

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
NL10652

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|---|--|--|--|---|--|---|--|---|--|----------------|
| 2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input 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 | | 5. Duty Station ORLANDO | | 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) 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 <input type="checkbox"/> 3- Critical Sensitive <input type="checkbox"/> 4- Special | | 13. Competitive Level Code 132A | | 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 | Program Analyst | GS | 0343 | 13 | Bp | 3 Nov 97 |
| e. Recommended by Supervisor or Initiating Office | | | | | | |

16. Organizational Title of Position (if different from official title) _____
17. Name of Employee (if vacant, specify) _____

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|--|--|--|--|
| 18. Department, Agency, or Establishment DEPARTMENT OF THE ARMY (DA) | | c. Third Subdivision OFFICE OF THE COMMANDER | |
| a. First Subdivision US ARMY MATERIEL COMMAND (AMC) | | d. Fourth Subdivision COMMAND ANALYSIS & PLANNING OFFICE | |
| b. Second Subdivision SIMULATION, TRAINING & INSTRUMENTATION COMMAND | | e. Fifth Subdivision | |

19. Employee Review. This is an accurate statement of the major duties and responsibilities of my position.
Signature of Employee (optional) _____

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 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.

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Jerry Stahl, Dir, Command Analysis & Plan OFF

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|---------------------------------|------------------------|-----------|------|
| Signature <i>Jerry Stahl</i> | Date 1/28/98 | 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
US OPM PCS for Management & Program Analysis, GS-343, 8/90; US OPM Admin Analysis GEG, 8/90

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

| | |
|----------------------------------|------------------------|
| Signature <i>A. M. Skurka</i> | Date 1/28/98 |
|----------------------------------|------------------------|

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
: 7777

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

INTRODUCTION

Position is located in the Command Analysis and Planning Office of the 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, simulators, instrumentation, targets threat simulators and Advanced Distributed Simulation (ADS). The mission includes cradle to grave life cycle acquisition beginning with tech base programs and throughout each phase of the acquisition process. The Commander centrally directs, coordinates and supports the materiel development, acquisitions and sustainment activities through the functional matrix organization and four project managers.

MAJOR DUTIES

1. Responsible for assisting and executing the command's Program Analysis and Evaluation (PA&E) process as it applies to programs, programmatic, information, organizational operations, services and data. Organizes and executes PA&E processes that maximize visibility of on going programs and command operations to ensure effective and efficient use of information and resources to ensure that desired outcomes and goals are achieved. Applies cognitive techniques to determine and assess inter-relationships across multi-dimensional activities (vertically and horizontally) across all command organizational elements. Conducts evaluation and applies analytical techniques to decomposed efforts, programs and processes to provide early identification of potential problems/issues and recommend and monitor the implementation of potential solutions. Develops and recommends changes to current and future programs, command operations and processes based on analyses and benefits. 30%

2. Develops new or substantially modified work processes, manpower controls, and project planning and control techniques for purposes of enhancing organizational/mission productivity. Applies principles of program analysis and evaluation to establish methods for collection and presentation of data. Interfaces with all project offices and directorates to identify problems/shortfalls in the type, quantity or quality of information reporting and data availability. Develops methods for capturing data from a variety of sources and develops integration-unique functional requirements for improvement of existing or development of new databases/initiatives. Monitors processes, efficiency and effectiveness using data collected and,

over time, determines the consistency of the process and trends in performance. **45%**

3. Conducts and participates in internal and external Command level studies and special projects. Uses analytical methods, models and techniques to evaluate "what-if" situations and forecast probable impact of external influences on Command projects. Prepares analytical documentation and briefs to justify or defend findings. Interfaces among the programming, budgeting, manpower planning, accounting, productivity and control systems at all levels of the Command. **25%**

Performs other duties as assigned.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION

- FL 1-8 - 1550 POINTS

- Knowledge of the STRICOM mission and associated materiel acquisition processes.
- Knowledge of both qualitative and quantitative analytical methods.
- General knowledge of the Planning, Programming, Budgeting and Execution System (PPBES).
- Knowledge and demonstrated ability to use various software packages and MIS tools in the analysis of project and business data and information.
- Ability to analyze data and information and develop sound conclusions and recommendations.
- Ability to convey accurate information through effective verbal and written communications.

FACTOR 2. SUPERVISORY CONTROLS - FL 2-4 - 450 POINTS

Incumbent works under the general supervision of the Program Analysis and Evaluation Team Leader of the Command Analysis and Planning Office who assigns projects, reporting requirements and studies. Incumbent plans and carries out assignments somewhat independently. Team Leader is consulted on controversial matters or where assignment progress is unclear. Work is reviewed in terms of project completion and soundness of recommendation and analysis.

FACTOR 3. GUIDELINES - FL 3-4 - 450 POINTS

Guidelines include STRICOM local policies, various DOD, AMC and DA regulations governing the acquisition process. Guidance is also in the form of basic administrative policy statements and requires the application of judgment in applying to specific assignments. If guidance is too ambiguous, Team Leader is consulted for clarification.

FACTOR 4. COMPLEXITY - FL 4-5 - 325 POINTS

The work involves analysis of various forms of data and recommending more effective ways of conducting business. Recommendations made by the incumbent could result in changes to monitoring and controlling STRICOM's activities. Incumbent recommends new ways to measure program and organizational effectiveness and quantify results.

FACTOR 5. SCOPE AND EFFECT - FL 5-5 - 325 POINTS

Analytical studies may lead to new ways of analyzing, monitoring and performing STRICOM operations and will influence the allocation and effective utilization of STRICOM resources. Results of work are critical to the STRICOM mission and survival in a highly competitive environment.

FACTORS 6. & 7. PERSONAL CONTACTS/PURPOSE OF CONTACTS
3C - 180 POINTS

Contacts include employees and management within STRICOM, AMC and Department of the Army as well as officials of other Government agencies, in moderately unstructured settings. These contacts are for the purpose of exchanging and clarifying information and will take the form of discussions, meetings, conferences, briefings and interviews.

FACTOR 8. PHYSICAL DEMANDS - FL 8-1 - 5 POINTS

The work is primarily sedentary.

FACTOR 9. WORK ENVIRONMENT - FL 9-1 - 5 POINTS

Work is typically performed in an office setting. Occasional travel may be required.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL 10652001

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