, density, support difficulties, DA and Contractor support capability, tri-Service and/or other support agreements, and level of Foreign Military Sales (FMS) activity in order to best position, train, and allocate available manpower and system resources. The position requires a professional knowledge of acquisition management principles and Army Target Systems, to manage the combined efforts of government and contractor personnel in executing the Army Targets mission.

1. Develops, implements, manages and evaluates the PM ITTS programs for the Targets Management Office. (60%)
 - a. Develops and/or directs the development of broad PM ITTS policies, plans and objectives pertaining to the Targets Management program and disseminates these to appropriate test and training customers, U.S. Army Materiel Command (AMC)

major subordinate commands (MSCs), the U.S. Army Test and Evaluation Command (ATEC), and tri-Service partners for implementation. Reviews policies, directives, regulations, and orders received from higher echelons and prepares and/or directs the preparation of the command's authoritative interpretation of same. Provides guidance to test and training customers with regard to the development of local policies and plans, and provides policy guidance as it pertains to specific projects under consideration.

b. Reviews, analyzes, and evaluates the accomplishments of assigned programs by review of reports, studies, projects, conducting In-Progress Reviews (IPRs) and analyzing information provided by PM ITTS staff members. Monitors the major projects initiated by developmental test and training ranges, AMC major subordinate commands, PMs, PEOs, and other Services to assure that plans and schedules are in consonance with stated objectives and requirements. Studies, reviews and analyzes programs in effect at developmental test and training ranges, AMC major subordinate commands, PMs, PEOs, and other Services; reviews plans and estimates prepared by requirements proponents and submitted to higher headquarters for approval. Identifies existing or potential problem areas and recommends or directs necessary corrective action or prevention measures. Develops priority systems for procurement of target systems; recommending approval or disapproval of planned expenditures, and reprogramming of funds as necessary. Assures that the PM ITTS Target systems program development, acquisition, and lifecycle support are properly executed through other government agencies by contract, government agencies by matrix support, or contractors. Implements specific management controls to measure and monitor the performance of government or contractor technical agents. Ensures that unwarranted duplication of targetry is avoided. Initiates appropriate research and development projects in support of target systems and assures that they are carried out in consonance with existing and future capabilities, within state-of-the-art concepts, and in relation to qualitative materiel characteristics. In this manner, verifies that test and training customers receive cost effective targetry support. Defends target systems program requirements at the AMC, Headquarters, Department of the Army (HQDA) and Office of the Secretary of Defense (OSD) reviews.

c. Renders advice and assistance to PM ITTS and key members of the OSD, DA, AMC and STRICOM staffs on matters pertaining to assigned programs and associated objectives, problems, funding considerations. Leads visits to test and training ranges, AMC MSCs and tri-Service partners to provide technical advice and direction. Represents the Project Manager at IPRs, high-level conferences and other meetings with representatives of OSD, HQDA, AMC, other commands and agencies, and foreign governments, as well as private industry, on matters pertaining to assigned mission programs. Serves on and supports top-level advisory boards and committees, such as the Joint Targets Oversight Council (JTOC), the Target Reliance Office committee, other ad hoc tri-Service committees, and the International Technical Cooperative Program. Maintains continuing cognizance of trends in multiple mission areas and apprises superiors of the need for new programs and the presence of overlapping and/or nonessential activities, with recommended corrective actions.

d. Negotiates on test and training facility requirements with key personnel from developmental and operational test ranges, training ranges, and AMC MSCs regarding major accreditation issues, such as qualifications of test facility, scientific and technical capabilities including equipment, personnel and procedures. Manages, for PM ITTS, target systems requirements inputs from developmental and operational test centers, training ranges, laboratories, AMC MSCs, other OSD and FMS activities.

e. Incumbent coordinates program efforts with other internal activities or with the activities of other agencies; assesses the impact on the organization's programs of substantive developments in programs and policies in other parts of the U.S. Army and other Services, in other-U.S. and foreign government entities, and in the private sector; sets policy for the Army Targets program in such areas as program emphasis and operating guidelines, and communicates policies and priorities throughout the organizations impacted.

2. In addition to being responsible for assuring that an acceptable quality and quantity of work is performed, incumbent carries out full supervisory authorities and responsibilities: plans work to be accomplished by subordinates; sets immediate priorities and prepares schedules for completion of work. Assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capability of the employee. Evaluates work performance of subordinates, and provides advice, counsel, and mentoring instruction to employees on work, administrative and career matters. Interviews candidates for positions in the organization; makes recommendations for appointment, promotion, or reassignment of such positions. Hears and resolves complaints from employees; refers group grievances and more serious unresolved complaints to higher levels of management. Effects minor disciplinary measures, such as warnings and reprimands; recommends other actions in more serious cases. Identifies developmental and training needs of employees; and provides or arranges for needed development and training. Is also delegated managerial authority to determine long-range work plans and schedules to implement the goals and objectives of the subordinate program segment within the TMO. Incumbent is also responsible and accountable for meeting goals, objectives and deadlines set by higher management. Representative managerial tasks include many of the following: determines resource needs, allocates resources, and accounts for their effective use; determines the need and develops plans for organizational changes which have considerable impact, such as those affecting the basic structure (e.g. outsourcing some organizational functions), operating costs, or key positions; considers a broad spectrum of factors when making decisions, including public relations and policy, Congressional relations, labor-management relations, economic impact and effect on other organizations; coordinates program efforts with other internal activities or with the activities of other agencies; assesses the impact on the organization's programs of substantive developments in programs and policies in other parts of PM ITTS, in other government entities, and in the private sector; sets policy for the TMO in such areas as program emphasis and operating guidelines, and communicates policies and priorities throughout the organization; makes decisions on personnel policy matters affecting the TMO, such as personnel actions involving key subordinate employees, employee grievances, work force reductions, and adverse actions; and delegates authority to subordinate supervisors to direct their work units and employees, and monitors the performance of their organizational units in accomplishing the assigned workload. (40%)

Performs other duties as assigned.

FACTOR 1 PROGRAM SCOPE AND EFFECT Level 1-4 775 pts

Directs an identifiable segment of a specialized program of national significance. The segment directed affects the ability of PM ITTS to manage the Army Target systems support capability for current and long-range future testing and training workload critical to national defense.

FACTOR 2 ORGANIZATIONAL SETTING Level 2-2 250 pts

As Director, Targets Management Office, incumbent answers to the Project Manager ITTS, who is a board-selected O-6 and is senior rated by the Deputy to the Commander, STRICOM, who is a SES member.

FACTOR 3 SUPERVISORY AND MANAGERIAL AUTHORITY EXERCISED Level 3-4 900 pts

Incumbent is delegated authority to plan, direct, and execute the Army Target program, through subordinate divisions, to support testing and training throughout the Department of the Army (DA) and other Services. This includes responsibility for determining long range plans, goals and objectives for supervisors of subordinate divisions, and authority to approve the allocation and distribution of funds among divisions for Targets systems and ancillary devices. Manages the development of policy changes in response to changes in levels of appropriations or other legislated changes. Manages organizational changes throughout the TMO, or major change to the structure and content of the Army targets program. Exercises final authority for the full range of personnel actions and organization design proposals recommended by subordinate supervisors.

FACTOR 4 LEVEL AND PURPOSE OF CONTACTS Level 4A-3 75 pts

Level 4B-4 125 pts

Maintains contacts with contractors and high-ranking military and civilian managers and technical staff throughout the Department of Army, other Services, and other governments through both formal and informal meetings and conferences. The purpose of these contacts is to develop, review and approve technical and financial plans and schedules for acquisition of targets and ancillary devices, such as the DoD Targets Master Plan. Furthermore, contacts are maintained to assure that target systems programs are executed and the systems are available to users.

FACTOR 5 DIFFICULTY OF TYPICAL WORK DIRECTED Level 5-8 1030 pts

Full performance of the work directed is GS-13 or higher. Incumbent must be able to obtain and maintain a top-secret clearance. Subject to drug testing in accordance with regulatory guidance.

FACTOR 6 OTHER CONDITIONS Level 6-6 1325 pts

Position requires exceptional coordination and integration of a number of very important and complex target programs of professional, technical, managerial, and administrative work comparable in difficulty to the GS-13 or higher level. Incumbent supervises and manages resources that involve major decisions and actions, which have a direct and substantial effect on the TMO and Army and tri-Service targets programs. Manages through subordinate supervisors and/or contractors who direct substantial workloads comparable to the GS-12 or higher level.

Required KSAs for Program Management Officer, GS-340-15 position:

1. Knowledge of system development and acquisition IAW DoD 5000 Acquisition Policies and Procedures.
2. Knowledge and understanding of how Army and DoD Test and Evaluation (T&E)/Training organizations operate and modernize to support their US and foreign customers.
3. Ability to lead and manage a technically diverse workforce in the accomplishment of complex tasks.
4. Knowledge of Army ME and Training operations, policies, procedures and technologies, as they pertain to target systems.

A TS clearance is required.