

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

1. Agency Position No. **NL12426**

2. Reason for Submission: Redescription, Reestablishment, New, Hdqtrs., Field, Other

3. Service: Hdqtrs., Field

4. Employing Office Location: **Orlando, FL.**

5. Duty Station: _____

6. OPM Certification No. _____

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)

11. Position is: Supervisory, Managerial, Neither

12. Sensitivity: 1 - Non-Sensitive, 3 - Critical Sensitive, 2 - Noncritical Sensitive, 4 - Special Sensitive

13. Competitive Level Code: **1299**

14. Agency Use: _____

Replaces: NL10014

| 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 Analyst | GS | 0343 | 12 | | |
| 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 for ITTS**

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: **Jerome Sirmans, Deputy PM ITTS**

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

Signature: *Jerome Sirmans* Date: **28 Sep 01**

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: **USOPM PCS for Management & Program Analysis Series, GS-0343; Aug 1990, TS-98 (HRCD-7); USOPM AAGG, Aug 1990, TS-98 (HRCD-7); USOPM Digest of Significant Classification Decisions and Opinions, No. 7, August 1985.**

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.

Typed Name and Title of Official Taking Action: **James L. Laughlin, Colonel, GS, Chief of Staff**

Signature: *James L. Laughlin* Date: **30 Oct 01**

Signature: _____ Date: _____

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

24. Remarks: **This position is at the full performance level. BUS: 7777**

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

INTRODUCTION

This position is located in the Office of the Project Manager, Instrumentation, Targets and Threat Simulators (PM ITTS) within the U.S. Army Simulation, Training, and Instrumentation Command (STRICOM). 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 simulators/ simulations; and Distributed Interactive Simulation (DIS). The commander centrally directs, coordinates, and supports the materiel development, acquisition and sustainment activities through the matrix organization and four Project Managers. The PM ITTS mission is the development, acquisition, production, fielding and life cycle support of major test instrumentation, targets, and threat systems. The incumbent of this position is responsible for planning and implementing a variety of program analysis activities in support of the life cycle management of developmental and production end items managed by PM ITTS. Incumbent is responsible for preparing financial documentation, generating cost estimates and budget inputs, defending budgets, monitoring and tracking execution of contractor performance. Incumbent also provides support to the entire PM Office consisting of three separate, geographically dispersed Management Offices by advice on financial execution matters.

MAJOR DUTIES

1. Plans and develops budgets for RDT&E, Procurement, and OMA, based on requirements, priorities, and resource limitations. Input is generated in the form of PM ITTS required program documents, Congressional Research and Development Descriptive Summaries (RDDS's), Procurement Forms (P-Forms) and OMA budget inputs. Briefs, provides justifications, and defends budget estimates at all levels from PM, STRICOM, HQAMC, HQDA, OSD, to Congressional Sub-Committee staffers. Prepares impact statements, information papers, and memoranda to address budget issues and responds directly to inquiries regarding status of funding and impact of potential budget reductions. Coordinates with STRICOM personnel, Higher Headquarters, and with other Agencies in execution of budget activities.

30%

2. Responsible for Execution Year financial management activities for PM ITTS. Utilizes Program Analyst principles and techniques to monitor, track, and assess status of program execution. Initiates and conducts meetings with contractor personnel and OGA Executing Agents as necessary to receive status briefings and discuss program financial data. Applies Earned Value Measurement (EVM) processes to assess cost and schedule variance, analyze underlying causes, formulate corrective actions, and provide input to the PM on program status and recommendations. Monitors program execution (obligations, accruals, and disbursement) against established program objectives. Recommends re-baseline when necessary and participates in re-baseline activities through development of schedules and expenditure profiles. Supports preparation of the PM ITTS Internal Operating Budget and monitors execution through tracking of in-house resources (labor, travel, and overhead costs) and reports status,

issues, and recommendations for corrective action when needed. Prepares budget execution documentation and charts for reporting to PM ITS, STRICOM and higher headquarters. Supports analysis and generation of PM-specific data to support manpower justifications, Buyer-Seller agreements, AAA audits, IG audits, and STRICOM SOP/data reporting requirements. Principal financial advisor to the PM for assigned areas.

45%

3. Serves as the cost lead on preparations for program level reviews. Leads the development of the Program Office Estimate (POE)/Independent Cost Estimates (ICE) for assigned areas. Collects, analyzes, assembles, and reviews data for required cost estimates. Directs the activities of contractor support activities in generation of cost estimates. Supports cost estimating and planning throughout the acquisition life cycle. Coordinates cost estimates with other program activities to ensure an integrated and coordinated program estimate.

25%

Performs other duties as assigned.

Factor 1 - Knowledge Required by the Position - FL 1-7 - 1250 Points

Knowledge and skill in applying review, analytical and evaluation methods and techniques to studies concerning the identification, consideration, resolution of issues and the effectiveness of project operations for major Army Test Instrumentation, Targets, and Threat Simulators/Systems used in weapon assessments. This knowledge accompanies a thorough understanding of accounting, budgeting, and economic analysis principles and administration of regulatory programs. Incumbent selects and applies appropriate project evaluation and measurement techniques, ensuring compliance with pertinent rules and regulations.

Knowledge of the range of pertinent government program and budgeting policies, test cost regulations, and precedents applicable to the use of project and related support resources (labor, money, or equipment) in the test instrumentation programs. This knowledge includes reporting and familiarity with automatic data processing, related disciplines, functions, and industry practices and policies in instrumentation system development, production and support.

Knowledge of the Planning, Programming, Budgeting, and Execution System (PPBES) regulations, guidelines and processes. Thorough knowledge of the Department of Defense (DOD), Department of the Army (DA), Army Materiel Command (AMC), Simulation, Training and Instrumentation Command (STRICOM) investment planning, acquisition, and management process.

Skill in oral and written communications to enable presentation of sensitive and sometimes controversial material (e.g., delays in project schedules, cost overruns, etc.), and recommendations to higher authority and other government agencies. This includes preparing recommendations for legislation.

Ability to direct complex studies requiring an application of advanced analytical and statistical methods and techniques. Studies and analyses frequently require a team effort, to include Project Directors (PDs), STRICOM, AMCOM, and OGA matrix personnel, contractors, and Test and Evaluation (T&E) customer community representatives.

Knowledge of the DoD 5000 requirements for a major system. This knowledge includes relationships with other programs, contracts, other Services, and key administrative support functions within PM ITTS, STRICOM, AMC, DA and DOD. This knowledge extends to understanding of the acquisition process for major systems.

Factor 2 - Supervisory Controls - FL 2-4 - 450 Points

The Deputy Project Manager (DPM ITTS) provides general supervision and makes general assignments outlining overall policies and general objectives. Within a framework of priorities, funding and general project objectives (e.g., cost reduction, improved effectiveness, or use of new work methods), the employee plans work efforts to meet those objectives. Incumbent develops own work methods and procedures to plan, direct, and coordinate assignments with considerable independence. Exercises initiative, originality, and sound judgment in assigned areas of responsibility. The supervisor discusses problems relating to policy matters, scope of responsibility, etc., but the incumbent accomplishes program management details, uses judgment and completes recommendations on own initiative. The supervisor reviews the completed projects, evaluations, reports, or recommendations for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives. Incumbent works directly with counterparts in STRICOM and higher headquarters for follow-on actions, explanation of work products, and revisions as necessary.

Factor 3 - Guidelines - FL 3-4 - 450 Points

Guidelines are in the form of DOD, DA, AMC, STRICOM regulations and policies or administrative funding policies/statements. This audience and these regulations are not always clear as to interpretation concerning the issue or problem being studied. The regulations may include reference to pertinent legislative history, state and federal laws, or policy initiatives of STRICOM management.

Exercises judgment and discretion in learning intent. Interprets and clarifies existing policy and regulatory guidance for use by others within or outside PM ITTS and STRICOM. The employee reviews public law regulations that would significantly change the PM ITTS program financial management and make required adjustments or recommends appropriate action by the Chain of Command.

Factor 4 - Complexity - FL 4-5 - 325 Points

Work involves planning, review, analysis and evaluation of project management related issues of a highly complex acquisition for a major system. The issues will typically span life cycle issues and will

require analysis of impacts to concurrent on-going phases of the program (development, production, fielding, and support).

Resolutions of program problems require modification and implementation of a wide variety of analytical techniques. Decisions and recommendations on program planning, organization and implementation of program goals are complicated by broad, constantly changing, often conflicting guidance, and program goals. Programmatic aspects are further complicated by infrastructure considerations involving program interface with other services, federal agencies and private contractors who may have different priorities and goals.

Program requirements are impacted by operation capabilities, changing technologies, legislative changes, environment and budget restraints. Program uncertainties affect development and implementation of projects. Work requires a constant analysis of program status and involves problems and issues characterized by their breadth, importance and severity to mission accomplishments. Previous analytical techniques or approaches are often inadequate and require initiative and originality. The employee's duties involve coordination efforts with other Army Services and DOD agencies. Finally, there will be continual program changes to accommodate funding actions (both reductions and increases). This drives a complete re-planning of the major production effort balancing workloads, quantity discounts, delivery schedules, mix of equipment (affecting cost estimates) and delivery schedules.

Factor 5 - Scope and Effect - FL 5-4 - 225 Points

Work effects long range planning and programming of major ITTS investment of the Army and DOD. The work affects the methods available to test and evaluate developing weapon systems, emerging doctrine, and the acquisition milestone decision. The employee's work effects the future fielded Army and DOD weapon systems and doctrine. Having incomplete data for lack of proper ITTS can cause delayed fieldings, or failure of the weapons or doctrine in time of war. The work affects the nature of T&E by funding ITTS according to the employee's investment recommendation, which will enable Senior Army leaders to understand how well weapon systems will work in combat conditions.

**Factor 6 & 7 - Personal Contacts & Purpose of Contacts - Level 3c
180 Points**

Contacts include high-level personnel within and outside the agency. These contacts include the program officials at the COL/GS-15 level through General Officer/Senior Executive Service (SES) level. Because of the special interest nature of some of the programs, contacts will include offices at both Army and OSD level. As a PM Staff Program Analyst within the PM Office, the incumbent will work directly with cost officials and counterparts across the Army. The incumbent works directly with counterparts in DCMAO's, consultants, officials in defense contracting firms and with contractor counterparts.

Purpose of contacts is to develop efficient financial management for timely obligation and expenditure of funds; to gather data for financial

management analysis sufficient to make recommendations to managers and the PM, and to support and defend funding requirements to DA. Prepares justification for funding levels at the AMC, DA, DOD and congressional levels. The employee responds to questions/concerns on assigned projects from AMC, DA, OSD and Congressional Professional Staff. Influences project manager or other acquisition officials to accept and implement findings and recommendations on assigned projects.

Factor 8 - Physical Demands - FL 8-1 - 5 Points

The work is primarily sedentary. Some travel is required.

Factor 9 - Work Environment - FL 9-1 - 5 Points

Work is typically done in an adequately lighted and climate controlled office.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 12426

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