

POSITION DESCRIPTION (Please Read Instructions on the Back)						1. Agency Position No. NL11922	
2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Orlando, FL		5. Duty Station Orlando, FL	
6. OPM Certification No.		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Explanation (Show any positions replaced) NLR2056		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CF)		11. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity 1 - Non-Sensitive <input type="checkbox"/> 2 - Noncritical Sensitive <input checked="" type="checkbox"/> 3 - Critical Sensitive <input type="checkbox"/> 4 - Special Sensitive <input type="checkbox"/>	
13. Competitive Level Code 1104		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		Budget Analyst		GS	0560	11	
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)				c. Thru Subdivision Directorate for Resource Management (R)			
a. First Subdivision U.S. Army Materiel Command (AMC)				d. Fourth Subdivision Financial Management Division (RF)			
b. Second Subdivision Simulation, Training and Instrumentation Command (STRICOM)				e. Fifth Subdivision			
19. Employee review - This is an accurate description 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 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 RICHARD C. GILMOUR, CHIEF, FINANCIAL MGT. DIV				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)			
Signature 		Date 6/27/00		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 USOPM PCS GS 0560, Budget Analysis Series, July 81			
Typed Name and Title of Official Taking Action JAMES B. GODWIN, COL, CHIEF OF STAFF				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.			
Signature 		Date 6/27/00					
23. Position Review		Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)							
b. Supervisor							
c. Classifier							
24. Remarks This position is at the full performance level. BUS: 7777							
25. Description of Major Duties and Responsibilities (See Attached)							

MAJOR DUTIES:

This position is located in the Financial Management Division (RF), Resources Management Directorate, Simulation, Training and Instrumentation Command (STRICOM). This job is responsible for budgetary formulation, presentation, defense, and execution of the STRICOM programs. These programs include RDTE (Nonsystems Training Devices, Instrumentation, Targets, Threat, Simulators and Customers), OMA for Life Cycle Contractor Support, and spare parts support of non type classified training devices, MPA for missile and Combat Training Centers requirements and OPA for procurement of Nonsystems Training Devices.

- Assumes full responsibility for the formulation, preparation and defense of the various budgetary programs in the budget and apportionment process. The formulation process consists of identifying actual and potential requirements, determining phase of requirement (RDTE, Production, etc.) and obtaining estimate of cost of project by fiscal year. 35%
- Performs all phases of the execution of the assigned segment of the current and prior year programs. This includes such things as forecasting obligations/disbursements, monitoring progress, reporting variances, expediting obligations and establishing job orders. 25%
- Submits budgetary programs in approved formats for RDTE, Procurement, OMA and FMS Administrative Budget and cases. 15%
- Maintains current awareness of project as to purpose, scope, schedule, critical problems and other appropriate areas to properly formulate and defend budgetary programs. 10%
- Analyzes reports of defense contractors, other agencies performing work for STRICOM and in house NAWC-TSD to determine impact on budgetary programs at the project level. 5%
- Prepares associated budgetary reports required either on a recurring basis or one-time special reports. 5%
- Serves as focal point for unliquidated obligations for assigned area of responsibility 5%
- Performs other duties as assigned.

FACTORS

1. Knowledge Required by the Position

- In-depth knowledge of the Army appropriations (RDTE, OMA, Procurement and FMS) depending on assigned responsibility.
- Knowledge of budgeting principles to include incremental funding vs. full funding concepts and when to apply such concepts.
- Knowledge of acquisition cycle from concept formulation through fielding in order to properly align budget profile.
- Skill in analysis and review of budget requests to determine the best source and/or alternative sources of funds, trade offs between other programs (may result in reprogramming) and overall validity of request.
- Knowledge of long range goals and plans of TRADOC and AMC to aid in the assistance provided in formulating the long range and POM programs.
- Knowledge of budgeting cycle within the Army. This includes not only timing of various budgeting exercises but also which levels (AMC, DA, OSD, OMB) are involved and their interrelationships.
- Knowledge of methods to be used to obtain estimates of a project cost. This may include researching past efforts for similarity to proposed efforts, working with engineering and/or validation personnel, or any other sources to obtain needed information.
- Understanding of status reports such as Cost Schedule Status Report (CSSR) to properly analyze the progress, shortfalls and correction actions required by the budgeting process.
- Working knowledge of the systems required to support budgetary submission and defense. These include but are not limited to the RDA Execution Review, PFORMS, BPRR, FMS budgets.

2. Supervisory Controls

The Supervisor (Chief, Financial Management Division) establishes overall broad objectives to be achieved and timeframe in which to be accomplished. Time frame is mutually agreed upon. Supervisor is available for consultations in those instances involving policy or controversial areas. The employee is responsible for independently planning and executing assignments. Completed work is evaluated on the basis of soundness of analysis and recommendations, effectiveness of presentation and timeliness of work accomplishments.

3. Guidelines

Guidelines include various OSD, DA and AMC regulations and procedures dealing with fiscal/budget policy. The Resource Management Tool is used for back up justification on project content as well as personnel contacts with appropriate project directors. Work effort requires the incumbent to make many interpretations of existing policy and guidance for applications to specific unique problems. Examples might be as to what appropriation should fund an item. This would vary depending upon utilization of that item. Interpretations include making the most appropriate choice among a group of guidelines and also from among conflicting guidelines.

4. Complexity

Budgeting policy is general in nature and must be firmed up for appropriate budget defense. The rationale for placing a particular project under the exploratory development vice the advance development effort of the RDTE appropriation is a matter for interpretation based upon considerations by the incumbent such as technical advice, political implications, funding availability, and type of requirement document. A large degree of latitude in presentation format, procedures and attendees at the various budget defense meetings is at the discretion of the incumbent.

5. Scope and Effect

The major purpose of this position is in the formulation, presentation, and defense of the STRICOM budgetary programs (RDTE, OMA, Procurement, FMS) for the budget, apportionment, and current and prior year execution.

The impact of this effort affects multiple mission areas of STRICOM. Impacts are in the area of delays in program initiation and/or completion in the event funding is not in the correct budget or is not in the correct time frame. It is essential that funding decisions be accurate to preclude possible violation of congressional law. Further, timely analysis and discovery of program execution shortfalls has a direct impact on the overall development/acquisition. If a need for additional funds is required, quick action must be taken to rectify the problem.

6. Personal Contacts

Contacts are with both internal and external personnel. Internal contacts include NAWC-TSD personnel, as well as STRICOM personnel to include Program Analysts, Project Directors, DPM and PM. External contacts include AMC, DA, DFAS and OSD personnel.

7. Purpose of Contacts

Contacts are made and maintained to 1) obtain data for budget formulation/preparation; 2) present to various levels of management within STRICOM and 3) to "sell" to higher headquarters - AMC, DA and OSD. In the latter case, convincing arguments must be prepared and delivered to obtain initial approvals and keep these approvals in force during the budget/apportionment cycles. The incumbent of this position must be able to present and provide explanation of the interrelationships of the training device vs. the hardware. Such discussions may in fact result in a compromise on the part of both points of view. Further contacts with the DFAS personnel are for the day to day fiscal actions to ensure timely and accurate fiscal reporting to higher headquarters. DFAS performs the official finance and accounting function for STRICOM.

8. Physical Demands

Work is mostly sedentary. Requires walking, bending and lifting of light objects such as books or computer printouts. Airline travel may be required as well as driving at TDY city.

9. Work Environment

Work is performed in a typical office environment, including conference rooms.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL11922001

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