

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

1. Agency Position No.  
NL12324

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Orlando, FL.		5. Duty Station		6. OPM Certification No.	
Explanation (Show any positions replaced) Replaces: NL11228001		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		13. Competitive Level Code 1326	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks)		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive		14. Agency Use			
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade	

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	Program Analyst	GS	0343	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 Mgr for Combined Arms Tactical Trainers (X)
a. First Subdivision U.S. Army Materiel Command (AMC)	d. Fourth Subdivision Assistant Project Manager for Close Combat Tactical Trainer (XM)
b. Second Subdivision Simulation, Training & Instrumentation Command (STRICOM)	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 Patrick G. Spangler, APM for Combined Arms Tactical Trainers	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature <i>Patrick G. Spangler</i>	Signature
Date 6/1/01	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

Typed Name and Title of Official Taking Action Gary H. Bisset for Gary H. Bisset, Acting Chief of Staff	Date 6/5/01	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	

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

24. Remarks  
Position is at the full performance level.  
BUS: 7777

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

### INTRODUCTION

This position is in the Office of the Project Manager for Combined Arms Tactical Trainers (PM CATT), Assistant Project Manager for the Close Combat Tactical Trainer (APM CCTT), within the Simulation, Training, and Instrumentation Command (STRICOM), a Major Subordinate Command of the U.S. Army Materiel Command (AMC). APM CCTT reports directly to PM CATT. 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, STRICOM, executes this mission through four Project Managers and supporting STRICOM infrastructure. PM CATT is responsible for planning, executing and managing the acquisition a variety of Virtual training systems that vary in complexity from Virtual Reality/Hands-on maintenance training systems to highly complex hardware and software intensive, integrated virtual systems. The CCTT program is the largest and most complex virtual training system program in PM CATT and one of only two programs in STRICOM categorized as Acquisition Category (ACAT) II programs.

The incumbent is responsible for the financial management and execution of the CCTT program. The incumbent serves as a recognized authority in the analysis and evaluation of program financial data and issues within administrative and policy direction concerning overall project priorities and objectives. Incumbent is delegated complete authority to plan, schedule, and carry out financial management activities associated with all phases of planning, analysis, formulation, justification, presentation, execution and evaluation of the CCTT program and subordinate program activities. Incumbent exercises discretion and judgment in determining whether to broaden or narrow the scope of projects or studies. APM CCTT supervises this position.

### MAJOR DUTIES

1. Provides overall program analysis activities in support of financial planning, cost estimating, budget formulation and management of budget execution in support of Research, Development, Test and Evaluation (RDTE) and program production.
  - a. Manages the CCTT Baseline Cost Estimate and associated analysis process, and Co-Chairs the Cost Analysis Integrated Product Team with the U.S Army cost Estimating and Analysis Center (CEAC). Briefs all management levels up to and including Director, CEAC, to gain approval for the

PM CATT estimate, cost methodology and CCTT Army Cost Position.

- b. Manages the PM CATT input to the US Army Acquisition Information Management (AIM) System, including financial data, coordination, integration, and tailoring of monthly ACAT II reporting data, and Smart Chart data that go directly to the Office of the Army Acquisition Executive (AAE). These data are used without review for HQDA program decisions and Army response to OSD and Congressional information requests. Coordinates directly with the Office of the AAE for establishment/update of the CCTT Acquisition Program Baseline (APB) in terms of financial goals and thresholds. The AAE personally approves the CCTT APB.
- c. Performs program budget activities including development of Congressional R&D Descriptive Summaries and Procurement Forms (P-Forms). Analyzes production costs based on production rates, application of learning curve data, HQDA program priorities and production funding/facility/rate constraints and projects budget requirements and production levels accordingly. Represents PM CATT and defends CCTT financial data in all levels of financial reviews including Congressional Authorization and Appropriations Committee reviews.
- d. Prepares, coordinates and provides program financial approval for internal project execution documents (e.g. Task Package Automation (TPA) inputs/approvals) for CCTT program execution.
- e. Participates in the long range and annual work planning, the establishment of annual work programs including unplanned emergency projects, and the review and evaluation of procurement and production operations. Through review and analysis determines causes of unfavorable program trends and variations and takes direct corrective action within limits of delegated authority. Recommends below threshold or Congressional Reprogramming actions as needed to meet program requirements within overall DoD Financial regulations and policies.
- f. Reviews new or changed policies and regulations affecting operations and assures implementation within the various organizational elements; develops new or modified internal administrative program operating policies and procedures. Directs the conduct of special studies and/or preparation of special reports required by higher authority.
- g. Prepares financial reporting documents including obligation plan, disbursement plans, and reclama to proposed budget

reductions. Serves as the primary CCTT financial representative to Training Mission Area (TMA) program reviews with HQAMC and HQDA.

- h. Conducts or participates in special studies, analyses, presentations and briefings.
- i. Remains in constant contact with related program and budget representatives of STRICOM, AMC, DA, DoD and assigned executing agent counterparts in Customer Program Manager/Program Executive Officer (PEO) offices to assure mutual understanding of objectives and proper interpretation of guidance, policies and procedures.

70%

2. Executes program contract financial management. Serves as the PM's principle financial representative for CCTT contract activities.

- a. Determines and prepares contract financial management requirements for new contracts and contract modifications. Evaluates contractor proposals including cost and financial data.
- b. Analyses contract financial data including Earned Value Management System (EVMS) reports and contractor financial execution reports for adherence to program requirements and goals. Prepares PM's analyses and position for report to CG STRICOM on CCTT EVMS issues.
- c. Serves as the PM's Cost Monitor for Award Fee Determination Boards for Award Fee type contracts.

30%

Performs other duties as assigned.

**FACTORS**

**FACTOR 1 - KNOWLEDGE REQUIRED**

Expert knowledge of program analytical and evaluative methods as applied to the full range of project management functions and execution of all programs managed by the APM CCTT for the research, development and acquisition of major Army Combined Arms Tactical Training Systems. Includes knowledge of goals and objectives; sequence and timing of key program events and milestones; methods of evaluating the worth of the program

accomplishments; and relationships with other DA programs and key administrative support functions.

FACTOR 2 - SUPERVISORY CONTROLS

Serves under administrative supervision of the Assistant Project Manager, CCTF, concerning policy, overall project priorities and objectives. The employee is delegated complete authority to plan schedule, carry out all phases of planning, analysis, formulation, justification, presentation, execution and review of assigned programs. Projects under development span the entire life cycle. Incumbent is relied upon to independently schedule and conduct analyses, evaluations and to make recommendations regarding attainment of milestones relating to cost, schedule and performance. Incumbent represents PM CATT at higher level meeting and conferences and recommendations are normally accepted without change.

FACTOR 3 - GUIDELINES

Guidelines consist of basic charter and policies/regulations pertaining to the management of research, development and acquisition of major Army items. As a recognized expert in DoD planning, program and budgeting process and guidelines, the employee exercises judgement and discretion in interpreting and revising existing policy; develops guidance for use by other within or outside the agency such as other analysts, line managers and contractors as pertains to RDTE/Procurement/OMA activities.

FACTOR 4 - COMPLEXITY

The assignment is characterized by highly technical development projects, some costing in excess of \$250 million RDTE, \$400 million procurement and \$800 million OMA. Since many projects have OSD interest, program analysis is often raised to the same level. The incumbent leads analysis teams comprised of analyst and engineers from many technical disciplines, and develops recommendations to the DA staff and OSD regarding attainment of milestones relating to cost, schedule and performance of complex development programs.

FACTOR 5 - SCOPE AND EFFECT

The employee serves as project officer responsible for planning, analyzing and evaluating the RDTE/Procurement/OMA activities that support the Project management of Major Army items. The assignment entails the development of long-range program plans, goals, objectives and milestones to accomplish and evaluate the cost-effectiveness of actions in the achievement of agency programs, and affects compliance with pertinent financial and

acquisition policies. Recommendations made by the employee result in changes in the way the program is conducted.

FACTOR 6 - PERSONAL CONTRACTS

Regular and recurring contacts include program officials within DA/DOD, OSD and congressional staffers and contractors in moderately unstructured settings. Communication and coordination with external customers finance representatives.

FACTOR 7 - PURPOSE OF CONTACTS

Contacts are for the purpose of justifying recommendations affecting multi-million dollar expenditures on Combined Arms Tactical Training Systems and influencing officials to accept/implement same.

FACTOR 8 - PHYSICAL DEMANDS

Work is primarily sedentary.

Factor 9 - Work Environment

Work is performed in an office setting.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL 12374601

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