

POSITION DESCRIPTION (Please Read Instructions on the Back)						1. Agency Position No. NL12347			
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)		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 checked="" type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		13. Competitive Level Code 1345	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		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	Initials	Date	
a. U.S. Office of Personnel Management									
b. Department, Agency or Establishment									
c. Second Level Review									
d. First Level Review		Contract Specialist		GS	1102	13	JD		
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 Directorate for Army Contract Group (CSC)					
a. First Subdivision Army Materiel Command (AMC)				d. Fourth Subdivision					
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 Daryll Nottingham, Director, Directorate for Army Contract Group				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
Signature		Date		Signature		Date			
		19 Jun 01							
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 William C. Youmans, Acting Chief of Staff				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							
		6/14/01							
23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)									
b. Supervisor									
c. Classifier									
24. Remarks This is a full performance level position. BUS: 7777									
25. Description of Major Duties and Responsibilities (See Attached)									

INTRODUCTION

Serves as Senior Contract Specialist in the Army Contract Group within the Simulation, Training, and Instrumentation Command (STRICOM), a Major Subordinate Command of the U.S. Army Materiel Command (AMC), Orlando, Florida. The requirements for the acquisitions placed upon the Contracts Group range from relatively straightforward material acquisitions to highly complex research and development or test and evaluation service effort, and major simulation and training systems. Acquisitions support multi-service requirements of the Army, Navy, Marines, Air Force, as well as Foreign Military Sales (FMS) and other Inter-agency Commands.

Serves as a Senior Contract Specialist responsible for pre-award and post-award functions involving highly complex and specialized procurements of significant importance to the STRICOM mission. Requirements typically involve major programs that are categorized as Acquisition Category (ACAT) I - IV Programs such as: Close Combat Tactical Trainer (CCTT), Warfighter Simulation (WARSIM), Joint Simulation System (JSIMS); and highly complex procurements for major programs such as Multiple Integrated Laser Engagement System (MILES), Virtual Operations (OPS-VT), One Semi-Automated Forces (OneSAF), Aviation Combined Arms Tactical Trainer (AVCATT), or other various platforms that include: acquisition of extensive specialized simulation equipment or systems; and complex/unique services in support of training system programs.

This is a Level III, Non-Critical Acquisition Position, in the Contracting career field (CP-14) and is subject to Defense Acquisition Work force Improvement Act (DAWIA) requirements. Unless specifically waived by the appropriate official, or the employee is grandfathered under 10 USC 1736(c.) (1.), the following are mandated requirements:

1. Selectee must possess a baccalaureate degree from an accredited educational institution authorized to grant baccalaureate degrees, and have completed at least 24 semester credit hours (or the equivalent) of study from an accredited institution of higher education in any of the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management, or receive a waiver.
2. Selectee must be certified at DAWIA Level III in the Contracting career field within 18 months of assignment or receive a waiver.

Condition of employment is drug free. All U.S. Army employees must be subject to drug testing under certain circumstances such as reasonable suspicion.

MAJOR DUTIES

1. Serves as advisor to technical customers in procurement planning meetings. Advises of the procurement objectives to be used, and assists in the preparation of statements of work and source selection criteria. Prepares justifications and approvals, determination and findings, and solicitation documents. Conducts preproposal conferences with prospective contractor(s) to arrive at a clear understanding of what is required under the proposed contract. Obtains appropriate data from business and technical officials. Issues necessary solicitation amendments to clarify questions concerning such topics as specification changes, language ambiguities, or clarification of contract clauses. Performs detailed cost and price analysis utilizing field pricing reports from Defense Contract Audit Agency (DCAA) and Defense Contracts Management Agency (DCMA) and inputs from technical personnel to arrive at a fair and reasonable price. As required by the lack of meaningful cost and price information, explores new or innovative contracting approaches to arrive at an equitable contract arrangement. An in-depth analysis of the contractor's financial and technical approach is needed in order to establish a competitive range and/or award decision.
30%
2. Performs contract administration. These duties include representing the government in all contractual discussions/actions with the contractor and attending program reviews with contractors. Other responsibilities typically include preparation of rate and cost adjustments, redirection of effort, coordination of time extensions, incorporation of change orders, issuance of stop work orders, issuance of cure notices or show-cause letters, incremental funding, monitoring of government property reporting, exercise of options, enforcing contract terms and conditions, and contract closeout. Terminates contracts for the convenience of the government or default by the contractor.
30%
3. Serves as a lead negotiator. Plans the negotiation strategy, coordination strategy with negotiation team and leads the negotiations which are conducted with contractors to discuss technical deficiencies, cost issues, changes in requirements, etc. Awards the contract. Represents the government in all protests, claims or appeals filed with the board or courts.
20%
4. Performs long range acquisition planning and business strategies. Identifies within assigned programs those major subsystems, components, equipment, and services to be acquired by contract. Develops procurement objectives for the program in terms of competition and price range, contractual vehicles including use of unique pricing strategies, subcontracting policy, set-aside policies, and similar considerations. Prepares and maintains

current acquisition plans, appropriate milestone charts, and related schedules requiring review by the program manager.

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Performs other duties as assigned.

FACTORS

FACTOR 1 - KNOWLEDGE REQUIRED - 1550 Points

Knowledge involves mastery of: (1) contracting methods and contract types to plan and carry out long-term preaward and/or postaward procurement actions; (2) the procurement functional area sufficient to apply experimental theories and new developments to problems not susceptible to treatment by accepted methods, to extend existing contracting techniques; and (3) procurement principles and technical or program requirements to plan, manage and make decisions or recommendations that significantly affect the content and interpretation of complex, long-range, or interrelated agency programs concerning the management of procurement matters.

Knowledge of cost accounting methods and techniques sufficient to understand contract cost accumulation and estimating systems; broad knowledge of techniques of cost analysis such as distribution curves, runout curves, etc., sufficient to prepare independent cost analysis and pre-negotiation cost positions on complex procurements. Knowledge of contract administration and termination techniques sufficient to administer a complex contract.

In-depth knowledge and familiarly with the provisions of the Federal Acquisition Regulations (FAR) and the Defense Federal Acquisition Regulations (DFAR) and other procurement regulations and ability to apply them to complex procurements. Detailed knowledge of the principles of procurement planning sufficient to permit coordination of the preparation of a procurement plans, to provide contractual inputs to such a plan, and to assist in defending it to higher authority.

Knowledge of general policies governing the acquisition planning stage. Familiar with all available contract types (cost type, fixed price, incentives, etc.) and pricing strategies which can be employed. Knowledge of the advantages and disadvantages of each type must be weighed against the nature of the requirements and the technical, schedule, cost risk involved to assure that the selected format results in optimization of the government's program objectives. Selection of contract types must be continually readdressed during negotiations as conditions and information available dictate.

Ability to perform accurate and sophisticated cost analysis of the contractor's proposals in support of high dollar procurements. Extensive knowledge and experience in the use of analytical techniques such as "learning curve" analysis, parametric relationships, mean and

standard deviation, data distribution and analysis, and the use of economic indices.

Highly skilled in contract negotiation techniques and philosophy. Ability to establish, direct, and achieve negotiation objectives in the best interest of the government.

Knowledge of the documentation source selection, evaluation, and administration aspects of contract awards. Capable of ensuring competition is effectively fostered, ensure contract files serve as suitable historical records of the acquisition process, and ensure easy interpretation by other personnel.

FACTOR 2 - SUPERVISORY CONTROLS - 450 Points

Supervision of the position falls under the cognizance of a Division Head with daily interaction with designated Team Leader. The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines and major projects and/or programs to be done. The employee interaction with the Team Leader is for purposes of ensuring programmatic coordination is consistent with efforts of other team members.

Employee independently establishes contract milestone schedules, executes the necessary planning, coordination, approval, negotiation and other requirements in accordance with prescribed deadlines. Employee establishes the necessary priorities to achieve objectives.

Completed work is reviewed from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results, e.g., providing a viable contracting approach for meeting program needs and established objectives, or for impact on future procurements. Technical adequacy is of lesser importance than strategy synchronization. Frequent status reports and briefings; both before and after award will be necessary.

FACTOR 3 - GUIDELINES - 450 Points

Policies and precedents are often not available but when available are stated in general terms, or are of limited use. Guidelines are often inadequate in dealing with problems, requiring ingenuity and originality: in interpreting, modifying, and extending guides, techniques, and precedents; in devising terms and conditions tailored to specific procurements; and in balancing the application of the guidelines in relation to novel program or technical needs, business considerations, and the socioeconomic climate.

Guidelines available are FAR, DFAR, Department of Defense (DOD) directives, and other guidelines established by federal law or policy. The documents only outline general methods to be used in acquisitions and do not include specific instructions for handling a wide variety of situations. The application and interpretation of these numerous

guidelines in establishing acquisition strategy, and contract terms and conditions involves the exercise of considerable judgment and discretion on the part of the specialist. These strategies are used to develop new and innovative contract approaches to resolve specific program situations within the general framework of federal guidelines. The development of a plan of action is necessary in anticipation of problem areas and resolution of specific situations rendered from the implementation of the new and innovative approaches.

FACTOR 4 - COMPLEXITY - 325 Points

The specialist will coordinate procurements for complex state-of-the-art systems and equipment that are not well defined and span all phases of the acquisition cycle. Frequent design and performance changes are common because of inherent design instability making cost difficult to project. These changes require extensive negotiations with the contractor. Army trends rely heavily on the development contractor for subsystems and components. As the systems stabilize, the specialist is expected to extract subsystems and components as Government Furnished Equipment (GFE) to achieve cost savings. The complexity of assignments include: multiple year, long term contracts; sole source negotiations and/or complex competitive procurements; responsible for several contracts with the same or different contractor(s) that constitute all or part of an overall program; changes to one contract frequently affect other contracts; various projects involving difficult work assignments evidenced by unusual procurement problems and especially complicated segments of complex programs.

Decisions involve responsiveness to continuing changes in programs or technological developments. The employee is constantly balancing program and technical needs, the interests of the contractors, statutory and regulatory requirements, and the prevailing socioeconomic climate, to make decisions based on sound business judgments that are in the best interest of the Government.

Procurements typically require new or modified contract terms and conditions, funding arrangements, or policy interpretation throughout the preaward and postaward phases. Terminations involve settlements of contracts involving work performed over several years, or settling claims of a variety of prime contractors.

FACTOR 5 - SCOPE AND EFFECT - 325 Points

The purpose of the work is to resolve critical problems, or develop new approaches for use in planning, negotiating, awarding, administering, and/or settling the termination of major procurements. Recommendations or commitments are accepted as authoritative, and frequently carry contracting officer authority for transactions involving sizeable expenditures of staff, funds, and material.

The work product affects the work of other experts within or outside the agency, e.g., the accomplishment of major procurements which contribute to the achievement of mission objectives; the decisions of senior procurement, technical, or program officials in terms of the authoritative procurement advice provided; and the economic well-being of a large corporation or subsidiary.

FACTOR 6 - PERSONAL CONTACTS - 60 Points

Personal contacts include frequent contacts with Level I through Level IV Project Directors, Program Directors, Program Managers, Milestone Decision Authority (MDA) and the Program Executive Officer (PEO). Contacts are in the areas of program management, logistics, engineering, legal counsel, and other various supporting headquarters and field activities. Typical contacts include personnel and staff members of higher level activities, government contractors, and foreign governments. Personal contacts include a variety of specialists, managers, officials or groups from outside the employing agency in a moderately unstructured setting, e.g., the purpose and extent of each contact is usually different, and the role and authority of each party is identified and developed during the course of the contact. Contacts are for different reasons and under different circumstances.

FACTOR 7 - PURPOSE OF CONTACTS - 120 Points

Contacts are with headquarters, industry and supporting activities for the purpose conducting contract negotiations, analyzing complex procurement issues, resolving disagreements between vested interests, and ensuring a proper and supportable course of action. The employee must be skillful in dealing with such persons to obtain the desired effect, such as obtaining compliance with procurement requirements through persuasion, or obtaining reasonable prices, terms, or settlements for the Government through negotiation. Contacts with higher level organizations are for the purpose of clarifying the issues surrounding procurement or responding to requests for information.

FACTOR 8 - PHYSICAL DEMANDS - 5 Points

Work is mostly sedentary. Often there is stress, pressure, and extended working hours due to negotiations and fact-finding sessions. However, no special physical demands are required to perform the work.

FACTOR 9 - WORK ENVIRONMENT - 5

The work will take place mainly in an office setting, however, travel may be expected to contractor and other government activities. About 10 percent travel may be required, one to five nights per month.

TOTAL POINTS = 3290

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 12347

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