

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription of establishment <input checked="" type="checkbox"/> New establishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location ORLANDO, FL		5. Duty Station RESEARCH PARK		1. Agency Position No. NL 08496	
6. OPM Certification No.		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 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) <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 <input checked="" type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code 13-58		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	PROJECT DIRECTOR	GS	301	13	JG	12/28/87
e. Recommended by Supervisor or Initiating Office	PROJECT DIRECTOR	GS	301	13		

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 Training Devices (T)	
a. First Subdivision Army Materiel Command (AMC)		d. Fourth Subdivision PM For Ground Combat Training Systems (TCC)	
b. Second Subdivision STRICOM		e. Fifth Subdivision	

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 PHILIP E. HAMILTON, LTC, IN PM Close Combat Training Systems		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) PHILLIP E. SPRINKLE, Deputy Project Manager PM TRADE	
Signature 	Date 9 Dec 87	Signature 	Date 9 Dec 87

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
GS-301, Jan 79; GS-343, Feb 72

Typed Name and Title of Official Taking Action
OZ CORBIN, JR.
Personnel Management Specialist

Signature

Date
10 Dec 87

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								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

Remarks
Position is at the full performance level

SUPERVISORY CONTROLS

General supervision is provided by PM and/or Deputy PM, Close Combat Training Systems who (1) assigns acquisition programs, identifying goals to be achieved; and (2) relies on incumbent to plan, forecast, schedule and execute the actions necessary to achieve program objectives. Incumbent is expected to utilize ingenuity, initiative and resourcefulness in developing strategies and in managing the direction, integration and control of all essential program elements consistent with the acquisition plan. Work is reviewed for accomplishment of milestones, ability to stay within funding limitations and adequacy of the end product.

MAJOR DUTIES

As a designated agent of PM CCTS, incumbent serves as a Project Director (PD) with overall responsibility for managing the production and fielding of selected training devices in support of the U.S. Government Foreign Military Sales programs, particularly VKZ Saudi Arabian FMS case. This program is critical to the United States Government in assuring good relations with the Saudi Arabian Government. The VKZ FMS case is a high visibility, high dollar program which requires intensive project management.

1. Incumbent plans, directs, organizes, controls, coordinates, reviews and approves the efforts of engineering, technical and support personnel of STRICOM, the Naval Training Systems Center and contractors so that the proposed training system is consistent with cost, schedule and performance requirements. Exercises centralized authority and control over all program resources. Determines composition of team of professional and technical specialists, with team usually consisting of an engineer, psychologist, education specialist, financial manager, contract negotiator, logistics management specialist and other support personnel as required. Serves as the final point of authority to all team members, contractors, DCAS personnel, USASAC, FMS customers and other participants on assigned projects. Maintains sole responsibility for resolving divergent viewpoints and for making critical decisions resulting from unforeseen situations which develop on an almost daily basis, i.e., employing contractor proposed new approaches which may significantly enhance the device configuration but entail additional unplanned funding. Establishes processes and procedures to facilitate program management and task accomplishment. Plans, organizes and schedules concurrent activities by team members, defining the standards for quality and timeliness and assessing results in terms of schedule, cost and risk involved. Through daily contact with team members and analysis of periodic reports, ascertains the status of projects, difficulties encountered, etc. Provides team members' supervisors of record information concerning work performance for consideration in employee performance evaluations.

2. Develops acquisition strategies based on a comprehensive analysis of the training device requirements, from program initiation through deployment and operational phases. Defines program requirements such as design, funding, integrated logistics support, manufacturing technology, system performance, reliability, maintainability, durability, etc.; translates requirements into discrete, attainable objectives, scheduled to coincide with the expected date of delivery. Applies a working knowledge of all functional areas involved in the development of a schedule which will result in the integration and completion of all program elements.

3. Periodically schedules and conducts meetings with device contractors and FMS customers during the training device acquisition process to evaluate progress and technical adequacy, assure understanding of the total requirement and established integrity of the design described in the specification. Analyzes results of reviews and tasks team members to develop approaches to correct present or anticipated deficiencies. Plan, directs and coordinates scheduled and unscheduled program functional reviews with contractor. Synchronizes these reviews and other activities to assure that significant findings and accomplishments of intermediate goals or major milestones are reported. Conducts unscheduled reviews when significant deviation from the planned effort is identified, i.e. slippage from anticipated milestones, test problems, etc. May direct the discontinuance of further development which will extend the schedule and necessitate additional costs when, in incumbent's opinion, the essential training device requirements have been achieved. Resolves matters wherein the contractor is unable to comply with certain contractual obligations or is unable to fulfill particular specifications.

4. Plans, schedules and coordinates testing with major commands. Conducts a variety of examinations throughout the training device acquisition process to determine how well the system is meeting or will meet its technical and operational requirements; provides data which serve as a basis for decisions concerning production risks; verifies that previously identified technical, operational and support problems have been corrected and allow direction of further remedial action as necessary.

5. Plans for and participates in USASAC sponsored In-Process Reviews with representatives from USASAC, PM Abrams, DA, AMC and TRADOC, to evaluate the effectiveness, producibility and suitability of the training device. Prepares formal comments/recommendations concerning the proposed courses of action. Serves as STRICOM representative and point of contact with USASAC, PM Abrams, TRADOC, AMC, and appropriate commodity commands. Keeps informed on all aspects of assigned programs in order to conduct briefings, respond to inquiries, furnish authoritative technical advice and offer recommendation on matters such as the continuation or actual termination of a particular program when the Army's interests are not being served.

Performs other duties as assigned.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 08496

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