

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. NL102080

2. Reason for Submission: Redesignation, Reestablishment, New, Other

3. Service: Hdqtrs., Field

4. Employing Office Location: ORLANDO, FL

5. Duty Station: ORLANDO, FL

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: 13-19

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	LOGISTICS MANAGEMENT SPECIALIST	GS	0346	13	JR	11-15-96
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 (DA)

a. First Subdivision: U.S. ARMY MATERIEL COMMAND (AMC)

b. Second Subdivision: SIMULATION, TRNG&INSTRUMENTATION CMD (STRICOM)

c. Third Subdivision: DIRECTORATE FOR LOGISTICS (L)

d. Fourth Subdivision

e. Fifth Subdivision

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

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 violation of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor: HARRY V. BRANN, CH, LOG SIMULATION DIV

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional): LOUIS SUCICH, DIRECTOR FOR LOGISTICS

Signature: *Vern Brann* Date: 30 Oct 96

Signature: *Vern Brann* Date: 13 Nov 96

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 346, 01/87; USOPM, ADMIN ANAL GRADE EVAL GUIDE, 11/90

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

Signature: *J. M. Skurka* Date: 30 Oct 96

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										

24. Remarks: POSITION IS AT THE FULL PERFORMANCE LEVEL; BUS: 7777; THIS IS A DAWIA POSITION

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

INTRODUCTION

Position is located in the Logistics Simulation Division (LS), Directorate for Logistics (L), of U.S. Army Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of the U.S. Army Materiel Command (AMC). 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 direct, coordinates, and supports the materiel development, acquisition and sustainment activities through the matrix organization and four Project Managers.

Incumbent has responsibility for administrative and technical aspects of Integrated Logistics Support (ILS) of assigned programs or projects from the inception of the requirement through transition to life-cycle support. These systems integrate complex electronic designs and computer software to meet military training and instrumentation requirements. The programs or projects may stand alone or interact with other training devices/tactical hardware, and involve high dollar values.

MAJOR DUTIES

1. Serves as the Senior Logistics Management Specialist for the Intelligence and Communications programs or projects as the Integrated Logistics Support authority. Acts as a consultant to the Product Managers for all logistic matters concerning Intelligence and Communications programs or projects. 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. 50%
2. Directs the overall Logistics program for assigned programs or 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. 20%
3. 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. 10%

4. 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. 10%

5. Assists the Division 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 mentoring and 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. 10%

PERFORMS OTHER DUTIES AS ASSIGNED.

Factor 1 - Knowledge Required by the Position FL 1-8 1550 PTS

- * 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 concerning Intelligence and Communications programs or projects.
- * 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 acquisition reform initiatives for 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. Represents 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.
- * Ability to integrate Intelligence and Communications programs or projects with other affected Project Management Offices and Directorates.

Factor 2 - Supervisory Controls FL 2-5 650 PTS

General supervision is provided by the Logistics Simulations Division 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 FL 3-4 450 PTS

Guidelines includes Department of Defense (DOD), Department of the Army (DA), STRICOM, Naval Air Warfare Center Training Systems Division (NAWCTSD) regulations and directives, handbooks, precedents, and files of previous projects. 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. Requires originality in developing and establishing standards, procedures and instructions for Integrated Logistic development.

Factor 4 - Complexity FL 4-5 325 PTS

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. Responsibilities include planning, directing, and controlling evaluation, defining logistics support, and fielding of Army training devices and systems. Responsible for 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 FL 5-4 225 PTS

The purpose of the work is to provide expertise as a staff logistics specialist by furnishing advisory, planning, or reviewing services on specific Intelligence and Communications programs or projects, problems, 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. 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 FL 6-3

Personal contacts within DOD include Project Managers and Directors, Engineers, Logistics Managers, element managers, procurement personnel, military officers, officials and managers of AMC, TRADOC, FORSCOM, other MACOM and appropriate commodity commands. Contacts outside of DOD will include domestic contractors and representatives of foreign contractors and governments.

Factor 7 - Purpose of Contacts FL 7-c 180 PTS

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 FL 8-1 5 PTS

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 FL 9-1 5 PTS

- 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# NL 1020001

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