

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. **NL11155**

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

3. Service: Hdqtrs., Field

4. Employing Office Location: **Orlando, FL**

5. Duty Station: **Research Park**

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, 3- Critical, 4- Special

13. Competitive Level Code: **1358**

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	bp	10/6/98
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**

a. First Subdivision: **U.S. Army Material Command**

b. Second Subdivision: **STRICOM**

c. Third Subdivision: **Directorate for Logistics (L)**

d. Fourth Subdivision: **Logistics Virtual Simulation Division (LV)**

e. Fifth Subdivision

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 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.

a. Typed Name and Title of Immediate Supervisor: **JOHN F. ELLS, CH, LOGISTICS VIRTUAL SIM. DIV.**

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional): **DAVID W. MANNING, DIRECTOR FOR LOGISTICS**

Signature: *John F. Ells* Date: **9/25/98**

Signature: *David W. Manning* Date: **25 Sep 98**

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 GS-301; US OPM PCS FOR GS-343; US OPM PCS FOR GS-346; ADMIN ANALYSIS GRADE EVAL GUIDE**

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 B. GODWIN, COL, FA, CHIEF OF STAFF**

Signature: *James B. Godwin* Date: **9/25/98**

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

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

INTRODUCTION

Position is located in the Virtual Simulation Division, Directorate for Logistics, 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, test and training instrumentation, targets threat simulators and Advanced Distributed Simulation (ADS). The mission includes cradle to grave life cycle acquisition beginning with tech base programs and following through with 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

Serves as a Senior Project Director assisting the Chief, Virtual Simulation Division in planning, directing, budgeting and controlling the accomplishment of division responsibilities. Serves as expert advisor in resolving complex technical and managerial issues. Responsible for professional program oversight to include development and implementation of all facets of Life Cycle Contractor Support (LCCS) to meet DA requirements. Leads the activities of a professional staff of Project Directors engaged in the integrated management of assigned training devices/training instrumentation systems.

1. Exercises technical responsibility for all programs falling under the assigned consolidated LCCS contract(s) and procurements supporting Foreign Military Sales (FMS) and Non-Standard Training Device efforts. Coordinates support from other branches and divisions within STRICOM for modifications/upgrades to fielded systems, large scale exercise support, movement and installation of fielded systems, BRAC coordination and implementation as it relates to training systems. Monitors contractor's performance on the consolidated LCCS contract(s), changes in policy guidance and its future impacts. Prioritizes work schedules to meet program objectives resulting from new or modified program requirements. Ensures organization of schedules and priorities. Reviews technical policy and provides input when required. Guidance is provided on technical issues to meet the customer's requirements. 30%

2. Analyzes current program requirements to include budgets, user needs and special requirements. Develops a comprehensive and cost effective contract logistics support program designed to meet mission requirements. Responsible for the analysis and evaluation of the Virtual Simulation Division programs as they effect assigned consolidated LCCS contract(s).

Analyzes current and projected support requirements from the Project Directors to develop Program Operating Memorandum, (POM) submissions along with supporting documentation. When special requirements surface (i.e., modification/upgrades), coordinates/negotiates for necessary funds, with applicable PEO/PM, MACOM, Joint Service or other supported user. Serves as single point of contact for funding issues concerning assigned consolidated LCCS program. 25%

3. Serves as Senior Project Director and leads personnel in the accomplishment of assigned functions. Assists the Division Chief in the execution of administration and personnel management responsibilities. Initiates requests for filling vacancies to include hiring and justifying additional personnel. Recommends personnel and/or position actions. Develops and participates in writing work performance standards, observes worker's performance and periodically evaluates their performance. Monitors employee training program to ensure level of certification required for work and administrative matters. Assists employees in improvement of performance, and keeps them informed of policies, personnel and other management programs. Gives guidance to promote team work. 20%

4. Visits LCCS contractor's facilities, other government agencies, and higher headquarters for the purpose of insuring program accomplishments. Represents the Director of Logistics in meetings, working groups, and committees with other ARMY agencies and commands in connection with major policy and procedural matters involving LCCS for fielded systems. Has the authority to state the position of the Director and to make commitments for action. 10%

5. Provides program status reports to the Division Chief and higher commands. Updates the Division Chief on objectives identifying areas requiring assistance or revision. Identifies difficult areas and presents options for correction to Division Chief and Director. Provides input to other AMC, DA, and DOD activities engaged in LCCS of fielded systems to assure that program requirements can be met with the available resources. 15%

Performs other duties as assigned.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION

Extensive knowledge of all functional activities such as funding, integrated logistics support, manufacturing technology, acquisition, engineering, safety, quality, system performance, reliability, schedules, maintainability, and durability for effective management of training devices.

comprehensive knowledge of management principles and methodology as they relate to the STRICOM mission. This includes expert knowledge of STRICOM's organization and mission objectives.

In depth knowledge of DOD materiel acquisition and training device acquisition process to determine how well the system is meeting or will meet its technical and operational requirements and the performance of related technologies such as lasers, communications, visual systems, and networking currently required in training devices.

Extensive knowledge of contracting and procurement package preparation, including Statement of Work (SOW), Specifications, Contract Data Requirements List (CDRL), and Request for Proposals (RFP).

Knowledge of management and supervision principles and the ability to implement them to effectively lead and supervise personnel to accomplish command goals.

Ability to synergize and merge diverging ideas required to successfully market improved LCCS concepts and techniques to all levels of command to include higher headquarters and industry.

Ability to communicate effectively both orally and in writing.

FACTOR 2. SUPERVISORY CONTROLS

Works under the supervision of the Chief, Virtual Simulation Division who defines broad objectives and policies for the Director of Logistics. Works independently with the delegated authority of the Division Chief. Relied upon to effectively review/assess performance toward achievement of established performance goals of the consolidated LCCS program and to provide necessary corrective direction and guidance. Work is reviewed in broad terms of overall effectiveness, adherence to policy, and successful achievement of program objectives. Incumbent is recognized as the ultimate authority in their assigned Consolidated Life Cycle Contractor Support (LCCS) programs.

FACTOR 3. GUIDELINES

Guidelines include Army and other Federal laws, regulations and policy statements pertaining to LCCS operations. While guides may be generally applicable, adaptation of the guidelines to specific program requirements are required when dealing with problems such as identification of project team members, limited or changing funds, schedule changes, contractor performance, and contract and training device requirements. Considerable judgement must be made when program constraints and peculiarities preclude following established policies and procedures.

FACTOR 4. COMPLEXITY

Assignments involve executing a broad set of customer/major command requirements to include exercising independent judgement in making authoritative decisions. These decisions require adhering to command cost, schedule and performance requirements. Incumbent is held accountable for the accuracy and full justification of all actions, decisions and commitments. The incumbent must be resourceful and innovative in solving novel and obscure criteria problems, which typically involve combinations of complex features.

FACTOR 5. SCOPE AND EFFECT

Serves as principle advisor to the Chief, Virtual Simulation Division, Director of Logistics, Project Managers, AMC, and DA regarding all aspects of LCCS management within the area of responsibility. Maintains continuous liaison and participates in monitoring collaborative planning with pertinent military users, DA Staff and other agencies to render advice and counsel on assigned management activities. The work has a direct impact on worldwide availability of training devices, simulators and simulations to meet training requirements of the U.S. Army.

FACTOR 6. PERSONAL CONTACTS

Serves as advisor and as the Division Chief's and Director's principal representative at high level conferences and meetings with representatives from DOD, DA, AMC, other commands and agencies, and private industry on matters concerning consolidated programs. Contacts outside of DOD include domestic contractors and representatives of foreign contractors and governments.

FACTOR 7. PURPOSE OF CONTACTS

Represents the Division Chief and the Director in meetings, working groups, and committees with other Army agencies and commands in connection with major policy and procedural matters involving fielded system support of assigned systems. Resolves difficulties of problems identified in requirements documents. Directs and monitors the work performed by project team members. Assists lower graded project directors in the performance of their duties. Persuasion and motivation are often necessary to achieve agreement on controversial issues, or arriving at compromising solutions, viewpoints, goals or objectives among diverse program participants with different objectives or views. The incumbent must defend or justify critical program decisions to higher levels of management as appropriate.

FACTOR 8. PHYSICAL DEMANDS

sedentary work involving little physical exertion or risk.

FACTOR 9. WORK ENVIRONMENT

Work is performed in an office setting. Moderate to extensive travel to attend meetings at contractor sites or field activities is required.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL 11155002

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