

POSITION DESCRIPTION (Please Refer to Instructions on the Back)

2. Reason for Submission <input checked="" type="checkbox"/> Reestablishment <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field					3. Service					4. Employing Office Location Orlando, FL					5. Duty Station Research Park					1. Agency Position No. NL08740																																																																																				
7. Fair Labor Standards Act. <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt					8. Financial Statements Required NO <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					6. OPM Certification 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"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Special Sensitive					13. Competitive Level Code 13-19																																																																																									
15. Classified/Graded by															14. Agency Use																																																																																									
a. U.S. Office of Personnel Management															Official Title of Position															Pay Plan															Occupational Code															Grade															Initials															Date														
b. Department, Agency or Establishment															Logistics Management Specialist															GS															0346															13																																												
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 Directorate for Logistics (L)									
a. First Subdivision U.S. Army Materiel Command										d. Fourth Subdivision Logistics Development Division (LD)									
b. Second Subdivision Simulation, Trng & Instru., Cmd (STRICOM)										e. Fifth Subdivision Logistics Instrumentation, Targets & Threat Sim Br.									

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 JAMES A. SMITH Chief, IPTS Branch										b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) ARCHIE M. DULEY Chief, Logistics Development Division									
Signature					Date					Signature					Date				
					8/5/93										5 Aug 93				

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
USOPM PCS for Log Mgmt Spec, GS-346, Jan 87

Typed Name and Title of Official Taking Action LOUIS A. SUCICH JR. Director for Logistics										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					Date														
					8/5/93														

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

24. Remarks
Position is at the full performance level. BUS: 777

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

LOGISTICS MANAGEMENT SPECIALIST
GS-346-13

INTRODUCTION

a. This position is located in the ^{Logistics Training Devices Division} ~~Logistics Instrumentation, Targets and Threat Simulators (LDT) Branch, Logistics Development (LD) Division, Directorate for Logistics (L), U.S. Army Simulation, Training and Instrumentation Command (STRICOM).~~

b. The function of this position is to serve as the Senior Logistics Management Specialist with the liaison responsibility to the Instrumentation, Targets and Threat Simulators Project Managers. Incumbent has responsibility for administrative and technical aspects of Integrated Logistics Support (ILS) for specific assigned programs/projects from the inception of the requirement through transition of life-cycle support. These systems integrate complex electronic designs and computer software to meet military training and instrumentation requirements. The systems/simulations may stand alone or interact with other training devices/tactical hardware, and involve high dollar values. The position requires originality in developing and establishing standards, procedures and instructions for Integrated Logistics development during planning implementation, and execution of the acquisition by managing and directing the efforts of contractors, other government agencies and interfacing with STRICOM team members supporting the Project and Product Managers.

c. This position is responsible for the review and interpretation of Higher Headquarter guidance, the development and initiation of local guidance as appropriate for Logistics Managers to identify the specific requirements for funding, manpower, materials, facilities, and services required to support multiple programs, and for correlating those requirements with program/project plans to assure adequate support is provided at the appropriate time and place. The duties of this position may require extensive temporary duty travel. A statement of Employment and Financial Interest (DD Form 1555) must be filed by the incumbent of this position. Incumbent fully supports the principles of the Competition in Contracting Act.

MAJOR DUTIES AND RESPONSIBILITIES

a. Serves as the Integrated Logistics Support authority and acts as a consultant to the Product Managers for all logistic matters. Provides overview technical guidance to Logistics Managers to include implementation of guidance provided by management as policy memorandums identifying the type and degrees of logistics support required. Serves as the technical authority and administrative coordinator for the support of Logistics Managers and Provisioning/Training/ Publications Functional Specialists in managing and documenting Integrated Logistic Support program planning, implementation, execution, and funding.

b. Incumbent directs the overall Logistics program for assigned projects, delineates key objectives, and provides required budget programming support. Directs time phased schedules for logistics requirement development, and other government agency key personnel in efforts to develop and implement effective logistics in accordance with program requirements. Programs are planned and executed through the preparation of appropriate

program documentation and contractual inputs such that realistic and achievable support goals are defined and acquired to support the fielding of the device. Fully supports the principles of the Competition in Contracting Act.

c. Provides guidance regarding spares support, test equipment, logistics analysis, requirements development, acquisition, distribution, and maintenance planning. Consults on the planning for, and determination of, operator and maintenance training requirements for life cycle support, and development of requirements for supporting technical data. Provides assistance in developing requirements for cost estimates, plans, and specifications, for buildings or facilities required to support the program/project system.

d. Provides advice and consultation in the development of ILS strategies, ILS element phase-in schedules and procedures, and ILS inputs to budgeting documents. As directed, represents the organization on ILS matters to other commands, agencies, and the private sector to effectively prove and justify controversial issues (e.g., deviations from established ILS policy, modifications to previously approved plans, etc.) and introduce and convince others to accept new ILS approaches and concepts.

e. Assists the Branch Chief in distributing and balancing workload among ILS Managers in accordance with established work flow and priorities. Reviews work in progress or completed and maintains status reports of major projects. Receives from the supervisor projected workload for future (new start) programs and makes recommendations as to assignments and resources required to complete programs. Provides technical guidance to ILS Managers, resolves informal complaints and reports to supervisor on performance, progress and training needs of employees. Makes suggestions to supervisor regarding reassignments, recognition and other personnel needs.

Factor 1 - Knowledge Required by the Position:

- Incumbent must possess extensive knowledge of Integrated Logistic Support for acquisition planning, evaluation, implementation and execution to the extent that experience and sound judgement is utilized to resolve logistic supportability problems. Ability to extend and modify existing ILS techniques or procedures and develop new approaches for use by other logistics specialists in solving a variety of support problems. Extensive knowledge of the acquisition process and capability to conduct studies and analyses that identify special logistic element requirements, and determine how to correlate those requirements with program objectives to assure implementation during the various phases of the system life cycle. Applies experimental theories, new developments, and experienced judgement in solving ILS problems generally not susceptible to treatment by accepted methods. Extends, modifies and/or adopts new lines of inquiry for ILS approaches to more effectively and economically

assist management in reaching program/project objectives. Sets patterns for subsequent ILS management which have a wide-scale effect on government organizations and the participating private sector for cognizant programs. Utilizes skills, abilities, and experience to summarize ILS programs and long-term plans involving substantial investments of resources. Ability to interpret and present to top-level management for acceptance ILS recommendations for resolving logistic problems, or how to increase ILS services while assuring effective and economical mission objectives. Extensive knowledge of contracting and procurement package preparation, including Statement of Work (SOW), Specifications, Contract Data Requirements List (CDRL), and Request for Proposals (RFP). In-depth knowledge of the training device acquisition process to determine how well the system is meeting or will meet its logistic and operational requirement. Represent the organization as the ILS expert within and outside the Command regarding the scope of logistics elements needed during various phases of the acquisition process.

Factor 2 - Supervisory Controls:

- General supervision is provided by the Logistics ITTS Branch Chief, who (1) provides administrative direction with assignments, identifying goals to be achieved; and (2) consults with incumbent in terms of broadly defined policies, technical objectives, and long term milestones to be reached. Overall objectives and available resources are defined by the supervisor; however, the incumbent independently plans, analyzes, reviews, and carries out assignments. Incumbent is expected to utilize ingenuity, initiative and resourcefulness in developing strategies and in managing the direction, integration and control of all logistic elements consistent with the acquisition plan. Completed work is reviewed by the supervisor for effectiveness in meeting requirements, expected results, and impact on mission functions. Results of work are considered technically authoritative and conclusions and/or recommendations are normally accepted without significant change. The incumbent keeps the supervisor informed of progress, potentially controversial subjects, and situations and actions which affect policy and funds.

Factor 3 - Guidelines:

- Guides: Guidelines includes Department of Defense (DOD), Department of the Army (DA), STRICOM, Naval Training Systems Center (NTSC) regulations and directives, handbooks, precedents, and files of previous projects.

- Judgement: While guides are generally applicable, the incumbent makes adaptations in dealing with problems such as identification project assignments, team members, limited or changing funds, schedule changes, contractor performance, and contract and training device requirements.

Factor 4 - Complexity:

- Assignments involve new concepts producing new and varied problems to be solved which demands technical expertise and knowledge of state-of-the-art electronics and component maintenance. Requires the incumbent to be especially versatile and innovative in adapting, modifying, or making compromises with traditional support structures and originate new techniques for integrating the logistic disciplines. Serves as liaison to PMs, ILS Managers, contractors, and other participants on assigned tasks. Maintains 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 new approaches which may significantly enhance the logistic considerations but entail additional unplanned funding. Establishes process and procedures to facilitate logistic management and task accomplishment. Plans, organizes and schedules concurrent activities by ILS managers, defining the standards for quality and timeliness and assessing results in terms of schedule, cost and risk involved. Through contact with PMs, ILS Managers, and analyses of periodic reports, ascertains the status of projects, difficulties encountered, etc. Provides supervisor of record information concerning work performance of subordinate ILS Managers for consideration in employee performance evaluations. Assists the Branch Chief in distributing and balancing workload among ILS Managers in accordance with established work flow and priorities. Provides technical guidance to ILS Manager, assists in resolving informal complaints and reports to supervisor on performance, progress and training needs. Makes suggestions to supervisor regarding reassignments, recognition and other personnel needs.

- Identifying what needs to be done: Defines program requirement such as funding, schedules, integrated logistics support, etc.; translates requirements into discrete, attainable objectives, scheduled to coincide with the expected date of delivery. Applies extensive knowledge of the acquisition process in the development of a schedule which will result in the integration and completion of all program logistic elements.

- Difficulty and Originality: Incumbent must possess extensive knowledge of all logistic functional activities required for effective management of training devices, together with extensive abilities to accomplish the duties. Responsibilities include planning, directing, and controlling evaluation, defining logistics support, and fielding of Army training devices and systems. Assists in the more complex projects which vary in dollar value in support of US Army as well as Foreign Military Sales (FMS). Training devices/simulators can be technologically sophisticated devices which utilize complex computer simulations, and require 2-5 years from program initiation to initial equipment fielding.

Factor 5 - Scope and Effect:

- **Purpose:** The purpose of the work is to provide expertise as a staff logistics specialist by furnishing advisory, planning, or reviewing services on specific problems, projects, programs and function. This work includes the development of criteria, procedures and instructions for logistics managers and private sector program/project participants in the effective integration of coordination of the various logistics element at the proper time and at the proper level of intensity.
- **Impact:** Work has an impact on procurement methods, safety, economy, efficiency, types and sizes of systems to be fielded and/or installed at US Army facilities and installations.

Factor 6 - Personal Contacts:

- Personal contacts within DOD include project managers and directors, engineers, logistic managers, element managers, procurement personnel, military officers, officials and managers of AMC, TRADOC, FORSCOM, and the appropriate commodity commands. Contacts outside of DOD will include domestic contractors and representatives of foreign contractors and governments.

Factor 7 - Purpose of Contacts:

- The purpose of contacts with high-level Army personnel are for providing ILS guidance and advice concerning requirements, development, implementation, and future planning that assures materials, money, manpower, and other logistics support efforts are available during the acquisition phase. Contacts outside the Army are to explain the Army's ILS system, discuss ILS acquisition management criteria, phase in of ILS elements during life cycle milestones, and resolve ILS problems that adversely impact in a substantial way the program managers efforts to accomplish the mission. Negotiate agreements with agencies and contractors where there are conflicting opinions among organizations or among individuals who are experts in the field, or to justify the feasibility and desirability of logistic proposals to top agency officials. Typical of these contacts are meetings with government and industry personnel developing the training devices and/or requirements.

Factor 8 - Physical Requirements:

- The work is mostly sedentary; however some walking, bending, climbing are required to inspect or inventory training devices at various stages of construction or installation.

Factor 9 - Work Environment:

- The work is performed primarily in an office setting. There may be occasional exposure to inclement weather conditions and noise at out door ranges and training facilities. Approximately 30 percent temporary duty travel is required.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# ND 09TR0001

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