POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. NL10778

2. Reason for Submission: [ ] Redescription [X] New [ ] Reestablishment [ ] Other

Explanation (Show any positions replaced)

3. Service: [ ] Hdqtrs. [ ] Field

4. Employing Office Location: Orlando FL

5. Duty Station: Orlando FL

6. OPM Certification No.

7. Fair Labor Standards Act: [X] Exempt [ ] Nonexempt

8. Financial Statements Required: [X] Executive Personnel Financial Disclosure [ ] Employment and Financial Interests

9. Subject to IA Action: [X] Yes [ ] No

10. Position Status: [X] Competitive [ ] Excepted (Specify in Remarks) [ ] SES (Gen.) [ ] SES (CR)

11. Position Is: [ ] Supervisory [ ] Managerial [X] Neither

12. Sensitivity: [ ] 1- Non-Sensitive [ ] 3- Critical [X] 2- Noncritical Sensitive [ ] 4- Special Sensitive

13. Competitive Level Code: 1344

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	CONTRACT SPECIALIST	GS	1102	13	bp	22 Jan 98
e. Recommended by Supervisor or Initiating Office	CONTRACT SPECIALIST	GS	1102	13	JRF	

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

a. First Subdivision: STRICOM

b. Second Subdivision: DIRECTORATE FOR ACQUISITION (A)

c. Third Subdivision: ACQUISITION/CONTRACTS (AC)

d. Fourth Subdivision

e. Fifth Subdivision

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 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 reg- ulations.*

a. Typed Name and Title of Immediate Supervisor: J. RONALD FARR, DIVISION HEAD (AC)

Signature: [signature] Date: 20 Jan 98

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional): D.L. CREECH, DIRECTOR ACQUISITION (A)

Signature: [signature] Date: [illegible]

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 stan- dards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Typed Name and Title of Official Taking Action: JAMES M. SKURKA, DCO, STRICOM

Signature: [signature] Date: 23 Jan 98

22. Position Classification Standards Used in Classifying/Grading Position: US OPM PCS FOR CONTRACTING SERIES, GS-1102, GS 5/15, 12/83(TS-71) 4/84 (TS-73), 3/90 (TS-94) --EXPLANATORY MEMORANDUM, 4/84 (TS-7

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. Infor- mation 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	INITALS	DATE	INITIALS	DATE	INITALS	DATE	INITALS	DATE
a. Employee (optional)										
b. Supervisor										
c. Classifier										

Remarks

IS POSITION IS AT THE FULL PERFORMANCE LEVEL (GS-1102-13).
BUS: 7777

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

GS 1102-13 CONTRACT SPECIALIST (ARMY)

INTRODUCTION

This position serves as Senior Contract Specialist/Procuring Contracting Officer and Team Leader and is located in the Acquisition/Contracts Division under the Directorate for Acquisition of the Simulation, Training, and Instrumentation Command (STRICOM), a major subordinate command of the US Army Materiel Command. 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, major instrumentation targets and threat simulation, and the distributed interactive simulation (DIS). Mission includes cradle to grave Life Cycle Acquisition beginning with tech base programs and following through each phase of the acquisition process. The commander centrally directs, coordinates and supports the materiel development, acquisition and sustainment activities through the functional/matrix organization and four program managers. STRICOM is co-located with the Naval Air Warfare Center Training Systems Division (NAWCTSD). Incumbent of subject position will have responsibility for all assigned contractual actions from program inception through contract closeout.

This is a Level III, Non-critical Acquisition Position in the Contracting career field and is subject to DAWIA requirements. Unless specifically waived by the appropriate official or the employee is grandfathered under 10 USC 1736(c)(1); the following are mandated requirements:

a. Selectee must be certified at DAWIA Level Ell in the Contracting career field.
b. Employee must meet DAWIA requirements for Contracting Officer.

Condition of employment is drug free. All DOA employees must be subject to drug testing under certain circumstances such as reasonable suspicion.

MAJOR DUTIES

Leads a team of contract specialists performing pre-award, post-award, and contract termination functions covering long-term contracts for the development and fielding of simulation and training systems.

a. Provides leadership and direction to a team of contract specialists. Plans and assigns work to the team members based on the complexity of the assignment, current workload, and the capabilities of team members. Determines the methods and procedures to be used, resources required, and time limitations. Provides guidance to team members on technical and administrative matters. Monitors work progress and assesses the need to reassign work to ensure equitable distribution and to meet work load demands. Reviews completed work for technical adequacy, directs any necessary corrective actions, and exercises signature authority as contracting officer within prescribed limitations. Approves short periods of leave (up to one day) and makes informal recommendations to the division chief on a variety of personnel matters, including extended periods of leave, discipline, performance awards, training, and performance appraisals. Participates in interviewing applicants for vacancies and provides input on hiring and placement. Orients new employees and oversees on-the-job training of current staff. Investigates informal complaints and grievances and recommends solutions to the division chief. Attends meetings with management officials to discuss workload and personnel issues.

10%

b. Personally performs pre-award functions. Works with project directors, engineers, and others in developing acquisition strategies that best meet the needs of the Government. Prepares solicitations and

reviews technical materials developed by the project team for adequacy and compliance with acquisition requirements. Reviews proposals submitted by offerors: for compliance with solicitation and forwards them to the project director for technical evaluation and to the appropriate DCMAO/ DCAA for audit evaluation. Prepares appropriate Business Clearances and obtains approval. Analyzes offeror's proposal to determine reasonableness of costs for labor, materials, and profit and to establish the Government's target objectives and basis for negotiation. Chairs pre-negotiation meetings of the acquisition team to determine the Government's negotiating position. Conducts negotiations with offeror(s) to obtain agreement on terms and conditions of a contract and recommends contract award.

30%

c. Administers contracts from award through contract termination and closeout. Monitors contractor progress for compliance with contract terms regarding price and delivery schedules, adjustments, delays, mistakes, and other issues and evaluates contractor's entitlement to claims arising out of disputes. In con unction with the project team, analyzes causes of delays and other problems and j renegotiates contract terms as necessary. Prepares analyses to support termination of contracts for convenience or default and secures approval.

60%

Performs other duties as assigned.

Factor 1. Knowledge Required by the Position

- Knowledge and skill sufficient to manage complex procurement programs involving state-of-the-art equipment and systems with long development and fielding timeframes, subject to changes in technology and technical requirements, and requiring long-range procurement planning under conditions where precedent procurements are of limited utility.

- Knowledge of contract administration sufficient to administer long-term contracts covering all phases of the development and fielding of complex simulation and training systems often involving numerous subcontracts, contract modifications, and negotiation of significant contractual matters.

- Knowledge of price/cost techniques to evaluate complex proposals from contractors, often requiring consideration of non-quantifiable aspects of proposals to determine the best value to the government.

- Knowledge of the full range of procurement regulations, policies and laws sufficient to provide definitive interpretations in response to inquiries or to resolve complex problems arising in the procurement process.

- Knowledge of contract termination procedures and processes sufficient to close out contracts and to negotiate settlement of outstanding claims.

- Skill in providing leadership and direction to lower-graded contract specialists.

Factor 2. Supervisory Controls

The Division Chief makes assignments in terms of overall objectives and changes in policy. The employee is expected to plan and carry out assignments in a tearn environment and to resolve all but the most complex policy issues. Additional guidance and direction is sought only on issues requiring

substantial changes in policy or on matters exceeding the employee - delegated signature authority. Completed work is reviewed for effectiveness in meeting objectives and overall compliance with legal and regulatory requirements.

Factor 3. Guidelines

Guidelines include statutes, regulations and policy statements issued by Army, Navy, DoD), GAO. and other agencies that provide a general framework within which procurement activities are conducted. Additional guidance in the form of legal decisions and precedent procurement actions are also available, but often are of little of no relevance to the current assignment. The employee must develop procurement approaches that meet the overall intent of the guidelines while also achieving a reasonable balance between competing interests of the government and contractors.

Factor 4. Complexity

Assignments are characterized by long-term complex procurement of simulation and training systems involving initial development of state-of-the-art systems for which there is often no direct experience and which are impacted by evolving technology and mission requirements. Consequently, costs are difficult to project and changing technical requirements frequently result in substantial contract, modifications. As a team leader, the employee is expected to provide detailed and definitive guidance to procurement and project staffs, develop solutions to unforeseen problems that arise in the course of the project, and arrive at a procurement approach that balances the needs of the government and the contractor. Judgments and decisions are often based on projections for which there is little or no historical experience.

Factor 5. Scope and Effect

The purpose of the work is to lead a team of contract specialists and exercise contracting officer authority in the pre-award development, post-award administration, and termination of long-term contracts for the development and fielding of complex simulation and training systems. The work involves planning acquisition strategy, evaluating contractor proposals, negotiating contracts and contract modifications, evaluating contractor claims, and performing contract closeout activities. The work significantly affects the accomplishment of major procurements necessary to support the activity mission.

Factor 6. Personal Contacts

Contacts are with engineers, project directors, managers, and administrative personnel within the activity; managers and technical personnel of major contractors; and with attorneys, auditors, and other representatives of contractors, Federal agencies, and other organizations involved in the acquisition process.

Factor 7. Purpose of Contacts

Contacts are made to explain acquisition requirements and processes, to negotiate contracts and contract modifications, and to achieve the goals of major procurement projects. Contacts often involve

the use of persuasion and advocacy to achieve objectives and to complete procurement actions in a manner that meets the best interests of all concerned parties.

Factor 8. Physical Demands

The work is generally sedentary but may require limited physical effort in walking, standing, and carrying files and other light objects.

Factor 9. Work Environment

The work is generally performed in an office environment, subject to the typical conditions encountered in such locations. However, the employee must occasionally travel to contractor plants to review capability and to evaluate progress and performance. During these visits, the employee is likely to encounter industrial equipment and other conditions requiring the use of safety equipment such as hard hats, safety shoes, hearing and eye protection.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL10778002

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