

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

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New Establishment <input checked="" type="checkbox"/> Other <i>(Show any positions replaced)</i>					3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location ORLANDO, FL		5. Duty Station ABERDEEN PROVING GORUND, MD		1. Agency Position No. NL08468	
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 Interest <input checked="" type="checkbox"/> No		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		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		13. Competitive Level Code 13-71		14. Agency Use			
15. Classified/Graded by												
<b>Official Title of Position</b>												
<b>Pay Plan</b>												
<b>Occupational Code</b>												
<b>Grade</b>												
<b>Initials</b>												
<b>Date</b>												
a. U.S. Office of Personnel Management												
b. Department, Agency or Establishment												
c. Second Level Review												
d. First Level Review												
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 MANAGER FOR ITTS			
a. First Subdivision ARMY MATERIEL COMMAND				d. Fourth Subdivision TEST INSTRUMENTATION			
b. Second Subdivision STRICOM				e. Fifth Subdivision TEST INSTRUMENTATION MANAGEMENT OFFICE (ITTI)			

Employee Review—This is an accurate description of the major duties and responsibilities of my position.

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 J. RUSSELL LONGENBACH Product Manager, Test Instrumentation		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) HENRY I. JEHAN, JR Deputy Project Manager, ITTS	
Signature 	Date 6/20/92	Signature 	Date 10/15/92

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  
See attached DA Form 374

23. **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.

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 DOUGLAS R. BAKER COL, OD, Project Manager, ITTS	
Signature 	Date 10/15/92

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

24. Remarks  
THIS POSITION IS AT FULL PERFORMANCE LEVEL  
THIS POSITION IS NOT TO EXCEED 30 SEPTEMBER 1993

CP-11

DEPARTMENT OF THE ARMY <b>JOB DESCRIPTION</b> <small>For use of this form, see CFR 501; the proponent agency is OCSPER.</small>		1. JOB NUMBER 05064
2. INSTALLATION OR HEADQUARTERS OFFICE Aberdeen Proving Ground		3. ORGANIZATIONAL LOCATION (Complete on organization copy only) FM ITTS
4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE OPM P CS GS-345 Oct 65 OPM PCS GS-343, Feb 72		5. TITLE Program Analyst
		6. PAY SCHEDULE GS
		7. OCC CODE 345
		8. GRADE 13
		9. FAIR LABOR STANDARDS ACT <input checked="" type="checkbox"/> EXEMPT <input type="checkbox"/> NONEXEMPT
		10. COMPLETION LEVEL 145
11. EVALUATION APPROVAL TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS		
<u>M. Sue Cassidy</u> M. SUE CASSADY (Signature)		<u>28 Sep 90</u> (Date)
12. JOB CONTENT APPROVAL (COMPLETE ON ORGANIZATION COPY ONLY)		
4. 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.		
<u>Richard K. Sparks</u> (Signature of Approving Supervisor)		<u>28 SEP 90</u> (Date)
5. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.		
<u>M. Sue Cassidy</u> (Signature of Position Classification Specialist)		<u>28 Sep</u> (Date)
13. STATEMENT OF DUTIES AND RESPONSIBILITIES		
SUPERVISORY CONTROLS		
The Budget Officer or the Chief provides general supervision and direction on non-policy matters involving modification of program goals or objectives. The employee is assigned responsibility on a continuing long-range basis and proceeds with a high degree of independence in performing program development and planning. Performance is evaluated in terms of meeting objectives, effectiveness in defending and justifying estimates and analysis capability.		
MAJOR DUTIES		
Serves as the FM ITTS program analyst responsible for all aspects of the program functions of Planning, Programming, Budgeting, and Execution System of the Instrumentation, Targets and Threat Simulators program. Plans, organizes, and carries out a variety of programming and budgeting responsibilities for future requirements within RDTE, OMA and Procurement appropriations to include formulation, consolidation of executing agents input, justification and presentation, and execution. Formulates, promulgates, and interprets the policies for funding of		

DA FORM 374  
 JUN 78  
 ARL-5AD

PREVIOUS EDITIONS OF THIS FORM MAY BE USED

GPO : 1980

instrumentation, targets and threat simulators used in support of testing. Assigned duties require an extensive knowledge and understanding of the substantive nature of the instrumentation, target and threat simulator programs and the interrelationships among such programs; analytical ability; and an understanding of statistical, accounting, budget, and economic analysis principles and techniques. The foregoing knowledges are applied in evaluating the current status of programs to ensure the recognition of good performance or in promptly identifying deficiencies and need for corrective action.

1. Provides expert advice and guidance to executing agents regarding the formulation of funding requirements and budget estimates during the Long Range Research Development Acquisition Program (LRRDAP), (which is essential to insure proper test equipment is available when major weapon systems are scheduled to be tested), POM and budget development process. These documents are based on assumptions derived from the TAP, DOD Defense guidance and other planning documents. Analyzes policies and develops interpretations and supplemental guidance and procedures to be applied by program monitors. Establishes implementing instructions and reporting requirements regarding budget formulation and submission as well as long range planning. Reviews, revises, and coordinates changes to regulations, incorporating policies and requirements to govern test costing. Serves as the authority on ITTS program funding, and authority on the implementation of such guidelines as Congressional legislation, National Office of Management and Budget directives, DOD Directive 7110-1M (Budget Guidance Manual), DOD Directive 3200.11, AR 70-10 (T&E during Development and Acquisition) and AR 71-3 (User Testing). *RESPONDS TO ALL BUDGET CALLS FOR PE 65403 RDTE, MA6700 OPA FUNDING AND OSD CTEIP/REP. 1/26/1992* 309
2. Serves as the coordinator and a principal staff official within PM ITTS as a whole. Develops estimated funding profiles for the Extended Planning Annex and the Long Range RDA Plan (LRRDAP). Prepares alternative budgets for submission to the Budget Officer. Analyzes program and budget documents submitted to report program effort and justify funding needs to include MDEPs. Tasks on behalf of the budget officer/chief appropriate operating officials to provide additional documentation or clarification. Assures that proposals conform to program framework, that program and budget guidance (e.g., annual Army POM guidance and Defense Directives) has been followed. Analyzes the annual RDTE and Procurement funding assigned to the ITTS program area, and recommends allocation of increments based on evaluation of levels of expenditures, existing and proposed changes to program plans. Analyzes funding profiles for executability, identifies trends, recognizes problem areas, and formulates, coordinates, and directs corrective action. Considers interrelationships of program and budget plans with other programs and budgets and assures provision is made for program transition and evolution. 307c
3. Develops independently the strategy and plans for presenting, explaining and documenting POM and budget funding submission to AMC, DA, OSD, and Congress. Prepares material for scrub sessions to be conducted with top AMC, OPTEC and Army officials. Prepares exhibits and related background information to support program and budget requirements during presentation and defense at higher echelons. Prepares recommendations and presentations for senior 307

level officials of PM ITTS for annual POM, Budget and Apportionment Hearings. Tasks executing agents to provide supplemental information for hearings, to include annual instrumentation, targets, and threat simulator briefings. Attends review sessions and provides specific information as required by briefing officials. Reviews Congressional proceedings and insures that inserts and testimony were accurately worked and properly classified. Prepares impact statements to react to AMC/DA/OSD hearings, findings, proposals and decisions. Directs the preparation, coordination and submission of Congressional Descriptive Summaries for projects within RDTE program elements (PE 65602A and PE65603A) that PM ITTS has responsibility for. Reviews each CDS for accuracy, completeness, clarity, and compliance with guidelines, and insures that CDS have been coordinated with executing agents prior to submission to AMC/DA/OSD and ultimately Congress.

4. Analyzes guidance and allocations and independently develops and directs program guidance with the PM ITTS area to the individual executing agent. Reviews and analyzes the obligation and expenditure rates during execution to determine future adjustments. Coordinates closely with program and budget authorities, in order to identify trends, anticipate problems, and maintain detailed knowledge of program status. Assists in preparation and of reprogramming applications for submission to AMC in effort to obtain additional funding for RDTE programs. Analyzes reductions in the RDTE and identifies program areas that have been directed by higher authorities. Coordinates reductions among the executing agents, directs preparation of impact statements, and initiates reprogramming and/or transfer actions for budget as well as future years. Guides other personnel in spending guidance and extracting information. Directs the entering data and extracting reports from automated facilities. Briefs authorities through the PM ITTS, AMC, DA and OSD in order to support reprogramming and/or transfers requirements as well as adverse impact.

10%

5. Monitors program progress by analyzing program documents and attending on-site reviews. Assesses executability of program in order plans, recommends changes in program objectives and operations, assures all requirements are integrated and obtainable and assures all resources will insure balanced program. Identifies program trends, problems and adjustment requirements (particularly in timing and priority), and develops, recommends and coordinates corrective actions with program officials at executing agencies, AMC, DA and OSD levels. Exercises staff supervision and coordinates staff actions to ensure the smooth transition and continued development of programs. Develops and coordinates responses and backup materiel for presentations to PM, AMC, DA and OSD.

10%

Performs other duties as assigned.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 08468

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