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

1 Agency Position No: NL12713

2 Reason for Submission: [ ] Redescription [X] New [ ] Reestablishment [ ] Other
Explanation *(Show any positions replaced)*

3 Service: [ ] Hdqtrs. [X] Field

4 Employing Office Location: Orlando, FL.

5 Duty Station: Orlando, FL.

6 OPM Certification No

7 Fair Labor Standards Act: [ ] Exempt [X] Nonexempt

8 Financial Statements Required: [ ] Executive Personnel Financial Disclosure [ ] Employment and Financial Interests

9 Subject to IA Action: [ ] Yes [X] No

10 Position Status: [X] Competitive [ ] Excepted *(Specify in Remarks)* [ ] SES (Gen.) [ ] SES (CR)

11 Position is: [ ] Supervisory [ ] Managerial [X] Neither

12 Sensitivity: [ ] 1 - Non-Sensitive [ ] 3 - Critical Sensitive [X] 2 - Noncritical Sensitive [ ] 4 - Special Sensitive

13 Competitive Level Code: 1200

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	Security Assistance Program Specialist	GS	0301	11		
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)

a First Subdivision: U.S. Army Materiel Command (AMC)

b Second Subdivision: Simulation, Training & Instrumentation Command (STRICOM)

c Third Subdivision: Office of the Commander (C)

d Fourth Subdivision: Command Analysis and Planning Office (CA)

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: John F. Daniele, Supervisory Program Analyst

Signature: John Daniele — Date: 10/30/02

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

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 L. Laughlin, Colonel, GS, Chief of Staff

Signature: James L. Laughlin — Date: 31 Oct 02

22 Position Classification Standards Used in Classifying/Grading Position: USOPM PCS for Miscellaneous Administration and Program Series, GS-0301, Jan 79, TS-34, Jul 99; USOPM AAGEG, Aug 90, TS-98.

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	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a Employee *(optional)*										
b Supervisor										
c Classifier										

24 Remarks

Developmental position training to the full performance level of Security Assistance Program Specialist, GS-0301-12, PD#NL12714. Duties prepare incumbent for full performance in the career ladder; are performed under closer supervision, and are commensurate with the grade of the position. Promotion is based on satisfactory performance, recommendation of the supervisor, the availability of funds, and work at the higher level. This is not a complete description without the full performance level PD attached. Non-critical acquisition position: The employee must meet DoD 5000.52-M requirements applicable to the duties of the position. BUS: 7777.

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

INTRODUCTION

Position is located in the Command Analysis and Planning Office of the U.S. Army Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of the U.S. Army Materiel Command (AMC). The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of Army training devices, simulations, simulators, test and training instrumentation, targets threat simulators and Advanced Distributed Simulation (ADS). The mission includes cradle to grave life cycle acquisition beginning with tech base programs and following through with each phase of the acquisition process. The Commander centrally directs, coordinates and supports the materiel development, acquisitions and sustainment activities through the functional matrix organization and four project managers.

MAJOR DUTIES

1. Assists senior Foreign Military Sales (FMS) case managers in planning, directing, coordinating and managing within the command in planning, and coordinating aspects of the command's Security Assistance program. Works directly with representatives to help identify/define simulation/training device requirements. Conducts preliminary research of customer specific training requirements in relation to on-going STRICOM acquisition programs, providing findings to senior FMS case manager for action and/or further direction.

20%

2. Serves as FMS case manager for non-major FMS cases assigned. Prepares Price and Availability (P&A) and Letters of Offer and Acceptance (LOAs), submitting final products for senior FMS case managers review prior to staffing. Measures logistical and financial progress of FMS programs against price and availability estimates, advising senior case managers of problem areas, and recommends corrective action. Provides routine status reports and modification and amendments to LOA data.

60%

3. Serves as part of a STRICOM team at meetings and conferences, both CONUS and OCONUS to present assigned portions of overall program status and issues/actions.

20%

Performs other duties as assigned.

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

- Knowledge of the principles of organizational behavior.

- Awareness of the legislative principles governing Security Assistance which include the Arms Export Control Act and Foreign Assistance Act.

- Knowledge of Security Assistance policies and procedures and sequential actions to effectively manage an FMS case.

- Knowledge of both qualitative and quantitative analytical management methods to issues and case studies concerning the efficiency and effectiveness of the security assistance program, which serve to facilitate program operations.

- Comprehensive understanding of the mission, doctrine, and strategy of the Army, AMC, and STRICOM.

- Knowledge of the military Command structure, missions, programs and organizational relationships.

- Skill with automated database systems to integrate their use and acceptance into STRICOM's everyday business practices.

Factor 2 - Supervisory Controls - Level 2-3 - 275 Points

Incumbent operates within priorities, funding and overall project objectives, and consults with the supervisor or a senior FMS case manager on broad aspects of an assignment and the long-term milestones to be achieved.

Incumbent plans, coordinates, and carries out the successive steps in fact-finding and analysis of issues necessary to complete each phase of an assignment. Work problems are normally resolved by the incumbent without reference to the supervisor or senior FMS case manager, in accordance with policies, regulations, precedents, organizational concepts, management theory, and occupational training.

Work is reviewed in progress for conformance with overall requirements as well as contribution to the objectives of studies. On more complex projects, the senior FMS case manager or supervisor provides added direction and assistance. Completed work products are reviewed for consistency of facts and figures, choice of appropriate analytical methods, and practicality of recommendations. Findings and recommendations developed by the employee are reviewed prior to completion, or discussion with management officials.

Factor 3 - Guidelines - Level 3-4 - 450 Points

Guidelines include DoD, DA, and AMC regulations and basic legislation to include the Arms Export Control Act and Foreign Assistance Act governing acquisition and security assistance that requires considerable adaptation and/or interpretation for application to issues and problems studied pertaining to the security assistance program. Administrative policies and

precedent studies provide a basic outline of the results desired, but are not detailed as to the methods used to accomplish a project.

Factor 4 - Complexity - Level 4-4 - 225 Points

Incumbent work involves gathering information, identifying and analyzing issues, and developing recommendations to resolve substantive problems of effectiveness and efficiency of work operations in a security assistance program. Work requires the application of qualitative and quantitative analytical techniques that frequently require modification to fit a wider range of variables.

Projects and studies assigned at this level usually consist of issues, problems, or concepts that are not always susceptible to direct observation and analysis requiring incumbent to identify the nature of the issues or problems encountered with difficulty in measurement due to variations in the nature of administrative processes studied. Information about the subject is often conflicting or incomplete, cannot readily be obtained by direct means, or is otherwise difficult to document requiring originality in refining techniques for application to the analysis of specific issues or resolution of problems.

Factor 5 - Scope and Effect - Level 5-3 - 150 Points

The purpose of this position is to efficiently and effectively *assist* senior FMS case managers in planning and coordinating *aspects* of a Security Assistance program, within the confines of governing regulations and the Arms Export Control Act and Foreign Assistance Act. Incumbent identifies, analyzes, and makes recommendations to resolve conventional problems and situations. Incumbent may be assigned portions of broader studies.

Completed projects and recommendations influence decisions by managers concerning the internal administrative operations of their organizations and activities.

Factor 6 - Personal Contacts &
Factor 7 - Purpose of Contacts - Level 3-b - 110 Points

This position has regular and recurring personal contacts in meetings, discussions, and briefings with management and employees within STRICOM, DA, DoD, officials of other U.S. Government agencies, allied nations and their representatives, and international organizations.

Purpose of Contacts are to provide project status and fostering of better understanding in *assisting* senior FMS case managers on *aspects* of a Security Assistance program involving controversial program related issues.

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

The work is primary sedentary.

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

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