

(Please refer to instructions on the back)

NLO8495001

2 Reason for Submission: Redescription New Reestablishment Other

3 Service: Hdqtrs. Field

4 Employing Office Location: ORLANDO, FL

5 Duty Station: RESEARCH PARKWAY

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) SES (Gen.) SES (CR)

11 Position Is: Supervisory Managerial Neither

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

13 Competitive Level Code: 13-71

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 | Program Analyst | GS | 343 | 13 | | |
| e Recommended by Supervisor or Initiating Office | PROGRAM ANALYST | GS | 345 | 13 | | |

16 Organizational Title of Position (if different from official title)

17 Name of Employee (if vacant, specify)
Martha H. Lowe

18 Department, Agency, or Establishment: DEPARTMENT OF THE ARMY

c. Third Subdivision: PROJECT OFFICE COMBINED ARMS ASSESSMENT NETWORK

a. First Subdivision: U.S. ARMY MATERIEL COMMAND

d. Fourth Subdivision: PU CAAN

b. Second Subdivision: U.S. ARMY SIMULATION, TRAINING & INSTRUMENTATION COMMAND

e. Fifth Subdivision:

9 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.

1 Typed Name and Title of Immediate Supervisor: EDWIN A. TRIER, ACTING DPM CAAN

Signature: [Signature] Date: 11/15/92

2 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.

22 Position Classification Standards Used in Classifying/Grading Position: OPM PCS for GS-343 and Admin Analysis GEG, Aug 9

Typed Name and Title of Official Taking Action: STEPHEN S. OVERSTREET, COL, AR, ACTING MANAGER, CAAN

Signature: [Signature] Date: 11/20/92

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.

| 3 Position Review | Initials | Date |
|---------------------|----------|------|----------|------|----------|------|----------|------|----------|------|
| Employee (optional) | | | | | | | | | | |
| Supervisor | | | | | | | | | | |
| Classifier | | | | | | | | | | |

4 Remarks: POSITION IS AT FULL PERFORMANCE LEVEL
BUS: 8888

Description of Major Duties and Responsibilities (See Attached)

PROGRAM ANALYST GS-345 SERIES

MAJOR DUTIES:

Independently performs or directs the performance of the program planning and analysis aspects of multi-appropriation budget programs. Plans and directs the formulation, integrations, consolidation, presentation/justification of programs within the resource management and planning areas (i.e. MAMP, LRRDAP, POM). The incumbent is required to have a thorough knowledge of the principles, and objectives of the planning, programming and budgeting process for Research, Development and Acquisition (RDA), a thorough understanding of the basic laws and regulations dealing with Governmental budget and accounting operations, a general knowledge of all operating programs, functions and objectives of STRICOM, the ability to coordinate programming activities, estimate and meet deadlines, analyze relationships among all portions of the Training Mission Area or across other mission areas influenced by PO CAAN and establish proper balance among various programs within assigned areas of responsibility.

1. Directs and integrates the development of near/mid/long range financial objectives and plans for PO CAAN and the overall Training Mission Area responsibilities assigned to PO CAAN. Position requires an extensive knowledge of the PO CAAN operating programs.
2. Organizes and coordinates PO CAAN activities related to the preparation of the Army Program Objective Memorandum (POM) for all appropriations for the PO CAAN portion. Develops and presents resource plans to other mission areas.
3. Develops, analyzes and assesses documentation required for development of the PO CAAN portions of the Mission Area Materiel Plan (MAMP)/Long Range Research, Development and Acquisition Plan (LRRDAP). Provides support and guidance to supporting organizations for development of resource plans.
4. Organizes and administers assessments of deficiencies arising from Mission Area Assessments (MAA/Concept Based Requirements Systems (CBRS) with respect to impact and relevance for the PO CAAN portion. Assures that PO CAAN requirements are included in support of Battlefield Mission Area (BFMA) Capability Packages in the development of the Army Modernization Memorandum (AMM) and its annexes.

5. Makes formal and informal presentation to Manager, PO CAAN, and higher echelons at STRICOM, AMC, DA, DOD, other commands and contractors. Maintains continuous liaison with MAC, TRADOC, and DA, organizations for development and implementation of financial management guidelines.

6. Analyses cost/performance data submitted by contractors and provides results and recommendations.

7. Performs other duties as assigned.

Factor 1 Knowledge Required by the Position -

- Expert knowledge of how RDA programs operate and are administered in order to plan for, monitor and evaluate such programs in attaining their goals.

- Expert knowledge of command, AMC, and DA budget processes, procedures, requirements, and governing policy and regulatory/statutory guidelines to be applied in recommending policy, in monitoring budget requests, and in obtaining program and funds.

- Expert knowledge of the interrelationship/uses of various fund types (e.g. RDTE, PAA, OMA, MCA) to be applied in review and analysis of budget requests and preparation of narrative justifications to assure a balanced and defensible program within assigned area.

- A high degree of skill in problem identification and analysis techniques/reasoning to be applied in the review of budget preparation as related to goals/objectives, and in the formulation of trend data and development of alternatives to solve funding problems.

- A high degree of skill in both oral and written communications to be applied in presentation of budget and program data and related narrative justification for budget requests and in presenting and/or reporting budget formulation to command and higher HQ.

- A high degree of skill in compiling, summarizing, and reducing statistical and narrative information to be applied in preparation of budget request and evaluation of changes in program plans and impact of funding changes.

- Working knowledge of mission, goals, and objectives of command, subordinate, and higher level organizations to be applied in analyzing budget requests and evaluation of programs as these relate to overall mission accomplishment.

- A high degree of skill in assessing cost performance reports in the areas of content and evaluation of programs as these relate to overall mission accomplishment.

- A high degree of skill in assessing cost performance reports in the areas of content and evaluation of provided data and performing trend analyses.

Factor 2, Supervisory Controls -

- Work is performed under the general supervision of the Deputy Manager, PO CAAN who provides broad and administrative policy direction. Recurring assignments are usually long-term and continuing in nature.

- Employee has responsibility and authority to work independently with staff and individual project directors in developing/revising plans for assigned programs and for planning/coordinating financial program changes to assure overall goals are achieved. In this regard, employee makes decisions and commitments on all actions which do not commit funds beyond established limits.

- Employee refers only problems of unusual difficulty to supervisor for discussion and advice.

- Completed work is reviewed for effectiveness in meeting budgetary goals, to assure conformance with policy/guidances, and for overall effectiveness of baseline cost estimating and cost/performance data analyses.

Factor 3, Guidelines -

- Guidelines regularly used include Command, AMC, DA and OSD and OMB budgetary policies, directives, regulations, and precedents; appropriations language in Congressional legislation and/or committee/conference reports; and program documents concerning planning/execution of multi-appropriation budgets supporting national program goals/objectives/priorities. On a less frequent basis reference is made to DOD procurement regulations and to Comptroller General decisions as these affect legitimate/allowable use of appropriated funds. Employee must interpret such guidance for application to planning of command budgets and for changes to command policy. Additionally guidelines from AMC, DA and OSD for research development and acquisition are regularly used.

- Guidelines are frequently vague or conflicting and require substantial effort to interpret/apply to particular budgetary problems. Employee exercises considerable initiative in obtaining and researching guidelines. He/she exercises a high degree of judgement in the application of appropriate guidelines to assigned programs, resolving conflicts between guidelines, and in recommendation of clarifying/augmenting policy guidance affecting assigned appropriation/programs to be provided to subordinate activities.

Factor 4, Complexity -

- The incumbent manages budget formulation of multi-appropriation resources and a multitude of individual budget line items, some of which are substantive national defense programs. Each appropriation has its own diverse policies, regulations, directives and budget requirements, as well as different sources of authority.

- On a continuing basis the employee provides advice and assistance to command management on budget formulation matters affecting attainment of financial and program objectives. He/she reviews and analyzes budget estimates and/or reprogramming of funds and assesses impact of reprogramming at higher command levels. Employee assembles necessary statistical, program, contract, and financial data and prepares detailed narrative reports. He/she also prepares budget justification documentation for submission to AMC/DA/OSD. Employee provides advice on budgetary implications of policy and legislation and drafts recommended actions and policies for the command.

- In reviewing budget estimates, the employee takes into account fiscal, legislative, legal, and regulatory constraints as well as command and higher HQ policies and procedures. He/she develops budget presentations and justifications in a style and format which is compatible with current command goals and the objective/intent of AMC/DA/OSD. Internal formats may be changed to enhance usefulness of presentations.

- On a recurring basis, employee analyzes cost/performance data provided by the contractor and prepares a comprehensive assessment to include trends for both cost and schedule.

Factor 5, Scope and Effect -

- The primary purpose of work is to facilitate the acquisition and use of funding to support the command's programs, goals, objectives, and operations for several years. The employee exercises administrative controls on the budget-formulation process and assures that legal and regulatory requirements of Congress/OMB/OSD/DA/AMC are observed. This includes providing information, advice, and recommendations to top command program managers concerning the status and appropriateness of out year funding.

- Advice, information, and recommendations made by the incumbent concerning the acquisition of RDA funds form the basis for decisions by top command managers affecting the conduct of the command's national defense programs.

- Decisions made concerning the technical treatment of budget estimates, budget justifications, and reprogramming actions affect

the timely achievement of budgetary and program goals of the command.

- The secondary purposes of the work is to perform periodic analyses and assessment of contractor submitted cost/performance data.

Factor 6, Personal Contacts -

- In addition to meeting and dealing with key managers within the command, continuous contacts are also required with management and line representatives within higher headquarters (i.e. AMC, DA, OSD). Higher level contacts include informal and formal presentation and continuous person to person discussions of mission program status and issues. Contact will also be required with contractors. TDY will be required.

Factor 7, Purpose of Contacts -

- Contacts are for the purpose of obtaining compliance with established multi-year programming and reporting and/or persuading managers to follow recommended courses of action concerning programs or financial changes. Contacts with higher headquarters are for the purpose of furnishing multi-year planning information and obtaining objectives and/or financial configuration of programs. Contacts with contractors will relate to clarifications and discussions on cost performance data reported.

Factor 8, Physical Demands -

- This work is sedentary; it involves carrying light books and papers, to and from conferences in different government buildings and offices and contractor facilities.

Factor 9, Work Environment -

- Work is performed in a properly lighted, ventilated, and temperature controlled office devoid of unusual risk or discomfort.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 08495

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