

05/15/03 13:24 FAX

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| POSITION DESCRIPTION (Please Read Instructions on the Back) | | | | | | 1. Agency Position No. 12910 | |
|--|--|---|------|--|-------------------|---|----------|
| 2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Other | | 3. Service <input type="checkbox"/> Hdqrs. <input checked="" type="checkbox"/> Field | | 4. Employing Office Location Orlando, FL | | 5. Duty Station Orlando, FL | |
| Explanation (Show any positions replaced) | | 7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt | | 8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and Financial Interests | | 9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | 10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR) <input type="checkbox"/> | | 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 | |
| | | | | | | 13. Competitive Level Code 11EG/11GE/11GF | |
| | | | | | | 14. Agency Use | |
| 15. Classified/Graded | | Official Title of Position | | Pay Plan | Occupational Code | Grade | Initials |
| a. U.S. Office of Personnel Management | | | | | | | |
| b. Department, Agency or Establishment | | | | | | | |
| c. Second Level Review | | | | | | | |
| d. First Level Review | | Interdisciplinary (Computer Engineer/Electronics Engineer/Computer Scientist) | | GS | 854/855/1550 | 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 | | | | c. Third Subdivision Project Support Group | | | |
| a. First Subdivision ASA(ALT) | | | | d. Fourth Subdivision Engineering Directorate | | | |
| b. Second Subdivision PEO Simulation, Training and Instrumentation (PEO STRI) | | | | 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 Edwin A. Trier, Director of Engineering | | | | b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) | | | |
| Signature <i>Wafa Mahabony</i> | | Date 5/15/03 | | 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 Computer Engineering Series, GS-0854 TS-83 January 1988, Electronics Engineering Series, GS-0855, TS-3 February 1971, Computer Science Series, GS-1550 TS-83 January 1988 | | | |
| Typed Name and Title of Official Taking Action Sharon Hightower, Chief, Human Resource Management Division | | | | 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 <i>Sharon Hightower</i> | | Date | | | | | |
| 23. Position Review | | Initials | Date | Initials | Date | Initials | Date |
| a. Employee (optional) | | | | | | | |
| b. Supervisor | | | | | | | |
| c. Classifier | | | | | | | |
| 24. Remarks BUS: 777 This position is at the full performance level. | | | | | | | |
| 25. Description of Major Duties and Responsibilities (See Attached) | | | | | | | |

Previous Edition Usable

OF B (Rev. 1-85)
U.S. Office of Personnel Management

INTRODUCTION

Position is located within the Engineering Directorate of the PEO Simulation, Training and Instrumentation. The duties performed by incumbent will include system and software engineering, of routine complexity, required to support the acquisition and life cycle management of PEO STRI systems which involves the design, integration, test and management of complex systems composed of hardware, computers, software, interfaces, simulation and instrumentation hardware.

MAJOR DUTIES

1. Provides input to technical evaluation of contractor's performance. Serves as technical representative at progress reviews, design reviews, acceptance testing and technical interchange meetings with contractors. Provides technical guidance and clarification to contractor on Work Statement (WS), Specification and Contract Data Requirements List (CDRL). Consults with subject matter experts (SMEs) to obtain technical guidance relating to on-going projects. Addresses contractor's needs, questions and change proposals regarding technical, cost and schedule risks. Ensures projects are within established resource limits and remain on target with milestone schedules. Keeps lead engineer, management, project director, users and other team members informed of project status. Provides technical requirements continuity from concept through design, test and fielding.

30%

2. As an assistant to the technical members of a project team, prepares input to technical sections of acquisition packages (Request for Proposal - RFP) for assigned projects which includes technical performance and verification specifications, WS, CDRL, contract schedule and proposal evaluation plan. Supports the defense or justification of acquisition packages to the acquisition authority. Evaluates contractors' proposals for technical content, applicability to RFP, best value and schedule impact. As an assistant to the evaluation team, prepares routine portions of proposal evaluation reports; obtains and formats useful information as the lead engineer defends and justifies for acquisition authority. Provides technical input to clarify and evaluate contractor final proposals and makes recommendation to acquisition authority for award of contract. Serves as technical team member on concept formulation effort by performing the required engineering functions to explore and formulate materiel concepts for STRICOM's systems in accordance

with the using organization's operations requirements document. Provides technical input to review, analyze, and clarify requirements and documentation through formal and informal meetings and discussions with SMEs. Conducts market surveys and analyzes make/buy decisions. Prepares trade off determinations (TOD), trade-off analysis (TOA), best technical approach (BTA), coordinated test plan (CTP), decision documents and associated resource and budget estimates. Assists the lead engineer with coordination through meetings and discussions with various user representatives the STRICOM position with rationale to attain a mutually agreeable best technical approach. Supports, in an assistant role, the fielding and sustainment of STRICOM systems through Engineering Change Proposals (ECPs), modification reviews and analysis by providing recommendations on these actions. Serves as technical team member on the acquisition of existing systems under the foreign military sales program.

45%

3. Serves as a SME in technical specialty areas of routine complexity, providing recommendations and technical documentation (synopses and point papers) to lead engineers, project directors and management on designated specialty areas as required. Specialty areas include: commercially available simulation processes focused at requirements engineering and artificial intelligence (expert systems, computer-generated forces, intelligent tutoring systems and natural language applications); commercially available tools focused at STRICOM employment for distributed processing, communications (analog, digital and networks), lasers, electro-optics, visual simulation (displays, data base modeling and image renderings), targets, computer systems and languages/techniques. Assists with the evaluation and execution of Small Business Innovation Research (SBIR), Advanced Concepts & Technology Phase 2 (ACT II), and Broad Agency Announcements (BAA) proposals related to virtual, constructive and live simulation, simulators, training systems, instrumentation and DIS requirements. Analyzes technical, cost and schedule risks. Supports the BAA, ACT II SBIR development as a subject matter expert. Supports the development of the long-range technology program plan for STRICOM. Assists with the evaluation and execution of technology base proposals related to virtual, constructive and live simulation, simulators, training systems, instrumentation and DIS requirements. Assists with the analysis of technical, cost and schedule risks, as well as the monitoring of resources and efforts of awarded proposals. Reviews industry's Independent Research and Development (IR&D) and makes recommendations on applicability to the STRICOM mission.

25%

Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of standard systems engineering, computer software and hardware principles to support the acquisition and life cycle management of electronic, computer based military systems or simulation, simulators, training systems and instrumentation projects.
- Knowledge of standard software management techniques to include: software requirements analysis and design methodologies, software metrics, software reuse, software documentation, independent verification and validation (IV&V) criteria, and post deployment software support (PDSS) criteria to ensure adequate performance of assigned systems in accordance with user requirements.
- Standard knowledge of test engineering and management techniques including Test and Evaluation Master Plan (TEMP) development and coordination through the Test Integration Working Group (TIWG) process.
- Basic knowledge of Department of Defense (DoD) materiel acquisition process, specifically the application of DoD 5000 series of regulations and AMC materiel acquisition practices including materiel release to support the acquisition of electronic, computer based military equipment or simulations, simulators, training systems and instrumentation projects.
- Ability to analyze statistical and performance data that is helpful to perform market surveys, risk analysis, trade-off studies, baseline cost estimates and reliability, availability, maintainability (RAM) analysis needed to support the materiel acquisition decision making process.
- Knowledge of the application of current engineering commercial practice tools, as identified for SMEs, to advise on the routine processes involved with the conceptual design of electronic, computer based military equipment of simulation, simulators, training systems and instrumentation projects.

CLASSIFICATION FACTORS**Factor 1. Nature of Assignment:**

This position serves as a technical representative for the Government's multi-disciplinary team for evaluation of contractor's performance. Incumbent serves as subject matter expert on assigned specialty area of electronic, computer based military equipment for simulation, simulators, training systems and instrumentation project to meet the needs of the Army. This position functions as an assistant staff advisor and consultant in the identification of potential simulation, training and instrumentation in a narrow area (i.e., electronic, computer based military equipment) based on future needs of the Army.

The projects assigned to the incumbent involve real-time interactive simulation and simulator systems whereby incumbent assists in bringing together a number of unrelated state-of-the-art technologies and systems into a cohesive, affordable and practical solution. Incumbent assists in clarifying and evaluating contractor final proposals in making recommendation to acquisition authority for award of contract. Incumbent plans and conducts work for which precedent data, criteria, methods, or techniques are inadequate in some respects, or contain narrow gaps. Work improves, extends, or validates currently known precedents, data, methods, or techniques.

The purpose of the work is to develop an effective simulated environment for training, instrumentation and analysis of combat readiness and the effect of new combat weapon systems. The work affects DoD's ability to train, deploy and fully utilize military personnel during combat operations.

Factor 2. Level of Responsibility:

This position functions under the general supervision of assigned Division Chief who oversees the integration of tasking assignments. The Division Chief and/or Lead Engineer give assignments in terms of objectives, limits of the assignment, suggested overall plan of work, and type of results expected. They review critical or unusual methods, techniques, and procedures during the progress of the work, and make specific suggestions concerning them. Incumbent independently executes assigned tasks, selecting typical approaches and methods normally used in solving tasks. Consults with the Division Chief and/or Lead Engineer whenever deviations from standard engineering practices are being considered.

Incumbent uses originality in planning assignments, and in developing and modifying methods, techniques, and procedures. Others often use recommendations and findings as a basis for action.

Supervisor reviews completed work - which is typically in the form of written recommendations, reports, and test data - for validity of results. Supervisor closely scrutinizes controversial or novel findings and recommendations for correctness of assumptions, detailed methods and techniques, and applicability to the work. Technical correctness of standard analyses, methods, and techniques are accepted without review.

Personal contacts are with management and other professionals within the Army. Participates in meetings or conferences to plan cooperative activities, receive and exchange information relative to the technical or administrative efforts involved, and to devise concerted approaches to problems. Incumbent makes factual reports and discusses technical problems of approach and analysis in such meetings. May occasionally visit other Government establishments, universities, and industrial companies to obtain technical information relating to their assignments.

Guidelines for this position include DoD, Department of the Army (DA), Army Materiel Command (AMC) and local regulations and policies. Guidelines also include technical manuals, bulletins, journals, manufacture's catalogs, industry standards and textbooks. Guidelines that do not apply or require substantial interpretation or adaptation are reviewed with the supervisor and/or lead engineer to obtain further guidance.

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