

INTRODUCTION

This position is located in the Directorate for Engineering and Research 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. The incumbent of this position is responsible for planning and implementing a variety of program analysis activities; preparing financial documentation, generating cost estimates and budget inputs, defending program budgets, monitoring and tracking execution of contractor performance for supported programs. Incumbent also provides support to the entire Directorate consisting of both military and civilian Project Directors by providing guidance and advice on financial execution matters.

MAJOR DUTIES

Serves as a program analyst responsible for planning, implementing, and coordinating a variety of program analysis evaluations and advisory functions in support of the technology base programs managed by the organization. Formulates and implements broad internal policies and procedures within the limits of which all management functions such as planning, scheduling, reviewing, reporting, etc., are accomplished. Insures application of program analysis principles and techniques related to the execution of operating program activities, such as, planning and requirements documentation, resource management matters (budget, manpower, materials), cost analysis (life cycle cost estimates, contractor cost management and government monitoring procedures, cost/schedule control systems criteria) and pertinent acquisition strategies. The work requires an extensive knowledge of the interrelationship among the programs and their relationship to DA, DoD and other federal acquisition efforts. Applies a high degree of analytical ability principles and techniques as they relate to long range planning, development and overall program objectives.

1. Provides planning for program estimates, budget formulation and management of budget execution in support of program elements and technology base projects. Participates in the long range and annual work planning, development and overall program objectives. Through review and analysis determines causes of unfavorable trends and variations and takes direct corrective action within limits of delegated authority. Reviews new or changed policies and regulations affecting operations and assures implementation within the various organizational elements; develops the new or changed operating policies and procedures. Conducts special studies and prepares special reports required by higher authority. Maintains close contact with activity chiefs and other key civilian and/or military

personnel to keep fully informed on operations, and coordinate actions with STRICOM and higher headquarters, and to provide guidance and direction in carrying out plans to achieve progressive improvement and economy of operations. The following tasks are typical work assignments performed in accomplishment of assigned mission:

a. Develops plans, policies, programs, and budget related guidance for RDTE and OMA formulation and execution based on priorities, documented requirements, capabilities and resource (manpower, material, and dollar) limitations. This information is prepared in the form of congressional descriptive summaries, program submissions, command schedules, to include detailed milestone reporting and development plans required by DA and DoD.

b. Performs management reviews of technology base contracts to ascertain rate of progress vs incurred costs, engineering changes to determine worth and improved performance vs cost; cost growths to determine trends and impacts; and contractor/project manager/executing agents disputes to resolve issues or recommend appropriate courses of action.

50%

2. Performs the following duties in conjunction with budget execution and coordination:

a. Prepares the execution plan, and ensures that program objectives relate to funds available. Recommends, justifies and provides rationale for major reprogramming of funds within the program element and between program elements and restructuring of programs to ensure adequate and efficient distribution of resources and informs assigned executing agencies of any potential or immediate change in plans and policies.

b. Performs special assignments that are of major significance in the accomplishment of the Directorate for Engineering and Research portion of the STRICOM/ARMY mission. These assignments may include one or more highly critical functions such as: development of the plan of execution for the budget year; control of unfunded requirements and application of available resources, and program management.

c. Represents or participates in conferences relative to assigned procurement activities. Participates in working groups and ad hoc committees as they relate to the incumbent's assigned areas of responsibility.

d. Remains in constant contact with related program and budget representatives at STRICOM, AMC, major staff and assigned executing agent counterparts to assure mutual understanding of objectives and proper interpretation of guidance, policies and procedures.

e. Conducts or participates in special studies, analyses, presentations and briefings, as assigned.

50%

PERFORMS OTHER DUTIES AS ASSIGNED

ACTOR 1, Knowledge Required - FL 1-8 - 1550 Pts

Expert knowledge of program analytical and evaluation methods as applied to the full range of project management functions and execution of all programs managed by the organization for the research, development and acquisition of major Army systems. Includes knowledge of goals and objectives; sequence and timing of key program events and milestones; methods of evaluating the worth of the program accomplishments; and relationships with other DA programs and key administrative support functions.

FACTOR 2, Supervisory Controls - FL 2-4 - 450 Pts

Supervisor 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, 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 Pts

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.

FACTOR 4, Complexity - FL 4-5 - 325 Pts

The position is concerned with conducting analyses and studies of emerging technology and research to assess its potential application by the directorate and the command, which often has visibility at Army level. These studies are of substantial breadth and depth, and require ingenuity and resourcefulness to develop and integrate the necessary information.

FACTOR 5, Scope and Effect - FL 5-5 - 325 Pts

The position evaluates research activities supporting the equipment development process to identify potential applications relating to the directorate's and the command's mission. These activities may significantly impact the future direction of equipment development and fielding efforts of the command.

FACTOR 6/7, Personal Contacts/Purpose of Contact - FL 3-C - 180 Pts

Regular and recurring contacts include program officials within DA/DoD and contractors in moderately unstructured settings. Contacts are for the purpose of justifying recommendations affecting multi-million dollar expenditures on systems and influencing officials to accept/implement same.

FACTOR 8, Physical Demands - FL 8-1 - 5 Pts

Work is primarily sedentary.

FACTOR 9, Work Environment - FL 9-1 - 5 Pts

Work is performed in an office setting.

Total - 3290 pts

Joint Range 3155 to 3600 = GS-13

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 11302

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