POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No.: NL11703

2. Reason for Submission: [ ] Redescription [X] New [ ] Reestablishment [ ] Other
Explanation *(Show any positions replaced)*

3. Service: [ ] Hdqtrs. [X] Field

4. Employing Office Location: Orlando, FL

5. Duty Station: Orlando, FL

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 [X] 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 [ ] 2 - Noncritical Sensitive [ ] 3 - Critical Sensitive [ ] 4 - Special Sensitive

13. Competitive Level Code: 1411

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	Supervisory Contract Specialist	GS	1102	14		
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 (DA)

a. First Subdivision: U.S. Army Materiel Command (AMC)

b. Second Subdivision: Simulation, Training and Instrumentation Command (STRICOM)

c. Third Subdivision: Office of the Chief of Staff (CS)

d. Fourth Subdivision: Army Contract Group (CSC)

e. Fifth Subdivision: PM Trade/ITTS Contract Support Division (CSCB)

Employee review - This is an accurate description 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 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 violations of such statutes or their implementing regulations.*

a. Typed Name and Title of Immediate Supervisor: JAMES B. GODWIN, COL, CHIEF OF STAFF

Signature: [signature] Date: 19 Apr 00

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

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.*

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

Signature: [signature] Date: 19 Apr 00

22. Position Classification Standards Used in Classifying/Grading Position: USOPM General Schedle Supervisory Guide, Jan 99; USOPM PCS GS-1102 Contracting Series, Dec 83

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	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee *(optional)*										
b. Supervisor										
c. Classifier										

24. Remarks

This is an acquisition position. Incumbent must meet all acquistion criteria contained in applicable regulatory guidance.

ition is at full performance level.

US: 8888

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

Supervisory Contract Specialist, GS-1102-14

INTRODUCTION

Serves as a Division Head in the PM TRADE/ITTS Division, Contracts Department, Simulation, Training and Instrumentation Command, Orlando, Florida. As such, supervises the life-cycle acquisition of complex simulation, training & instrumentation systems, research and development related to such systems, life-cycle support and related general acquisition requirements. Procuring Contracting Officer with unlimited signatory authority, the specialist has complete responsibility for all contractual actions in all phases of assigned programs including: initial planning; applied research; advanced development; engineering and manufacturing development; testing; prototype development; initial production; full scale production; technical data; sustaining engineering; training materials; maintenance; and modification efforts. Work includes supervision of a wide range of contract specializations, such as acquisition planning, cost/price analysis, negotiation, and administration. Acquisitions support multi-service requirements of the Army, Navy, Marines, and Air Force, as well as Foreign Military Sales (FMS). In the absence of the Deputy Director for Army Programs, the incumbent may be required to exercise his contracting authority in other program areas.

MAJOR DUTIES

1. Manages the life-cycle acquisition of system and non-system training devices, research, and development related to training devices and related general acquisition requirements. Manages the planning, development, and establishment of contractual strategy for assigned acquisition programs. Approves pre-negotiation positions, types of contracts and negotiation authorities to be used, and business clearances. Oversees contract negotiations and coordination with program offices, technical departments, legal counsel, and audit and field representatives. Assigns acquisition responsibilities to subordinates. Directs the full range of contract administration actions required for acquisition programs, including the issuance of contractual modifications, incorporation of changes, exercise of options, investigation and resolution of contractor delays, contractor performance appraisal, subcontractor surveillance, disposition of claims, terminations, and similar matters. Serves as principal contracting advisor on all assigned programs to appropriate program management offices/project direction and represents the Competency as contractual authority in intra-agency, high level Federal Government, and foreign country conferences and meetings as required and within command policy.

60 %

2. Responsible for the execution of administrative and personnel management responsibilities related to the accomplishment of the mission assigned. Provides the leadership necessary to maintain an effective and productive work force and ensures a continuous flow and exchange of information between employees. Specific supervisory responsibilities include, but are not limited to: Planning work to be accomplished by subordinates; assigning work to subordinates on priorities, with selective consideration of the difficulty and the requirements of the assignments and the capabilities of employees; evaluating performance of subordinates; giving advice, counsel, or instruction to individual employees on both work and administrative matters; interviewing candidates for positions in the division and making recommendations for appointment, promotion, or reassignment to non-supervisory positions; hearing and resolving employment complaints; effecting disciplinary measures such as warning and reprimands and recommending action for the more serious cases such as suspensions and removals; identifying development and training needs of employees, consulting with specialists on these needs and deciding on training problems related to the employees supervised; promoting equal employment opportunity; collaborating with heads of other units to negotiate, decide on, and/or coordinate work-related changes affecting other units; and advising officials with broader and higher

responsibilities on problems involving the relationship of the branch functions to broader programs and their impact on such programs. **40 %**

Performs other duties as assigned.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION

Mastery of procurement regulations and contracting principles including the latest procedures and techniques, e.g., source selection, sophisticated pricing arrangements, solicitation methodologies, and cost accounting sufficient to plan, develop, implement, and administer all contractual aspects of a wide variety of systems/service acquisition programs. Serves as program contractual authority and advisor on the acceptability and applicability on assigned contractual matters.

Knowledge and progressive experience in procurement, economies, accounting, general business, law, finance, statistics, and/or related fields, which demonstrate a thorough knowledge of general business practices. Knowledge and experience in negotiating (including face-to-face dealings) complex business transactions that include detailed cost and price analysis using recognized statistical techniques.

Skill in managerial activities sufficient to control a variety of contractual actions occurring concurrently or sequentially, and to control several simultaneous interrelated contracts with different contractors.

Mastery of negotiation principles in developing pre-negotiation strategy and overseeing or conducting negotiations and in directing or performing post award negotiations involving contract changes or modifications.

Knowledge of interrelated disciplines and functions involved in the system acquisition process, such as design or systems engineering, integrated logistics support, financial management, and their interrelationships with contracting.

Knowledge and skill sufficient to oversee acquisition of systems or services where significant aspects are not covered by existing and accepted contracting policy and methods.

Mastery of detailed price and cost analysis principles and basic accounting practices as they apply to contract proposal evaluation and contract administration. Knowledge of cost realism analysis, principles and legal guidelines.

Knowledge of contract termination procedures.

Knowledge and skill of contract claim and protest procedures pertaining to action filed with the Contracting Officer, GAO, ASBCA, GSBCA, Court of Federal Claims, etc.

FACTOR 2. SUPERVISORY CONTROLS

Receives assignments from the Deputy Director of Army Programs who develops , with the employee, a project plan that identifies the work needed, scope of projects and deadlines for accomplishment. Within the framework of established priorities, funding and objectives, incumbent is expected to independently plan, organize and coordinate the work, develop procedures and interpret regulatory guidance. Also expected to keep supervisory informed of any potentially controversial findings which impact beyond area of responsibility. Work is reviewed only in terms of compliance with organizational goals and effectiveness in achieving objectives. May also be reviewed by others when duties performed or recommendations made would impact outside of immediate organization.

FACTOR 3. GUIDELINES

Guidelines would include the FAR; DFARS; NAPS; and Navy directives and policy; local policy and procedures; DOL regulations and policy; GAO, ASBCA, GSBCA, Court of Federal Claims decisions; and Public law. Employee is responsible for development, oversight and implementation of acquisition strategies for which little or no guidance exists. This would include the development of complex government positions in acquisition planning, negotiations, protests, disputes and litigation. The employee must be able to apply independent judgement as a contracting officer to complex situations. The employee must exercise initiative, resourcefulness, and experienced judgement in balancing multiple guidelines, regulations, and legal precedence that apply to different aspects of a contract action or related actions. Examples of this would include responding to a Contractor's protest or claim based upon an examination of multiple legal decisions dealing with the general basis of a protest or claim, or development of new evaluation factors and criteria required to meet unique situations pertaining to a given acquisition.

FACTOR 4. COMPLEXITY

The work involves broad management responsibility for all contractual phases of the acquisition process in support of acquisitions for major military training simulation systems and service acquisitions.

Acquisition issues are largely undefined and require extensive analysis and evaluation to identify the scope of the problems and reach decisions on appropriate courses of action.

Devises innovative contractual methods which become precedent for handling similar situations on other acquisitions. Decisions relate to innovations in such areas as special language, acquisition strategy and handling of intricate contract administration issues. Work is characterized by such complexities as:

- Contracts are for research and development and production of simulation systems, complex modifications of existing simulation systems, or service contracts which are characterized by time and material requirements, repair and maintenance of proprietary items and extensive administrative problems (e.g. long term contracts of 2 to 5 years and performance of services at multiple sites.)

- Requirements involve areas where little or no established practices or precedents are available to assist in problem solving, where progress is difficult, and where new techniques and approaches need to be devised.

- Work involves acquisition systems or programs which require extensive analyses and continuing evaluation of potential approaches to establish comprehensive solutions; or the development of new concepts which will influence the procedures and ideas of others or will resolve unyielding problems.

- Limited competition exists because of limited manufacturing capability, state-of-the-art equipment or similar conditions resulting in frequent sole source acquisitions for highly specialized programs with the attendant need for in-depth cost analysis, audit and technical reports.

- Involves the use of numerous contracts and contract types, including cost-plus incentive fee, cost-plus award fee, fixed-price incentive, time and materials, and various combinations thereof.

- Changes in technical requirements, design concepts, or manufacturing processes during the course of the contract as a result of production schedules of the devices being geared to the production of the equipment

being simulated. Thus, any significant change to the operational equipment during production requires a corresponding change in the simulation system.

FACTOR 5. SCOPE AND EFFECT

The primary purpose of this position is to provide top-level contractual expertise on assigned programs. The end items acquired are self-contained, highly sophisticated, technologically advanced training devices such as crew trainers, maintenance trainers, simulated tactical engagement systems, warfare simulators, associated support services, Contractor Maintenance of Simulators and Instrumentation Systems Development. These systems comprise the major training vehicles for existing, newly acquired or future military weapon or support systems/services. Acquisitions for other than training devices include applied research, management support, and general support acquisitions. Recommendations and commitments frequently carry contracting officer authority for actions involving sizable expenditures of staff, funds and material.

The work performed and the decisions that are made have a significant impact on DOD and other sponsor missions affecting the readiness posture of the U.S. military forces and other sponsors. The acquisition of training devices in a timely manner and on a cost effective basis is critical to readiness. The lack of this equipment or its availability results in either a lack of training capability or the use of actual equipment for training, this is neither cost effective nor, in some cases, totally safe for training purposes.

Work performed and the decisions made also have a substantial impact on the economic well being of a company or subsidiary of a corporation whose economic position affects the health and stability of the corporate locality.

As a supervisor, the employee is responsible for managing workload and assuring proper expenditure of allocated work year resources. The effect of this effort impacts the physical health of the organization.

FACTOR 6. PERSONAL CONTACTS

The incumbent has extensive personal interface with government managerial and technical personnel and foreign government officials. Coordination with these personnel is required from initial planning stages through formal contract negotiations, contract award, contract administration and contract closeout. Contacts are with contractor's officials (e.g., presidents, senior vice-presidents, contract managers and controllers), and with agency specialists such as auditors, attorneys, engineers and small business representatives. Contacts are generally established in a moderately unstructured setting with the roles and authorities of the parties varying with each contact. Each contact may be conducted under different ground rules. The employee may represent the agency at conferences dealing with the contractual aspects of system acquisition. Such conferences are typically arranged in advance and are attended by top level representatives of external organizations.

FACTOR 7. PURPOSE OF CONTACTS

Contacts are to justify, defend and/or negotiate matters involving significant or controversial issues that have not been resolved through established channels and procedures. Contacts relate to large system or service acquisitions that are of considerable consequence, negotiation with management representatives of other organizations or representatives of foreign governments. The employee is responsible for justifying and defending the agency position on significant issues that are controversial, complex and contested. Employee serves on contract review boards at the departmental or agency level which advise on or approve significant contract actions. Persons contacted typically have diverse viewpoints, goals or objectives requiring the employee to achieve a common understanding of the problem and a satisfactory solution by convincing them, arriving at a compromise, or developing alternate approaches. Contacts typically have a high-level of authority within their own organization.

FACTOR 8. PHYSICAL DEMANDS

The employee's work is sedentary in nature, although workload and negotiations on a regular basis require longer than a normal work day and include intensive work and negotiation sessions of four hours or longer without a rest period. The work requires an above-average resistance to fatigue.

FACTOR 9. WORK ENVIRONMENT

Incumbent will work in an office or conference room environment and will travel to contractor's plants and other Government activities.

SUPERVISORY FACTORS

FACTOR 1. SCOPE AND EFFECT – 1-3 – 550 points

a. Scope - The incumbent directs complex administrative and professional contracting efforts. The work directed involves the simulation industry, a major business segment supporting Navy, Army, Marine Corps, Air Force, FMS and other operations, which includes businesses and customers from around the world.

b. Effect - Activities, functions, or services accomplished directly and significantly impact a wide range of agency activities, the work of other agencies, and the operations of outside interests (e.g. Headquarter sponsors, training, simulation, and instrumentation industry, foreign military sales customers). The work directly and substantially impacts essential training and support to numerous, varied, and complex technical, professional, and administrative functions.

FACTOR 2. ORGANIZATIONAL SETTING – Level 2-1 – 100 points

This position is accountable to a position that is two reporting levels below the first SES/general officer that is in the direct supervisory chain. The position reports to the Deputy Director of Army Programs, which is organizationally two levels below the Commanding General/Deputy Commander of STRICOM.

FACTOR 3. SUPERVISORY AND MANAGERIAL AUTHORITY EXERCISED – 3-3 – 775 points

The incumbent is delegated unlimited authority for all aspects of the program/project including but not limited to: planning work to be accomplished by subordinates; assigning work to subordinates based on priorities, with selective consideration of the difficulty and the requirements of the assignments and the capabilities of the specialists; evaluating performance of subordinates; giving advice, counsel, or instruction to individual specialists on both work and administrative matters; interviewing candidates for positions in the branch and making recommendations, for appointment, promotion, or reassignment to nonsupervisory positions; hearing and resolving employment complaints, effecting disciplinary measures; identifying development and training needs of employees, consulting with specialists on these needs and deciding on training problems related to the employees supervised; collaborating with heads of other units to negotiate, decide on, and/or coordinate work-related changes affecting other units; advising officials with broader and higher responsibilities on problems involving the relationship of the branch's functions to broader programs and its impact on such programs; manages

numerous/complex changes to the product baseline configuration and develops strategy for quick responses in an efficient manner; assists program management in the planning of funding requirements for the overall program; providing advice and assistance in determining the timing of awards and assist in determining funding obligations requirements as the program/project progresses; develops, recommends and/or implements new policies or procedures based on investigations performed or on trends and patterns identified .

FACTOR 4. PERSONAL CONTACTS
Level 4A-4 – 100 Points

The employee frequently contacts high level individuals in activities external to the organization. Examples are: ASN(RD&A) or ASA(RDA) and staff, corporate CEOs and other executives, and high level management of other government organizations, both U.S. and other. These contacts may take place in formal settings such as meetings, conferences or briefings. Informal contacts are often made by telephone or in person. Contacts usually require thorough pre-briefing by subordinates and/or preparation of presentation packages. The employee usually is required to make on-the-spot analysis and provide convincing responses.

Level 4B-3 – 100 points

The purpose of the contacts is to motivate, influence or otherwise convince individuals or groups to accept recommendations or actions concerning fundamental goals and objectives of the projects or program segments within the area of responsibility and there may be conflict based on resource limitations and/or differing objectives, etc.

FACTOR 5. DIFFICULTY OF WORK DIRECTED – Level 5-7 – 930 points

Provides technical, administrative, and professional supervision to a subordinate workforce with the workload consisting primarily GS-1102-12 level Contract Specialists. The incumbent additionally provides similar direction to subordinate GS-1102-13 Contract Specialist/Team Leaders, GS-1102-11 Contract Specialists, GS-1102-9 Contract Specialists, GS-1102-7 Contract Specialists, GS-1106-06 Procurement Technician(s), and GS-1106-4 Procurement Clerk(s).

FACTOR 6. OTHER CONDITIONS Level 6-5 – 1225 points

Work involves extensive coordination and integration of a variety of projects or program segments of work at or above the GS-12 level. Recommendations provided have a substantial impact on the organization and programs managed. The incumbent provides major recommendations concerning restructuring current and long range goals and objectives based on such things as changes in program authority, legislation or funding. Incumbent also may provide recommendations concerning projects or program segments to be initiated or revised, and in organizational structure to obtain optimum efficiency/effectiveness and long range planning and policy formulation.

CRITICAL ACQUISITION POSITION AMENDMENT TO PD# [illegible]

"This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official, the following are statutory requirements (Reference: 10 U.S.C. 1733 - 1737):

- Selectee must be qualified for Acquisition Corps membership at the time of selection or possess a waiver.

- Selectee must execute, as a condition of appointment, a written agreement to remain in federal service in this position for at least 3 years. In signing such an agreement, the employee does not forfeit any employment rights, nor does such an agreement alter any other terms or conditions of employment."