

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
NL11261001

2. Reason for Submission <input type="checkbox"/> Redesignation <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Other <i>(Show any positions replaced)</i>	3. Service Hdqtr. <input type="checkbox"/> Field <input checked="" type="checkbox"/>	4. Employing Office Location ORLANDO, FL	5. Duty Station ORLANDO, FL
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	8. Financial Statements Required Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests <input type="checkbox"/>	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) <input type="checkbox"/>	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 Code 1299

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	343	12	BP	12/11/98
e. Recommended by Supervisor or Initiating Office						

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

18. Department, Agency, or Establishment DEPARTMENT OF THE ARMY (DA)	c. Third Subdivision Proj Mgr Warfighter Simulation 2000
a. First Subdivision U.S. ARMY MATERIEL COMMAND (AMC)	d. Fourth Subdivision
b. Second Subdivision SIMULATION, TRAINING & INSTRUMENTATION CMD	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 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 STAN GOODMAN, DPM WARSIM	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature: <i>Stan Goodman</i> Date: 8 JAN 99	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 MANAGEMENT AND PROGRAM ANALYSIS SERIES, GS-343; ADMINISTRATIVE ANALYSIS GRADE EVALUATION GUIDE.

Typed Name and Title of Official Taking Action
JAMES B. GODWIN, CHIEF OF STAFF

Signature: *James B. Godwin* Date: **8 Jan 99**

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 OF GS-12**

BUS: 7777

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

INTRODUCTION

This position is located in the Office of the Program Manager, Warfighters' Simulation (WARSIM) within the U.S. Army Simulation, Training, and Instrumentation Command (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. PM WARSIM's mission is the development, acquisition, production, fielding and life cycle support of constructive simulations for the training of commanders and battle staff. The incumbent of this position is responsible for planning and implementing a variety of program analysis activities in support of the life cycle management of developmental and production end items managed by PM WARSIM. Incumbent is responsible for preparing financial documentation, generating cost estimates and budget inputs, defending program budgets, monitoring and tracking execution of contractor performance. Incumbent also provides support to the entire PM Office consisting of both military and civilian Project Directors by providing guidance and advice on financial execution matters.

MAJOR DUTIES

1. Plans and develops budgets for RDT&E, Procurement, and OMA, based on requirements, priorities, and resource limitations. Input is generated in the form of WARSIM required program documents, Congressional Research and Development Descriptive Summaries (RDDs's), Procurement Forms (P-Forms) and OMA budget inputs. Briefs, provides justifications, and defends budget estimates at all levels from PM, STRICOM, HQAMC, HQDA, OSD, to Congressional Sub Committee staffers. Prepares impact statements, information papers, and memoranda to address budget issues and responds directly to inquiries regarding status of funding and impact of potential budget reductions. Coordinates with STRICOM personnel, Higher Headquarters, and with other Agencies in execution of budget activities.

2. For all assigned programs, responsible for the financial management activities. Utilizes Program Analyst principles and techniques to monitor, track, and assess status of program execution. Initiates and conducts on-site meetings with contractor personnel as necessary to receive status briefings and discuss program financial data. Applies Earned Value Measurement (EVM) processes to assess cost and schedule variance, analyze underlying causes, formulate corrective actions, and provide input to the APM/PM on program status and recommendations. Monitors program execution (obligations, accruals, and disbursement) against established program objectives. Recommends re-baseline when necessary and participates in re-baseline activities through development of schedules and expenditure profiles. Supports preparation of the WARSIM Internal Operating Budget and monitors execution through tracking of in-house resources (labor and travel and overhead costs) and reports status, issues, and recommendations for corrective action when needed. Prepares budget execution documentation and charts for reporting to WARSIM, STRICOM and Higher Headquarters. Supports analysis and generation of PM-specific data to support manpower justifications, Buyer-Seller agreements, AAA audits, IG audits, and STRICOM SOP/data reporting requirements. Principle financial advisor to the APM/PM for assigned programs.

45%

3. Serves as the cost lead on preparations for program level reviews. Leads the development of the Program Office Estimate (POE)/Independent Cost Estimates (ICE) for assigned programs. Collects, analyzes, assembles, and reviews data for required cost estimates. Directs the activities of contractor support activities in generation of cost estimates. Supports cost estimating and planning throughout the acquisition life cycle. Coordinates cost estimates with other program activities to ensure an integrated and coordinated program estimate.

25%

Performs other duties as assigned.

Factor 1. Knowledge Required by the Position

FL 1-7 - 1250 Points

- Knowledge and skill in applying review, analytical and evaluation methods and techniques to studies concerning the

identification, consideration, resolution of issues and the effectiveness of project operations for test instrumentation used in weapon assessments. This knowledge accompanies a thorough understanding of accounting, budgeting, and economic analysis principles and administration of regulatory programs. Incumbent selects and applies appropriate project evaluation and measurement techniques, ensuring compliance with pertinent rules and regulations.

- Knowledge of the range of pertinent government program and budgeting policies, test cost regulations, and precedents applicable to the use of project and related support resources (labor, money, or equipment) in the test instrumentation programs. This knowledge includes reporting and familiarity with automatic data processing, related disciplines, functions, and industry practices and policies in instrumentation system development, production and support.

- Knowledge of the Planning, Programming, Budgeting, and Execution System (PPBES) regulations, guidelines and processes. Thorough knowledge of the Department of Defense (DOD), Department of the Army (DA), Army Materiel Command (AMC), Simulation, Training and Instrumentation Command (STRICOM) investment planning, acquisition, and management process.

- Skill in oral and written communications to enable presentation of sensitive and sometimes controversial material (e.g., delays in project schedules, cost overruns, etc.), and recommendations to higher authority and other government agencies. This includes preparing recommendations for legislation.

- Ability to direct complex studies requiring an application of advanced analytical and statistical methods and techniques. Studies and analyses frequently require a team effort, to include Project Directors (PDs), STRICOM matrix personnel, contractors, and Test and Evaluation (T&E) customer community representatives.

- Knowledge of the DoD 5000 requirements for a major system. This knowledge includes relationships with other programs, contracts, other Services, and key administrative support functions within PM CATT, STRICOM, AMC, DA and DOD.

This knowledge extends to understanding of the acquisition process for major systems.

Factor 2. Supervisory Controls - FL 2-4 - 450 Points

The Deputy Project Manager (DPM WARSIM) provides general supervision and makes general assignments outlining overall policies and general objectives. Within a framework of priorities, funding and general project objectives (e.g., cost reduction, improved effectiveness, or use of new work methods), the employee plans work efforts to meet those objectives. Incumbent develops own work methods and procedures to plan, direct, and coordinate assignments with considerable independence. Exercises initiative, originality, and sound judgment in assigned areas of responsibility. The supervisor discusses problems relating to policy matters, scope of responsibility, etc., but the incumbent accomplishes program management details, uses judgment and completes recommendations on own initiative. The supervisor reviews the completed projects, evaluations, reports, or recommendations for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives. Incumbent-works directly with counterparts in STRICOM and higher headquarters for follow-on actions, explanation of work products, and revisions as necessary.

Factor 3. Guidelines - FL 3-4 - 450 Points

Guidelines are in the form of DOD, DA, AMC, STRICOM regulations and policies or administrative funding policies/statements. This audience and these regulations are not always clear as to interpretation concerning the issue or problem being studied. The regulations may include reference to pertinent legislative history, state and federal laws, or policy initiatives of STRICOM management.

- Exercises judgement and discretion in learning intent. Interprets and clarifies existing policy and regulatory guidance for use by others within or outside WARSIM and STRICOM. The employee reviews public law regulations that would significantly change the PM WARSIM program financial management and make required adjustments or recommends appropriate action by the Chain of Command.

Factor 4. Complexity - FL 4-5 - 325 Points

Work involves planning, review, analysis and evaluation of project management related issues of a highly complex acquisition for a major system. The issues will typically span life cycle issues and will require analysis of impacts to concurrent on-going phases of the program (development, production, fielding, and support).

Resolution of program problems require modification and implementation of a wide variety of analytical techniques. Decisions and recommendations on program planning, organization and implementation of program goals are complicated by broad, constantly changing and often conflicting guidance and program goals. Programmatic aspects are further complicated by infrastructure considerations involving program interface with other services, federal agencies and private contractors who may have different priorities and goals.

Program requirements are impacted by operation capabilities, changing technologies, legislative changes, environment and budget restraints. Program uncertainties affect development and implementation of projects. Work requires a constant analysis of program status and involves problems and issues characterized by their breadth, importance and severity to mission accomplishments. Previous analytical techniques or approaches are often inadequate and require initiative and originality. The employee's duties involve coordination efforts with other Army Services and DOD agencies. Finally, there will be continual program changes to accommodate funding actions (both reductions and increases). This drives a complete re-planning of the major production effort balancing workloads, quantity discounts, delivery schedules, mix of equipment (affecting cost estimates) and delivery schedules.

Factor 5. Scope and Effect - FL 5-4 - 225 Points

Work effects long range planning and programming of major instrumentation investment of the Army and DOD. The work effects the methods available to test and evaluate developing weapon systems, emerging doctrine, and the acquisition milestone decision. The employee's work effects the future fielded Army and DOD weapon systems and doctrine. Having incomplete data for lack of proper

instrumentation can cause failure of the weapons or doctrine in time of war. The work effects the nature of T&E by funding instrumentation to automate and speed services to the weapon system program managers using the ranges where the employee recommended investing.

Factor 6. Personal Contacts and 7. Purpose of Contacts.

Level 3c - 180 Points

Contacts include high level personnel within and outside the agency. These contacts include the program officials at the COL/GS-15 level through General Officer/Senior Executive Service (SES) level. Because of the special interest nature of the program, contacts will include offices at both Army and OSD level. As the lead Program Analyst for CCTT and as the Co-Chair of the CCTT ASARC Cost IPT, the incumbent will work directly with cost officials and counterparts across the Army. The incumbent works directly with counterparts in DCMAO's, consultants, officials in defense contracting firms and with contractor counterparts.

- Purpose of contacts is to develop efficient financial management for timely obligation and expenditure of funds; to gather data for financial management analysis sufficient to make recommendations to managers and the CCTT APM, and to support and defend funding requirements to DA. Prepares justification for funding levels at the AMC, DA, DOD and congressional levels. The employee responds to questions/concerns on assigned projects from AMC, DA, OSD and Congressional Professional Staff. Influences project manager or other acquisition officials to accept and implement findings and recommendations on assigned projects.

Factor 8. Physical Demands - FL 8-1 - 5 Points

The work is primarily sedentary. Some travel is required.

Factor 9. Work Environment - FL 9-1 - 5 Points

Work is typically done in an adequately lighted and climate controlled office.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 11261

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