

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

1. Agency Position #  
NL1012908

2. Reason for Submission <input checked="" type="checkbox"/> Reassignment <input type="checkbox"/> Reestablishment	3. Service <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location Orlando, FL	5. Duty Station Orlando, FL	6. OPM Certification
Explanation (Show any positions replaced) Takes out ORSA functions from PD NLY9752085		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests	9. Subject to IA Act <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 checked="" type="checkbox"/> 4- Special Sensitive <input type="checkbox"/>
				13. Competitive Level 1318
				14. Agency Use

15. Classification/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials
a. U.S. Office of Personnel Management					
b. Department, Agency or Establishment					
c. Second Level Review					
d. First Level Review	Operations Research Analyst	GS	1515	13	R 6-2
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 RESEARCH & ENGR MGMT (E)
a. First Subdivision US ARMY MATERIEL COMMAND (AMC)	d. Fourth Subdivision
b. Second Subdivision STRICOM	e. Fifth Subdivision

19. Employee Review—This is an accurate statement 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 to appointment and payment of public funds, and that false or statements may constitute violation of such statutes or their implications.

a. Typed Name and Title of Immediate Supervisor EDWIN A. TRIER, DIR FOR RESEARCH & ENGR MGMT	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature 	Signature
Date 6/26/94	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, GS-1515, OPNS RESEARCH SER, 07/95

Typed Name and Title of Official Taking Action  
JAMES M. SKURKA, DEPUTY TO THE COMMANDER

Information for Employees. The standards, and information on them are available in the personnel office. The classification of the position may be corrected by the agency or the U.S. Office of Personnel Management on classification/job grading appeals, and complaints on ex FLSA, is available from the personnel office or the U.S. Office Management.

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

24. Remarks  
POSITION IS AT THE FULL PERFORMANCE LEVEL.  
BUS: 7777

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

## INTRODUCTION

Position is located in one of the divisions within the Directorate for Research and Engineering Management (E) of Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of the U.S. Army Materiel Command (AMC). These divisions perform technology based management, concept formulation, acquisition management and technical contract management of simulations, simulators, training systems and instrumentation projects assigned to STRICOM. The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of Army training devices, simulations and simulators; instrumentation, targets and threat simulation; and Distributed Interactive Simulation (DIS). The commander centrally directs, coordinates, and supports the materiel development, acquisition and sustainment activities through the matrix organization and four Project Managers.

## MAJOR DUTIES

1. Identifies, develops, and defends solutions to satisfy the Army's simulation, training and instrumentation requirements in a specific area of endeavor for the near, mid, and long term time frames. Develops strategies and data base tools and networks focused at the analysis and sharing of information and simulation algorithms. The majority of the work is the application of operations research tools to the design of overall strategies to fulfill requirements as defined in the Army's Operational Capabilities Requirements (OCR) and other statements of needs, but also includes significant effort in the development and assessment of solutions for specific systems, processes, and operations problems. Particular analysis and coordination of TRADOC Battle Lab requirements is typical. The work is interdisciplinary in nature and requires knowledge in the areas of training and education; communications-electronics; physics, primarily photonics and lasers; military science and operations; artificial intelligence; instrumentation; and modeling and simulation. The required input information is obtained through a combination of interviews with subject matter experts (SME), research, and first hand observation. The resulting knowledge base is analyzed and processed using a combination of formal operations research tools to produce problem resolution proposals supporting program planning documents, statements of requirements for incorporation into acquisition documents, and topics for further research. Due to the state-of-the-art nature of the fields of investigation, some of the emerging knowledge can only be acquired through the management of or close association with ongoing research and development efforts being performed under both contractual and cooperative development programs. A significant responsibility of this position is to provide rapid development of briefings and other materials for management's presentation to higher commands. 45%

2. Provides project and technical direction for Technology Base, Advanced Concepts and Technologies H (ACT II), Small Business Innovative Research (SBIR), and other types of simulation development contracts. Serves as the lead representative at progress reviews, design reviews, demonstrations, and technical interchange meetings with contractors. Serves as the contracting officer's representative (COR), provides programmatic and technical guidance to the contractor on schedule, work statement, specifications, and contract data requirements list and

takes corrective actions as required. Consults with subject matter experts to obtain technical guidance relating to on-going projects. Addresses contractor's needs, questions, and change proposals regarding technical, cost, and schedule risks. Ensures projects are within established resource limits and remain on target with milestone schedules. Keeps management, customers and other Integrated Product and Process Team (IPPT) members informed of project status. 20%

3. Serves as a member of IPPTs, prepares management and project planning and control sections of acquisition packages (Request for Proposals- RFP) for assigned projects which includes performance and verification specifications, work statements, contract data items list, cost reporting, schedule reporting, and proposal evaluation plans. Uses operations research tools to develop and defend "best value" evaluation criteria. Supports the defense or justification of acquisition packages to the acquisition authority. Evaluates contractor's proposals for content, applicability to RFP requirements, best value, and schedule impact. As a member of the evaluation team, prepares proposal evaluation reports; defends and justifies for acquisition authority. 15%

4. Serves as subject matter expert (SME) providing advice, consultation, and technical documentation (synopses and point papers) to engineers, project directors and management on designated specialty area as required. Specialty areas include requirements determination and engineering, artificial intelligence, computer generated forces, intelligent tutoring systems, embedded training systems, command and control, communications, intelligence, lasers, electro-optics, visual simulation systems, security, instrumentation, targets, threat simulators, local and wide area distributed networks and computer languages. 10%

5. Manages the command's participation in externally funded technology base development efforts such as the ACT 11 and Small Business Innovative Research (SBIR) programs. Coordinates the accomplishment of pre-award evaluation efforts, contract awards, and post award reporting requirements to include the scheduling of personnel and facilities. Prepares New Work Briefs and other project initiation documentation for assigned programs and projects. Supports the development of a long range technology base development for STRICOM. Monitors industry independent research and development programs and makes recommendations on applicability to the Army's technology requirements. 10%

Performs other duties as assigned.

#### FACTOR I - KNOWLEDGE REQUIRED BY THE POSITION

- Mastery of Operations Research Analysis, Systems Engineering, and Computer Hardware and Software principles to support the acquisition and life cycle management of electronic, computer based military systems for simulations, simulators, training systems, instrumentation systems, targets, and threat simulators.

-Expert Knowledge of software management techniques to include: software requirements analysis and design methodologies, software metrics, software reuse, software documentation, Ada programming language, independent verification and validation (IV&V) criteria, post

deployment software support (PDSS) criteria to ensure adequate performance of assigned systems in accordance with user requirements.

-Knowledge of Department of Defense materiel acquisition process, specifically the application of DoD 5000 series of regulations to include all aspects of the Acquisition Reform measures.

-Expert knowledge of statistical tools and methodologies to analyze technical, performance and cost data to perform market surveys; risk analyses; trade-off studies; baseline cost estimates; and reliability, availability, and maintainability analyses needed to support the materiel acquisition decision making process.

-Knowledge of the state-of-the-art for technology in cognizant technology area associated with military simulation, training, and instrumentation systems and the ability to synthesis the knowledge into conceptual designs.

-Skill in coordinating extensive projects in assigned areas of responsibility. Projects are characterized by high visibility, unusual urgency or program criticality.

-Ability to establish and maintain effective relationships with customers, information sources and project team members.

-Skill in written and oral communication sufficient to present information on the scope, methods and results of studies. Skill in articulating and negotiating very complex and sensitive issues with officials of diverse perspectives and with different, sometimes opposing views.

## FACTOR 2 - SUPERVISORY CONTROLS

Incumbent works under general supervision of assigned Division Chief Supervisory control consists of approval of the overall approach, prioritization, schedule, resources, and recommendations for further work. The requirements for successful completion of projects may be broadly stated and ill-structured. In the performance of assigned tasks the analyst is required to develop sources for information, coordinate and conduct interviews using both structured and unstructured interviewing techniques, and to summarize and integrate data. The contacts are with SMEs and managers of lateral and higher headquarters.

## FACTOR 3 - GUIDELINES

Guidance includes DoD, Department of the Army, Army Materiel Command, and local regulations and policies. Information also supporting job performance include technical manuals, bulletins, journals, manufacturers' catalogs, standards, and textbooks. Guidelines may be in conflict and the incumbent must exercise judgement, and skill to define the applicability of the ambiguous directions. The employee develops or redesigns new methods, approaches, or criteria to meet the demands of the specific assignments.

#### FACTOR 4 - COMPLEXITY

The assigned projects may involve the integration of different unrelated systems that require the application of unique solutions to arrive at a functioning unified solution. Incumbent through the application of operations research tools and methodologies and subject matter knowledge develops solutions which fulfill the needs of engineers, scientists, logisticians, analysts, contract specialists, private industry, and customers located within and external to the Army. In-depth analysis and extensive coordination and intensive negotiations with different SMEs and high officials are required to resolve issues.

#### FACTOR 5 - SCOPE AND EFFECT

The purpose of the work is to develop an effective simulation, training, and instrumentation environment that contributes to personnel and materiel combat capabilities. Application of the technologies, systems, and methodologies will result in increased ability for DoD to train, deploy, and fully utilize military personnel during combat operations, as well as to examine proposed weapon systems and tactics for the 21st century Army.

#### FACTOR 6 - PERSONAL CONTACTS

Personal contacts are with subject matter experts, management, private industry contractors and other professionals within and outside the agency.

#### FACTOR 7 - PURPOSE OF CONTACTS

The purpose of contact is to coordinate work efforts, resolve questions and problems relating to projects, to stay current on evolving technologies, and to present findings in such a manner as to persuade others of the appropriateness of the command's chosen course of action. May encounter resistance due to such issues as organizational conflict, competing objectives or resource problems.

#### FACTOR 8 - PHYSICAL DEMANDS

The work is primarily sedentary. Frequent travel is required (up to 50% of the time).

#### FACTOR 9 - WORK ENVIRONMENT

The work is primarily performed in an office setting. However, support of testing or demonstrations may require duty in a field environment. Exercises normal safety precautions.

**NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD#** 10129

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