

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
NL09618

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location ORLANDO, FL		5. Duty Station Orlando, FL		6. OPM Certification No.	
E VISIOR in (Show any positions replaced)				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 checked="" 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)		11. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity 1- Non-Sensitive <input type="checkbox"/> 3- Critical Sensitive <input type="checkbox"/> 2- Noncritical Sensitive <input type="checkbox"/> 4- Special Sensitive <input type="checkbox"/>	
								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	0301	13	JMS	04-15-95
e. Recommended by Supervisor or Initiating Office	PROJECT DIRECTOR	GS	0301	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 PM DIS	
a. First Subdivision US Army Materiel Command		d. Fourth Subdivision APM DIS (DA)	
b. Second Subdivision STRICOM		e. Fifth Subdivision	

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

Supervisory Certification. I certify that this is an accurate statement of my 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 violation of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor JOHN R. COLLINS, ACTING APM DIS	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature: <i>John Collins</i> Date: 4/4/95	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
USOPM PCS for GS-301, 01/79
USOPM PCS for GS-343, 08/90
Admin Analysis Grade Eval Guide, 08/90

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
JAMES M. SKURKA, DEPUTY TO THE COMMANDER

Signature: *J. Skurka* Date: 4-15-95

23. Position Review	INITIALS	DATE								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
Position is at the full performance level. BUS:7777

SUPERVISORY CONTROLS

General supervision is provided by Assistant Program Manager, Distributed Interactive Simulation, who (1) assigns 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 program plan. Work is reviewed for accomplishment of milestones, ability to stay within funding limitations and adequacy of the end product.

MAJOR DUTIES

Serves as Senior Project Director (PD) in APM DIS with complete responsibility and authority for the management of assigned projects. These projects typically will have high level visibility and be the most difficult to manage. The projects employ technologically sophisticated devices which utilize complex computer simulations, involve advances in state-of-the art, and require expedited completion. Management responsibilities include planning, directing and controlling the design, development, fabrication, test and evaluation of major Army, other services and DoD level experiments. Incumbent must possess in-depth knowledge of all functional activities required for effective management of assigned projects, together with extensive managerial capabilities to accomplish his/her duties.

1. Incumbent plan, directs, organizes, controls, coordinates, reviews and approves the efforts of engineering, technical and support personnel of STRICOM, the Naval Air Warfare Center-Training Systems Division and contractors so that the proposed experiments are 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, financial manager, contract negotiator, and other support personnel as required. serves as the final point of authority to all team members, contractors, 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 performance 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 a program plan based on a comprehensive analysis of the requirements, defines program requirements, 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 reviews to evaluate progress and technical adequacy, assure understanding of the total requirements and established integrity of the design of experiments. 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 requirements have not 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. Conducts a variety of examinations throughout the program to determine how well the system is meeting or will meet its requirements; provides data which serve as a basis for decisions concerning risks; verifies that previously identified problems have been corrected and allow direction of further remedial action as necessary.

5. Plans for and participates in In-Process Reviews (IPRs) with representatives from DA, other services and/or DoD, to evaluate the effectiveness, and suitability of the experiment and to make recommendations concerning the program. Prepares formal comments/recommendations concerning the proposed courses of action. Serves as APM DIS representative and point of contact with DA, other services, and DoD. 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 customer's interests are not being served.

Performs other duties as assigned.

FACTOR 1 - KNOWLEDGE REQUIRED

- Incumbent must possess expert knowledge of material acquisition.
- Incumbent must possess a high degree of skill in program management.
- Incumbent must possess a high degree of skill in problem identification and analysis techniques/reasoning.
- Incumbent must possess a high degree of skill in both oral and written communications.
- Incumbent must possess a high degree of skill in leadership of acquisition teams.
- Incumbent must have expert knowledge of, and a high degree of skill in applying, acquisition regulations and directives.
- Incumbent must have experience and detailed knowledge of semi-automated forces, in particular the Modular Safor or MODSAF.

FACTOR 2 - SUPERVISORY CONTROLS

General supervision is provided by PM and/or Deputy, PM Distributed Interactive Simulation, 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, integrating 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.

FACTOR 3 - GUIDELINES

Guidelines consist of policies/regulations pertaining to the management of research, development and acquisition of major Army items. As a recognized expert in program planning and evaluation, the employee exercises judgement and discretion in interpreting and revising existing policy; develops guidance for use by others within or outside the agency as pertains to RDTE/Procurement Program Management and Materiel Acquisition activities.

FACTOR 4 - COMPLEXITY

The assignment is characterized by highly technical development projects, some costing in excess of \$20 million RDTE and \$20 million procurement. Since many projects have OSD interest, program management is often raised to the same level. The incumbent leads acquisition teams comprised of technical disciplines and develops training systems of high dollar value and congressional interest.

FACTOR 5 - SCOPE AND EFFECT

The employee serves a Project Director with complete responsibility for the acquisition of Major Army Training Systems. The systems will have a significant effect on readiness of both the active and reserve components as well as enhancing the synthetic battlefield which is employed in combat and materiel development and testing.

FACTOR 6 - PERSONAL CONTACTS

Regular and recurring contacts include officials within DA/DoD and contractors in moderately unstructured settings.

FACTOR 7 - PURPOSE OF CONTACTS

Contacts are for the purpose of justifying recommendations affecting multi-million dollar expenditures on Combined Arms Tactical Training Systems and influencing officials to accept/implement same.

FACTOR 8 - PHYSICAL DEMANDS

Work is primary sedentary.

FACTOR 9 - WORK ENVIRONMENT

Work is performed in an office setting.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL 09 019001

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